

wais

Integrity & Safeguarding Committee Charter

Version 2.0



PURPOSE

The Integrity and Safeguarding Committee has the following specific functions:

- i) To assist the Board in providing strategic oversight on integrity, safeguarding and wellbeing within WAIS.
- ii) To provide recommendations to the Board on areas of policy, compliance and reporting related to integrity, safeguarding and wellbeing.
- iii) To advise on risk identification, assessment, and treatment related to athlete safeguarding.
- iv) To monitor the effectiveness of WAIS' Athlete Safeguarding Framework.
- v) To monitor WAIS' compliance with Sport Integrity Australia's National Integrity Framework (NIF) policies.
- vi) To have oversight of changes and updates to the staff and athlete Codes of Conduct.
- vii) To provide additional oversight on specific integrity and safeguarding-related matters as delegated by the Board.

The existence of the Committee does not replace the role of the CEO in ensuring the proper governance of WAIS' integrity, safeguarding and wellbeing requirements.

MEMBERSHIP

1. The Committee will consist of at least three non-executive members appointed by the Board, with diversity a key consideration.
2. The Committee will be led by a Chair, who is not the Board Chairperson, that is independent of management and appointed by the Board.
3. Members will be appointed for an initial period of up to three years as determined by the Board.
4. The Board may remove a Committee member at any time or a member may resign.
5. The Chief Executive Officer and/or management may be requested to attend meetings or part of a meeting of the Committee.
6. The Committee will be administratively supported by a secretary who is appointed by management.

DUTIES AND RESPONSIBILITIES

7. The Committee is responsible for monitoring the effectiveness of the Athlete Safeguarding Framework and compliance with the NIF policies at WAIS. The Committee will:
 - a) Review individual NIF issues raised through the complaints mechanisms at WAIS.
 - b) Advise the Board when an independent investigation into integrity or safeguarding breaches is recommended.
 - c) Identify and report trend information to the Board.
8. The Committee is responsible for monitoring the effectiveness of wellbeing initiatives across the organisation. The Committee will:
 - a) Monitor athlete wellbeing success measures.
 - b) Monitor employee engagement, satisfaction and retention.
 - c) Identify and report trend information to the Board.
9. The Committee will provide the Board with the Minutes of each Committee meeting.
10. The Chair will report to the Board after each Committee meeting on any matters that need to be drawn to the attention of the Board. Where necessary it will provide the Board with its recommendations.

ADMINISTRATIVE RESPONSIBILITIES

Meetings

11. The Committee will meet at a minimum three times per year and may call additional meetings as required to consider critical matters. Meetings can be in person, online or a combination of these.

Secretariat

12. The CEO will formally appoint an officer to provide secretariat services to the Committee. These services include:

- a) Preparing a meeting agenda for each meeting that is approved by the Chair.
- b) Circulating the meeting agenda and supporting papers at least one week before the meeting.
- c) Preparing minutes of the meetings and circulating them no later than two weeks after the meeting.
- d) Maintaining final meeting papers and minutes in accordance with the record keeping requirements of WAIS.

Committee performance assessment arrangements

13. The Chair of the Committee, in consultation with the Board, will review the performance of the Committee annually.

14. The review will be performed using an approved assessment tool with appropriate input from the Board, Committee Members, Senior Management and any other relevant stakeholders.

15. The Chair will provide advice to the Board on the members' performance.

Reporting

16. The Committee will, as often as necessary, and at least once a year, report to the Board on its operations and activities during the year and confirm to the Board that all functions outlined in this Charter have been satisfactorily addressed.

17. The Committee may, at any time, report to the Board on any other matters it deems to be sufficiently important. In addition, any individual Committee member may request a meeting with the Board at any time.

REVIEW AND REVISION

This Charter will be reviewed every two years and more frequently if required. Review will be undertaken by the Committee and any revisions approved by the Board.

Revision History

Date	Version	Approved by	Changes made
10 June 2024	1.0	Board	New Committee Charter.
29 July 2024	1.1	Integrity and Safeguarding Committee	Revisions made.
03/11/2025	2.0	WAIS Board	Clarification of Committee's responsibilities around wellbeing. Updated to be consistent with formatting of other governance committee charters.

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