Risk Management Policy

Name of Policy:	Risk Management	Policy Number:	2015 -07
Date Adopted:	15 May 2015	Review Date:	15 May 2015

Introduction

Positive Women Victoria will endeavour to minimise the risk any particular operation poses to our organisation, staff, volunteers, clients or the general public.

Purpose

The purpose of this document is to identify applicable risks and to enable risk management procedures to be satisfactorily identified, organised and maintained.

Definitions

"Risk" is the probability that an occasion will arise that presents a danger to our organisation, our staff, our volunteers, our clients or the general public. It includes, but is not limited to:

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards.

Policy

Positive Women Victoria (PWV) has a duty to provide a safe workplace for its staff and volunteers, a safe, secure and private environment for its clients and a reliable development path for the organisation. PWV will put procedures in place that will, as far as possible, ensure that risks are minimised and their consequences averted.

Authorisation

Sarah Feagan

Chair, Positive Women Victoria

June 2015

Risk management procedure

Responsibilities

It is the Board's responsibility, with the assistance of the Executive Officer (EO), to carry out risk management analyses of the organisation, and to take appropriate measures.

It is the responsibility of the EO to ensure that

- A risk management officer for the organisation is nominated (the EO)
- Effective risk management procedures are in place, applicable to all relevant areas
- Risk management procedures are reviewed regularly
- Recommendations arising out of the risk management process are evaluated and, if necessary, implemented
- Employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures

It is the responsibility of the risk management officer (the EO), to ensure that

- Risk management analyses are carried out for all relevant sectors of the organisation
- Risk management checklists are prepared for each relevant section
- Risk management checklists are reviewed by relevant staff with the assistance of the risk management officer to ensure that no risks have been overlooked
- Each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact
- Copies of up-to-date risk management checklists are kept in a central risk management register

It is the responsibility of all employees and volunteers to ensure that

- They are familiar with the organisation's risk management procedures applicable to their section
- They observe those risk management procedures
- They inform the EO if they become aware of any risk not covered by existing procedures.

Processes

Managing risk

Working with the board, the EO will carry out risk assessment activities relevant to each section of the organisation. This should involve:

- Identifying the risks attached to every element of the operation and the likelihood of that risk eventuating
- Identifying practices to avert those risks
- Identifying practices to mitigate the effects of those risks
- Recording those risks, those precautions and those remedies in the form of deliverable checklists.

A consistent approach to assessing risk across the organisation will be adopted.

Risk management checklists

The Board and EO will ensure that

- Each section of the organisation has a relevant risk management checklist
- Each risk management checklist is reviewed by the organisation at least once a year to ensure that no risks have been overlooked
- Each risk management checklist is reviewed at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact
- A current copy of each risk management checklist is held centrally in the organisation's risk management register