



# **RISK MANAGEMENT POLICY**

**PaddleNSW Inc  
P.O. Box 6971  
Silverwater NSW 2128**

**PREPARED BY: PADDLENSW MANAGEMENT COMMITTEE**

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## Risk Management Policy

### 1. GENERAL

This Policy was adopted by the Management Committee of PaddleNSW on 7 May 2008. It has been adapted from the policies held by the State and National peak bodies in Canoeing. It is to be read in conjunction with information found on the Australian Canoeing, the NSW Department of Sport and Recreation and the Sports Commission websites. Each discipline event in PaddleNSW will be conducted under their own event safety checklist.

Risk is inherent in all PaddleNSW functions. Risk can be defined as "the chance of something happening that will have an impact on objectives".

The management of risk, in conjunction with other PaddleNSW management directions, is integral in achieving PaddleNSW outcomes as defined in the Business Plan. The ability to manage risk needs to be recognised by all officers and staff as fundamental and important.

Sources of risk may include:

- a. business risks associated with achieving objectives;
- b. commercial and legal relationships between PaddleNSW and its members;
- c. technology and technical issues;
- d. occupational health and safety risks due to the nature of PaddleNSW activities and environment;
- e. management activities and controls; and
- f. risks arising from natural events.

Effective risk management will require officers and staff to understand the nature of the risks in their work areas and systematically identify, analyse, evaluate, treat, monitor and review those risks. This process will provide officers and staff with a rigorous and defensible management tool to assist in decision-making.

### 2. POLICY STATEMENT

PaddleNSW will manage risk in accordance with best practice. This requires compliance with the Australian/New Zealand Standard for Risk Management (A/NZS 4360:1999). A handbook, Risk Management for Directors and Board Members of Sporting Organisations, complements the Standard.

A risk management systematic process has been established, based on the Australian Standard.

### 3. DEFINITIONS

Risk	Risk is the chance that an event will occur that will impact upon PaddleNSW's objectives. It is measured in terms of consequence and likelihood.
Risk Assessment	Risk Assessment is the process used to determine risk management priorities by evaluating and comparing the level of risk against pre-determined acceptable levels of risk.
Risk Management	Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risk.



## **4. RESPONSIBILITY**

### **4.1 General**

All committee members and volunteers are responsible for managing risk in their areas.

### **4.2 PaddleNSW Management Committee**

The Risk Management Officer is to be nominated by the Management Committee on a yearly basis. The Officer is accountable to this Committee for the implementation and reporting to the Committee of the risk management process, however ultimately, the Management Committee is responsible for the management of risks in the business.

The Risk Management Officer will facilitate the development of a common risk management approach across business areas by:

- a. Implementing the Risk Management Program;
- b. Sharing information with broad applicability across all areas;
- c. Reporting on the progress of implementing the Risk Management Program.

## **5. REPORTING**

The Management Committee will monitor and review the implementation of the Risk Management Program.

The Management Committee of PaddleNSW may amend this Policy from time to time.

Adopted by the Management Committee on 7 May 2008.