

**HUNTER REGIN WORKING WOMEN'S GROUP  
RISK MANAGEMENT PLAN**

**Risk Areas**

	Likelihood	Consequence	Rating	Mitigation Actions
<b>Financial</b>				
Loss of HWC Grant Funding	3	4	Med	Meet all contractual requirements and KPIs; develop new programs to demonstrate innovation; undertake feasibility studies for new enterprises
Failure to secure additional grants	4	3	Med	Apply regularly for innovative projects; ensure all grants allow for administrative fees
Low income levels from Six Hats	3	4	Med	Implement strategies and innovative programs to be a service of choice; investigate expansion of 0-2 years services; increase occupancy to 95% over 12 months
Changing government funding models	5	4	<b>High</b>	Monitor situation and diversify services accordingly; maintain and grow relationships with local politicians
Increased competition	3	3	Med	Undertake competitor analysis quarterly and act accordingly; build relationships with competing services
Increasing maintenance costs	5	4	<b>High</b>	Ensure finances are allocated to repair and maintenance; consider relocation of services
Increasing wage costs	5	3	Med	Budget in accordance with changing staff qualifications; ensure best prices staffing mix

Customers				
Demand beyond capacity	4	4	High	Lobby for additional government funding and increase profit making ventures to support charitable work
Changing demographics	3	2	Low	Monitor and report as needed but at least annually
Failure to secure partnerships and relationships with community and business stakeholders	3	4	Med	Promote the organisation across the community and business sectors by attending relevant interagencies and meetings; promote activities through the media
Poor service delivery	2	4	Med	Ensure regular reporting against KPIs to the Board, accurate job descriptions and annual performance reviews of staff
Reputational damage	3	4	Med	Ensure policy in place so all staff, volunteers and Board members represent the organisation appropriately; build a do what we say we will culture

<b>Internal Processes</b>				
Maintaining quality assurance	2	3	Low	Regular review of policy and procedures
Maintaining ACNC requirements	2	3	Low	Board and management to receive ACNC newsletter and timely annual reporting
Maintaining good governance	2	3	Low	Board to self assess annually, recruit skills to the Board to ensure financial, legal and business acumen; undertake strategic planning annually, monitor strategic plan quarterly
Maintaining NQS in childcare	2	3	Low	Directors to report on regulatory compliance quarterly
Work Health and Safety	3	4	Med	Hazard and risk assessments to be undertaken at least annually; ensure WHS policy reflects legislative requirements; develop and implement natural disaster strategy
Contractual Compliance	3	4	Med	Manager to report monthly/quarterly to Board on contractual compliance
Technology failure	3	4	Med	Maintain IT service to manage technology including phone systems; budget for repair and replacement
<b>Learning and Growth</b>				
Recruiting quality staff	3	4	Med	Build reputation as an employer of choice
Divisive culture	3	4	Med	One team culture
Loss of staff capability	2	3	Low	Allocate budget to annual staff training
Lack of funds for staff training	4	3	Med	Tender for grants to build capability; source low cost/no cost training opportunities