



Risk Management Policy

U3A Melbourne City is committed to minimising any risk associated with our operations. The safety and well-being of members and volunteers are our priorities.

U3A Melbourne City has a duty of care to provide a safe environment for its members and volunteers as part of an on-going Strategic Plan for the organisation.

Purpose

The purpose of this document is to provide a 'principles based' approach to risk management and is managed using the U3A Melbourne City Risk Register.

Policy

The U3A Melbourne City Risk Management Policy will, as far as reasonably practical, minimise the incidence of risk and mitigate the consequence of any risk which may eventuate.

This policy encompasses, but is not limited to physical, financial, reputational and legal risks. Risks managed by the U3A Melbourne City Committee of Management include:

- Safety of members, tutors, volunteers and visitors attending the U3A Melbourne City office and/or classrooms at our various venues for our activities.
- IT related risks with the My U3A Membership System such as loss of data or unauthorised access and use of members personal data.
- Governance, policy and financial risks associated with the operation of the organisation.

The Risk Management Plan

The Risk Management Plan will address the following:

- Objectives of long term risk management
- Annual targets/objectives
- Procedures for management of identified risks
- Progressive evaluation of the plan.

Management of identified risks

U3A Melbourne City Committee of Management will manage risks by:

- Identifying the risks associated with U3A Melbourne City activities
- Maintaining a register of risks
- Evaluating each identified risk for probability and severity
- Establishing practices to minimise or mitigate the identified risks
- Reviewing the risks on a quarterly basis to ensure the Register reflects the current situation.
- Retire risks which are no longer relevant or have been mitigated.

Risk Management Register

The Risk Management Register is maintained by the Risk Management Committee and is reviewed bi-annually, reporting to the Committee of Management.

The Risk Management Register will be managed by:

- Drafting risk management procedures.
- Documenting identified risks for consideration by the Risk Management Committee.
- Reporting to the Committee of Management on emerging risk issues.

Related Policies of U3A Melbourne City:

- **Code of Conduct**
- **Refund Policy**
- **Grievance and Complaints Policy**
- **Privacy Policy**

Authorisation

This policy was updated and approved by the U3A Melbourne City Committee of Management at the meeting held 17th April 2018.

Version 3.3