

Autism Spectrum Australia (Aspect) recognises that risk is an inherent part of the environment in which it operates and that it presents both challenges and opportunities. Aspect considers taking a proactive approach to understanding and managing risk to be one of its major continuous improvement strategies and an essential way to provide greater certainty and confidence for our key stakeholders. Understanding and managing risk is also essential to the strategic plans we make for the future.

Aspect's Risk Management Framework identifies four categories of risk - corporate (which includes identified [or known] risk and emerging risks due to unexpected changes in the external environment), project, local and individual - and defines criteria for the assessment of consequence of those risks. This approach to risk assessment supports Aspect's planning and decision making around identified risks.

Aspect's risk management is governed through the Board and two of its Committees (Finance, People and Audit Committee and Governance Committee) and managed by the Executive and Management teams.

Each identified risk is mitigated by initiatives and ongoing practices that Executive and Management monitor and report against to either the Finance, People and Audit Committee or Governance Committee at each of its meetings. Those Committees decide which of the risks they oversight are brought to the Board's attention at its next meeting.

Emerging risks are reviewed by the Board at every meeting. Managers report against the actions for which they are responsible in order to help mitigate these risks.

At a management level the Executive regularly reviews the identified risks and the emerging risks. Project risk refers to risks inherent in those projects which are either actions in themselves or part of larger actions. These projects are either part of the plan for the coming year or associated with identified risks or emerging risks. These are reported to the respective Board Committee or to the Board itself in the case of an emerging risk. The project risks are managed by the staff responsible for the project, which is always led by a member of the Executive who has the ultimate management responsibility for the project.

Managing local risk is the responsibility of all managers and staff on a daily basis. Aspect maintains risk management processes that support managers and staff to manage risk locally including, but not limited to:

- feedback and complaints processes;

- incident management processes;
- individual student/participant risk assessments & management plans;
- work health and safety and injury management processes;
- human resources management;
- financial management;
- information and privacy management;
- compliance reporting;
- emergency management;
- business continuity planning;
- governance management and reporting framework;
- internal and external audit participation;
- research and continuous Improvement projects; and
- stakeholder consultation and committees.

All risks from an organisational perspective are categorised and responded to consistently through the use of Aspect's Multi-Element Consequence and Likelihood Criteria, Risk Matrix and Response Criteria.

External Framework

The Risk Management Framework illustrates Aspect's adherence to the:

- NDIS Practice Standards (2018) and NDIS Code of Conduct, specifically within the NDIS Practice Standards & Quality Indicators:
 - Core Module: 1. Rights and Responsibilities, under the relevant Outcomes.
 - Core Module: 2. Provider Governance and Operational Management, under all Outcomes.
 - Core Module: 3. Provision of Supports, under all Outcomes.
 - Core Module: 4. Support Provision Environment, under all Outcomes.
 - Supplementary Module: 1. High Intensity Daily Personal Activities, under the relevant Outcomes.
 - Supplementary Module: 2. Specialist Behaviour Support Module, under the relevant Outcomes.
 - Supplementary Module: 2a. Implementing Behaviour Support Plans, under the relevant Outcomes.
 - Supplementary Module: 3. Early Childhood Supports, under the relevant Outcomes.
 - Supplementary Module: 4. Specialist Support Co-ordination, under all Outcomes.
- Disability Standards for Education (2005), specifically:
 - Part 3. Making Reasonable Adjustments.

- Part 8. Standards for harassment and victimization.
- NESA Registered and Accredited Individual Non-government Schools (NSW Manual), specifically:
 - 3. Requirements for Registered Non-government Schools, under requirements for Premises and Buildings; Facilities; Discipline; Safe and Supportive Environments; Management and Operation of the School; Financial Viability; Educational and Financial reporting.
- Standards for Registration and Review of Registration of Schools in South Australia, specifically the relevant quality related criteria for:
 - Standard 1: School Governance.
 - Standard 3. Student Safety, Health and Welfare.

Critical Definitions

Corporate risk - the chance of something happening that may have an adverse impact on the organisation or impede the achievement of the strategic plan.

Corporate risk management - the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects in the oversight of risk, strategy and change.

Legislation References

National

Australian Charities and Not-for-profits Commission Act 2012 (Cth)
 Australian Charities and Not-for-profits Commission Standards 2013 (Cth)
 Corporations Act 2001 (Cth)
 Crimes Amendment (National Disability Insurance Scheme - Worker Screening) Bill 2018 (Cth)
 Disability Standards for Education 2005 (Cth)
 Fair Work Act 2009 (Cth)
 National Disability Insurance Scheme Act 2013 (Cth)
 National Disability Insurance Scheme Amendment (Quality and Safeguards Commission and other measures) Bill 2017 (Cth)
 National Disability Services Standards 2014 (Cth)
 Privacy Amendment (Notifiable data breaches) Act 2017 (Cth)
 Work Health and Safety Act 2011 (Cth)

New South Wales

Child Protection (working with children) Act 2012 (NSW)
 Children and Young Persons (Care and Protection) Act 1998 (NSW)
 Education Act 1990 (NSW)
 Work Health and Safety Act 2011 (NSW)

Victoria

Children Youth and Families Act 2005 (VIC)
Crimes Amendment (Protection of Children) Act 2014 (VIC)
Occupational Health and Safety Act 2004 (VIC)

South Australia

Children and Young People (Safety) Act 2017 (SA)
Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)
Family and Community Services Act 1972 (SA)
Work Health and Safety Act 2012 (SA)

Australian Capital Territory

Children and Young People Act 2008 (ACT)
Work Health and Safety Act 2011 (ACT)
Working with Vulnerable People (Background Checking) Act 2011 (ACT)

Queensland

Work Health and Safety Act 2011 (Qld)

Western Australia

Occupational Safety and Health Act 1984 (WA)

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

Tasmania

Work Health and Safety Act 2011 (TAS)