



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6s

RISK MANAGEMENT

Applies to:

Specific responsibility:

Version:

Date approved: 9 Sept 2014

Policy context: This policy relates to

Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

The Management Committee has ultimate responsibility for safeguarding the organisation and its personnel and for ensuring that adequate risk management processes are in place. Risk management processes will be designed in order to prevent injury or harm to individuals, to protect the assets and interests of the organisation and to limit the impact of any unavoidable risk.

The Management Committee will ensure that adequate resources are made available within the budget to implement all risk management processes.

The Management Committee delegates the monitoring and reporting of risk management to the General Manager.

The General Manager will be responsible for the day-to-day implementation of risk management procedures and for ensuring that all staff are aware of these procedures.

PROCEDURES

Risk management plan

The General Manager will oversee the risk management plan for the organisation. The risk management plan will cover all aspects of the organisation's activities and:

- Document all potential risks and their risk rating according to the following:

Likelihood of happening	Impact			
	Very high	High	Medium	Low
	Very high (almost certain)	1: Extreme	2: Very high	3: High
	High (probable)	2: Very high	3: High	4: Significant
	Medium (may happen)	3: High	4: Significant	5: Medium
	Low (unlikely)	4: Significant	5: Medium	6: Low

- Identify actions to manage risk, time frames for any tasks and responsibility. This will include compliance checks to be conducted.

The General Manager will provide a report against the risk management plan to the Management Committee.

The General Manager will review the risk management plan on an annual basis.

Compliance checks

- The General Manager will monitor the following:
- Currency and adequacy of insurance cover
- Probity and security of financial management
- Compliance with contractual arrangements, and funding agreements in particular
- Compliance of all Jumbunna's procedures with relevant legislation
- Compliance with the following Jumbunna's procedures:
 - WHS
 - Fire Safety
 - Accidents and Injuries
 - Critical Incidents

The General Manager will report to the Management Committee to confirm compliance checks and report any irregularities.

Staff responsibilities

All staff are responsible for maintaining an awareness of potential risks in their areas of responsibility, ensuring that procedures are followed and notifying General Manager of any potential or actual risk.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Risk Management	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		

