



RISK MANAGEMENT POLICY		Document #	Level: Tier 1
		Prepared By: GRC Manager	Date Prepared: 14 December 2017
Effective Date: 1 September 2018	Revision # V4	Reviewed By: PR&CM Committee	Date Reviewed: 6 August 2018
Compliance: AS/NZS ISO 31000:2009 <i>Risk Management – Principles and Guidelines</i>			

Purpose

The Archdiocese of Hobart ('Archdiocese') is responsible for providing a range of services and activities in its ministry and agencies. The Archdiocese recognises that effective risk management is an integral part of effective governance.

The purpose of this Policy is to specify the requirements for managing risk within the Archdiocese, to ensure there is a consistent approach and to facilitate the consideration of risk in the decision making and business planning.

Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

Policy

The Archdiocese requires risk to be within its risk appetite and to be managed with the aim of reducing it to as low as reasonably practicable.

Each agency is required to:

- Maintain an up-to-date strategic risk register and supporting operational risk registers
- Develop and implement an annual Risk Management Plan which:
 - details strategic risks and their treatments
 - details significant operational risks and their treatments
 - provides a schedule of risk management activities
- Provide the Archbishop and the Trustees with an annual report on strategic risks and their treatments
- Report the status of strategic risks on a six monthly basis to the Archdiocesan *Policy, Risk and Compliance Committee*.

The Archdiocesan *Policy, Risk and Compliance Committee* will develop and maintain a *Risk Management Framework*, the purpose of which will be to set out how each agency will comply with this Policy.

The elements and processes described in the *Risk Management Framework* will be consistent with the Australian/New Zealand ISO 31000:2009 *Risk Management – Principles and guidelines* standard.

Each agency will implement the *Risk Management Framework*.

Each agency will ensure staff with management and decision making authority are provided with adequate guidance regarding fulfillment of their risk management responsibilities.

Roles and Responsibilities

All Archdiocesan staff have an obligation to understand their risk management responsibilities including:

- The Archdiocesan *Policy, Risk and Compliance Committee* is responsible for developing and overseeing compliance with this Policy and the *Risk Management Framework*
- Heads of Agencies are responsible for ensuring the implementation of risk management practices in accordance with this Policy and the *Risk Management Framework*
- Managers and Supervisors are responsible for providing staff with guidance and training in risk management, appropriate to their involvement to risk exposure and decision making
- Workers are responsible for using risk management practices in their day-to-day work.

Definitions

Risk (AS/NZ ISO 31000:2009): effect of uncertainty on objectives.

Risk Management (AS/NZ ISO 31000:2009): coordinated activities to direct and control an organisation with regard to risk. It is measured in terms of its likelihood and consequence.

Worker: For the purposes of this policy the term 'worker' is inclusive of anyone who is acting in support of the Mission of the Archdiocese and is in line with the definition of the term in the *Work Health and Safety Act 2012*. A worker includes paid employees, volunteers and contractors.

Related Documents

Risk Management Framework
Work Health and Safety Policy
Workplace Behaviour Policy

Changes to this policy

The Archdiocese will review this policy from time to time and updates are available on the website.

Policy approved by:

Most Rev Julian Porteous, Archbishop of Hobart,
11 August 2018