



NSW Hang Gliding and Paragliding Association (NSWHPA)

Risk Management Policy

**Website: <http://www.nswhpa.org/> Policies
developed by NSWHPA Committee 22/23**

Date of policy: June 2023

Due for review: June 2025



Overview

The NSW Hang Gliding and Paragliding Association (NSWHPA) recognises that the organisation is exposed to certain risks due to the nature of its activities and the environment within which it operates. Critical to NSWHPA's success in the effective management of risk is to:

- ensure its organisational objectives are achieved,
- make it an integral part of all our decision-making processes,
- identify and take advantage of opportunities as well as minimise adverse effects,
- strive to continually improve our risk management practices and
- train people to implement risk management effectively.

Context

NSWHPA is both an Affiliated Association with, and the NSW Regional body of Sports Aviation Federation of Australia (SAFA). As a non-profit organisation consisting of our association, clubs and individuals our aims and objectives are to foster and encourage the operation of sports aviation activities for educational and recreational sporting purposes. The scope of our sports aviation extends to Motorised Hang Gliding (PHG), Hang Gliding (HG), Powered Paragliding (PPG), Paragliding (PG) and Weightshifting Microlighting (WM aka Trikes).

NSWHPA's risk management context defines the boundaries within which the risks are managed and sets the scope of the risk management assessment. This context will be annually reviewed to ensure alignment with the organisation's structure, capacity, strategic direction, and operational planning objectives.

Risk Management Policy

In order to fully understand such risks, NSWHPA has established a Risk Management Policy which provides the framework for how risk will be managed within the organisation. The Risk Management Policy is based on the Australian Standard, AS/NZS ISO 31000:2009 Risk management – Principles and guidelines, and forms part of the governance framework of the organisation. It also integrates with the strategic planning process. The Policy addresses both strategic and operational risks.



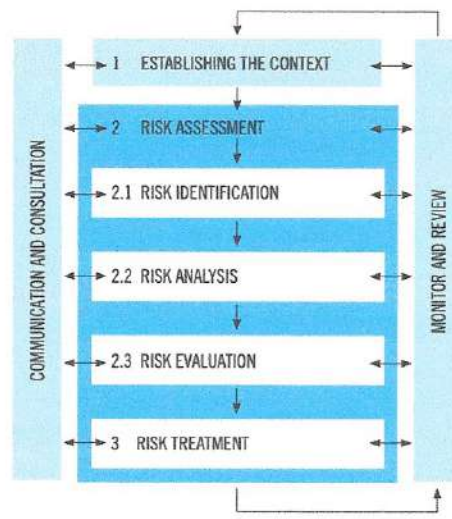
Types of Risk

Listed in the table below are types of risk to be covered in NSWHPA's risk management processes.

Type of Risk	Scope - risk associated with
Compliance	<ul style="list-style-type: none"> • Regulatory or legal obligations • Reporting and accounting • Standards • Work, health and safety activities (facilities, equipment, skills)
Organisational	<ul style="list-style-type: none"> • Delivery of services • Standard of service delivery • Management practices • Financial practices
Opportunity	<ul style="list-style-type: none"> • Strategic objectives • Business plan key deliverables • Effective allocation of resources

Risk Management Process

The risk management process (see diagram below) encompasses three activities - identification, assessment and treatment after establishing the context and conducting a preliminary assessment of risks inherent to the environment within which NSWHPA operates while striving to achieve its' strategic goals.



AS/NZS ISO 31000:2009 Risk management - Principles and guidelines

Michael Stott



This process is supported by a range of forms and guidelines specific to NSWHPA's strategic objectives and operations (see supporting documentation at the end of this policy).

Risk Identification

We will use our skills and expertise to identify risks across the organisation. NSWHPA will also identify operational controls in place which manage risk. A **Risk Register** will be maintained containing material risks to the organisation.

Risk Assessment

We will assess the size or degree of risk by taking into consideration the potential impact to our operations. Risks will be ranked in a common and consistent manner.

Implementation of Risk Management

A working group of at least two people (including the person responsible for the area) will determine the items of potential risk for an area above and ways to minimise the likelihood and consequence of them occurring. Appropriate people with knowledge and expertise in these areas may be invited to form these working groups.

Risk Treatment

Risk treatment actions and plans will be developed for risks which are unacceptable to the organisation. Risks, and the effectiveness of the risk management system will be monitored on a regular basis and we will communicate and consult with relevant stakeholders on our approach to managing risk.

Risk Tolerance

Our tolerance for adverse risks will be used to determine which risks are treated through the development of risk treatment actions to manage risks to an acceptable level. During this process we will consider additional control measures to manage the risks to acceptable levels.



Integration with Governance and Strategic Planning

The Risk Management Policy forms part of the governance framework and integrates with the strategic planning process. The Policy addresses both strategic and operational risks and the requirement of the organisation to operate in its regulatory environment.

Risk Management Implementation, Oversight & Accountability

The NSWHPA committee is responsible for the development and implementation of the risk management plan in the organisation. Members of the committee will be involved in the development of the plan and will be responsible for managing risks in specific areas. For example, the Treasurer will manage the financial risks, the Secretary will manage the communication risks, etc.

The NSWHPA committee members will oversee the Risk Management Policy, and manage the organisation's exposure to risk. Oversight of the effectiveness of our risk management processes and activities will provide assurance to the NSWHPA committee, state members and stakeholders and will support our commitment to continuous organisational improvement.

Risk management accountability is assigned to all members and executive roles of the NSWHPA Committee and requires them to report on risks and risk treatment actions.

Reporting, Monitoring and Review

NSWHPA Executive Committee will monitor risks and treatment actions on an ongoing basis. Performance of the risk management system and outstanding risk treatment actions will be reported at Management Committee meetings on a regular basis.

Formal reviews of both the risk management system and the Risk Register will take place on an annual basis and the committee will assess the effectiveness of the Risk Management Policy annually.

Communication and Consultation

NSWHPA will communicate and consult with its stakeholders (internal and external) on its approach to risk management.

At all stages of the risk management process the appropriate stakeholders must be consulted and kept informed of developments, outcomes and actions. When assigning tasks or responsibilities they should be communicated in writing and a response received to indicate the responsible person has accepted them.



Other documents related to implementing this policy

FORMS

Risk Register

Risk Identification Form

Risk Treatment Plan

GUIDELINES

Risk Register Checklist

Risk Categories & Descriptions

Risk Consequence Criteria

Risk Likelihood Criteria

Risk Escalation and Retention Guidelines

A handwritten signature in black ink, appearing to read 'Michael Stott', is located in the bottom right corner of the page.