Policy Statement

Diocese of Ballarat Catholic Education Limited (DOBCEL) Board recognises that risks are present, or will emerge, in all aspects and stages of DOBCEL's operations. Therefore, a sound framework for managing risk is essential. While risks can present threats, they also provide opportunities for improvement. Thus, it is important that each risk is recognised and appropriately managed.

The DOBCEL Board has implemented a risk management framework and infrastructure that defines strategies and actions for eliminating or minimising the impact of risk. This includes establishing a culture of risk awareness in all areas and levels of DOBCEL so there is a logical and systematic approach to the identification and management of risk in a way that minimises loss and maximises gain. Such an approach provides assurance to the DOBCEL Board that it is on track to achieving its organisational and strategic goals.

The implementation of the framework ensures that all DOBCEL bodies embed risk management culture and practices in their business and education processes so that risks are managed effectively and efficiently to deliver DOBCEL's goals and objectives. The Framework will also be used in developing and updating resources, guides, tools and training.

Context

Risk management is not an isolated activity. It is one element of effective governance and management. Effective risk management recognises that in any situation there is always an element of risk and with that a responsibility to have policies, processes, and practices in place to address these potential risks.

The intention of this policy is to promote and embed a culture of effective risk management by using a holistic approach to integrate risk management in all decision-making processes and to provide a consistent approach to managing and reporting on existing and emerging risks across DOBCEL Schools and DOBCEL Management for oversight by the ultimate governing body, the DOBCEL Board.

This policy supports the DOBCEL Board, Management, and Schools in adopting a single and consistent approach to risk management, in alignment with diocesan expectations and Victorian legislative requirements. This includes the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order 1359 which imposes specific obligations on the DOBCEL Board as the governing authority of its systems of schools and those of the *Australian Standard and Risk Management (AS ISO 31000:2018) Guidelines*.

The risk management policy aims to demonstrate that DOBCEL is acting appropriately to anticipate risks; to assess risks; avoid excessive risks; embrace necessary or desirable risks with appropriate safeguards; that its response to risk, whether by insurance, control measures, or avoidance, is proportionate and effective; and that responsible staff are equipped to take risk-based decisions with confidence.

*As partners in
Catholic education
and open to God's presence,
we pursue fullness of life for all.*

Scope

This policy applies to all DOBCEL employees, committees or other bodies of DOBCEL to manage and report on existing and emerging risks.

Principles

Effective risk management involves the identification and coordination of strategies and actions which minimises risk, and include the following approaches:

- Align DOBCEL with best practice AS/NZS ISO 31000:2018 Risk Management - Guidelines

- ensure that the DOBCEL Board has a line of sight to all risks;

- provide guidance to DOBCEL schools in all aspects of risk management;

- assist in understanding the important role of risk management and its relationship to safety and to educational outcomes;

- provide DOBCEL with appropriate tools to support risk decision-making and management reporting by providing mechanisms for employees to assess, prioritise, manage and monitor all material risks in a consistent and effective manner;

- raise awareness of risk appetite in strategic and operational decision-making;

- provide safe and secure learning environments for all members of DOBCEL school communities;

- promote a positive organisational culture, in which people not only feel safe but also understand their responsibilities in a risk-aware culture;

- establish compliance with statutory, organisational and governance requirements as a minimum standard;

- provide policies, processes and practices to improve accountability, responsibility, transparency, and governance in risk management and to ensure that people, property, data, and resources are secure;

- ensure adverse risks are either avoided, reduced to an acceptable level, or managed and contained; and to do so in a reasonable timeframe and on a continuous basis;

- ensure alignment with DOBCEL Vision and Strategic Intent.

DOBCEL's risk management program is underpinned by the following principles:

Principle	Demonstrated By
A positive risk culture	- Creating a culture where risk identification and management is acknowledged as a driver of positive outcomes. - Driving excellence in organisational governance by increasing accountability, awareness and a positive attitude to risk management.
Risk based decision making	decision making and responsiveness which is prioritised and informed by risk analysis.
Embedded risk management	all operational functions and processes should include a linkage to risk.

Principle	Demonstrated By
	• risk analysis and identification will include broad stakeholder consultation.
Accountability	• clear accountability for each category of risk, individual risk and treatment plan to ensure action and monitoring is implemented.
Transparency	• providing transparency and oversight to senior management and the DOBCEL Board that strategic, enterprise and critical operational risks are managed effectively.
Informed resource allocation	• adoption of risk based approach to the allocation of resources to mitigate future risks.

Legislative Context

Relevant Legislation, Regulation and Obligations

DOBCEL's approach to risk management is guided by the International Standard *ISO31000:2018 – Risk Management Guidelines* and the DOBCEL *Risk Management Framework* and seeks to comply with the following state and federal legislation including, but not limited to:

- Australian Charities and Not-for-profits Commission Act 2012 (Cth) (the ACNC Act)
- Australian Education Act 2013 (Cth)
  The principal legislation for the provision of Australian Government funding to government and non-government schools.

- Australian Education Regulation 2013 (Cth)
  Provides more detail to support the operation of the Act. *It outlines the financial accountability and other conditions that are required in order to receive funding under the* Act.

- Australian Standard and Risk Management Guidelines (AS ISO 31000:2018) 2018
  Provides a common approach to managing any type of risk and is not industry or sector specific.

- Children, Youth and Families Act 2005 (Vic)
  Child protection law strengthens the Victorian Government's response to children and young people in out-of-home care, their parents and carers, and the services that support them.

- Corporations Act 2001 (Cth)

- Crimes Act 1958 (Vic)
  The *Crimes Act 1958* is an *Act* of the Parliament of *Victoria*. The *Act* codified most common *law crimes* in the jurisdiction.

- Education and Training Reform Act 2006 (Vic)
  To reform the law relating to education and training to provide a high standard of education and training for Victorians.

- Education and Training Reform Regulations 2017 (Vic)

- Education and Training Reform Amendment Act 2010 (Vic)

- Equal Opportunity Act 2010 (Vic)

- Fair Work Act 2018 (Cth)

- Guidelines to the Minimum Standards and Other Requirements for Registration of Schools

- Ministerial Order 706 (Vic) – Anaphylaxis Management in Schools

- **Ministerial Order 1359 (Vic) - Child Safe Standards**
  Managing the risk of child abuse in schools in order to be registered, and remain registered with the Victorian Registration and Qualifications Authority (VRQA)]

- **Occupational Health and Safety Act 2004**
  The main workplace health and safety law in Victoria

- **Privacy Amendment Act 1988 (Cth)**
  Australian Law was introduced to promote and protect the privacy *of individuals.*

- **Victorian Equal Opportunity Act 2010 (Vic)**
  Covers discrimination in employment, sexual harassment and victimisation at work.

- **Working with Children Act 2005 (Vic)**
  Under the current Act a person engaged in 'child-related work' must obtain a WWCC.

Definitions

Refer to the *Risk Management Framework* for definitions.

Related Policies and Procedures

Risk Management Framework and Procedures

Behaviour Management Policy

Child Safe Governance Policy

Grievance Policy

Occupational Health and Safety Policy

School Improvement Policy

School Financial Oversight Policy

Credit Card Policy

Fraud Prevention and Reporting Policy

External Financial Audit Policy

DOBCEL Principles of Governance

All DOBCEL policies are founded on and reflect the Principles of Governance stated in the **DOBCEL Principles of Governance.**

Responsible Directorate member	Deputy Director: Stewardship
Policy Owner	Manager: Assurance & Risk
Assigned Board Committee	Assurance & Risk Consultative Committee
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