

	<b>RISK MANAGEMENT POLICY</b>	
	<b>Drafted by:</b>	Sandra Di Giantomaso / Networker July 2018
	<b>Administered By:</b>	Committee of Governance
	<b>Approved by Committee of Governance on:</b>	July 2018
	<b>Next review date (reviewed with Risk Management Register)</b>	July 2019

## INTRODUCTION

Network West is committed to reviewing all systems and processes to ensure that the organization and all stakeholders including staff, committee of management, volunteers, students on placement and members are not exposed to financial, physical or personal risk as a result of its activities. This is done via risk identification and prevention strategies.

## PURPOSE

The purpose of this document is to identify risks and to enable risk management procedures to be satisfactorily identified, monitored and reviewed. This policy covers Network West staff, committee of governance, contractors, students on placement and volunteers.

## DEFINITIONS

“Risk” is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients, or the general public. It includes, but is not limited to:

- Health & Wellbeing – stress and sole worker role
- Physical – Safety and OHS
- Financial
- Reputational
- Governance
- Human Resources
- Sustainability

## POLICY

Network West has a duty to provide a safe workplace for its staff and volunteers and a reliable development path for the organisation. Network West will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

This policy is consistent and complies with *AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines* – the mandatory requirement for DHHS funded agencies.

Risk Management will be incorporated into Network West’s strategic and business planning processes.

## RESPONSIBILITIES

	<b>Type of Responsibility</b>
<b>Committee of Governance</b>	Provides policy, oversight and review of risk management The CoG is responsible for ensuring that Network West’s decisions and practices comply with the requirements of the relevant legislation, DHHS service agreements, regulations and codes of practice.
<b>Executive Officer / Networker</b>	Drives culture of risk management and signs off on annual risk attestation. Continuously improves risk management policy, strategy and supporting framework
<b>Staff, volunteers, students on placement and contractors</b>	Complies with risk management policies and procedures

## **PROCEDURES**

### **Risk Management - Identification**

As part of this policy, a Risk Management Register will be developed which identifies potential risks to the organization, controls put in place to mitigate risk and outlines roles and responsibilities within the organisation. The Risk Management Policy and Register will be reviewed annually at the June/July Committee of Governance meeting to ensure it is up to date.

Network West will undertake an annual attestation as per DHHS Service Agreement requirements due by 1 October each year or seven days after the AGM. If Network West is partially in compliance, it will undertake actions to rectify the areas of non-compliance.

Risk identification is achieved through the following:

- internal audits of all systems, policies, procedures
- Information gained from continuous improvement process including stakeholder and client feedback.

### **Risk Management - Prevention**

Network West manages potential risk based on a prevention strategy supplemented by corrective action in the event of identification of risk. Our risk management strategies include:

- Comprehensive induction process for new staff
- Risk Management Register reviewed annually
- Professional Development provided to staff

Network West is also committed to the provision of effective insurance cover such as Public Liability, Personal Indemnity and other insurance policy deemed necessary on occasion to protect the interests of staff, committee members, participants and other stakeholders.

The Network West office is physically located at Wingate Avenue Community Centre and therefore complies with Wingate Avenue policies and procedures including:

- Lock up and security procedures
- Incident and injury reporting
- Emergency management plan

## **Related Documents**

Risk Management Register

Network West Policies and Procedures

Wingate Avenue Community Centre Policies and Procedures

Network West Constitution

DHHS Service Agreement Information Kit for Funded Organisations

AS/NZS ISO 31000:2009 – *Risk management - Principles and guidelines* (20 November, 2009)

Network West VIMIA Insurance Cover