

Flinders Campus Community Services Inc

Risk Management Policy

First approved by Board:	28 August 2006
Date last amendment:	
Contact person:	General Manager

Preamble

The Risk Management Policy forms the framework established by the Board to provide for systematic and responsible management of risks that are, or could be, incurred by FCCS in carrying out its various activities. The Risk Management Policy is intended to ensure that the costs, anticipated benefits and the potential risks associated with particular activities are considered. Where the balance of advantage favours a particular activity or initiative, the possible risks will be planned for and managed, taking account of broader FCCS objectives and priorities.

The Risk Management Policy applies to all areas of the operation of FCCS, including routine internal activities.

1. Risk Management within FCCS

- 1.1 For the purposes of this policy, risk is defined as the possibility of something happening that will have a significant negative impact either on FCCS or on the achievement of its objectives.
- 1.2 Significant areas of risk will be defined as those that may reasonably be expected to:
 - constitute a significant risk to the welfare of staff, students or the public;
 - jeopardise the reputation of FCCS or present a significant legal exposure; and
 - pose a significant commercial or business risk that may threaten the financial well-being or reputation of FCCS.
- 1.3 FCCS will continue to evaluate potential benefits alongside potential risks as a routine part of many of its activities. Risk identification, evaluation and management will be undertaken as a part of the day to day management and planning activities of FCCS.
- 1.4 Risks will be managed at the operational level in accordance with this policy, and in accordance with other policies and risk management processes relevant to the area of activity.

2. Responsibilities

- 2.1 The Board will oversee risk management within FCCS, on advice from the General Manager.
- 2.2 The General Manager will be responsible for the implementation of risk management within FCCS, and for responding to and reporting on significant risks that may emerge from time to time.
- 2.3 The Senior Management group of FCCS (as determined from time to time) will be responsible for implementing risk management within their portfolio areas, and will report regularly to the General Manager on any significant risks or risk areas.

2.4 All FCCS staff will be responsible for avoiding unnecessary risks to themselves, others and FCCS, and reporting to the General Manager, through the senior management group, on any activities which may result in unacceptable risks.

3. Identifying, Assessing and Managing Risks

3.1 Risks will normally be identified, assessed and managed by responsible officers and reported in accordance with FCCS decision making processes.

3.2 Risk identification, evaluation and management in respect of particular activities will be carried out in accordance with FCCS procedures.

3.3 Risks will be assessed with reference to the strategic priorities of FCCS, taking account of the likelihood of the risk occurring, its potential impact and the range of implications it may have for FCCS.

3.4 Where an unacceptable risk is identified, relevant FCCS staff with management responsibilities in the areas that may be affected, will be informed of it, and they will be required to take action, as required, to address the matter and inform staff, or other persons within their areas of responsibility, about the matter.

3.5 Key factors to be considered in assessing and managing risk as defined in clause 1.2 include:

- accurately identifying risks including risks to the reputation FCCS, before an activity is commenced;
- establishing whether there is significant financial risk which is not already identified in FCCS's accounts;

4. Monitoring and Reporting

4.1 The General Manager will report annually or as the need arises to the Board, on risk management, and on significant risks to FCCS.

4.2 The senior management group will monitor the operation of risk management within their areas of responsibility, and will report to the General Manager:

- on an annual basis, where ongoing significant risks are known to exist; and
- immediately, in instances where a significant new risk is identified.

5. Operational Framework for Contracts, Entities and New Initiatives

5.1 Contracts and Agreements

5.1.1 Activities governed by contract or agreement will be entered into by authorised officers of FCCS in accordance with the relevant FCCS Financial Policies.

5.1.2 Management of risks related to activities governed by contract or agreement will occur in accordance with the principles and procedures in this policy and the relevant FCCS Financial Policies.

5.3 Planning Significant New Commercial Initiatives

To ensure that FCCS's interests are protected and risk exposures and their management are properly addressed in the planning phase, proposals for establishment of, or participation in, significant new initiatives will be prepared and submitted to the FCCS Board.