Risk Management
Policy

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POLICY APPROVAL:	SWTAFE Board
RESPONSIBLE MANAGER:	CEO
CATEGORY:	Governance
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RELATED DOCUMENTS:	AS ISO 31000:2018 Risk Management – Guidelines
	Victorian Government Risk Management Framework (VGRMF)
	PPP161 Risk Management Framework
	PPP166 Risk Management Procedure

1. Introduction

South West TAFE (SWTAFE or the 'Organisation') is committed to the management of risk as an integral part of its operations, focusing on strategies to minimise risks to its mission and objectives. SWTAFE has an established Risk Management Framework, with this policy being a key part of the Framework.

The Risk Management Policy has been developed in accordance with AS ISO 31000:2018 Risk Management: Guidelines and the Victorian Government Risk Management Framework (VGRMF).

2. Scope

This policy applies to all staff of SWTAFE, and to people authorised to undertake its operations and procedures.

3. Risk Appetite Statement

South West TAFE will manage risk in line with its vision and strategic direction, recognising that its appetite will vary according to the severity of the risks faced. The following risk appetites have been determined by SWTAFE:

- We are risk averse in relation to providing a safe, inclusive and equitable environment for our staff and students

- We have a low risk appetite in relation to maintaining financial sustainability, enhancing environmental sustainability and providing quality education and training

- We have a moderate risk appetite in relation to building and maintaining strong relationships with industry, schools and community partners, increasing opportunities for our students

- We have a high-risk appetite to pursue innovation, technology and creative opportunities to improve our contribution to our region.

4. Definitions

The following definitions are found in the AS ISO 31000:2018 Risk Management – Guidelines

Control	measure that maintains and/ or modifies risk
Consequence	outcome of an event affecting objectives

Event	occurrence or change of a particular set of circumstances
Risk Management Framework	A set of components that support and sustain risk management in the organisation. These components include, but are not limited to, this policy, plans, procedures, resources, accountabilities and activities.
Likelihood	chance of something happening
Risk	effect of uncertainty on objectives
Risk Appetite	organisation approach to assess and eventually pursue, retain, take or turn away from risk
Risk Assessment	the overall process of risk analysis and evaluation.
Risk Management	coordinated activities to direct and control organisation with regard to risk
Risk Source	element which alone or in combination had potential to give rise to risk
Stakeholder	person or organisation that can affect, be affected by, or perceive themselves to be affected by a decisions or activity

5. Principles

SWTAFE is committed to managing risk in accordance with the process set out in the AS ISO 31000:2018 Risk Management – Guidelines in order to benefit the organisation and manage the cost of risk. To meet this commitment, risk is to be every employee's business. SWTAFE risk management process, set out in this policy and in the related procedures, is established to:

- achieve SWTAFE strategic goals and objectives through efficient and effective operations
- comply with all statutory requirements and obligations relating to risk identification, assessment, control, management and reporting
- protect staff, students, visitors and the community while using the SWTAFE resources
- protect information, property and all other assets
- ensure that service quality is maintained and improved over time
- ensure business continuity plans and infrastructure become an integral part of Institute planning
- ensure appropriate procedures are in place to minimise potential for fraud.

6. Responsibility

The following positions are accountable for risk management within their areas of responsibility and related to the decisions they make (or do not make – as risk levels may increase when decisions are avoided). They also are responsible for implementing corrective actions to address process and control deficiencies.

Board	The Board and its committees have responsibility for overseeing risk management and risk assessment activities across the organisation. The Board is responsible for setting the organisation's Risk Appetite.
Chief Executive Officer	The CEO is responsible for ensuring that a Risk Management Framework and related systems are established, implemented and maintained in accord with this policy.
Audit, Risk & Compliance (ARC) Committee	The ARC Committee is accountable for the oversight of the processes for the identification and assessment of risks, and reviewing the outcomes of the risk management processes.
Executive Managers	Executive Managers are responsible for ensuring risk management is addressed within all areas of their portfolios, including providing risk management guidance, developing risk management plans, allocating priorities and reporting on the status of the risk management register.
Managers/ Teaching Education Managers	Managers / Teaching Education Managers are responsible for implementation of this policy within their operational areas and ensuring that risk management plans for their departments are implemented and maintained.
All staff	Every SWTAFE staff member is responsible for the effective management of risk, including the identification of potential risks.
Audit, Risk & Compliance (ARC) Department	The ARC Department is accountable for the oversight of the processes for the identification and assessment of risks, and reviewing the outcomes of the risk management processes.

7. Improvement

SWTAFE continually monitors and adapts the risk policy to address external and internal changes. SWTAFE will continually improve the suitability, adequacy and effectiveness of the risk and the way the risk management process is integrated. As relevant gaps or improvements are identified, SWTAFE and the ARC Committee develops plans and assigns to those accountable for implementation. Once implemented, these improvements contribute to the enhancement of risk management.

8. Training and Awareness

The organisation understands that without training and awareness the Risk Management Policy cannot be fully integrated within the organisation. Ensuring all staff understands the organisation's Risk Management policy and processes will allow the organisation to meet its Risk Management objectives. This awareness ensures the organisation is capturing all relevant risks which may pose a threat to meeting strategic objectives and/or operations.

The People & Culture Department's recruitment process requires all new staff read and acknowledge the requirements of key organisation policies. Risk Management training has been incorporated into the Workplace Induction which all employees are required to complete upon commencement with the organisation.

9. Breach of this Policy

Compliance with this policy will be monitored. Non-compliance with this policy may result in disciplinary action. This may include termination of employment or engagements. If the law is broken, the person or people responsible for the breach may also be personally liable.

10. Diversity, Equity and Inclusion

SWTAFE is committed to making diversity, equity and inclusion part of everything we do, including in the implementation of this policy/procedure/guideline. For more information, please visit the 'Our Values' page on our website [external] or the Diversity, Equity & Inclusion Homepage on ECHO [internal]. Diversity, Equity & Inclusion (DEI)

11. Statement of Commitment to Child Safety

South West TAFE is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a Child Safe Program designed to keep children safe within our organisation. For Child Safe key documents, resources, contact officer details please go to: Child Safe Commitment