SAFETY AND RISK MANAGEMENT COMMITTEE

TERMS OF REFERENCE

Primary purpose
The role of the Committee is to support and advise Senate in respect of:

(a) WHS, environment and risk management matters and related risks arising from the activities and operations of the University and affiliated entities; and

(b) Non-financial risks generally within the University unless they are dealt with by another committee of the Senate.

The Senate Safety and Risk Management Committee (SRMC) monitors and advises Senate on matters relating to work health and safety (WHS) including compliance with work health and safety legislation as it applies to the University. The Committee also monitors and advises Senate on environment-related risk and compliance with environment-related legislation as it applies to the University.

The Committee will monitor and advise on specific matters on the request of the Senate or areas in which it feels that additional governance is required.

The SRMC maintains oversight of the effectiveness of the risk management framework in general, ensuring the effective management of risk in areas within its remit and for monitoring non-financial risk matters generally within the University unless they are dealt with by another committee of Senate. The SRMC allocates the management of specific risks to other relevant committees of Senate.

In respect of health and safety matters, the SRMC will:

1. Make recommendations to Senate to assist it to demonstrate its commitment and to discharge its responsibilities in relation to WHS;
2. Review WHS risks and the effectiveness of implementation of the Safety Management System;
3. Review WHS-related legislative developments to ensure that they are being effectively incorporated into the University’s policies and procedures;
4. Reviews outcomes of WHS audit activities;
5. Request reports on specific WHS risks;
6. Annually review the WHS responsibility matrix to ensure it reflects accountability of managers, and
7. Undertake site visits and periodically invite presentations from areas identified as having a high WHS risk. The purpose of these visits and presentations is to reinforce the effectiveness of the commitment, culture, resources and systems to manage WHS.

In respect of environment matters, the SRMC will:

1. Make recommendations to Senate to assist it to demonstrate its commitment and to discharge its responsibilities in relation to environment matters;
2. Review environment-related risks and the effectiveness of measures in place to manage or control their impacts;
3. Review environment-related legislative developments to ensure that they are being effectively incorporated into the University’s policies and procedures, and
4. Undertake site visits and periodically invite presentations from areas identified as high risk. The purpose of these visits and presentations is to ensure the effectiveness of the commitment, culture, resources and systems to manage environment issues.

In respect of risk management matters, the SRMC will:

1. Review recommendations from the relevant committee of SEG in relation to the risk management and compliance framework;
2. Work with the relevant committee of SEG to oversee the effectiveness of the risk management framework and University-wide risk register, specifically that it enables the timely and effective identification of material risks to the University;

3. Determine strategies to mitigate risks and to identify emerging risks;

4. Undertake focused discussion of specific risks allocated to the Committee;

5. Review the allocation of specific risks for different categories of risk;

6. Receive and review reports on the risk profile and exposure;

7. Allocate management of specific risks and relevant mitigation controls to the Senate, or a committee of Senate, and ensure the risks are being appropriately managed and monitored;

8. Review and note the General Insurance Renewal report and make recommendations as appropriate, and

9. Oversee and monitor the legislative compliance framework of high risk legislation to ensure appropriate management of compliance issues

CONSTITUTION
Ex-officio:

- The Chancellor
- The Deputy Chancellor
- The Vice-Chancellor and Principal

- The Chair of the Safety and Risk Management Committee who is a Fellow of Senate (not a staff member or student) and is elected by Senate

- Two Fellows of Senate appointed by Senate after consultation by the Chair of the Committee with the Chancellor and Vice-Chancellor

- Two external members with appropriate professional expertise and experience in risk management and the occupational health and safety field appointed by Senate on the recommendation of the Chair of the Committee following consultation by the Chair with Fellows of Senate and others as appropriate. The Secretary to Senate will assist the Chair by seeking suggestions from Fellows of Senate when it is known that there is a position to be filled

- Senate may, on the advice of the Committee, or of its own volition, appoint additional members as required

Term of Office
Appointed members have terms of office of two years and no member is to serve for more than two consecutive terms.

The elected Chair has a term of office of two years and is not to serve for more than three consecutive terms.

All term limits are capable of waiver by Senate if recommended by the Nominations and Appointments Committee.

Election
In accordance with current provisions governing election to Senate Committees.

MEETINGS
The Committee meets four times per year.

Quorum
At any meeting of the Committee three members shall form a quorum.
Reporting to Senate
The Committee reports to Senate.

Secretary to the Committee
Secretary to Senate