

Procedure Name	RISK MANAGEMENT PROCEDURE
Procedure Number	G013_PR (Governance)
Purpose	This procedure details the processes for designing, implementing, monitoring, reviewing and continually improving risk management operations at Whitehouse Institute of Design, Australia, (Whitehouse). These procedures require actions by the following people who have responsibilities under the terms of this procedure: • Chief Executive Officer • The Board of Governors (specifically the Risk and Finance Sub Committee) • Executive Management Committee • Staff
Scope	This policy applies to all employees and enrolled students across all campuses at Whitehouse, whether on or off-campus while engaged in activities as a part of their course of study. In the case of off-campus activities, this may include students on approved: • Fieldtrips / Excursions • Open House • Whitehouse Farm Stays • Work Integrated Learning (WIL) arrangements such as: - Internships or Work Placements - Fieldwork - Workplace projects. Staff organising and students engaging in off-campus activities listed above as a part of their enrolled course work are indemnified by the Whitehouse Institute of Design, Australia.
Procedure	All staff have a responsibility to be alert and contribute to the identification of potential risks that may impact negatively on the viability of the Institute. This includes the identification and management of risk to campus operations, facilities and staff and student health and safety in the learning and teaching environment, and risks to the organisation's information and financial systems by cyber security threats. All staff have a responsibility, appropriate to their role and position within the organisation to respond to identified risks by applying recommended control and / or mitigation strategies, arising out of a risk management process, detailed below. Step 1 Identify risks 1.1 Risk identification is the first and most critical step in the risk management process. 1.2 A risk not identified is untreated or inadequately controlled. In addition to identifying potential risks it is also necessary to consider possible causes and impacts of individual risks.

- 1.3 Identified risks are assigned a risk rating (Low, Moderate, High, Extreme) in the Risk Register based on their assessed consequence severity level (impact).
- 1.4 The risk rating level determines the corresponding level of control or treatment priority, as accurately as possible. For example, 'almost certain – extreme' rated risks trigger an immediate response, while 'unlikely – low' level rated risks are managed by existing control measures.

Step 2 Analyse and assess the likelihood and consequence of identified risks

Conducting a risk assessment involves making a professional judgement, after due consideration of the relevant factors and range of available evidence.

- 2.1 All risks identified and recorded in the Risk Register are analysed and assessed to:
 - 2.1.1. determine their level of risk, in terms of their likelihood and consequence;
 - 2.1.2. decide on their priority, and
 - 2.1.3. select and apply appropriate risk control / mitigation strategies.
- 2.2 Using the "risk matrix", and considering the relevant contributing factors, the risk assessment process may include an evaluation of:
 - 2.2.1. the physical environment
 - 2.2.2. the people involved and their skills/ capability/ age in undertaking the activity
 - 2.2.3. range of reasonably foreseeable conditions
 - 2.2.4. WH&S information available
 - 2.2.5. The likelihood of the risk. What is the likelihood of the identified risk happening?
Note: Consider this without any new controls in place. Look at the descriptions and choose which one is most applicable.
 - 2.2.6. the consequence of the risk. What could reasonably be expected to happen and/or what has happened?
Note: Select a matrix descriptor (e.g. minor – moderate) which best matches the consequence level, considering existing controls
- 2.3 Identified risks and actions taken are recorded in the Risk Management Register by an Administrative Support Officer.

Step 3 Manage risk

The objective of the risk management process is to identify and implement the most appropriate risk control measure(s) or mitigation treatment strategies so risks can be adequately managed.

Risk Control options often fall into the following categories.

- 3.1 Risk Elimination - eliminate the risk, if possible
- 3.2 Risk Control - apply risk control measures to reduce the likelihood of a risk occurring
- 3.3 Risk Mitigation - apply risk mitigation strategies to reduce the consequences of the risk, if they should occur

- 3.4 Risk Monitoring - where risks are rated 'rare / low' or 'unlikely / low' and are managed by existing control measures.

Step 4 Monitor, Review Risks and Make Improvements

- 4.1 Few risks remain static. The risk management process is dynamic and allows for continuous improvements over time within the overall risk management policy.
- 4.2 As risk controls are set up to manage known and understood causes, it should also be recognised that both the sources of risk and/or controls may change over time, therefore regular monitoring and review is required.
- 4.3 Using methodologies such as those listed above Whitehouse reviews its Risk Management on an ongoing basis so that its risk management process remains relevant and effective
- 4.4 Whitehouse encourages its employees to be open about risks, as sharing information enables all staff and students to learn from the experiences of others and share the ways in which Whitehouse may manage similar and future risks.
- 4.5 Risk information sharing may be facilitated through:
- 4.5.1 an annual risk review, established as a regular feature of the Executive Management Committee, and / or
 - 4.5.2 an annual risk review as part of the strategic planning process, and / or
 - 4.5.3 following an accident, incident (e.g. a cyber breach), lawsuit or 'near miss' which has highlighted the need for closer examination and treatment of risks.
- 4.6 The Executive Management Committee reviews the Risk Register and aligned policies and procedures on an annual basis to assess Whitehouse's operational management of risk, and recommends improvements
- 4.7 The Board of Governors reviews the Risk Register and aligned policies and procedures on an annual basis to assess Whitehouse's strategic management of risk.

Step 5 Record Keeping - Risk Management Register

- 5.1 Instances of Risks controls and / or mitigation activities are recorded in the Risk Management Register.
- 5.2 The Chief Executive Officer or delegate is responsible for maintaining the Risk Management Register.

Relevant Legislation

- [TEQSA Risk Assessment Framework](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [ASQA Regulatory Risk Framework](#)
- The [Australian Cyber Security Centre](#) and hotline: 1800 292 371
- [AUS/NZS Standards 4360:2004](#)
- [TEQSA Guidance Note – Work Integrated Learning](#)
- [2016 Higher Education Support Act \(2003\)](#)
- National Vocational Education and Training Regulator Act 2011:
<https://www.legislation.gov.au/C2011A00012/latest/versions>

Key Related Documents	• Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • Fair Work Ombudsman • Risk Management Policy • Critical Incident Policy and Procedure • Whitehouse Risk Management Framework • Whitehouse Risk Management Register • Risk Management Matrix (Appendix to this Policy) • Fieldtrips - Risk Management Plan - Form • Parent excursion consent - Form (where applicable) • Student Handbook • Staff Handbook • Incident reporting - Form
Definitions	Risk The likelihood and consequences of unexpected events on the business' objectives. This includes the management of commercial risks, and potential or identified risks to the organisation's information and financial systems, staff and student health and safety in the learning and teaching environment while on campus Off-campus activities, including students on Fieldtrips, at Whitehouse "Farm Stay"; industry visits or excursions as a part of their course of study. It may also include students undertaking Work Integrated Learning (WIL) arrangements outside of their education provider such as internships, work placements or fieldwork. Refer Whitehouse's <i>Risk Management Framework</i> for a detailed list of risk categories definitions and glossary of terms.
Responsible Officer	Chief Executive Officer
Approval Authority/ Authorities	Board of Governors
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	21/12/2026
Documents superseded by this Procedure	017 – Governance: Risk Management Policy and Procedure, December 2012 006.001 Risk Management Policy 19/09/2012

Amendment History	10/2025 - Updated the procedure Overview statement - Updated the relevant legislation section vis cyber security - Checked / updated links and key related documents sections.	
	12/2023 - Minor update, section 3 - Checked links and updated Key related documents sections.	
	08/2020 - Expanded the scope statement to highlight risk assessment and management processes related to staff and students undertaking off-campus activities such as Fieldtrips; Excursions and Whitehouse Farm Stays; Internships as a part of their course of study. - Updated the procedures section, detailed steps 1 – 5. - Prepared a form with instructions for staff use - Updated the definitions section - Updated the Relevant Legislation and Key Related Documents sections - Checked and updated broken URL links.	
	05/2018 Re-branding – Header & Footer only	
	12/2016 Policy and Procedures separated. Updated formatting and minor amendments. Removal of reference to Quality Assurance Framework. Updated Hyperlinks	
	01/2013 Significant adjustments and inclusions to procedure wording material changes	
	19/09/2012 Approved minor changes and new format Prior Approval 21 November 2007	
	Signed and dated for Whitehouse Institute Pty Ltd	
		
	Leanne Whitehouse	
20 12 2023		
Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students