RISK MANAGEMENT POLICY

Category:	Practice
Last Review Date:	July 2023
Next Review Date:	July 2026
Endorsed by:	The Anglican Action Missioner
Approved by:	The Anglican Action Mission Trust Board

Purpose

The purpose of the Risk Management Policy is to:

1. Establish a systematic and proactive approach to identify, assess, and mitigate risks across the Mission.
2. Comply with relevant legislation and regulations concerning risk management in New Zealand.
3. Ensure the protection of the Mission's assets, reputation, and stakeholders.
4. Enhance decision-making processes by considering potential risks and their impacts.

Statement

Mahi Mihinare Anglican Action recognises risk management as an integral part of good practice and an essential component of good governance. Risk Management adds value to the operations of the Mission by identifying and mitigating events and threats that would otherwise impede the achievement of our objectives and/or the continued effectiveness of the Mission's service.

Scope

This policy applies to all Mission Trust Board members and Mahi Mihinare Anglican Action staff members including volunteers, contractors and students. It covers all areas of operation, including but not limited to finance, operations, information technology, human resources, and health and safety.

Definitions

Employer	Employer means 'The Anglican Action Mission Trust Board', referred to as 'Mahi Mihinare Anglican Action' or 'The Mission' in this policy.
Agency	Agency means the Employer or Staff member as applicable.
Risk	The effect of uncertainty on objectives, including potential adverse events or situations that may hinder the achievement of organizational goals.
Risk Management	The systematic process of coordinated activities to direct and control and organization with regard to risk.
Risk Management Framework	The Risk Management Framework is the structure adopted to ensure the approach to risk management is coordinated, consistent and reliable and follows the AS/NZS ISO 31000:2018 Risk Management Standard.
Positive risk culture	A positive risk culture creates an environment where: a) Risks are openly discussed and raised without fear or blame. b) Leadership actively encourage risk discussion and seek to make risk informed decisions. c) Staff are encouraged to be actively involved in risk management in an informed way in the pursuit of objectives.
Staff member	Staff member means all employees (permanent, fixed-term, or casual), consultants, contractors, service providers, students, and volunteers engaged by the Mission.

Policy

1. Risk Management Framework
    a) Risk Identification: Risks shall be identified through a systematic and ongoing process, including but not limited to regular risk assessments, incident reporting, internal audits, and consultation with relevant stakeholders.
    b) Risk Analysis: Identified risks shall be analysed in terms of their likelihood, potential impact, and significance. The analysis shall consider both the likelihood and impact of risks occurring, enabling prioritization and allocation of resources for risk mitigation.
    c) Risk Evaluation: Risk evaluations shall be conducted based on the likelihood and impact analysis, determining the level of risk tolerance and the need for further action. Risks shall be evaluated against predetermined criteria and thresholds.

d) Risk Treatment: Upon evaluation, appropriate risk treatment strategies shall be implemented to mitigate or control identified risks. These strategies may include risk avoidance, risk transfer, risk reduction, risk acceptance, or a combination thereof.

e) Risk Monitoring and Review: The effectiveness of risk treatments shall be monitored and reviewed on a regular basis. Adjustments to risk management strategies and processes shall be made as necessary to ensure ongoing effectiveness.

f) Risk Communication: Clear and effective communication channels shall be used to facilitate the dissemination of risk-related information, including policies, procedures, and updates.

2. Responsibilities

a) Board: The Board both establishes the strategic direction and oversees the Mission's governance and strategy, including monitoring the achievement of strategic objectives. In respect of risk management, the Board is responsible for ensuring the effective implementation of the Risk Management Policy whilst monitoring risk management performance and directing action and resources where relevant in regard to Governance and Strategic risks.

b) Senior Management: Senior management shall establish a culture of risk awareness, provide necessary resources, and ensure the implementation and effectiveness of risk management practices.

c) Team Leaders: All team leaders have a responsibility in identifying and managing risks within their areas of responsibility and control.

d) Staff Members: All staff members shall be responsible for identifying and reporting risks, adhering to risk management procedures, and actively participating in risk management initiatives.

3. Risk Registers

Each level of the Mission shall establish suitable formal and informal processes to:

a) Demonstrate a positive risk culture by actively monitoring and discussing risk.

b) Maintain a register for consolidation into the Mission's risk monitoring and reporting processes. Each risk register will be review at no less than six-monthly intervals.

4. Review and Continuous Improvement

a) This Risk Management Policy shall be reviewed annually, or whenever there are significant changes to the organization's operations or relevant legislation, to ensure its ongoing relevance and effectiveness. The review shall consider changes in legislation, regulations, organizational objectives, and external factors influencing risk.

b) Continuous improvement initiatives shall be implemented as required to enhance the risk management framework and practices within the organization. Including, but not limited to; relevant training programs for employees to raise awareness and understanding of risk

management principles, processes, and their roles in managing risks effectively; creating a positive risk culture; embedding risk management activities into all aspects of the Mission.

5. Relevant Legislation

Mahi Mihinare Anglican Action will ensure that all risk management activities are conducted in compliance with relevant legislation, including but not limited to the following:

a) Health and Safety at Work Act 2015: Ensuring a safe and healthy work environment, conducting risk assessments, and implementing appropriate controls to mitigate health and safety risks.
b) Privacy Act 2020: Protecting personal information by implementing appropriate data protection measures and ensuring compliance with privacy obligations.
c) Employment Relations Act 2000: Complying with employment laws, maintaining fair and equitable practices, and managing risks related to employee relations and workplace disputes.
d) Fair Trading Act 1986: To ensure fair and ethical practices in marketing, advertising, and consumer transactions, avoiding any misleading or deceptive conduct.

Key Accountabilities & Responsibilities

Person / Party	Responsibilities
Governance	Review policy every two years or as required
Management	Ensure that staff members are aware of this policy and processes
Leadership	Ensure that staff members are aware of this policy and processes
Staff	Have access to this policy and understand their obligations under it

Related Policies, Legislation, Regulations and Documents

- Privacy Act 2020
- Human Rights Act 1993
- Health and Safety at Work Act 2015
- Fair Trading Act 1986
- Anglican Action Code of Conduct
- Computer and Internet Use Policy
- Storage of Information Policy
- Case Recording Policy
- Residency Programme Care Plan Policy
- Social Media Policy