

Mansfield Autism Statewide Services

Risk Management Policy and Procedures

MG4	MASS Governance	Risk Management Policy and Procedures
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What this policy aims to do	Ensure the effective management of risk across all activities of MASS to minimise negative impact on the organisation and its stakeholders.
Who this policy applies to	Board members, managers and employees of MASS.
Who is responsible for carrying out this policy	Board members, managers and employees of MASS.
What words used in this policy mean	<p><i>'Risk'</i> is the possibility that an expected result will not be achieved or that an unforeseen event might occur. It is usually measured in terms of consequences (what will happen) and probability (the chances of it happening)</p> <p><i>'Risk management'</i> is a method of identifying, analysing, evaluating, treating, monitoring, and communicating risks. It is as much about identifying opportunities as avoiding losses or problems.</p>
Legislation this policy is based on	National Disability Service Standards
Other relevant policies	HS13 Duty of Care HS11 Client Feedback MG1 Board Authority and Operations MG5 Delegations MG7 Planning and Quality Management

Version	Date	Author/Editor	Approved by	Notes
1.0	26/8/16	Peter Lane		
1.1	31/5/18	D Stephenson		Update format and ISO to 2018
1.2	02/09/19	D Stephenson	16/5/2019 Board of Directors	Added NDIS requirements for support delivery
1.3	29/02/20	D Stephenson	S Reeves	Changed name from MBD to MG
1.4	26/10/21	T de Vries	27/01/22 Board of Directors	Annual review. Add link to risk register, change Director to CEO
1.5	01/02/23	T de Vries	Board of Directors	Annual review, no change

RISK MANAGEMENT POLICY

Risk Management Policy

The effective management of risk is important in maintaining a viable organisation and providing a safe environment for stakeholders. The Board is responsible for determining the risk tolerance of the organisation.

To be effective, risk management is aligned to the strategic plan and embedded in all activities of the organisation. The Board, management and employees hold shared responsibility for ensuring it is part of the strategic and operational management of the organisation.

The CEO and the Board maintain a Risk Register for the organisation that is reviewed at minimum annually. This framework identifies risks across a range of categories and summarises the assessment of their impact and likelihood. The framework includes treatments applied to manage the risk and any other monitoring or action required.

It is also important that all staff know to inform, as soon as possible, their manager or the CEO if they believe that MASS may be at risk of unplanned financial loss such as unanticipated expenses, bad debts or damage to assets.

The MASS Risk Register can be found at this link: [Risk Register](#).

