



**Neighbourhood Watch Victoria Inc.**

## **Risk Management Policy**

### **1. Policy Statement**

Neighbourhood Watch Victoria acknowledges that it has an obligation to:

- provide a safe environment with reasonable protection from harm for all its members and stakeholders;
- manage its financial resources in a reasonable way; and
- maintain and protect its physical assets.

Efficient and effective management of risk is critical to meeting these obligations and achieving Neighbourhood Watch Victoria objectives.

### **2. Related Document**

AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines

### **3. Scope**

This policy applies to all employees, volunteers and contractors of Neighbourhood Watch Victoria.

### **4. Approval**

This policy was issued on 19 June 2014 under the authority of the Board of Management, Neighbourhood Watch Victoria Inc.

This document represents the current policy of Neighbourhood Watch Victoria until it is revised or rescinded.

### **5. Introduction**

Risk Management is the combination of systems, processes, procedures and culture that facilitate the identification, assessment, evaluation and treatment of risk.

The Risk Management function is designed to provide for:

- an organisation-wide understanding of risk and the importance of its management;
- appropriate risk taking;
- protection against personal injury and property damage;
- planning to reduce or control foreseen or unexpected costs or events;
- an ability to identify and to respond to risk in a manner that maximises opportunities;

- protection of assets from planned and unplanned events;
- sound insurance management practice; and
- the quantification of risks as they materialise.

## **6. What is Risk?**

The *Victorian Government Risk Management Framework* defines risk as 'the effect of uncertainty on objectives'. Risk is an inherent part of service delivery which needs to be considered and addressed by everyone, whether positive (opportunities) and/or negative (threats).

## **7. Risk Management Principles**

Neighbourhood Watch Victoria has adopted the risk management principles from AS/NZS ISO 31000:2009 therefore aspiring risk management to;

- be an integral part of organisational process;
- be part of decision making;
- explicitly address uncertainty;
- be systematic, structured and timely;
- be based on the best available information;
- be tailored to meet specific needs of Neighbourhood Watch Victoria;
- take human and cultural factors into account;
- be transparent and inclusive;
- be dynamic, iterative and responsive to change;
- facilitate continual improvement and enhancement of the organisation;
- and
- create value.

## **8. Risk Management Program**

The Risk Management Program is Neighbourhood Watch Victoria's overarching framework to assist employees, contractors and volunteers practice sound risk management.

Responsibility for the implementation of the Risk Management Program rests with the Chief Executive Officer, Neighbourhood Watch Victoria.

The Risk Management Program incorporates;

- A consistent approach to risk management across Neighbourhood Watch Victoria,
- A Risk Register and Risk Management Plan completed and reviewed annually for the strategic management of organisation-related risks that may impede on the ability of Neighbourhood Watch Victoria achieving its desired business and administrative objectives,
- Risk Assessments undertaken for specific events held by Neighbourhood Watch Victoria where risks may be involved, ie Neighbourhood Watch arranged community events, including those conducted by LGAs and other local groups
- An annual review of the Risk Management Policy and Plan to be conducted by the Neighbourhood Watch Victoria Board.

## 9. Roles and Responsibilities

### Chief Executive Officer

- Oversees the implementation of the Risk Management Plan
- Ensures the ongoing review of risks and update of Risk Registers is performed
- Encourages an organisation-wide climate which is aware of and supports risk management
- Oversees development of processes to deal with new risk management issues
- Ensures risk management controls and processes are built into strategic planning processes

### Neighbourhood Watch Victoria Board

- Provides advice to the Chief Executive Officer on risk management issues.
- Oversees the operation of the Risk Management Policy
- Conducts the annual risk management review

### Employees and volunteers

- Actively support and contribute to risk management initiatives
- Ensure management of risks for planned events

## 10. Policy Management

This policy is to be reviewed every 12 months.

The Chief Executive Officer and the Board of Neighbourhood Watch Victoria is responsible for reviewing or making approved modifications to the policy and publishing exemptions.

For further information about this policy and/or to request a review, exemption, clarification of alteration to the policy, please contact the Chief Executive Officer, Neighbourhood Watch Victoria.

## 11. Version Control

Version	Date	Description	Author
1.0 Draft	October 2013	Policy Created	M. Sherry
1.1 Draft	14 June 2014	Policy Re-drafted	G. Elder
1.2 Final Draft	19 June 2014	Approved	Board Members

## 12. Authorisation

### Gill Metz

Chief Executive Officer  
Neighbourhood Watch Victoria  
Date 1 July 2014

### Peter Donaldson

Chair of the Board  
Neighbourhood Watch Victoria  
Date 1 July 2014