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The Community Foundation  
of the Bega Valley Region  
[www.mumbulla.org.au](http://www.mumbulla.org.au)

## RISK MANAGEMENT POLICY

Policy number	<b>MF015POL</b>	Version	<b>1.0</b>
Drafted by	<b>Michael Pryke</b>	Approved by Board on	<b>21/07/2020</b>
Responsible person	<b>Michael Pryke</b>	Scheduled review date	<b>21/07/2022</b>

### INTRODUCTION

Mumbulla Foundation will endeavor to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our 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

Mumbulla Foundation has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its clients, and a reliable development path for the organisation. Mumbulla Foundation will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

### AUTHORISATION

Chair

Name: **Michael Pryke**

Signature:

Date: **21/07/2020**

Policies and Procedures can be established or altered only by the Board



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## RISK MANAGEMENT PROCEDURES

Procedures number	<b>MF015PRO</b>	Version	<b>1.0</b>
Drafted by	<b>Michael Pryke</b>	Approved by Board on	<b>21/07/2020</b>
Responsible person	<b>Michael Pryke</b>	Scheduled review date	<b>21/07/2022</b>

### RESPONSIBILITIES

It is the responsibility of the Board to carry out risk management analyses of the organisation, and to take appropriate measures.

It is the responsibility of the Chair to ensure that:

- 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; and
- Mumbulla Foundation Board Members, volunteers and contractors are aware of all applicable risks and familiar with the organisation's risk management procedures.

It is the responsibility of the Board 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 regularly by relevant to ensure that no risks have been overlooked or have ceased to be relevant;
- 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; and
- copies of up-to-date risk management checklists are kept in a central Risk Management Register.

It is the responsibility of all Board Members and volunteers to ensure that:

- they are familiar with the organisation's risk management procedures;
- they observe those risk management procedures; and
- they inform the Board if they become aware of any risk not covered by existing procedures.

## PROCEDURES

### Managing Risk

Managing risk involves:

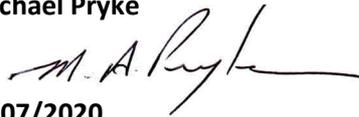
- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating;
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, those precautions and those remedies in the form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

### AUTHORISATION

Chair

Name: **Michael Pryke**

Signature:

A handwritten signature in black ink, appearing to read 'M. A. Pryke', written over a horizontal line.

Date: **21/07/2020**