
YMCA Geelong- Risk Management Policy

OFFICE USE ONLY



Policy Number	Date Approved	Date Last Amended	Status
YG 128-G	27/05/2014	27/05/2014	APPROVED

1. RISK MANAGEMENT POLICY

2. INTRODUCTION

YMCA Geelong is committed to the effective management of risk. The purpose of this policy is to ensure that:

- Appropriate systems are in place to identify to the extent that is reasonably practicable, material risks that the YMCA faces in conducting its business.
- The potential impact of identified risks is understood and appropriate limits are set to assist in the management of exposures to those risks.
- Responsibilities are delegated to management to identify, manage and control risks.
- An effective risk management system and risk controls are in place for all entities.
- Any material changes to the YMCA's risk profile are noted, monitored and disclosed.
- The safety of employees, volunteers, members, participants, contractors, donors and board are given the highest priority in their interaction with the YMCA and the public.
- Buildings, facilities, equipment, materials, copyright, trademarks, people and reputation are protected in such a way that characterises responsible stewardship.
- YMCA Geelong conforms to all legal and regulatory requirements.
- YMCA Geelong provides a safe physical environment for any person who is likely to come in contact with its property and premises.
- The financial and governance controls adequately protect the assets of the organisation.

3. POLICY

The Risk Management policy ensures that all risks that could have a material impact on the YMCA, including those related to:

- People
- Strategic Planning (including financial performance)
- Customers
- Contractors and Contractual
- Assets
- Reputation
- Health
- Safety
- Quality
- Environment

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are identified, managed, controlled and monitored.

YMCA Geelong commits itself to continuous quality improvement and business excellence that are an integral component of the YMCA's management of risk.

The Board will provide oversight of the Risk Management Framework and discharge their director's duties and monitor the organisations performance through the internal and external reporting systems.

4. DEFINITIONS

Risk Management Risk management is the identification, assessment, and prioritisation of risks (defined in ISO Risk Management Standards as the effect of uncertainty on objectives, whether positive or negative) followed by coordinated and economical application of resources to minimise, monitor, and control the probability and/or impact of events or to maximise the realisation of opportunities.

5. SCOPE

The Risk Management Policy applies to YMCA Geelong Inc. and associated clubs.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Board	Board is responsible for: <ul style="list-style-type: none">● overseeing the effectiveness of the Risk Management System.● monitoring compliance against the requirements of the Risk Management System and reviewing adequacy of controls.● reviewing the risk profile of the YMCA and approving the policy for the ongoing identification and management of risks● reviewing the YMCA's capacity to absorb risk and approving the aggregate exposure limits● requiring the provision of reports on the performance of systems used to identify and manage risks and regularly reviewing these reports.

Department/Area	Role/Responsibility
Chief Executive Officer	<p>Chief Executive Officer is responsible for:</p> <ul style="list-style-type: none"> ● ensuring that all levels of the organisation have a risk management plan that advocates the organisation's commitment to risk management practices. ● identification and management of risks including risks in relation to all significant investment decisions ● the provision of reports to the Board on performance in relation to identification, assessment and management of risks. ● the provision of an appropriate insurance program.
Corporate Services Manager	<p>Corporate Services manager is responsible for:</p> <ul style="list-style-type: none"> ● there are sufficient resources available to implement the risk management plan, monitor the development and implementation of this plan. ● the Risk Management Policy is resourced appropriately with systems in place to comply with policy requirements.
Co-ordinators/ Managers	<p>Co-ordinator/ Managers are responsible for:</p> <ul style="list-style-type: none"> ● the development, implementation, maintenance and review of appropriate policies, procedures and systems for the management of all material risks across all areas of YMCA operations pertinent to their areas of responsibility. ● Demonstrate through a program of assurance and review, the effectiveness of and compliance against those systems used to identify and manage risk and that the internal controls operate effectively in all areas of YMCA operation.

7. MONITORING, EVALUATION AND REVIEW

- Risk Management owners identified in the YMCA Geelong Risk Management Plan monitor risks on a regular basis and include proposed control measures to mitigate risk in their area business plans.
- The Board will be updated with a six monthly status report on the progress of the YMCA Geelong Risk Management Plan.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

The following documents and areas of Ynet house relevant supporting documents to this policy:

- YMCA Geelong Risk Management Plan 2014-15
- YMCA Geelong Manuals
- YMCA Geelong Policy and Procedure Library

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Policy Owner: CEO

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Amendment history:

Version	Date	Author	Change Description
V1	11/02/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.

As adopted by the YMCA of Geelong on 27/05/2014



Shona Eland

Acting Chief Executive Officer YMCA Geelong Inc.