Vice-Chancellor’s Risk and Compliance Committee (VCRCC)

Terms of Reference

Authority
The Vice-Chancellor’s Risk and Compliance Committee (VCRCC) has been established by the Vice Chancellor and President of UQ.

Objectives
The VCRCC’s objectives are to:

1. Provide assurance to the Vice Chancellor’s Committee (VCC) that UQ’s governance, risk management and compliance controls and culture, including the ‘Three Lines of Defence’ and assurance functions are adequate and effective.
2. Ensure any directives from the VC, VCC or the Senate Risk and Audit Committee (SRAC), including any approved Terms of Reference or Charters relating to governance, risk management and compliance are duly complied with by management.
3. Make and/or support recommendations to the VCC to address any systemic issues or to further enhance UQ’s governance, risk management and compliance controls and culture.
4. Provide advice to the VC, VCC and senior management on governance, risk management and compliance matters.

In achieving its objectives, the VCRCC may:

- Conduct appropriate enquiries and reviews and is free to access University information, records and personnel for such purpose.
- Conduct meetings with relevant management and staff, as necessary.
- Seek advice from external parties, as necessary.

Scope
The Committee’s scope includes all governance, risk management and compliance matters for the whole of UQ including oversight of the risks associated with our relationships with controlled entities, residential colleges, and other UQ affiliated entities or persons.

For clarity, its scope includes internal and external audits, integrity and investigations, research integrity, occupational health and safety and institutional biosafety committee.

Membership

- Provost – (Chair)
- Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Research) or representative at PVC Level
- Deputy Chief Operating Officer
- Chair, Institutional Biosafety Committee
- President or Deputy President of the Academic Board
- General Counsel
- Director Governance and Risk

Members as nominated by the Chair, representing:
- One Executive Dean
- One Pro-Vice-Chancellor
- One Faculty Executive Manager
- One Institute Director
- One Institute Deputy Director (Operations)
- A person external to the University

The following members, as ex officio representatives:
- Associate Director, Enterprise Risk
- Associate Director, Internal Audit Unit
- Associate Director, Integrity and Investigations
- Director, Occupational Health & Safety

Advisors/Observers

The Committee may invite other persons to be members, advisers or observers to attend its meetings as necessary.

Administrative Arrangements

- The Committee will hold at least one meeting prior to each SRAC meeting and at least three meetings per year.
- A member is not able to appoint or nominate a representative to attend the meeting on their behalf, unless the person is formally acting the member’s role.
- The quorum for each meeting will be at least 50% of the Committee members.
- The Manager Enterprise Governance (Governance and Risk Division) will provide administrative and secretarial support to the VCRCC.

Reporting

Each meeting of the VCRCC will receive and review the following reports:
- Enterprise Risk Management Report (including reports from the Academic Board on academic risks)
- Enterprise Compliance Management Report
- General Management Controls Report
- Internal Audit Report – Major Findings, Risks and Recommendations
- Integrity and Investigations Report - Major Issues, Risks and Recommendations
- Occupational Health and Safety Report - Major Issues, Risks and Recommendations
- UQ Institutional Biosafety Committee Report
- Research Integrity including management of conflict of interests - Major Issues, Risks and Recommendations.
- Any other report that is planned to be submitted to the SRAC by management.

After each meeting, the Committee will provide a report to the VCC highlighting major governance, risk management and compliance matters that it has reviewed and/or identified together with its recommendations and advice on addressing those matters.

On an annual basis, the Committee will report on its performance against this Terms of Reference together with any recommendations to change the Terms of Reference for better outcomes.