



Central Highlands Association of Neighbourhood Houses

Risk Management Policy

Document Control

Policy Title:	Risk Management		
Policy Number:	MAN007	Version Number:	2
Date Ratified:	27.2.2020	Review Date:	February 2021

Relevant standards, legislation and other documents:

- Incorporations Act
- Victorian Human Rights Charter
- DHHS Service Agreement Requirements

Definitions: (define key terms)	
CHANH	Central Highlands Association of Neighbourhood Houses
DHHS	Department of Health and Human Services
Members	Neighbourhood Houses (represented by managers and committees of management) funded by DHHS within the Central Highlands area
CoM	Individuals representing member houses in CHANH Committee of Management
Staff	Any person employed by CHANH or volunteering at CHANH
Executive Team	CHANH President, Vice President, Treasurer and Secretary

Central Highlands Association of Neighbourhood Houses

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Policy Declaration

CHANH recognises the necessity of risk planning and mitigation. We work in partnership with our member houses and regularly review and document potential risks in our Risk Register and our responses to our strategic goals and projects.

Purpose:

This policy provides guidance in developing, implementing, monitoring, reviewing and protection CHANH's Strategic Plan.

Owner:

This policy is the responsibility of the Executive Team and must be ratified by the CoM.

Application:

This policy applies to the CHANH CoM and staff.

Policy Rationale

Risk management is an essential component of success and organizational learning. Building on the skills and experience of our members, leadership and staff we are able to utilise risk planning to avoid potential threat to our staff, project success, partnership and the reputation of our organisation. Risk planning also enable to identify previously un- recognized opportunities to grow and expand as an organisation.

Due to the nature of our organisation, when members or staff are participating in workplace activities within a member house the Risk Management and Workplace OHS Policies and procedures of the host house apply, as outlined in our Safe Workplace and Incident Management Policies.

The CHANH Risk Register is a living document identifying and planning for threats which could prevent the delivery of or Strategic Plan.

Projects or new initiatives must be executed in accordance with the mitigation strategies documented in the Risk Register. Project and organisational evaluation should utilised to improve practice, with new risk prevention practice and learning integrated into the Risk Register as appropriate.

The CHANH Risk Register is reviewed quarterly and updated as required.

Related Organisational Policies and Procedures:

- CHANH Document Register
- Code of Ethics
- Continuous Improvement Policy
- Rules of Association
- Annual Committee Calendar

Responsibilities

Executive Team:

- To implement and monitor policy

Members:

- To be informed of the Risk Management Policy and Risk Register
- To participate in policy reviews as required

Staff:

- Implementation of policy, as outlined in position descriptions
- Participation in policy review as required

Breach of Policy

A breach of this policy may result in disciplinary action up to and including termination of employment.