



National Housing Finance
and Investment Corporation

NATIONAL HOUSING FINANCE AND INVESTMENT CORPORATION

Records & Information Governance Committee Charter

December 2022

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Charter Purpose

The Charter sets out the role, responsibilities and working arrangements of the Records and Information Governance (RIG) Committee.

Establishment

The RIG Committee is established in accordance with the National Archives' Building Trust in the Public Record policy.

Objective

To assist National Housing Finance and Investment Corporation (**NHFIC**) to establish best practices and to build a culture in which information and data assets are valued.

Role

The RIG Committee directs all information and data matters including the framework, policy, procedures, strategy, resources and reporting and ensures it is consistent with other agency functions.

It provides strategic support for operationalising NHFIC's practices to obtain the best business value from information.

Responsibilities

The RIG Committee is responsible for:

- Approving and monitoring the effectiveness of the Information Governance Framework, including the policy, procedures, strategy, systems, resources and training for managing information.
- Coordinating information governance reporting including Check Up, audits and reviews.
- Ensuring information processes, systems, roles and resources are sufficient to meet business needs and information standards.
- Ensuring new business systems (including for procurement) meet information requirements.
- Identifying and mitigating information risks including loss of knowledge and corporate memory, security, access and privacy.
- Liaising on whole of government initiatives such as implementing standards and data reporting.
- Actively promoting and rewarding a culture in which information is valued, supports decision making and is used in digital format.
- Ensuring the secure destruction of records and information and regular reporting of this to the Audit and Risk Committee.

Committee Membership

The RIG Committee will consist of persons holding the positions of:

- Chief Financial Officer;
- General Counsel;
- Senior Legal and Compliance Counsel;
- Portfolio Manager;
- Senior Operations Manager;
- Credit and Origination representatives;
- ICT representative.

The General Counsel is Chairperson of the RIG Committee. The committee, at its discretion, may add other members and will manage succession planning of its members.

The RIG Committee can call upon employees of NHFIC, Export Finance Australia staff, internal and external auditors and such other expert advice as it determines is appropriate to enable the committee to properly consider matters within its remit.

Meetings

The RIG Committee will meet quarterly and as any member of the committee deems necessary.

A quorum will consist of at least 3 members of the RIG Committee, one of which must be the Chief Financial Officer, General Counsel or Senior Legal and Compliance Counsel.

RIG Committee proceedings and resolutions will be minuted.

The Senior Operations Manager will coordinate the distribution of minutes to the RIG Committee members following each meeting. Records of minutes will be saved electronically.

Reporting and Information Papers

The RIG Committee will prepare the annual Building Trust in the Public Record report which is to be signed off by the agency head.

Document version details

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