

BOARD HUMAN RESOURCES COMMITTEE

ROLE AND CHARTER

Role of the Committee

The role of the Committee will be to:

- provide a governance framework for the consideration of strategic matters relating to the staff and culture of Australia Post;
- to provide advice to the Board on the application of specific matters as appropriate; and
- to assist the Board in the discharge of its responsibilities under the Australian Postal Corporation Act 1989.

Charter

The Committee shall consider, and make recommendations to the full Board as appropriate with particular reference to:

Recruitment, Selection & Succession Planning

- Policies on the recruitment, selection of, and succession planning for, senior staff including disclosure of the process for performance evaluation of key executives.

Remuneration

- The determination of the details of the Managing Director's remuneration package including all elements within the parameters endorsed by the Remuneration Tribunal;
- The identification and engagement of a source of advice (independent from management) on remuneration matters;

- Policies relating to executive remuneration including;
 - Australia Post's policy on disclosure of executive remuneration;
 - the publication of the structure and objectives of remuneration policy and relationship to both individual and corporate performance;
 - reporting the amount of remuneration for the five highest paid (continuing) executives plus any departures.

Culture and Ethics

- the development and observation of the Australia Post Code of Ethics;
- the development and maintenance of an ongoing evaluation program of the ethics framework, to ensure continued alignment with industry 'better practice';
- policies on ethics communication/training programs including a specific Ethics program for the senior leadership group in Post;
- policies relating to corporate values and standards;
- policies relating to equal employment opportunity policies, including the annual report to the Minister under the EEO (Commonwealth Authorities) Act 1987

Learning and Development

- policies relating to training and development at all levels of the organisation (with particular focus on management training) to ensure that both the organisation and individual employees have opportunities to develop and utilise skills and abilities that improve the effectiveness of Australia Post;

Occupational Health & Safety

- policies relating to occupational health and safety issues that ensure employees are provided with a working environment that is both healthy and safe;

Terms and Conditions of Employment

- policies relating to significant terms and conditions of employment that are likely to have a substantial impact on the organisation and/or employees.

Organisational Structure

- policies relating to organisational structure and design.