

Appendix A: Risk Management Policy [sample]

Purpose of this Policy

(Name of organisation) recognises that the nature of our activities and the environment in which we operate expose us to risk. Risks occur in many ways and have the potential to impact or harm our people, community, stakeholders, reputation, finances, operation and success of our organisation. We will effectively manage risk to ensure that our objectives, goals and purpose are achieved.

This Risk Management Policy provides the framework for how we manage our strategic and operational risks.

[*Optional – if you have got the Risk Management Standard and are aligning with it: This policy aligns with the risk management processes in the New Zealand Standards ISO 31000:2009 Risk Management.*]

We will engage with our stakeholders and use our knowledge and understanding to identify our risks.

We will determine the level of risk for our organisation by considering the probability and impact and our purposes and objectives. Risks will be ranked in order of importance.

We will create and maintain a *Risk Register and Management Plan*. The plan will identify how we manage risks.

Events and projects will be included in our risk management.

Roles and responsibilities

Ownership of risks and how they will be managed will be assigned to relevant people or groups within our organisation to provide assurance to the Board and our stakeholders.

The Board or a group nominated by the Board (e.g. an Audit and Risk Committee) will oversee and approve the organisation's risk management including the effectiveness of the *Risk Management Policy* and the *Risk Register and Management Plan*. A formal review will be completed every year /every two years.

The Chief Executive will review and report to the Board every six months about the management of risk and will include any additions to the *Risk Register and Management Plan*. The Chief Executive will report to the Board annually about how risk is communicated to stakeholders. The Chief Executive will report to the next meeting of the Board about incidents that occur, and risks to core events that are identified.

Communication and consultation

We will communicate and consult with our stakeholders (internal and external) on our approach to risk management.

Performance measures for risk management

- Risks and incidents are report to the Chief Executive by employees.
- Incidents are investigated and actions identified to manage the risk.
- Incident investigations results are advised to incident stakeholders and the Board (at the next board meeting).
- All event plans have an assessment of risks and a risk management plan appropriate to the event.
- The organisation remains compliant with all applicable legislation.
- We will survey stakeholders to evaluate their understanding about risk management and their participation in managing risk (every two years).
- Completion and reporting of reviews.

Signed: _____

Chief Executive or Board Chair

(Date established)

(Date for review)

***DISCLAIMER:** This information is a guide only and may not be accurate for all situations. It should not be used as a substitute for legal or other expert advice.*