

Terms of Reference – 2016-2019 Triennium

Risk and Health & Safety Working Party - Terms of Reference

Membership

The Risk and Health & Safety Working Party shall be comprised of three (3) councillors as follows:

Chairperson:	Paul Dimery
Members:	Rick Stolwerk
	Joce Yeoman
	Bill Shepherd

Standing orders do not apply.

Quorum

The quorum for meetings of the working party shall be three (ex-officio counts towards a quorum).

Objectives

The objectives of the working party are to:

- Provide oversight and assistance to the council's risk and health & safety activities, ensuring that accountabilities and responsibilities are fulfilled; and
- Make recommendations to council on risk management and health and safety matters.

Responsibilities

The working party is directly responsible and accountable to the council for the exercise of its responsibilities. The Chairperson, supported by staff, will provide a brief written report of working party activities to each council meeting.

In carrying out its responsibilities, the working party must at all times recognise that primary responsibility for management of the council rests with the Chief Executive.

For reasons of efficiency and/or expediency, should the working party not be able to perform their functions, the council will assume their role and responsibilities.

Role and functions

The council authorises the working party, within the scope of its Terms of Reference, role and responsibilities, to:

1. General

- Subject to operating within approved budget allocation - obtain information it needs from the CEO and/or external party (subject to their legal obligation to protect information);
- Discuss any matters with the external auditor, or other external parties (subject) to confidentiality considerations);
- Request the attendance of any employee, subject to the Chief Executive's approval, at meetings of the working party or its working groups;
- In discussion with the CEO and subject to operating within approved budget allocation - obtain external legal or other professional advice, as considered necessary to meet its responsibilities, at the council's expense;

- Co-opt a person as a (non-voting) member of the working party to assist with special projects;
- Recommend to council that additional members be appointed to the working party should it consider wider representation would be of assistance in performing its functions;
- To regularly report progress on its functions to the council; and
- Undertake such other functions as may be delegated by council from time to time.

2. Risk management

The working party's responsibilities are to:

- a. Determine whether management has appropriately considered legal, operational and compliance risks as part of council's risk management arrangements;
- b. Review council's risk management framework, policy and associated procedures for effective identification and management of the council's financial and business risks, including fraud.
- c. Review the council's corporate risk register in line with the council's risk management framework, policy and associated procedures.
- d. Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings.
- e. Review the effect of the council's risk management framework on its control environment and insurance arrangements.
- f. Review whether a sound and effective approach has been followed in establishing council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically.
- g. Review council's fraud control plan and satisfy itself that the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.
- h. Review and monitor the council's policies and practices relating to sensitive expenditure.
- i. Review the effectiveness of the system for monitoring council's compliance with relevant laws, regulations and associated policies and make recommendations to council on improvements to council's risk management framework.

3. Health and Safety

The working party's responsibilities are to:

- a. Consider and review the council's health and safety management system, including receiving reports from management on the system and organisational wellness.
- b. Make recommendations to council on improvements to the Health and Safety Management System.

4. No Delegated Authority – Power to Act

The working party has no delegated authority or power to act.
