



# Risk and Performance Committee

## Role Information (Chair)

The Risk and Performance Committee (the Committee) is responsible to provide independent advice and assurance to the Chief Executive on the department's risk, control and performance, in line with its scope.

The objective of the Committee is to support the Chief Executive to identify, prevent and respond to real and potential risks and performance issues, and to support the department to meet its compliance requirements.

The Chair of the Committee is appointed by the Chief Executive to lead the Committee in its role and function, consistent with its Terms of Reference, and is responsible for the effective management of the Committee to ensure that it fulfils its responsibilities, is properly organised and operates efficiently.

The primary responsibilities of the Chair of the Risk and Performance Committee are to:

1. establish processes to govern the Committee's work and ensure the Committee fully discharges its role and function as detailed in the Terms of Reference;
2. ensure that there is an effective relationship between management and the Committee members;
3. in consultation with the Chief Executive and/or the Director Office of the Chief Executive, determine the frequency, dates and locations of meetings of the Committee;
4. report to the Chief Executive and the Strategic Executive Group (SEG) on any decisions or recommendations made by the Committee (which require Executive action);
5. ensure the proper flow of information to and from the Committee;
6. chair the Committee meetings and encourage a free and open discussion at the meetings;
7. prepare the Committee meeting agendas to ensure all required business is brought before the Committee to enable it to efficiently carry out its duties and responsibilities;
8. in consultation with the Chief Executive and the Chief Finance Officer, ensure that all items requiring the Committee's approval are tabled;
9. review the annual assessment of the Committee and its performance and take the measures to correct the weaknesses underlined by the assessment;

## Position Description for Chair of the Risk and Performance Committee

The Chair of the Risk and Performance Committee leads the Risk and Performance Committee in its duties, and is responsible for the effective management of the activities of the Committee and ensure that it is properly organised and operates efficiently.

The Chair of the Risk and Performance Committee shall be appointed by the Chief Executive. If there is a vacancy, then the members of the Risk and Performance Committee shall appoint, by a majority vote of the full Committee membership, one of its members to act in the vacancy until such time as it is filled by the Board.

The primary responsibilities of the Chair of the Risk and Performance Committee are to:

1. establish processes to govern the Risk and Performance Committee's work and ensure the Committee fully discharges its duties as detailed in the Committee Charter;
2. ensure that there is an effective relationship between management and the Committee members;
3. in consultation with the Chief Executive (the "CE"), and/or Director Office of the CE determine the frequency, dates and locations of meetings of the Risk and Performance Committee;
4. report to the Executive on any decisions or recommendations made by the Committee (which require Executive action) at the next meeting of the Executive;
5. ensure the proper flow of information to the Risk and Performance Committee;
6. chair meetings of the Risk and Performance Committee and encourage a free and open discussion at the meetings;
7. prepare the Risk and Performance Committee meeting agendas to ensure all required business is brought before the Risk and Performance Committee to enable it to efficiently carry out its duties and responsibilities;
8. in consultation with the CE and the CFO, ensure that all items requiring the Risk and Performance Committee's approval are tabled;
9. review the annual assessment of the Risk and Performance Committee and take the measures to correct the weaknesses underlined by the assessment;