



RISK MANAGEMENT POLICY

Network West

1. Purpose and Scope

As part of sound management practices, this policy provides guidelines to the Committee of Governance and staff of Network West for a process of thinking systematically about all possible risks, problems or disasters that might affect Network West before they occur. The purpose of this policy is for Network West to set up procedures that will negate or avoid the risk or minimise its impact.

Specifically, this policy is intended to:

- Prevent risk
- Minimise harm
- Reduce liability
- Improve the functioning of the organisation

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.

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 in a cost effective manner.

3.2. There are always risks associated with running any community organisation, however 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. Network West 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, OH&S, and is considered as the minimum standard to prevent loss or harm.

3.5. While Network West offices are physically located at Wingate Avenue Community Centre; Network West staff will comply with Wingate Avenue procedures as appropriate in the first instance in regard to practicalities such as:

- Lock up and Security procedures
- Incident and Injury Reporting
- Emergency management plan
- Incident reporting

3.6. This policy covers Network West staff, committee of governance, contractors, students on placement and volunteers.

3.7. The Committee of Governance and staff 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. Network West 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. Network West will categorise risk under the sub headings of

1. Physical Risk,
2. Financial Risk,
3. Governance Risk,
4. Human Resources,
5. Risk to reputation
6. Information Technology
7. Environmental Risk.

4.3. Staff, Committee of Governance and volunteers, through agreed consultative processes, will be involved in helping the Committee of Governance determine the acceptable level of risk which will exist in relation to the activities of Network West under the identified sub headings.

4.4. The Committee of Governance is responsible for ensuring that Network West's decisions and practices comply with the requirements of the relevant legislation, regulations and codes of practice.

4.5. 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.

4.6. All Committee of Governance members, staff and volunteers of Network West 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 that meets the needs of the staff and volunteers.

5. Related documents

- Committee of Governance handbook
- Staff/Volunteer Handbooks
- Wingate Avenue OHS policy
- OHS policy
- Access and Equity Policy
- Conflict of Interest Policy
- Social media policy
- Volunteer policy
- Student placement policy
- Network West Constitution
- Network West code of conduct
- Risk management procedures

***Passed by Network West Committee of Governance meeting
30/5/2013***