

# **Community of Risk Management Professionals (CoRMP)**

## **Charter - Enterprise Risk Management Group (ERM Group)**

### **Context**

The Enterprise Risk Management Group (ERM Group) is a community of practice representing lead risk practitioners within NSW Government Departments or agencies. Membership of this Group also includes key central agencies as relevant, e.g., NSW Treasury as the owner of the NSW Policy TPP 15-03 is a standing member of this Group. It is part of the NSW Public Sector Community of Risk Management Professionals (CoRMP).

Operation of the ERM Group is sponsored by the icare Insurance for NSW including with the provision of secretariat services. Membership is by invitation. It is offered by the ERM Group sponsor to lead risk practitioners within a NSW Government Department or within a cluster. Members are positioned to influence risk management strategy and practice across a Department or within a Cluster.

### **Our Mission**

To promote, implement and integrate contemporary risk management practice and continuous improvement within the NSW Public Sector.

The ERM Group will:

- Share knowledge, ideas, lessons learned to enhance capabilities through professional development and networking opportunities
- Have access to events and resources that facilitate the discussion of ideas, best practice and trends in risk management
- Provide a forum to solve problems more effectively through collaborating with colleagues from across the NSW public sector
- Add value to the sector through collaboratively generating and disseminating ongoing improvements to risk management
- Through the Sponsor and central agency members who are invited as standing members of the ERM Group, provide input into and enable sector wide consultation on whole of government risk management related policy, strategy and other related matters; and escalate matters /issues where relevant
- Receive periodic updates on focus areas and ideas generated from other CoRMP Groups where relevant for a sector-wide view
- Determine and agree focus areas, key objectives and an overall program annually, assess and reprioritise as relevant, and evaluate how these have been achieved

### **Benefits for the individual**

- Access to resources and information
- Networking with risk management leaders and colleagues
- Opportunity to provide input to public sector strategies and policy through access to formal consultation channels

## Benefits for the Workforce and Sector

- Lift the profile of risk management professionals and increase the professionalism and quality of risk management practice in the sector
- Leverage knowledge to accelerate the delivery of risk management solutions
- Improve the ability to respond to contemporary risk management issues
- Provide a strategic forum and strengthen better practice
- Contribute to building the risk management capability of the sector to improve service delivery

## Operating Guidelines

### Objective and Purpose

- Provide a forum where members can engage, share information and improve risk management practices through forums and networking opportunities
- Provide input to and enable sector wide consultation on whole of government risk management related policy and / or strategy

### Membership

Membership is by invitation. Membership is offered by the ERM Group sponsor to lead risk practitioners within a NSW Government Department or within a cluster. Members should be positioned to influence risk management strategy and practice across a Department or within a Cluster.

Membership obligations include:

- a requirement to attend 80% of meetings. If a member cannot attend a meeting in person they are encouraged to send a delegate or participate by telephone,
- where members are unable to attend a meeting they may provide a written update / report if appropriate.

### Roles and responsibilities

- The Members of the Group, with input and endorsement from the Sponsor and coordination and support from the Secretariat, will establish and agree key focus areas, objectives, overall agendas, an overall annual program; and will assess and reprioritise these as relevant as required
- The Group will, in conjunction with the sponsor and with relevant support from the Strategic Risk Service Provider, if required, evaluate how these have been achieved
- The group shall rotate responsibility to host and chair quarterly meetings
- Hosting agency shall ensure that agenda topics, speakers, venue and meeting / presentation equipment are coordinated
- Members shall advise the chair by e-mail or phone, and Strategic Risk Service Provider by e-mail, when the member is unable to attend the meeting, contact details to arrange phone conferencing, any anticipated reports or updates or to provide an apology, at least 2 days prior to the scheduled meeting
- The Strategic Risk Service Provider will provide secretariat support to this Cluster ERM Group
- The Strategic Risk Service Provider will make available to the public sector risk management community information regarding the activities and directions of the group via recognised communication channels

### Code of Conduct

- Members must comply with the ethics and conduct framework for the public sector as set out in the NSW Government Sector Employment Act 2013 and the Code of Conduct
- Disputes and/or grievances must be referred to the sponsoring agency for resolution

### Cluster ERM Group Meeting Structure

- Meetings will be held quarterly for approximately 2-4 hours, or as required
- Two additional Sharing Session meetings will be held across the year for approximately 2-4 hours
- The agenda will be distributed at least 7 days before each scheduled meeting and may include any specific presentation or topical information
- The minutes should be distributed within 14 days following the meeting

### Communication

- The ERM Group will provide quarterly updates to the sponsoring agency as required

### Review of Group

- The role and purpose and effectiveness of the ERM Group will be conducted at least every two years and re-aligned and updated as necessary in consultation with ERM Group Members and the Sponsoring Agency. The purpose of the review is to evaluate the value and operation of the ERM Group and plan for continuous improvement in the delivery of its charter. The review will also be designed to assure the sponsor that the ERM Group is meeting its stated objectives and purpose.

## Charter and Terms of Reference –Sign off

As the Sponsor of the ERM Group, I endorse and agree to the ERM Group's Terms of Reference.

Name	Signature	Date