



RISK MANAGEMENT AND COMPLIANCE COMMITTEE TERMS OF REFERENCE

Purpose and Scope

The purpose of the Risk Management and Compliance Committee is to:

- provide reports and recommendations to the Board to assist it to manage risk across the whole organisation
- ensure the organisation complies with relevant legislation, government policy, organisational policy, codes of practice, standards, contracts and agreements.

Where risk is identified as primarily a financial matter, the Risk Management and Compliance Committee must work in collaboration with the Financial Committee.

Meeting Frequency and Other Timelines

- The Risk Management and Compliance Committee is ongoing.
- Committee meetings are to occur no less than three times a year (refer to annual schedule)
- Any member of the Risk Management and Compliance Committee can call a meeting of the Committee providing a minimum of one week's notice.

Membership

Membership of the Risk Management and Compliance Committee shall be appointed by the Board and shall comprise of:

- Two representatives of the Board
- CEO
- Operations Manager
- People and Culture Co-ordinator

The Committee may from time to time co-opt the assistance of people (both internal and external to the organisation) with quality improvement, risk management, legal or other relevant expertise including: Hope Street's OH&S Representatives

Quorum

A quorum constitutes one Director and two other Committee members.

Members may be present in person or by using any technology such as teleconferencing, webcam etc.

Powers /Authority

The Risk Management and Compliance Committee is a standing Committee of the Board and is authorised to:

- investigate any activity within the Terms of Reference
- provide reports and recommendations to the Board regarding risk management issues including health and safety, legislative and statutory compliance, government policy, organisational policy, codes of practice, standards, contracts and agreements.

To facilitate this, the Risk Management and Compliance Committee has the power to:

- inspect the organisation's premises and records
- seek any information it requires from any employee or contractor
- obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary and it would be detrimental to the organisation to wait for formal Board approval.



Duties and Outcomes

Overseeing Risk Management

The Risk Management and Compliance Committee is responsible for overseeing the establishment, monitoring and review of systems and processes that ensure Hope Street has effective policy and processes for:

- monitoring and updating the organisation's Risk Management Register
- identifying and controlling risks that could impact on the organisation, its personnel and clients
- monitoring the implementation of the Risk Management Policy and Procedures and action plans including evaluating their effectiveness
- identifying risks relevant to the organisation's activities and controlling the impact of risk on the organisation and personnel
- ensuring all actions are completed within timelines
- keeping abreast of developments in risk management (including changes in legislation and industry standards)

Provide Leadership for embedding a Culture of Continuous Risk Management in all aspects of the organisation's activities:

- ensuring risk management is included in Strategic Plan and Business Plan
- ensuring there is a process for consulting staff particularly around health and safety issues and ensuring all staff understand the purposes and processes of risk management
- setting targets for risk management across the organisation
- instigating risk identification and analysis across the whole organisation
- developing and implementing a process for appraising organisational performance in terms of risk management
- instigating risk identification and analysis across the whole organisation
- ensuring the organisation is represented at relevant training and information sessions provided by the external organisations

Compliance

In relation to compliance, the Risk Management and Compliance Committee is responsible for:

- establishing, monitoring and updating the Legislative Compliance Register
- keeping abreast of key changes in legislation, government policy or standards
- ensuring the organisation's policies and procedures are consistent with legislation and government policy
- ensuring there is a process in place for informing staff of any relevant changes in legislation, government policy or standards
- reviewing and updating the Legislative Compliance Policy
- making recommendations for reviewing and updating of organisational policies

Reporting

Providing a verbal report and the minutes of Risk Management and Compliance Committee meetings to the Board. Via the CEO and Operations Manager informing the Leadership Team and the Quality Improvement Committee members of the Risk Management and Compliance recommendations, changes, actions and information/advice relevant to the business of the respective meetings.

Providing a written report on progress in addressing risk management to the Board at least every 6 months.

Committee Performance

- working collaboratively with other Committees and staff within the organisation to achieve the Strategic Plan
- evaluating the performance of the Risk Management and Compliance Committee at least annually including obtaining feedback from staff, stakeholders and Board on the performance of the Risk Management Committee.



Administration

The designated Director shall convene and chair each Committee meeting. Should this person not be available he/she may delegate the responsibility to another member of the Committee.

The Risk Management and Compliance Committee will keep minutes of its meetings.

The minute taker shall circulate the minutes of the Risk Management and Compliance Committee meetings to all members of the Committee for comment and change before being forwarded to the Board.

The minutes of the Risk Management and Compliance Committee are to be tabled at the next Board meeting along with any reports or recommendations.

The Board member convening the Risk Management and Compliance Committee is responsible for developing and signing-off of any reports or recommendations to be made to the Board.
