

# Risk Management Policy

## 1. Purpose and Scope

- 1.1 The Risk Management Policy provides a framework for the management of risks associated with all AIAT activities. This policy should be read in conjunction with the Risk Management Procedure.
- 1.2 This policy applies to all AIAT staff and all members of Boards and Committees.

## 2. Definitions

Refer to *Glossary of Terms*.

## 3. Policy Statement

- 3.1 AIAT understands that managing risk is an essential component of good governance and leadership. It recognises the need for risk management to feature as a consideration in strategic and operational planning, day-to-day management and decision making at all levels in the organisation. By understanding and managing risk, AIAT provides greater certainty and confidence to all stakeholders.
- 3.2 AIAT's Risk Management Framework comprises policies, procedures, risk schedules and supporting processes related to risk management. It provides AIAT with a systematic view of the risks it faces in the course of its activities. Where appropriate, the supporting processes will be consistent with the International Risk Management Standard ISO 31000.

## 4. Policy Principles

- 4.1 AIAT recognises that effective management of risk is vital to its continued growth and success, demonstrably assisting in the achievement of objectives and improvements in performance.
- 4.2 All risks are managed in accordance with the Risk Management Framework (RMF), within the boundaries defined in AIAT's Risk Appetite Statement.
- 4.3 Decision makers make informed choices and prioritise actions based on the RMF.
- 4.4 Project managers maintain a project risk register which is reviewed throughout the life of the project, and escalated in accordance with the RMF.
- 4.5 Risk management
  - 4.5.1 is an integral part of all organisational activities;
  - 4.5.2 is systematic, structured and timely;
  - 4.5.3 activities are transparent and inclusive;
  - 4.5.4 facilitates continuous improvement of AIAT.

- 4.6 Staff report risks in accordance with the RMF.
- 4.7 AIAT ensures all staff, particularly those in managerial and decision-making roles, have access to guidance and training on the application of risk management principles.

## 5. Roles and responsibilities

- 5.1 Board of Directors is responsible for:
  - 5.1.1 Management of risk at AIAT on advice from the Risk, Quality and Audit Committee and the Executive Management Group;
  - 5.1.2 Approving the Risk Management Framework, Risk Appetite Statement and Risk Management Register;
  - 5.1.3 Monitoring key risks and, where applicable, approve major decisions affecting AIAT's risk exposure.
- 5.2 The Risk, Quality and Audit Committee:
  - 5.2.1 Oversees AIAT's risk management activities;
  - 5.2.2 Recommends the Risk Management Framework, Risk Appetite Statement and Risk Management Register to the Board of Directors;
  - 5.2.3 Liaises with the Academic Board and the Academic Quality, Compliance and Risk Committee regarding academic risks;
  - 5.2.4 Liaises with the Executive Management Group regarding non-academic risks;
  - 5.2.5 Liaises with the Finance Committee regarding financial risks;
  - 5.2.6 Monitor the Risk Management Register;
  - 5.2.7 Provides annual reporting on risk management activities including any actions taken.
- 5.3 The Academic Board
  - 5.3.1 Oversees and monitors academic risks;
  - 5.3.2 The development and maintenance of academic risk registers via the Academic Quality, Compliance and Risk Committee;
  - 5.3.3 Reporting risks in line with the Risk Management Procedure; and
  - 5.3.4 Makes recommendations to the Board of Directors for mitigating academic risks.
- 5.4 The CEO is responsible for
  - 5.4.1 ensuring that risk management activities are carried out effectively within AIAT; and
  - 5.4.2 ensuring all decision-makers have been trained on the application of risk management principles.
- 5.5 The Executive Management Group is responsible for
  - 5.5.1 The development and maintenance of non-academic risk registers;
  - 5.5.2 Reporting risks in line with the Risk Management Procedure;
  - 5.5.3 Ensure staff are adequately trained in risk assessment; and

5.5.4 Foster and encourage an environment where managing risks is accepted as the day-to-day responsibility of all individuals.

5.6 The Finance Committee is responsible for

5.6.1 The identification and monitoring of financial risks; and

5.6.2 Reporting risks in line with the Risk Management Procedure.

5.7 All staff are responsible for diligently identifying, assessing risks and implementing mitigation actions to reduce the risk where required.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Risk Management Policy
Policy Reference No.	POL – 15
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	Director: Quality Assurance and Risk Management
Governance Reference Threshold Standards	HESF 6.1.3, 6.2.1
Related Documents	Academic Inquiry and Academic Freedom of Speech Policy Delegation of Authority Policy Health and Safety Policy Records Management Policy Risk Management Procedure Staff Code of Conduct
Related Legislation	Anti-Money Laundering and Counter Terrorism Financing Act 2006 Higher Education Standards Framework (Threshold Standards) 2021 (HESF) ISO 31000:2018 Risk Management Guidelines Work Health and Safety Act 2012
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Australian National University (2021) Policy: Risk Management Central Queensland University (2020) Enterprise Risk Management Framework James Cook University (2020) Risk Management Policy University of Technology, Sydney (2018) Risk Management Policy
Date of approval	31 March 2022
Review date	December 2026
Policy Category	Governance

## 6. Document Version Control

Document No	POL - 15	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Updates to names of committees and documents.
Created Date	Dec 2021		