

### **Preamble**

1. The Policy and Risk Sub Committee is an advisory committee to the South Port Day Links Committee of Management (CoM).
2. The Policy and Risk Sub Committee assists the South Port Day Links CoM by providing advice and recommendations on risk management, policy and procedure development and the range of compliance obligations of the organisation.

### **Purpose**

The Policy and Risk Sub Committee will:

1. Work within the overall objectives and priorities as defined by the CoM.
2. Set priorities for the year based on the annual business plan and direction from the CoM.
3. Provide advice and recommendations to the CoM and Management on matters related to risk management, policy and compliance, ensuring a focus on continuous improvement of SPDL and a client focused approach to service provision.
4. Maintain an up to date risk register and recommend to the CoM for endorsement.
5. Oversee the actioning of mitigating strategies for the identified risks.
6. Develop and maintain an up to date suite of policies and procedures that:
  - Reduce and manage organisational risk
  - Ensure that services are client focused and promote engagement with clients and other community organisations in their implementation
  - Promote employee, volunteer, client and public safety
  - Protect SPDL personnel and assets
  - Ensure insurance arrangements are in place to minimise loss and insurance costs
  - Ensure SPDL's statutory and contractual obligations are met
7. Ensure that staff and volunteers are provided with education re policy and procedures
8. Receive reports from Management re compliance with policies and utilise this data in policy and procedure reviews.
9. Oversee compliance obligations including meeting the Home Care Standards for HACC audits.

### **Membership**

1. The Policy and Risk Sub Committee will consist of three (3) CoM members and other volunteers as co-opted and endorsed by the CoM as required.
  - a. CoM Chair or Deputy Chair
  - b. Two other CoM member, preferably one with policy and/or risk management expertise

# Policy and Risk Sub Committee

## Terms of Reference

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- c. An external member with policy and risk management expertise can be sought to assist
  - d. In attendance, the General Manager as ex-officio, on request
  - e. Other SPDL staff ex-officio as required for specific agenda items
2. The terms of appointment are at the discretion of the CoM and vacancies filled as they arise.
3. In 2017, the composition of the Sub Committee will be:

Chair:	Jo Lye
Other members:	Glenda Beale Lea Pope
External member:	Nil at present
Ex Officio:	Robert Menzies (Secretary) Rimmi Singh (if required) Sharon Stains (research)

### **Meeting Procedures and Governing Principles**

#### ***Chair***

1. The SPDL CoM will appoint the Chair of the Policy and Risk Sub Committee after the Annual General Meeting each year.
2. The Chair will approve the agenda and meeting minutes before distribution.
3. If the Chair is absent another CoM member will undertake this role.
4. The Chair reports to the CoM following each Sub Committee meeting including raising recommendations requiring CoM action or approval.

#### ***Secretary to the Sub Committee***

5. The Sub Committee will appoint a Secretary. In their absence, the Chair will nominate a Sub Committee member to act as Secretary for the meeting.
6. Minutes will be distributed to all Sub Committee members following approval of the Sub Committee Chair.

#### ***Frequency***

7. A schedule of meetings will be developed following each Annual General Meeting for the coming calendar year.
8. The Sub Committee will meet a minimum of four times per year, but more often if required and as determined by the Sub Committee or CoM.

#### ***Notice of Meetings***

9. Unless otherwise agreed by all Sub Committee members, notice of meetings and supporting documentation will be dispatched a minimum of five working days prior to the meeting date.

#### ***Quorum***

10. A quorum shall consist of two (2) CoM Members of the Sub Committee.

# Policy and Risk Sub Committee

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### **Review**

11. The Terms of Reference and their adequacy will be reviewed annually by the Sub Committee and the CoM and take into consideration the priorities in the SPDL Annual Business Plan.

### **Specific Authorities of the Risk and Policy/Procedure Sub Committee**

12. The Sub Committee has the authority and power to exercise the responsibilities set out in these Terms of Reference and under any separate resolutions of the CoM granted to it from time to time.
13. The Sub Committee has a right to obtain information from any employee via the General Manager in relation to the business of the Sub Committee to assist it in meeting its role and priorities.

### **Reporting**

14. The minutes of the meeting will be included in the CoM papers.
15. The Chair will provide a report of the actions and recommendations of the Sub Committee at the next CoM meeting.

Responsibility	Committee of Management
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Approved by	Committee of Management
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