



RISK MANAGEMENT POLICY

Policy number	GEN	Version	V1.0
Drafted by	Secretary	Approved by Committee on	18 April 2023
Responsible person	House Manager	Scheduled review date	April 2024

INTRODUCTION

Goonawarra Neighbourhood House recognises that the organisation is exposed to certain risks due to the nature of its activities and the environment in which it operates.

The key to Goonawarra Neighbourhood House's success is the effective management of risk to ensure its organisational objectives are achieved.

Risks arise due to the organisation's operational undertakings and external sources. Risks occur in numerous ways and can potentially impact financial performance, reputation, health and safety, community and the organisation's overall performance.

POLICY

To fully understand such risks, Goonawarra NH has established a Risk Management Policy, which provides the framework for managing risk within the organisation. The Risk Management Policy is based on the Australian Standard, AS/NZS ISO31000:2009 Risk Management – Principles and guidelines, and forms part of the organisation's governance framework. It also integrates with the strategic planning process. The Policy addresses both strategic and operational risks.

We will use our skills and expertise to identify risks across the organisation. Goonawarra Neighbourhood House will also identify operational controls in place to manage risk.

Goonawarra NH will assess the size or degree of risk by considering the potential impact on our operations. Risks will be ranked in a standard and consistent manner, and a Risk Register containing material risks to the organisation will be maintained.

Risk treatment actions and plans will be developed for unacceptable risks to the organisation. Risks and the effectiveness of the risk management system will be monitored regularly, and we will communicate and consult with relevant stakeholders on our approach to managing risk.

RISK TOLERANCE

Our tolerance for adverse risks will be used to determine which risks are treated by developing risk treatment actions to manage risks to an acceptable level. During this process, we will consider additional control measures to manage the risks to acceptable levels.

INTEGRATION WITH GOVERNANCE AND STRATEGIC PLANNING



The Risk Management Policy forms part of the governance framework and integrates with the strategic planning process. The Policy addresses strategic and operational risks and the organisation's requirement to operate in its regulatory environment.

ACCOUNTABILITY

Ownership of risks and risk treatment actions will be assigned to relevant roles within the organisation. Goonawarra Neighbourhood House has incorporated risk management accountability in executive, management and supervisory positions, which are required to report on risks and risk treatment actions.

RISK MANAGEMENT OVERSIGHT

Goonawarra Neighbourhood House's Committee of Management has delegated the function of overseeing the Risk Management Policy and the organisation's exposure to risk to the House Manager. Oversight of the effectiveness of Goonawarra NH's risk management processes and activities will assure the Committee of Management and stakeholders and will support our commitment to continuous organisational improvement.

REPORTING, MONITORING AND REVIEW

Goonawarra Neighbourhood House will monitor risks and treatment actions on an ongoing basis. Performance of the risk management system and outstanding risk treatment actions will be reported to the Audit and Risk Committee on a regular basis. Formal reviews of the risk management system and the Risk Register will take place annually, and the Committee of Management will assess the effectiveness of the Risk Management Policy annually.

COMMUNICATION AND CONSULTATION

Goonawarra Neighbourhood House will communicate and consult with its stakeholders (internal and external) on its approach to risk management.

RELATED DOCUMENTS

- Work Health & Safety Policy



GOONAWARRA
NEIGHBOURHOOD HOUSE

AUTHORISATION

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RISK REGISTER

The House Manager maintains a Risk Register, which is held separately to this policy.

ESCALATION AND RETENTION GUIDELINE

RISK LEVEL	RISK TREATMENT GUIDLINES	ESCALATION & RETENTION GUIDLINES
EXTREME	Immediate action required to actively manage risk and limit exposure	Escalate to the Committee of Management, risks generally not accepted or retained
HIGH	Cost/benefit analysis required to assess extent to which risk should be treated – monitor to ensure risk does not adversely change over time	Escalate to manager, risk generally not accepted or retained
MEDIUM	Constant/regular monitoring required to ensure risk exposure is managed effectively, disruptions minimised and outcomes monitored	Escalate to manager or office coordinator, specify risk management actions, risk may generally be retained and managed at operational level
LOW	Effectively manage through routine procedures and appropriate internal controls	Monitor and manage at operational level, risks generally retained.