

SAFETY COMMITTEE CHARTER

Effective: 25 June 2021

Purpose

1. The Safety Committee (**Committee**) is a committee of the Board of the Australian Postal Corporation (**Australia Post**). This Charter sets out the authority delegated by the Board to the Committee and the Committee's responsibilities, powers, composition and operation.
2. The primary function of the Committee is to provide counsel, guidance and governance of Australia Post's strategies, frameworks and programs related to workplace health, safety and wellbeing, and within the scope of its responsibility endorse certain matters for Board approval.

Responsibilities

3. The Committee has the following responsibilities:

Workplace Health, Safety & Wellbeing Responsibilities

- 3.1 provide counsel and guidance on strategies, frameworks and programs relating to workplace health, safety and wellbeing including injury prevention, workers compensation, and rehabilitation.
- 3.2 review the effectiveness of policies and initiatives on workplace health, safety and wellbeing including injury prevention, workers compensation, and rehabilitation.
- 3.3 review safety performance against agreed targets.

Compliance

- 3.4 assist the Board in its oversight, and the Audit & Risk Committee in its monitoring, of Australia Post's compliance with applicable legal and regulatory requirements as they relate to each of the above responsibilities.
- 3.5 review and endorse for Board approval any material policies of relevance to the Committee's function including workplace health, safety and wellbeing issues to assist the Audit & Risk Committee in fulfilling its responsibilities under the Group Policy Governance Framework.

Powers

4. The Committee is authorised to:
 - seek information it requires from any Australia Post employee and/or any external party; and
 - obtain outside legal or other professional advice at the Group's expense (in which case the Committee Chair will notify the Board Chair that such advice is being obtained) and initiate special investigations as deemed necessary.

Structure and Composition of the Committee

Membership

5. The Committee will have a minimum of three members, comprising entirely of non-executive directors.
6. The membership of the Committee will have an appropriate balance between continuity, the contribution of fresh perspectives and suitable mix of skills, knowledge and experience.

Appointment

7. The Board shall appoint, replace or remove members to and from the Committee, and review the composition of the Committee at least annually.

Chair

8. The Chair of the Committee will be nominated by the Board. Where the Committee Chair is unavailable for a meeting, another Committee member will act in that capacity as chosen by the Committee members present.

Operation of the Committee

Secretariat

9. All records, including agenda, minutes and any reports or recommendations will be prepared and kept by the Corporate Secretary.
10. Meeting agenda and papers will be provided prior to the meeting and minutes will be prepared in a timely manner.
11. All directors will be able to access Committee meeting papers and minutes on the secure digital Board Portal.

Frequency of meetings

12. The Committee will meet as frequently as is necessary to undertake its role effectively and in any event at least four times per year. Where practicable to do so, Committee members will undertake site visits two times per year at an Australia Post operating facility.

Notice of meeting

13. Special meetings may be called at the request of any Committee member. A notice of each meeting confirming the date, time, venue and agenda will be forwarded to each member of the Committee as soon as practicable prior to the meeting date.
14. Committee meetings are permitted to be held in person, or by any technological means as consented to by the Chair of the Committee.

Attendees

15. Non-Committee members such as executives and/or external parties who the Chair and members of the Committee think fit may be invited to attend all or part of a Committee meeting but should not participate if they have an interest in the matter under consideration.
16. It is expected that the Group Chief Executive Officer & Managing Director and the Executive General Manager, People & Culture will attend meetings where appropriate.

Quorum for meetings

17. A quorum to transact the affairs of the Committee is two members or a majority of the Committee, whichever is greater.

Committee member interests

18. Members of the Committee will not participate in discussions and will not vote on any issues in respect of which there is an actual, potential or perceived conflict of interest.

Formal mechanism for reporting key matters

19. The Chair of the Committee shall report the findings and recommendations of the Committee to the Board after each Committee meeting, or as appropriate.

Review and Assessment of the Committee**Review of charter**

20. This Charter should be reviewed and updated at least annually and changes required should be recommended to the Board for approval.
21. The Charter will be accessible through the Australia Post website.

Review of performance

22. In order to ensure that the Committee is fulfilling its duties, it:

- undertakes an annual self-assessment of its performance against the requirements of this Charter and provides that information to the Board; and
- provides any information the Board may request to facilitate its review of the Committee's performance and its members.