



# Risk Management Policy

## 1. Purpose and Scope:

As part of sound management practices, this policy provides guidelines to the board and staff of Taillem Bend Community Centre Incorporated (TBCC) for a process of thinking systematically about all possible risks, problems or disasters that might affect TBCC before they occur. The purpose of this policy is for TBCC to set up procedures that will negate or avoid the risk or minimise its impact.

Specifically, this policy is intended to:

- Identify Risk
- Prevent risk
- Minimise harm
- Reduce liability
- Improve the functioning of the organization

## 2. Definitions/Explanations:

- 2.1 Risk - the possibility of suffering, harm or loss; danger.
- 2.2 Risk Management – the process of identification of potential negative events and development of plans to mitigate or minimise the likelihood of the negative event occurring and/or the consequences in the event it does occur.
- 2.3 Monitor – continual assessment of what has been implemented using documented procedures.
- 2.4 Respond - the process of developing strategic options, and determining actions, to enhance opportunities and reduce threats to the project's objectives
- 2.5 Review – an annual assessment of the effectiveness and environment - included in continuous improvement cycle.

## 3. Background:

- 3.1 Risk management is not simply a tool to cover a single area of operation but a total approach to the protection of the organisation's assets, earnings, personnel and liabilities, against known and unknown losses, including viral outbreaks in a cost effective manner.
- 3.2 There are always risks associated with running any community organisation, but the identification and management of these possible risks and striving to balance the possible negative consequences of risk against the potential benefits of a proposed activity is an essential component of sound management.
- 3.3 TBCC considers risk management to be a crucial element in ensuring the long term viability of the organisation.
- 3.4 Compliance with the requirements of the relevant legislation, regulations and codes of practice such as Associations Incorporation Act, Privacy Act, Child Care Act, ATO legislation, Workplace

Health and Safety, Equal Employment, Industrial Awards (see Board of Management Pack for full list) is considered as the minimum standard to prevent loss or harm.

- 3.5 Board, staff and volunteers have a responsibility to make themselves aware of situations where someone or something might be at risk of harm or loss. They must then take reasonable action to remove or reduce those risks. Reasonable action will be that which is acceptable, average, fair, honest, proper and would be considered reasonable for a similar organisation to take, considering the nature and severity of the risk of harm or loss, knowledge of severity of the harm or loss, knowledge of solutions, availability of solutions, legal requirements and cost of solutions.

#### **4. Policy:**

- 4.1 TBCC will prevent risk, minimise harm, reduce liability and improve the functioning of the organisation by adopting a planned and systematic approach to the management of risk and providing the resources where reasonable for its successful implementation and continuous improvement.
- 4.2 TBCC will categorise risk under the sub headings of Physical Risk, Financial Risk, Governance Risk, Human Resources, Information Technology and Environmental Risk. Staff and volunteers, through agreed consultative processes, will be involved in helping the Board of Management determine the acceptable level of risk which will exist in relation to the activities of the centre under the identified sub headings.
- 4.3 The Board of Management is responsible for ensuring that the centre's decisions and practices comply with the requirements of the relevant legislation, regulations and codes of practice.
- 4.4 A risk management sub-committee will be appointed annually to oversee the implementation of the risk management process and to feed back into the continuous improvement cycle.
- 4.5 All Board members, staff and volunteers of TBCC will receive the information, instruction, supervision and training necessary for the implementation of the risk management process. This will be provided in plain English and in a form which meets the needs of the staff and volunteers.

<b>Date first formulated</b>	August 2007	
<b>Dates approved by Board</b>	V1, V2, V3 V4	24/08/2007, June 2016, Feb 2018 March 2022
<b>Next Review Date</b>	March 2025	
<b>Related Documents</b>	S/NZS 4360:2004 Australian, New Zealand Risk Management Standard Aust. Taxation Office – Enterprise Risk Management Framework Australian Institute of Company Directors Board of Management Kit - Volunteer Pack Volunteering Australia Business Continuity Policy Delegation of Authority Feedback and Complaints Policy Finance Policy Human Resources Management Policy Privacy and Confidentiality Policy Risk Assessment Matrix Risk Management Procedures Work Health and Safety Policy Viral Outbreak JASI Global BNG DHS	
<b>Legislation</b>	<a href="#">Work Health and Safety Act</a> <a href="#">Work Health and Safety Regulations 2012</a> <a href="#">Codes of Practice</a> <a href="#">Safework SA</a> <a href="#">Return to Work SA</a> <a href="#">Aged Care Quality and Safety Commission Act 2018</a> <a href="#">Aged Care Act 1997</a> <a href="#">Competition and Consumer Act 2010</a> <a href="#">Associations Incorporation Act 2009</a>	
<b>Signed on behalf of TBCC Board of Management by:</b>		
<b>Name:</b> Jack Hunt		
<b>Position held:</b> Chairperson		<b>Signature:</b>
		2 March 2022