

COMMUNITY AND ENVIRONMENT COMMITTEE CHARTER

APRIL 2016

HUNTER WATER



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1 COMMITTEE NAME

The Committee shall be known as the Community and Environment Committee (the “Committee”).

2 PURPOSE

The Committee assists the Board in providing direction to, and the monitoring of, strategic plans and initiatives as they may affect the sustainable use of resources and delivery of services arising from the operations of the Corporation in the context of its trading, social and natural environment.

3 OBJECTIVES

In fulfilling its purpose, the Committee’s objectives are to promote a sustainability focused approach and environmentally responsible work culture within the organisation. This includes striving to meet the commitments that Hunter Water has made in its Community and Environment Policy.

4 AUTHORITY

In carrying out its duties the Committee shall have the authority to discuss directly with management, internal auditors or consultants any issue within its remit and to request reports, explanations and information on any of the activities or procedures of the Corporation.

The Committee is authorised by the Board to obtain outside legal or other professional advice if it considers this necessary at the cost of the Corporation.

5 DUTIES AND RESPONSIBILITIES

In order to fulfil its objectives, the Committee will:

- Provide advice and direction to Senior Management and the Board in relation to environmental risks and the environment and customer aspects of the Corporation’s Integrated Quality Management System.
- Consider and review the organisation’s key environment, customer service and stakeholder engagement strategies to ensure they are consistent with our vision, brand positioning and the expectations of our customers and other stakeholders.
- Evaluate and provide guidance on emerging community and environmental issues and policy development.
- Review environment and customer service performance against objectives and targets including key performance indicators.
- Review trends and management systems relating to environment and community incidents.
- Review and provide input to the Annual Report with a focus on financial, environment and social aspects.

Updated:1/09/16

6 MEMBERSHIP, APPOINTMENT AND TERM

The Committee will consist of at least three non-executive Directors. Only a non-executive Director will be appointed Chair of the Committee.

The Members, the Chair and the term of appointment of each member shall be determined by the Board Corporate Governance and Nominations Committee. Membership will be re-assessed as required taking into consideration the requirements of all Board Committees and the experience and skills of Board Members.

The Committee may invite any other individuals to attend meetings of the Committee, as it considers appropriate. The Managing Director is a permanent member of the Committee.

7 CHAIRMAN

A Non-Executive Director will be appointed as Chairman of the Committee upon the recommendation of the Corporate Governance Committee.

8 SECRETARY

The Chief Customer Services Officer will be the Secretary of the Committee. The Secretary, in conjunction with the Chairman, will be responsible for determining the agenda and distributing the business papers to the Committee members prior to each meeting. The Secretary will also be responsible for keeping the minutes of the Committee and circulating these to Committee members and other interested parties. The Secretary may be supported in these duties by other management personnel.

9 MEETINGS

The Committee will hold at least four regular meetings per annum and such additional meetings as the Chairman may decide in order to fulfil its duties. The Chairman of the Committee will report to the Board following each Committee meeting.

10 CONFLICT OF INTEREST

Committee Members must declare their interest, whether perceived, pecuniary or otherwise, in the exercise of their duties.

11 QUORUM

A quorum shall consist of 2 Committee Members.

12 ASSESSMENT

The Committee shall review its performance against the Charter on an annual basis and report to the full Board.

13 REVIEW OF COMMITTEE CHARTER

The Committee will review this Charter on an annual basis and at such other times as it considers a review to be necessary or appropriate.

Approved:	26 May 2016	Board of Directors
Endorsed:	28 April 2016	Corporate Governance Committee
Last Reviewed:	25 February 2016	Community and Environment Committee