



RISK MANAGEMENT POLICY

What Is Risk Management?

Risk Management is an organisational process that assists Marymede Catholic College to predict future events that may impact (positively or negatively) on our activities and to take appropriate actions to address the impact of these events. Risk is defined as the "effect of uncertainty on objectives".

International Standard for Risk Management (AS/NZS ISO 31000:2009)

Marymede Catholic College has developed a **Risk Management Program** based on the International Standard for Risk Management (AS/NZS ISO 31000:2009).

ISO 31000 is built around three (3) interrelated building blocks all of which work together to ensure that a risk management program is implemented effectively. These three (3) building blocks are:

- **12 Principles** which an organisation should follow in order to effectively manage risk;

Principle	Short Description	How Marymede Catholic College Applies This Principle
1	Risk Management creates and protects value	It is important that key internal stakeholders understand how a Risk Management program can create and protect value in our college.
2	Risk Management enhances an organisation's resilience and creates strategic and tactical advantage	The process for managing disruption-related risk involves anticipating rapid change, operating in non-routine modes and adapting to a changing environment within the context of our objectives. The experience of doing this enhances our adaptive capacity.
3	Risk Management is an integral part of all organisational processes	It is important that Risk Management is embedded within our college and does not become a "stand alone" compliance activity.
4	Risk Management is part of decision making	Risk Management helps decision makers make informed choices, prioritise actions and distinguish among alternative courses of action.
5	Risk Management explicitly addresses uncertainty	Our Risk Management program is all about looking into the future, considering the uncertainty of whether particular events may occur and putting systems into place to address possible consequences should these events occur.
6	Risk Management is systematic, structured and timely	The college has developed a systematic and structured approach to risk management and through our CompliSpace Assurance workflow database we are able to access data in a timely fashion that contributes to efficiency and to our ability to achieve consistent, comparable and reliable results.
7	Risk Management is based on the best available information	The inputs to the process of managing risk are based on information sources such as historical data, experience, stakeholder feedback, observation, forecasts and expert judgement.
8	Risk Management is tailored	The College's Risk Management Program has been tailored to our particular needs having consideration to our internal and external context and risk profile.
9	Risk Management takes human and cultural factors into account	The Risk Management Program recognises the culture of our college and the skills and capabilities of individuals.
10	Risk Management is transparent and inclusive	The college achieves inclusion and transparency through our intranet (which is used to communicate policies and procedures) and through our CompliSpace Assurance workflow database (which allows us to readily identify the "what", "how", "who" and "when" of risks and compliance tasks).
11	Risk Management is dynamic, iterative and responsive to change	The college recognises that change is a constant in every organisation and have designed our Risk Management Program to be dynamic, iterative and responsive to change.
12	Risk Management facilitates continual improvement in an organisation	In this way we are continually improving our processes and developing our risk maturity levels over time.

- **A Management Framework** which provides the foundations that will allow an organisation to embed risk management at all levels throughout the organisation; and
- **A Seven (7) Step Process** designed to assist an organisation effectively manage risk on a day to day basis.
 - Step 1 Communication And Consultation
 - Step 2 Establish The Context
 - Step 3 Identify The Risks
 - Step 4 Analyse The Risks
 - Step 5 Evaluate The Risks
 - Step 6 Treat The Risks
 - Step 7 Monitor And Review

The Language of Risk Management

The successful implementation of any Risk Management Program relies on clear communication and the development of a common risk language. To assist in this process, Marymede Catholic College has referenced ISO/IEC Guide 73-2009 which provides guidelines for standard risk management vocabulary. We have also established a well-defined system of risk classifications which are designed to ensure that a common risk language is used within Marymede Catholic College.

The Relationship between Risk Management and Compliance

Risk Management forms an important part of Marymede Catholic College's **Governance Program** and is very closely linked with our **Compliance Program**. Whilst Risk Management focuses on the future, our **Compliance Program** focuses on the present to ensure that Marymede Catholic College is meeting its legal and regulatory, organisational policy and contractual obligations. For every organisational risk Marymede Catholic College identifies, there is a corresponding compliance obligation designed to either control or treat the risk.

Risk Management and Compliance Software

CompliSpace Assurance is an on-line software solution through which Marymede Catholic College manages its Risk Management and Compliance Programs. Each identified risk event is loaded onto the system, assessed as to its likelihood and consequence, ranked in priority and linked to existing controls and/or treatment plans. Utilisation of the CompliSpace Assurance technology platform allows Marymede Catholic College to effectively monitor and control organisational performance.

What Are The Benefits Of Risk Management?

Effectively implementing this Risk Management Program will:

- Increase the likelihood of Marymede Catholic College achieving its strategic goals and objectives;
- Encourage proactive management and avoid "fire-fighting";
- Improve our ability to identify and manage future threats and opportunities;
- Enable us to comply with our legal and regulatory obligations;
- Establish a reliable basis for decision making and planning;
- Improve operational effectiveness, organisational processes and controls;
- Allow us to better allocate our resources;
- Reduce the likelihood of adverse risk events occurring and the consequences if they do occur; and
- Optimise transparency.

Who Is Responsible For Risk Management?

Risks arise at every level of an organisation, from the implementation of high-level strategies through to the physical security and safety of our working environment. As such it is the responsibility of every person within Marymede Catholic College to be aware of risks and to provide feedback with respect to perceived risks, either by notifying our Risk Manager directly, or within the context of more formal **Risk Identification Processes**.

Responsibilities of The College Board

The College Board is responsible for:

- Approving and overseeing the implementation and maintenance of this Risk Management Program.
- Ensuring that it receives regular reports on the risk profile of the college.
- Ensuring that management has sufficient resources in place and staff are adequately skilled and qualified to manage and control risks.
- Ensuring the college's policies and procedures that are designed to mitigate risks are readily accessible by staff.
- Ensuring management has structured compensation policies to avoid the potential incentive for excessive risk taking.
- Promoting a risk management culture within Marymede Catholic College.
- Establishing clear delineations of lines of responsibility for managing the end to end risk process.
- Articulating the college's risk appetite and monitoring the extent to which the college operates within that appetite.

Responsibilities of The Principal

The Principal is responsible for:

- Overseeing the establishment and implementation of this Risk Management Program and the policies and procedures that are required to effectively manage risk within Marymede Catholic College.
- Promoting a risk management culture within the college.
- Continuously monitoring changes in the activities of the college and ensuring that risks arising from any significant changes are considered within the risk framework.
- Ensuring the policies and procedures are carried out efficiently and effectively.
- Communicating openly and honestly with the College Board on the risk profile of the College.

Responsibilities of The Senior Leadership Team

The Senior Leadership Team is responsible for:

- Establishing and implementing this Risk Management Program and the policies and procedures that are required to effectively manage risk within Marymede Catholic College.
- Promoting a risk management culture within Marymede Catholic College.
- Establishing clear delineations of lines of responsibility for managing the end to end risk process.
- Continuously monitoring changes in Marymede Catholic College's activities and ensuring that risks arising from any significant changes are considered within the risk framework.
- Ensuring the policies and procedures are carried out efficiently and effectively.
- Communicating openly and honestly with the College Board on the risk profile of the College.

Responsibilities of The Risk Manager

The Business Manager has been appointed as Marymede Catholic College's Risk Manager. The Risk Manager reports to the Principal.

The Risk Manager is responsible for:

- Establishing and implementing this Risk Management Program and the policies and procedures that are required to effectively manage risk within Marymede Catholic College.
- Promoting a risk management culture within Marymede Catholic College.
- Establishing clear delineations of lines of responsibility for managing the end to end risk process.
- Continuously monitoring changes in Marymede Catholic College's activities and ensuring that risks arising from any significant changes are considered within the risk framework.
- Assisting organisation units to conduct risk assessments.
- Maintaining Marymede Catholic College's risk register.
- Ensuring that risk controls and treatment plans are carried out efficiently and effectively.
- Preparing risk management reports for management and the College Board.
- Providing input on all risk issues.
- Reviewing the overall effectiveness of this Risk Management Program at least once annually.