

How we use strategy and manage risks

Aspect Australia



Easy English

Blue words



Some words in this book are **blue**.

We write what the blue words mean.

Help with this book



You can get someone to help you

- understand this book

- find more information.



Contact information is at the end of this book.

About this book



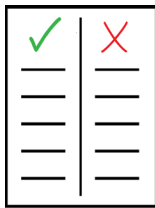
This book is from Aspect Australia.

This book is about our **policy** for how we

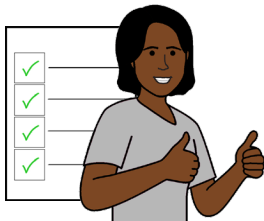


- use **strategy**

- manage **risks**.



A policy means rules people should follow.



Strategy means making careful plans so things go well.



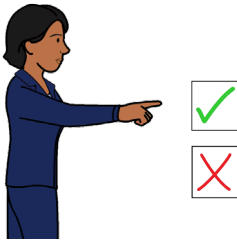
Risks are things that could cause problems.

Why we want to use strategy and manage risks



Good policy about strategy and risks means we can

- make everyone we help and work with feel safe



- make good decisions for our company



- keep improving our services.

Our policy shows we are following different rules, for example



- rules we have at Aspect



- NDIS rules



- school rules



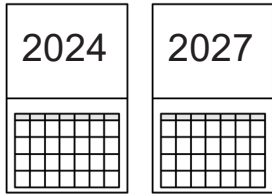
- rules that are part of the law.

The policy is part of our **strategic plan**.



Our strategic plan

- says what we want to make happen and how we will do it



- goes for 3 years.

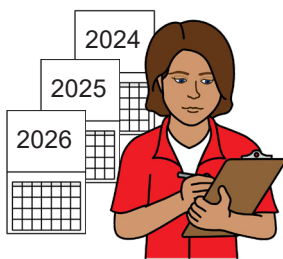


When we follow our strategic plan we look at

- the risks that might get in the way



- how we can manage the risks to keep them small



- how our strategy is doing over time.

Our managers **must** manage risks as part of their job.



It is also important to include Autistic people who work with us to help with strategy and risks.

Different types of risks



To keep our strategy going well we look at different types of risks that can get in the way.

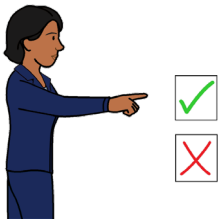


For each type of risk, we

- decide what could be a small, medium or big problem



- plan and prepare for problems



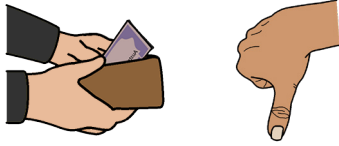
- decide what we might do if there is a problem.



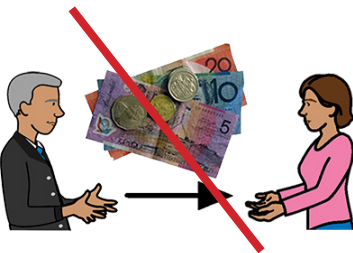
If a risk turns into a problem, we meet in a special group to manage the problem.

1 Risks to our company

Risks to our company might be



- things that happen **inside** our company
 - for example, a bad decision about spending money



- things that happen **outside** our company
 - for example, if we stop getting funding from the government.

2 Risks to our projects

Risks to our projects might be things like

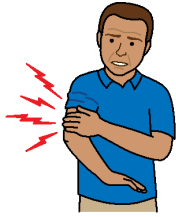


- a worker who is in charge of a project leaves their job and we have to find someone new



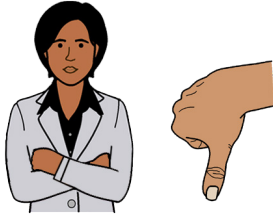
- a project takes too long to finish and people have to wait longer for services.

3 Risks to our services and staff



Risks to our services and staff might be things like

- a staff member gets hurt at work



- managers and leaders do the wrong thing



- a fire or other emergency happens at work.

More information



For more information go to our Aspect website.



Website

aspect.org.au



You can read the full policy about how we use strategy and manage risks on our website.



Website

aspect.org.au/about-aspect/our-structure-and-governance/reports-policies-publications

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