Statement of Intent
Risk Management

Statement
The intention of the South West Institute of TAFE Board is to ensure the management of risks which impact on the Institute’s ability to achieve its strategic goals.

The Board delegates responsibility to the Chief Executive Officer (CEO) to develop structures, processes, procedures and guidelines to carry out the Board’s intent in relation to risk management.

It is acknowledged that risk management is distinct from, but related to, legal compliance, auditing and quality control. Therefore, the framework is designed to ensure a co-ordinated approach between these processes is achieved.

South West TAFE will use its best endeavours to comply with:


The risk management provisions of the Performance Agreement between the Institute and the Victorian Skills Commission.

The Risk Management Statement of Intent will be implemented using the following strategies:

A Risk Management Committee (RMC) will be held monthly, in conjunction with the Institute Management Group, to be chaired by the Executive on a rotation basis.

The main functions of the RMC will be to manage the Institute’s Risk Register, facilitate actions required to minimise risk, and monitor the effectiveness of the risk management system.

The CEO and RMC will be supported by a Risk Management Officer.

The key categories of risks will be:

- Occupational Health & Safety (OHS);
- Facilities;
- Information Communication & Technology (ICT);
- Human Resources (HR);
- Teaching & Learning (T&L);
- Financial (FIN);
- Sustainability (SUST);
- Contract Management (Contracts)
- Governance
- SMS Project
- SSFMIS Project
- Transition Planning Project

Information about risks will be gathered by the RMC from various sources, including the OHS & Essential Safety Measures Committee and other working parties dealing with other risk sub-categories. Information may also come directly to the RMC via Centres/Departments or Stakeholders.
The CEO will report to the Board and Board committees via a risk management report.

Feedback regarding risk management will be provided by the Board and Board committees, via the CEO and RMC, to relevant Centres/Departments and all Stakeholders.

Action plans to control risk will be implemented by Centres/Departments, and for High and Extreme risks, by the RMC.

The risk management process will be supported by documentation including: Statements of intent for each risk category, procedures, guidelines and work instructions.

A Flow Diagram depicting the risk management strategy is attached.

**Note:**

The Teaching & Learning risk category is broad and includes, but is not limited to:

- Teaching delivery;
- Student support;
- Customer service;
- Commercial income;
- Data Management.
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