

# RISK MANAGEMENT POLICY

Drafted by	Miranda Castles	Version	V1
Responsible person	Miranda Castles	Approved by Board on	21/04/2021
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## INTRODUCTION

Frankston District Netball Association Inc (FDNA) will endeavor to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our members, 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 members, or the general public. It includes, but is not limited to,

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

## POLICY

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

## AUTHORISATION

Melissa Kingston, Treasurer  
Frankston District Netball Association Inc.

# RISK MANAGEMENT PROCEDURES

## RESPONSIBILITIES

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

It is the responsibility of the Operations Manager to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly; (using Sports Community Risk Audit and Priority Identification tool)
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.
- appropriate risk insurance is implemented
- 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 staff with the assistance of the Operations Manager 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 employees and volunteers to ensure that:

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

## PROCEDURES

### Managing Risk

The Operations Manager may nominate appropriate officers in each section of the organisation to carry out risk assessment exercises; this should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating (see [Our Community's Risk Management Helpsheets](#));
- 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.

The Operations Manager shall participate in each area's risk management exercise to ensure consistency of approach.

### Risk Management Checklists

The Risk Management Officer will ensure that

- each section of the organisation has available to it all relevant risk management checklists;
- 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 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
- a current copy of each risk management checklist is held centrally in the organisation's Risk Management Register.

## RELATED DOCUMENTS

- [Our Community's Risk Management help sheets & checklists](#)
- Netball Australia Summary of Insurance
- Certificate of Currency Public Liability Insurance

## AUTHORISATION

Miranda Castles

Operations Manager

Frankston District Netball Association Inc.

21.04.2021

**Policies** can be established or altered only by the Board: **Procedures** may be altered by the Operations Manager.

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