

Risk Management Sub Committee (RM)

Scope

The Risk Management Sub Committee (RM) is responsible for the oversight and management of enterprise risks, financial governance, and operational compliance across the AIOH. This includes managing the enterprise risk register, monitoring internal control systems, overseeing financial management practices, and ensuring work health and safety systems are in place and effective.

Purpose

- To support the AIOH Executive and Council in fulfilling their governance obligations relating to risk, compliance, and financial management.
- To ensure the AIOH maintains sound risk management practices, operational integrity, and financial sustainability in line with the organisation's strategic priorities.
- To proactively identify, monitor, and manage key strategic, operational, and financial risks that may impact the organisation's objectives or reputation.

Role and Responsibilities

The Risk Management Sub Committee is responsible for:

- Maintaining and overseeing the AIOH enterprise risk register, covering strategic, financial, and operational risks.
- Reviewing and evaluating the effectiveness of internal control systems related to financial and operational performance.
- Advising the Executive on significant risks or events that could materially affect the AIOH.
- Assessing the adequacy and structure of internal governance systems and recommending external reviews, if needed.
- Overseeing risk management in relation to financial management, including budgeting, reporting, auditing, and policy review.
- Ensuring the AIOH has adequate insurance, investment, and financial risk management practices in place.
- Monitoring and reviewing AIOH work health and safety (WHS) systems across its operations.
- Ensuring operational compliance with regulatory and organisational requirements, including recordkeeping.

- Supporting the Executive and Council in fulfilling their governance obligations related to risk and financial management.

Activities

The following tasks and actions support the responsibilities of the Sub committee:

- Document and maintain the AIOH enterprise risk register, ensuring risks are recorded, rated, and updated as needed.
- Conduct an annual review of the risk register and highlight key risks requiring Executive attention or mitigation.
- Escalate emerging or unresolved risks that could affect performance, funding, or reputation.
- Conduct periodic reviews of internal control systems to ensure information is accurate, relevant, and timely.
- Provide quarterly reports to the Executive on financial performance, focusing on major income and expense trends.
- Lead the annual budgeting review process, ensuring it is completed on time and reflects strategic priorities.
- Request and review the Auditor's Management Report annually, ensuring any identified issues are addressed.
- Endorse, where appropriate, the Auditor's report to Council through a formal statement of support.
- Evaluate the external Auditor's performance and make recommendations to Council on continuation or change.
- Recommend updates or new financial and business risk management policies (e.g. insurance, investments).
- Review and provide feedback on the annual financial statements before submission to the Executive.
- Ensure WHS policies and practices are effectively implemented and regularly reviewed within the AIOH.
- Review operational practices and records for compliance with policies and regulations.
- Track and report on the status of operational policy reviews to ensure all are updated within required timeframes.
- Periodically assess AIOH's insurance coverage to ensure adequacy, value, and suitability for the organisation's current risk profile.

Resources

- AIOH strategic plans, operational guidelines, and policies.
- Relevant templates, databases, and registers maintained by the AIOH.
- Microsoft Teams and AIOH SharePoint for document management.
- Administrative support from the AIOH office where required.
- Communication tools, meeting platforms, and member directories.
- Any specific committee documentation referenced within the committee's operational framework.

Membership

Membership of this Sub Committee will be selected by Council in consultation with the Chair of the Committee.