

AUGUSTINIANS



PROVINCE OF OUR MOTHER OF GOOD COUNSEL AUSTRALASIA

RISK MANAGEMENT POLICY

POLICY

The Order is committed to ensuring that at all levels of management and operation there is a culture involving an appreciation and acceptance of a need to identify, measure and manage risks (particularly to children and vulnerable adults) which may give rise to losses, both tangible and intangible, impacting upon the mission, viability, operations and reputation of the Order.

The Order recognises that while risk is a part of every aspect of human endeavour, it is capable of being managed through its culture, processes and structures to ensure the minimisation of the impact of adverse events. It accepts that risk is a reality in meeting the challenges associated with achieving the Order's strategic directions.

AIMS

The Order aims to ensure the realisation of its mission through an open, risk aware culture giving attention to the following:

1. Compliance with all relevant statutory and best practice requirements in the following areas.
 - (a) Workplace health and safety (WH&S) and building and maintenance codes for all Order owned/occupied buildings.
 - (b) physical and mental welfare of staff, priests, interns, trainees, volunteers, children and vulnerable persons involved with the Order's activities.
 - (c) Asset management, financial management and insurance programs.
 - (d) IT management and infrastructure and social media discussion/commentary.

2. Embedding a risk culture at all levels of the Order's activities.

PRINCIPLES AND GUIDELINES

The following principles and guidelines outline the elements of risk management.

1. Identify Risk – identify when, where, why and how events could prevent, delay or degrade the main outcome of the event or activity.
2. Analyse Risk – determine the likelihood of the risk to occur and the potential consequences.
3. Evaluate Risk – compare the level of risk against potential adverse outcomes so that decisions can be made on how to manage priorities.
4. Control Risk - develop and implement strategies and action plans which are cost effective and beneficial to all involved.
5. Monitor and Review Risks – monitor the effectiveness of the processes put in place. Provide feedback for improvement and follow up.

All staff should be cognisant of:

1. Grooming – physical, psychological or coercive actions to create a manipulative relationship with children and/or vulnerable persons.
2. Safety – physical, mental, emotional and spiritual safety of all children, vulnerable persons, volunteers and co-workers from danger, bullying, risk or injury.
3. Touching – inappropriate touching by any person.
4. Privacy – a person's right to privacy.
5. Disclosure – an obligation to inform/advise about an experience of abuse or risk of harm.

CALCULATING RISK

Risk is the product of 'consequence' and 'likelihood' and is defined as follows.

<u>Consequence</u>	<u>Description</u>
Negligible	There are no significant implications
Minor	There are some implications but this would not impact in any major way or cause significant disruption or perceptions or reputation.
Medium	Implications would impact in a way that could compromise performance or operations, perceptions and reputation.

Very High	Implications would impact in a significant way that could severely compromise performance or operations, perceptions and reputation. Core activities may be impacted.
Extreme	Implications would impact in a significant way that could severely compromise performance or operations, perceptions and reputation. Core activities impacted significantly.

<u>Likelihood</u>	<u>Description</u>
Rare	May occur only in exceptional circumstances
Unlikely	Could occur at some time
Possible	Might occur at some time
Likely	Will probably occur in most circumstances
Almost Certain	Is expected to occur in most circumstances

By cross tabulating 'Consequence' and 'Likelihood' the following risk ratings are derived.

Likelihood	Consequence				
	Negligible	Minor	Medium	Very High	Extreme
Almost Certain	Medium	High	High	Very High	Very High
Likely	Medium	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Medium	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

RISK MANAGEMENT REGISTER

The Risk Management Register is updated on a quarterly basis and Risk Assessments forwarded to the Provincial for review and monitoring. The following is a pro forma of the Risk Management Register maintained in an excel spreadsheet.

Number	Identified Risk	Risk Level	Consequence	Likelihood	Control of Risk
1					

AREAS OF RISK

AREA OF RISK	CONTROL OF RISK
Recruitment and Staffing	<ol style="list-style-type: none"> 1. Reference Checks undertaken 2. WWCC provided 3. Consider probation period 4. Review CV experience and referees 5. Safeguarding training 6. Code of conduct signed 7. Identify skills shortage 8. Staff health and wellbeing (physical and mental) monitored 9. Staff performance monitored and reviewed
Consent / Permission	<ol style="list-style-type: none"> 1. Consent forms completed 2. Emergency contacts noted
Environment / Workplace	<ol style="list-style-type: none"> 1. First Aid kit in buildings 2. First Aid Officer appointed 3. Maintenance and building upkeep undertaken 4. Contractors managed 5. Evacuation procedures advised 6. Third party use of buildings managed
Use of Transport (for Children and Vulnerable Persons)	<ol style="list-style-type: none"> 1. Permission to travel obtained from parent/guardian 2. Drivers licence noted 3. Road safety and parking rules adhered to
IT Infrastructure	<ol style="list-style-type: none"> 1. IT infrastructure reviewed 2. Firewall and backup procedures enabled 3. Privacy Policy noted
Electronic Communications (to Children and Vulnerable Persons)	<ol style="list-style-type: none"> 1. Privacy Policy noted (particularly Cyber bullying) 2. Code of Conduct signed
Financial Management and Insurance	<ol style="list-style-type: none"> 1. Staff skills and performance monitored 2. Finance software updated 3. Bad debts reviewed 4. Budgets and long term financial plans undertaken 5. Annual accounts compiled and externally audited

	6. Annual insurance program managed
Order owned Assets	<ol style="list-style-type: none"> 1. Review register of assets (eg cars, IT, furniture) 2. Review use of cars/vehicles 3. Review any misuse, theft, damage 4.
Responding to Allegations of Abuse or Misconduct	<ol style="list-style-type: none"> 1. Respond to disclosure guidelines 2. Identified risks managed 3. Complaints and Grievances procedures noted 4. Record Keeping updated

RESPONSIBILITY

Adherence to the above policy and any misuse of the above policy is to be reported to the Co-ordinator Professional Standards who reports to the Professional Standards Committee and Provincial Council.

Updates to this Procedure

In line with OSA Policy Development, this policy will be reviewed every three years or more frequently if appropriate.

Revisions made to this document

Date	Major / Minor Revision	Description of Revision(s)
Sept '19	Major	Implementation
Oct '20	Minor	Adj to first paragraph 'Risk M'ment Register'/ Approved at Prov Council meeting Oct '20

Contact Details

Contact for all matters related to this form should be directed to Co-ordinator, Professional Standards, Fr David Austin OSA, Email: dave.austin@osa.org.au
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