

2023

Public Skills Australia

RISK MANAGEMENT POLICY

Risk Management Policy

Purpose

1. To outline how Public Skills Australia will approach managing risk.

Objectives

2. To establish a framework that allows the Public Skills Australia Board and employees to manage risk effectively.

Scope

3. This policy is to be read in conjunction with the Constitution of Public Safety Skills Australia Limited and all Public Skills Australia policies; no policy is a standalone document.
4. All Public Skills Australia policies are to be read in conjunction with following Australian Government Department of Employment and Workplace Relations (DEWR) documents:

Jobs and Skills Councils Code of Conduct

Jobs and Skills Councils Integrity Framework

Jobs and Skills Councils Performance Framework

Jobs and Skills Councils Program Guidelines

Performance and Monitoring Framework (under development)

Training Package Organising Framework (TPOF).

5. All Public Skills Australia policies apply to staff and Company office holders, as well as contractors, subcommittees, networks, and working groups when undertaking work on behalf of Public Skills Australia.

Risk

6. Risk is 'the effect of uncertainty on objectives' and is usually expressed in terms of risk sources, potential events, and their likelihoods and consequences. Residual risk is the risk that remains after control measures have been put in place. Risk management is the implementation and execution of coordinated activities to direct and control an organisation with regard to risk; it is the application of policies and techniques designed to systematically identify, analyse, rank, treat, and monitor risk.

7. A risk control is a measure, technique, or action that modifies accepted risk. Likelihood of risk is the chance of an event occurring (including predictions of how often it will occur), or how that will impact Public Skills Australia's ability to achieve its strategic objectives. Risk levels are the mapped outcomes of the likelihood and consequence assessment of identified risks. The risk levels are low, medium, and high.
8. Consequence is the result or outcome of an event (which can have more than one consequence). An event is an incident that has occurred or might occur. Each event is likely to require different acceptance decisions and treatments. Actions are the considerations and treatments taken to mitigate risk.

Governance

9. Public Skills Australia has established a Board Audit, Finance and Risk Committee (see the Audit, Finance, and Risk Committee Policy) whose primary role is to oversee the Company's risk management. This committee will assure the Board that it manages the risk profile, policies, and processes, including mitigation, and approve relevant templates and guidelines.
10. Public Skills Australia will maintain a Risk Register (see Attachment C) of strategic risks and business risks. The Risk Register will be presented at every Audit, Finance and Risk Committee meeting. The Chair of the Audit, Finance and Risk Committee will be required to present the Risk Register at Board meetings.

Reviewing this policy

11. This policy will be reviewed when applicable and within 3 years.

Appendix A: Risk Management Policy- Risk Register

No.	Anticipated risk	Likelihood ⁹	Impact ¹⁰	Risk treatment	Responsible	Due date ¹¹	Status ¹²

⁹ High, medium, low.

¹⁰ High, medium, low.

¹¹ To be completed over time.

¹² To be completed over time.