

## **TERMS OF REFERENCE**

### Risk Management Implementation Group (RMIG)

#### 1. Purpose

The purpose of the Risk Management Implementation Group is to support the Risk Management Advisory Group and the Risk Management Unit in the implementation of UNSW's Risk Management Policy across UNSW and its controlled entities. The RMIG is responsible for the change management program which introduces and embeds risk management across the UNSW community.

#### 2. Composition

Management representation from key shared services including Internal Audit, Legal, IT, Facilities, Security, Communication, Research Office, selected Faculties, and the Risk Management Unit.

#### 3. Presiding Member

Director of the Risk Management Unit

#### 4. In Attendance

The RMIG may with consent of the Presiding Member, invite any person or persons to all or part of its meeting to assist the Committee in its work.

#### 5. Reporting to the Risk Management Advisory Group

The minutes and relevant documentation of each meeting will be referred to the Risk Management Advisory Group's Presiding Member, the Chief Financial Officer.

#### 6. Schedule of Meeting

The Committee will meet minimum of four times a year. Additional meetings may be called by the Presiding Member as required.

#### 7. Quorum

Quorum for the Risk Management Implementation Group is three.

## 8. Terms of Reference

- a) To advise and assist UNSW business units, Divisions, Faculties, controlled entities and large project teams in the integration of risk management. This includes integration of across their own business units.
- b) To monitor the performance of risk management across UNSW and its integration with UNSW business planning, budgeting, project planning and management reporting.
- c) To routinely review the assessment of risk across UNSW and identify needs for training and development to ensure staff have the required level of knowledge and skills in risk management.
- d) To develop and oversee the communication program to ensure risk management is communicated to all levels in UNSW (including in position descriptions, statements of compliance, policy documentation, due diligence, staff performance, etc.).
- e) Act as a conduit to bring emerging risk issues to the attention of UNSW senior management via regular reporting to the RMAG.