



Southern
New England
Landcare

Risk Committee Charter

Policy number	N/A	Version	1
Drafted by	Karen Zirkler	Approved by Board on	10/12/2025
Responsible person	Karen Zirkler	Scheduled review date	No more than 2 years from the date of approval

1. Purpose

The Risk Committee is established to oversee the identification, assessment and management of risks that may impact the organisation. It helps ensure that risk management policies and strategies align with the organisation's objectives and regulatory requirements.

2. Membership and Structure

- Composition: four committee members, comprising an independent committee member, a staff member representative and two independent directors. The CEO will advise the committee and record the minutes.
- Chairperson: appointed by the committee members.
- Meeting Frequency: at least twice yearly.
- Quorum: a majority of members.

3. Responsibilities

The committee advises Board of Directors in relation to:

- Reviewing the organisation's risk management framework on an ongoing basis.
- Monitoring key risks, including operational, financial, cyber security, regulatory, governance and reputational risks.
- Assessing risk appetite and recommending adjustments.
- Ensuring compliance with risk-related regulations.
- Reviewing risk mitigation strategies and controls.
- Responding to emerging risks and necessary actions.

4. Authority

The Risk Committee has the authority to:

- Request risk assessments and reports from management.
- Request the CEO to commission external audits or expert reviews, in relation to risk.
- Recommend risk-related policy changes to the board.
- Recommend operational changes to the CEO to improve risk management.

5. Reporting and Accountability

Staff Responsibilities

- Staff, including tenant staff, will consider and discuss risk management issues during a dedicated 'Toolbox Talk' segment at fortnightly team meetings.
- Outcomes of Toolbox Talks will be documented using the approved Toolbox Talk template, including:

- Identified risks
- Proposed mitigation actions
- Responsible persons and timelines
- Completed templates will be stored in the organization’s risk management folder for reference and audit purposes.

Communication to the Risk Committee

- A summary of key Toolbox Talk issues and management actions since the previous meeting will be prepared by the designated staff representative.
- This summary will be presented to the SNEL Risk Committee at each scheduled committee meeting.
- Urgent or high-priority risks identified between meetings must be escalated immediately to the Risk Committee Chair.

Risk Committee Responsibilities

- The Risk Committee will review staff reports, monitor implementation of mitigation actions, and provide guidance where necessary.
- The Committee will maintain a consolidated risk register, updated after each meeting.
- At least twice yearly, the Risk Committee will report to the Board on:
 - Current risk exposure and trends
 - Mitigation efforts and their effectiveness
 - Updates to risk management policies and procedures
 - Committee performance and effectiveness review

Documentation and Transparency

- All reports to the Board will be documented in meeting minutes and stored in the governance records.
- Significant changes to risk policies or high-risk issues will be communicated promptly to relevant stakeholders.

6. Amendments

This charter shall be reviewed periodically and amended as needed to align with best practices and evolving risks.