

## **RISK MANAGEMENT — Important information for managers**

There are a range of matters related to university business operations such as compliance and risk management that are relevant for managers.

As a manager you will need to be informed about the particular business practices, procedures and risk relevant to circumstances and staff in your team.

### **Risk management**

Risk management refers to the coordinated activities that an organisation takes to direct and control risk. Risk identification, evaluation and management are undertaken as part of the day-to-day management and planning activities of the University. Managers should manage risk in accordance with the University's [Risk Management policy](#). Further information is available on the [Risk Management](#) site.

### **Internal controls**

Internal control, a key component of the risk management framework, is embedded in all activities including corporate governance, due diligence and risk management strategies. These include strategies to manage risks associated with:

#### *Fraud*

The [University's Code of Ethical Conduct](#) and associated [Reporting breaches of the Code](#) encourage the prevention as well as disclosure of perceived breaches, while maintaining a focus on natural justice. Fraud prevention and detection is enhanced through sound supervision.

#### *Legislative compliance*

In addition to the University's statutes, policies and procedures, the University and its staff are required to comply with relevant State and Commonwealth legislation, many of which are touched on in the induction resource, *Legislated and ethical responsibilities of staff: A quick guide*.

As a manager you are responsible to manage compliance with relevant legislation, policies and guidelines in your area by providing support, guidance and direction to staff reporting to you. Further information, including the legislative compliance framework is available at the University's [Legislative Compliance](#) site.

There are a number of sources to assist you in applying legislation and policies to specific circumstances in your work/team, including:

- the [University's Policy and Procedures](#) site, which contains the official University policies approved by Council, Academic Board or the Vice-Chancellor, [codes, guidelines and procedures](#) approved by authorised officers of the University, the [University Act, statutes and bylaws](#), and the [Vice-Chancellor's authorisations](#);
- the [Safety and Wellbeing](#) site which includes the relevant policy and legislation, training requirements and other resources to assist in meeting the requirements of Work Health and Safety legislation;

- the [Equity and Diversity](#) site which includes the policies and procedures relating to equity, disability, discrimination and harassment, and other resources to assist in meeting the requirements of equity, diversity and anti-discrimination legislation, and information about the University's commitment to the promotion of equal opportunity and diversity in its workforce and student populations;
- [Information Strategy and Technology Services for Staff](#) for rules applying to use of computer facilities, email, information security, etc;
- the [Copyright](#) site for information on Copyright at UniSA;
- the [Freedom of Information](#) site;
- the intellectual property sites for [Researchers](#) and [Research degree students](#) for information on the management of intellectual property, including ownership; and
- the University's policy on [Public statements and representation by members of University staff and students \(Policy C-5\)](#).

### **Business Continuity Management**

Business Continuity Management (BCM) is the holistic management process that identifies, assesses and manages potential threats to the University and the impact to business operations that those threats, if realised, might cause. It forms part of the University's wider crisis management/resilience framework to prepare for, and respond to, unplanned disruptions to critical operational functions/services. The objective is to ensure minimal or uninterrupted availability of all key business resources required to support essential (or critical) business activities.

The [Business Continuity Management Operational Manual](#) provides information and outlines steps to work through the BCM process.

Any queries regarding risk management are to be directed to [Risk and Assurance Services](#) on 8302 0103.