



## RISK MANAGEMENT POLICY

Policy number	RP004	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

### INTRODUCTION

The Victorian Tenpin Bowling Association Inc. (hereafter "TBAV") will endeavor to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our stakeholders, 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 stakeholders, or the general public. It includes, but is not limited to,

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

### POLICY

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

### AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

\_\_\_\_\_  
Chairman of the Board

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Secretary of the Board

Date of approval by the Board:

27 June 2015



## RISK MANAGEMENT PROCEDURES

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### RESPONSIBILITIES

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

It is the responsibility of the State Manager (Operations & Strategy) 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;
- 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 to ensure that no risks have been overlooked;
- each risk management checklist is reviewed at least annually 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 maintained.

It is the responsibility of all employees and volunteers to ensure that:

- they are familiar with the organisation's risk management procedures;
- 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

TBAV shall ensure that risk assessment exercises are conducted at least annually and 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.

**AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)**

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Chairman of the Board

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Secretary of the Board

Date of approval by the Board:

27 June 2015