



## **Risk Management Policy**

### **Policy Statement:**

The New South Wales Clay Target Association recognises that risk management is an integral part of good management practice and is committed to establishing an organisational culture that ensures risk management is embedded in NSWCTA activities and business procedures.

The NSWCTA will evaluate potential benefits along side potential risks as a routine part of its administrative and business planning processes.

Risks will be managed at the operational level in accordance with this policy and with risk management processes established by NSWCTA

### **Policy Objectives:**

The objectives of this policy are to ensure:

- The executive are in a position to make informed business decisions based on risk assessment
- Risks are able to be identified, prioritised and managed in a coordinated manner
- Strategic planning processes are improved as a result of a structured consideration of risk
- Sound business opportunities that benefit the NSWCTA are identified, without exposing the NSWCTA to unacceptable levels of risk
- Compliance with relevant legislation
- NSWCTA resources are safeguarded (eg. Members, finance, property and reputation)

### **Identifying, Assessing and Managing Risks:**

Risks will normally be identified, evaluated and managed by the executive, state secretary and reported in accordance with the NSWCTA decision making process. The NSWCTA strategic risks will be maintained in a register and will be the subject of regular reports to the finance committee.

Risk identification, evaluation and management in respect of particular activities will be carried out in accordance to NSWCTA procedures.

Risks will be assessed with reference to the NSWCTA strategic priorities, taking into account the likelihood of the risk occurring, its potential impact and the range of implications it may have for the NSWCTA.

Where an unacceptable risk is identified, relevant NSWCTA staff / executives with responsibilities in the areas that may be affected, will be informed of it, and will be required to take action as required to address the matter

**Responsibilities:**

The President and State Secretary will be responsible for the implementation of risk management within the NSWCTA, and for responding to and reporting on significant risks that may emerge from time to time to the executives.

**Monitoring and Reporting:**

The President will at least annually report to the executive, finance committee and members on risk management and significant risks to the NSWCTA.

The finance committee is responsible for reporting to the executive and members on risk management as it relates to the NSWCTA internal and external audit programs.

**Control of Fraud and Corruption:**

Executives are to ensure that in implementing this policy the risks of fraud and corruption are adequately addressed.

Consistent with the NSWCTA Code of Conduct, staff and members are required to report genuinely suspected fraud or corrupt conduct to the appropriate executive or external authority (Whistleblowers Protection Act 1994)

**Signature:** \_\_\_\_\_  
Paul Watchorn  
President

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Kathleen Dawe  
Secretary

Approved February 2012  
Reviewed February 2014