

**POL 0060****Risk Management Policy**

Responsibilities and Delegations	
The Policy Applies To	Committee of Management Administration Staff Support Workers Program Managers, Program Developer, Assistant Program Manager Senior Management Assistant Executive Director Executive Director
Specific Responsibilities	Operations Director IT Director Assistant Executive Director Executive Director
Policy Approval	Committee of Management (Aurora Support Services)

Policy Context – this policy relates to :	
Standards	NDIS Practice Standards Core Module 2, Provider Governance and Operation Management – Risk Management (Workplace Health and Safety)
Legislation	<ul style="list-style-type: none">• NDIS Practice Standards• National Disability Services Zero Tolerance Framework and Positive Behaviour Support Principles• NDIS Quality and Safeguards Commission• Disability Act 2006• Occupational Health and Safety Act 2004• Workers' Compensation• Rehabilitation Act (1981)• National Disability Insurance Scheme Act 2013• NDIS Code of Conduct• NDIS Practice Standards
Contractual Obligations	NDIS Terms of Business Aurora Support Services Individual Participant Agreements Continuity of Support Program Funding Agreement Department of Environment, Land, Water and Planning
Organisational Related Policies / Procedures	<ul style="list-style-type: none">• Insurance & Indemnity Arrangements Policy• Risk Management Procedure• Quarantine & Isolation Procedure• Vehicle Accident Procedure• Emergency Management Procedure – 851 High Street, Epping• Emergency Management Procedure – 24 Vasey Avenue, Lalor• Emergency Management Procedure – 26 Vasey Avenue, Lalor• Emergency Management Procedure – 52 Main Street, Thomastown• Emergency Management Procedure – 76 Edwardes Street, Reservoir• Computer BackUp Procedure• Financial Management Policy• Maintaining a Safe Environment Policy• Maintaining an Environment Free From Violence, Abuse, Neglect, Exploitation and Discrimination• Maintaining Buildings and Vehicles Policy• WorkSafe Policy

**POL 0060****Risk Management Policy**

	<ul style="list-style-type: none">• Blood Spills Procedure• Sunsmart Policy• Servicing of Organisational Vehicles Procedure• Staff Hepatitis B Vaccinations Procedure• Summer Preparedness Plan• Notifying WorkSafe of a Serious Injury or Dangerous Occurrence Procedure• Occupational Health and Safety Policy• Workplace Behaviour Bullying and Harassment (including Sexual and Occupational Violence) Policy• Manual Handling Policy
Organisational Related Forms / Documents	<ul style="list-style-type: none">• OH&S and First Aid Checklist• Hazard Reporting Forms• Workplace Safety Inspection Checklists• Emergency Evacuation Exercise Record Sheet• Mental Health Plan• Pandemic Response Plan• Post Pandemic Return To A Safe Workplace• Risk Assessment Report - Activity / Venue• Risk Assessment Report - General• Risk Assessment Report - Participant• Outbreak Management Procedure• Travel First Aid Checklist• Vehicle First Aid Checklist• What To Do If Injured at Work• Business Risk Assessment Checklist and Treatment

POL 0060**Risk Management Policy****Purpose**

Aurora Support Services will endeavour to minimise the risk any particular operation poses to our organisation and staff, our participants, sub-contractors and volunteers and / or the general public.

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

Why Risk Management

Risk Management is the activities undertaken by an organisation to ensure that it understands the risks that it faces and makes informed decisions in managing these risks.

An organisation which undertakes a strong set of risk control activities will:

- reduce the likelihood and / or consequences of potential adverse events
- maximise the results of positive events
- provide decision-makers with information to assess risks in their business operations
- ensure that the application of Risk Management practices adds value to the organisation
- ensure that the organisation implements strategies that are cost effective.

All of this means that the organisation will increase the likelihood of success in its business operations.

Policy

Aurora Support Services has a duty to provide a safe workplace for its staff, sub-contractors and volunteers, a safe environment for the participants and a reliable development path for the organisation and has put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

The Committee of Management has the ultimate responsibility for overseeing risk management within the organisation.

The Executive Director / Assistant Executive Director / Operations Director is responsible for supporting the Committee of Management in their risk management activities are responsible for co-ordinating all risk management activities, ensuring appropriate reports and data are available to support the Committee of Management with their decisions.

Senior Management support, advise and implement policies approved by the Committee of Management.

All staff are responsible for encouraging good risk management practices within their areas of work.

Key risks will be identified and closely monitored on a regular basis.

Role of Senior Staff Members

- Implementing policies on risk management and internal control
- Identifying and evaluating the main risks faced by Aurora Support Services for consideration by the Committee of Management
- Undertaking an annual review of the effectiveness of the system
- Internal control and provide a report to the Committee of Management

Risk Management - Part Of The System of Internal Control

The system of internal control incorporates risk management. This system encompasses a number of

Controlled Document						Page 3 of 4
Document Code	POL 0060	Last Reviewed	19 October 2022	Review Date	19 October 2024	

POL 0060**Risk Management Policy**

elements that together facilitate an effective and efficient operation; enabling Aurora Support Services to respond to a variety of governance, operational, financial, external and internal, and compliance risks.

The elements include :

Policies and Procedures

- Attached to major risks are a series of policies that underpin the internal control process. Written procedures support the policies where appropriate.

Reporting

- Comprehensive reporting via a Risk Management Register is designed to monitor keys risks and their controls. Decisions to rectify problems are made at regular senior team meetings.

Strategic Planning and Budgeting

- The Strategic planning and budgeting process is used to set objectives, agreed action plans, and allocate resources. Progress towards meeting the Strategic Plan and Financial Plan objectives to be monitored regularly.

Quality Processes

- The Quality Manual is the mechanism by which we can assess the suitability of the risk management policy. The process assists in providing assurance that our systems, plans, policies and procedures are constantly monitored and improved, to achieve our objectives.

Audits and Third Parties

- External and internal audits provide feedback to the Committee of Management on the operation of the internal controls.
- Use of external agencies may be necessary in areas such as finance and quality management.

Risk Management Process

- A 'risk identification' exercise for the design of a Risk Management Register
- Evaluation of identified risks using appropriate risk assessments (i.e. Business Risk Assessment Checklist and Treatment, General Risk Assessment, Participant Risk Assessment and Activity / Venue Risk Assessment)
- Managing risks through application of risk management techniques
- Recording and monitoring risks using a Risk Management Register
- Assigning responsibility for risks to appropriate personnel
- Risk identification throughout the year

Annual review of effectiveness

- Review previous year and examine track record on risk management and internal control
- Consider the internal and external risk profile of the coming year and consider if current internal control arrangements are likely to be effective

Continuous Improvement

The Operations Director is responsible for reviewing and updating this policy on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Controlled Document						Page 4 of 4
Document Code	POL 0060	Last Reviewed	19 October 2022	Review Date	19 October 2024	