



Strategic Risk Management Policy (Board)

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| Policy Number: | BO-036 | | |
| Date Approved: | February 2014 | Approved By: | The Board |
| Date Issued: | March 2014 | Review Date: | March 2015 |
| Version 1 | | | |

1. Aim

The Board is committed to protecting the human, financial and good-will assets and resources of the organisation through the practice of effective risk management.

Breakaway will conform to all relevant legislation and statutory requirements.

The purpose of this document is to set out the roles and responsibilities of the Board and the GENERAL MANAGER to implement this policy.

2. Scope

This policy applies to employees and volunteers of Breakaway including members of the Breakaway Board.

3. Policy

- The Board commits itself to continuous quality improvement activities that are an integral component of the Board's management of risk.
- The Board ensures that all levels of the organisation have a risk management policy and plan that broadcasts the organisation's commitment to safety to staff, the families it supports and the wider community.
- The Board ensures, through the budget process, that there are sufficient resources available to implement the risk management plan and monitors the development and implementation of this plan.
- In developing a risk management policy and plan the Board ensures that:
 - The safety of Board members, employees, volunteers, families and donors is given the highest priority in their interaction with this organisation.
 - Buildings, facilities, equipment, materials, copyright and trademarks are cared for in such a way that characterises responsible stewardship.
 - Employment policies and practices are established and followed so that staff experience a just workplace.
 - The organisation conforms with all legal and regulatory requirements.
 - The organisation provides a safe physical environment for any person who is likely to come in contact with its property and premises.
 - The reputation of the organisation is enhanced through its service delivery, marketing or fundraising activities.
 - The internal financial controls adequately protect the assets of the organisation.

- The GENERAL MANAGER will present to the Board for its consideration, a risk assessment of any proposed project, venture or endeavour that is outside the organisation's normal business activity.
- The GENERAL MANAGER provides the Board with a regular risk management report for its consideration.

4. References

Corporate Governance Principles and Recommendations ASX Corporate Governance Council
 'It's Your Business' NSW Department of Ageing, Disability and Home Care
 Associations Incorporation Act 2009 (NSW)
 Human Rights and Equal Opportunity Commission Act 1986 (Cth)
 Work Health and Safety Act 2011
 Privacy Act 1988 (Cth)
 Privacy and Personal Information Protection Act 1998 (NSW)
 NSW Disability Service Standard 6

5. Persons Responsible

All employees and volunteers are responsible for:

- Compliance with all Breakaway policies and procedures.

GENERAL MANAGER is responsible for:

- Ensuring the implementation of efficient and effective procedures and systems to ensure the implementation of this policy
- GENERAL MANAGER is responsible for communicating matters to the Board as required by this policy

Board are responsible for:

- Approval of this policy
- Implementation of this policy

6. Definitions

Breakaway – all Breakaway Incorporated services and programs

Board – the governing body of Breakaway, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Manager – refers to the GENERAL MANAGER

Supervisor – refers to all senior staff who are responsible for supervising one or more staff members

Staff – refers to employees and volunteers of the organisation

Family – refers to the parents/caregivers of the children or young people that receive support from Breakaway

Visitor – any person who is visiting a Breakaway service who is not a staff member, client or family

Continuous quality improvement – the process of reviewing and making improvements in an ongoing manner

Quality management process – any set of procedures or activities that control or monitor the quality of the service provider's work

Quality management system – a structured set of processes for monitoring and managing quality within a service provider

Due diligence – the degree of care and caution required by the circumstances of a person

Fiduciary duty – the highest standard of care imposed at either equity or law. The duty of caring for another's money.

Governance – is the legal authority of a Board to establish and be accountable for policies that will affect the life and work of the organisation.

Risk – the likelihood and consequence of something happening that will have an impact on objectives

Risk management – the process of identifying, assessing and judging risks, assigning ownership ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress

Duty of care – the obligation to take reasonable care to avoid causing harm to another person

Conflict of interest – situations where a conflict arises between public duty and private interest which could influence the performance of official duties and responsibilities

Pecuniary interests – financial interests or other material benefits or costs

Non-pecuniary interests – political, religious, recreational, family or other interests

Vicarious liability – situation in which an employer can be found liable for wrongs committed by employees in the course of the employer’s work

Ethics - The basic concepts and fundamental principles of right human conduct. It includes study of universal values such as the essential equality of all men and women, human or natural rights, obedience to the law of land, concern for health and safety and, increasingly, also for the natural environment.

Values – the core principles that guide an organisation’s service delivery and management

Dignity of risk – the principle that people have the right to the dignity that comes from learning from life situations, even if it involves some risk

Document review history

| <i>Date</i> | <i>Section</i> | <i>Change</i> |
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