

RISK MANAGEMENT POLICY

INTRODUCTION

NOSS recognises the need to systematically manage potential risks to its operations through an objective assessment to identify and manage those risks.

The NOSS risk management process is aligned with the overall organisational focus on continuous improvement and quality service provision and includes:

1. Systematic and consistent policy-making;
2. Strategic and business planning;
3. Financial controls and budgets;
4. Performance assessment;
5. Quality processes and a continuous improvement methodology across the organisation.

PROCEDURES

1. The Board of Governance is responsible for managing risk in the organisation, although all staff are responsible for managing risks in their areas of control.
2. In consultation with the Board of Governance, the General Manager will carry out an annual risk assessment to identify risks and develop strategies to address those risks.
3. Risks will be analysed in the following areas with respect to Community Access and Bluegum:
 - Client support
 - Financial and records management
 - Planning and decision making
 - Occupational health and safety
 - Staff recruitment and performance
 - Asset Management
 - Quality systems and continuous improvement
4. In carrying out the risk assessment, a risk and impact matrix will be used.

	Consequence		
Likelihood	Critical	Significant	Minor
High [probable]	Extreme	Serious	Medium
Medium [possible]	Serious	Medium	Low
Low [unlikely]	Medium	Low	Negligible

5. The risk assessment process will include:

- Evaluation of risks
- Identification of strategies to minimise risks
- Nomination of a person responsible for implementing strategies.
- Review meetings to be held every three months in conjunction with Quality Assurance meetings.

Related Policies:

Quality Assurance Policy
Occupational Health and Safety Policy