



## RISK MANAGEMENT

Policy number	13	Version	1.0
Drafted by	Jeanette Shepherd	Approved by Board	2019
Responsible person	Board	Scheduled review date	2021

### INTRODUCTION

8CCC 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

8CCC 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. 8CCC will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

### AUTHORISATION

Jeanette Shepherd Secretary	JS	Veronica Judge President	VJ
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**Policies** can be established or altered only by the Board: **Procedures** may be altered by the Station Manager.

# RISK MANAGEMENT PROCEDURES

Procedures number	13-1	Version	1.0
Drafted by	Jeanette Shepherd	Approved by board on	2019
Responsible person	Board	Scheduled review date	2021

## RESPONSIBILITIES

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

It is the responsibility of the Board and Station Manager 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
- employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures.

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

- yearly risk management analyses are carried out;
- risk management checklists are prepared for the organisation;
- risk management checklists are reviewed at least annually to ensure that no risks have been overlooked or have ceased to be relevant;
- copies of up-to-date risk management checklists are kept in a central 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; and
- they inform their supervisor if they become aware of any risk not covered by existing procedures.

## PROCEDURES

### MANAGING RISK

The Station Manager, with support from the Board as needed, shall 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;
- 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.

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

## RISK MANAGEMENT CHECKLISTS

The Station Manager will ensure that:

- 8CCC has 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;
- a current copy of each risk management checklist is held centrally in a register.

## AUTHORISATION

Jeanette Shepherd Secretary	JS	Veronica Judge President	VJ
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# TRANSPARENCY AND ACCOUNTABILITY PROCEDURES

Procedures number	14	Version	1.0
Drafted by	Jeanette Shepherd	Approved by Board on	2019
Responsible person	Board	Scheduled review date	2021

## RESPONSIBILITIES

In order for the Board to facilitate accountability and transparency with stakeholders, there needs to be good internal documentation and reporting.

The Station Manager is responsible for ensuring that there are systems and processes in place to capture, record and analyse the information necessary to enable the Board to perform its reporting functions. This includes reporting regularly to the Board on the operations of 8CCC.

The Station Manager will also ensure that privacy and other policies are in place to govern the access and use of documents including staff records, member and donor records, and minutes of general meetings, in accordance with the Board's transparency and accountability policy.

Staff are responsible Station Manager.

## AUTHORISATION

Jeanette Shepherd Secretary	JS	Veronica Judge President	VJ
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