National Parks Association of Queensland Inc.
A.B.N. 60 206 792 095

Policy Statement – Risk Management
(Policy R.1)

1.0 Policy

1.1 The National Parks Association of Queensland Inc. (NPAQ) will adopt a structured and consistent approach to assess, prioritise and treat all types of risk at significant levels and for all major activities of the organisation.

1.2 NPAQ's approach to risk management will be consistent with the risk management Standard AS/NZS ISO 31000:2009 *Risk Management – Principles and Guidelines, HB 266-2010 Guide for Managing Risks in Not for Profit Organisations* and the Association's guidelines and procedures based on the Standard.

1.3 NPAQ will promote a culture of risk identification and mitigation.

2.0 Purpose

2.1 This Policy statement sets out NPAQ's approach to risk management.

3.0 Scope

3.1 This Policy applies to all activities associated with NPAQ, including office-based, field-based, outdoor activities, advocacy, volunteering, promotional and fund-raising.

3.2 The Policy applies to all NPAQ members, staff, volunteers, visitors, guests and contractors while involved in NPAQ-sponsored activities, whether on NPAQ premises or elsewhere.

4.0 Rationale

4.1 The effective management of risk is essential to NPAQ achieving its mission. NPAQ must have a current, correct and comprehensive understanding of its risks.

4.2 NPAQ must ensure that risks are of a type and, with appropriate mitigation, at a level that are acceptable to Council.

4.3 NPAQ will have quality risk management integrated into all of its main processes so that before events occur (or if there is a change in circumstances that might affect the ability of NPAQ to achieve its mission), the Association is able to recognise and respond to the risks consistently and proactively.

4.4 NPAQ will systematically analyse learnings from any unanticipated events.

4.5 In this way NPAQ will drive operational excellence, and organisational learning and growth.

5.0 Definitions

5.1 "Risk" – Exposure to the possibility of loss, injury, or other adverse or unwelcome circumstance; or, a chance or situation involving such a possibility.

5.2 "Risk management" – The identification, evaluation, and prioritisation of risks, followed by coordinated and economical application of resources to minimise, monitor, and control the probability or impact of unfortunate events, or to maximise the realisation of opportunities.

6.0 Related Policies, Procedures, Forms, Guidelines, Resources

6.1 *AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines*, Standards Australia (2009)
6.2 *HB 266-2010 Guide for Managing Risks in Not for Profit Organisations*, Standards Australia (2010)
6.3 NPAQ Risk Register v.2.0 (as amended and updated from time to time) (2020)

7.0 Responsibilities

7.1 NPAQ Council – ensure that risks have been identified as far as is reasonable across all areas of the Association's activities. Ensure that resources are available to assure the effective management of risks.

7.2 Staff, Activity Leaders, Committee chairs – identify risks for activities or fields of work in which they are involved and identify and implement appropriate controls and/or mitigations either prior to, or upon the occurrence of the risk. Regularly measure and report to Council on risk management performance.

7.3 Members, staff, volunteers, visitors, guests, contractors – ensure that activities that they undertake in association with NPAQ are within acceptable levels of risk, and apply suitable mitigations in instances of elevated risk to ensure that adverse consequences are minimised.

8.0 Authorised by /Date

The Risk Management Policy has been authorised by

Graeme Bartrim
President of the National Parks Association of Queensland Inc.
on 15/06/2020.

9.0 Review

9.1 Review due June 2023