



# Risk Management Policy

## Purpose

The purpose of this document is to ensure that SPA's risk management is comprehensive

## Scope

This policy applies to all levels of SPCA, to its Board members, employees and volunteers.

## 1. Objectives

- To set out the objectives and accountabilities for the management of risk within The Royal New Zealand Society for Prevention of Cruelty to Animals Incorporated (SPCA).
- To protect SPCA animals, people, reputation, and assets.
- To support decision making through better understanding and consideration of risk and issues.
- To achieve an integrated risk management approach where risk management forms part of all key organisational processes.
- To promote and support SPCA's health and safety mission to have a safe and healthy workplace.
- To ensure SPCA implements a best practice Health & Safety Management Framework.
- To enable the SPCA Board to fulfil its governance and compliance requirements.
- To enable management to fulfil its risk/issues management and compliance requirements.
- To ensure timely and accurate monitoring, review, communication and reporting of risk to support effective management of risk occurrence and consequences.

## 2. Policy

SPCA is committed to ensuring that Risk Management practices, including best practice health and safety practices, are embedded into all business processes and operations to drive consistent, effective and accountable action, decision making and management practice.

We are committed to:

- Developing a 'risk-aware' culture and a culture of health and safety in which our employees and volunteers are encouraged to identify risks and respond to them quickly and effectively.
- Ensuring our key stakeholders recognise that we manage risks, hazards and issues responsibly.
- Developing consistent risk management and health and safety management practices.
- Promoting, supporting and enabling health and safety for employees, volunteers, contractors, customers and visitors to SPCA.
- Protecting our animals, people, reputation, and assets.
- We operate as a Charitable Incorporated Society representing animal welfare in New Zealand. Our stance is risk-averse. Health and safety is a top priority; we take a proactive approach to the prevention of incidents.

## 3. Responsibilities and Accountabilities

- The SPCA Board has responsibility for the oversight of risk.
- The SPCA Board ensures that a suitable framework for managing SPCA's strategic risk is in place.

Document Type:	3. Compliance – Other Standards		
Number & Title:	3.1.1 Policy – Risk Management	Issue date:	June 2020
Document Owner:	National Office Document Control	Date next review:	June 2021

- 
- The SPCA Board ensures SPCA takes all reasonable steps to protect against natural and human made disasters.
  - The Chief Executive Officer is responsible for ensuring that SPCA incorporates a formal risk and issues management approach in its projects, planning, normal business activities and processes. The Chief Executive Officer determines how risk and issues are approached, managed and treated, and is responsible for reporting regularly the significant risks and issues to the SPCA Board.

### **3.1 Key processes**

SPCA will use the following key processes in the management of risk:

- Establishment of staff and volunteer position descriptions and organisational business processes, that by virtue of their performance and conformance, the risks of SPCA are managed to the satisfaction of the Chief Executive Officer, the Audit & Risk Committee and the SPCA Board.
- A comprehensive Risk & Issues Register, inclusive of risks and issues relevant to health and safety, will be maintained setting out the risks identified, and controls for those risks. The Risk & Issues Register will be regularly updated.
- The process for identification, management monitoring and review of the risks recorded in the Risk & Issues Register, is set out in the 'Understanding Organisation Risk Management' document and will be reviewed by the SPCA Board at intervals as recommended by the Audit & Risk Committee.
- A Health & Safety Management Framework will be maintained and regularly reviewed. This will encompass systems for the identification, elimination, minimization and management of health and safety risks and hazards.
- Review and discussion of risk management and health and safety at every Board meeting.

## **4. Review**

The Audit & Risk Committee shall review annually the Risk Management Policy and recommend any changes to the Board.