

SUBJECT:	Risk Management
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Portfolio Area:	Risk Management	Document Ref:	PS RM01
Applicable From:	November 2024	Version No.:	02

REVISION SCHEDULE:

EFFECTIVE DATE:	ALTERATION(S):	AUTHORISED:	
		Signed/Title	Date:
11/11/2020	Updated due to impending QA Audit	Board	
24/08/2024	Reviewed and updated due to revision of risk management Standard to TAS ISO 31000:2018.	Board	
13/09/2024	Approved and adopted by BOM	Board	13/9/2024
20/01/2025	Approved by Chairperson	Peter Mew	20/1/2025

1. SCOPE:

The purpose of this Policy Statement and related Operating Procedures relates to the Community Centre’s risk management framework and internal controls. This policy is to assist the Board of Management (the Board) in fulfilling its responsibilities in overseeing the Centre’s financial reporting, compliance and legal and regulatory requirements as well as overseeing the Centre’s systems of internal control and its risk management framework.

2. POLICY STATEMENT:

Risk Management is a systematic approach that creates focus on the things that we need to get right to achieve the Centre’s strategic objectives. Our philosophy is that risk and opportunity management are the same and every opportunity contains a level of risk. However, by effectively managing risk, we can maximise opportunities to achieve our objectives. It is imperative we continue to build the risk management capacity and capability of the Centre to continue to have our community's and Council's confidence. It is how we manage that risk which will then lead to great outcomes and achievements.

The Centre’s risk management methodology incorporates a holistic and structured approach to the identification and mitigation of business risks. This standardised risk approach covers strategic, operational, reputational, compliance, financial and ITC risks. The accountability for managing such key risks, rest with the Board of Management through the effective delegation of authority and the supporting subcommittee.



3. OBJECTIVES:

The objectives of this Policy Statement and associated procedures are to ensure that the Centre:

- Manages and minimises the impact of significant risks that the Centre can meaningfully and realistically control to meet its strategic and operational objectives
- Protects and enhances its reputation
- Behaves as a responsible and ethical corporate citizen, protecting all staff, the Board and the broader community from harm, and protecting physical property from loss or damage
- Establishes the right balance between the cost of control and the risks it is willing to accept as part of the community development environment within which it operates
- Recognises and makes the most of opportunities and increase its organisational efficiency and resilience in relation to risk management
- Oversees the effectiveness of the systems of internal controls and audits and external auditing
- Oversees the policies and procedures to identify and address any potential risks and to ensure compliance with the Australian Service Excellence Standards.

4. GUIDING PRINCIPLES:

AS ISO 31000:2018 Australian Standard for Risk Management – Guidelines forms the foundation for managing risk and is based on eight guiding principles. These principles underpin this Policy and guide how we manage risk which is central to good governance of the Centre and a crucial part of the responsibilities of the Board of Management.

- Integration – we recognise that risk management is an integral part of all the Centre’s organisational activities and requires Board leadership to be effective
- Structured and comprehensive approach – a structured, systematic and comprehensive approach for managing risk by the Centre contributes to consistent, meaningful and reliable outcomes
- Customised – the risk management framework and process are customised and proportionate to external and internal issues related to our objectives, and includes our stakeholders, our values, as well as the legal, regulatory, social, cultural and financial environment in which the Centre operates
- Inclusive – appropriate and timely engagement of our stakeholders enables their knowledge, views and perceptions to be shared and considered, and for the Centre to be aware of needs and changes, resulting in informed and improved risk management
- Dynamic – be aware of internal and external changes relevant to the Centre’s operation as risks change or new ones emerge, and be responsive to these changes in an appropriate and timely manner



- **Best available information** – inputs to the Centre’s risk management process and risk minimisation are based on the best available current and historical information, which should be clear, timely and available to relevant stakeholders and enable evidence-based decisions
- **Human and cultural factors** – we recognise that understanding human behaviour, capabilities and culture significantly influence risk management, and helps to better understand risks
- **Continual improvement** – we recognise that the risk management process and our operation is continually improved by learning, periodic evaluation and review, and experience

The development of Operating Procedures under this Policy Statement is based on the following general principles:

- Risk and opportunity go hand in hand. Many projects or activities undertaken by the Centre intend to offer or achieve something extraordinary. Community development cannot always be achieved without sometimes taking risks
- An element of risk is not bad. Sometimes risk is essential to progress and learning from mistakes is a valuable part of learning. The Centre will strive to balance the possible negative consequences of risk against the potential benefits of any decision, action or proposal.

We recognise that the success of risk management is dependent on the commitment and effectiveness of the Centre to provide the appropriate arrangements that will drive risk awareness throughout the organisation.

5. RESPONSIBILITIES:

The Board of Management has developed and implemented a Risk Management Plan for the management of risk in accordance with the requirements of AS ISO 31000:2018 and all members of the Board share the responsibility for reviewing the Risk Management Plan annually.

6. CONSEQUENTIAL DOCUMENTS:

As a consequence of this policy statement and to guide its implementation any consequential documents i.e. Operating Procedures, Forms and Work Instructions that have been developed should be read in conjunction with this document.

APPROVED BY THE BOARD			
This Policy Statement supersedes all other Policy Statements in relation to Board and Governance and is applicable from the authorising date below.			
Authorising Officer	Position	Date	Signature
Peter Mew	Chairperson	20/01/2025	



