

Risk Management Policy

1. Rationale

Effective **Risk Management** is an essential part of good corporate governance and sound management practice and contributes to the successful achievement of strategic and operational objectives and improved performance and organisational resilience and promote the safety of those that operate within, or are affected by, **RAAus**.

RAAus is committed to integrating **Risk Management** into its business planning and performance reporting activities, decision making processes, practices, programs, culture, and maintaining a safe working environment.

This **Policy** and the **Risk Management Framework** are based upon the principles contained in AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines.

2. Policy Statement

RAAus accepts that there are **Risks** to business operations, **Employees**, **Stakeholders** and the public which it must identify, analyse and manage through risk control treatments. **RAAus** is committed to explicitly managing these **Risks** to achieve a **Residual Risk** that is **ALARP**.

RAAus requires its staff and service providers to be aware of **Hazards** and **Risks** at all times and to apply recognised methods of **Risk** analysis and management appropriate to the likelihood and consequences of these **Risks**.

2.1. Risk Management

RAAus will rigorously assess organisational **Risks** against six dimensions. These are; the public, **Employee/Volunteer**, capability, reputation, finance and the **Informed Participant**.

2.2. Responsibilities

2.2.1. RAAus Board of Directors

In relation to **Risk Management Policy** the **RAAus Board** is responsible for;

- Maintaining oversight of **Risk Management** within **RAAus**.
- Promoting a culture that supports strategically driven decision making.
- Determining the **Risk Appetite** of the organisation.
- Authorising a **Risk Management Framework**.
- Ensuring adequate resources are available to assist those accountable and responsible for managing **Risk**.

2.2.2. Chief Executive Officer

The **CEO** is accountable to the **Board** for **Risk Management** and responsible for ensuring the:

- Identification and management of the strategic opportunities and **Risks** faced by **RAAus**, including the provision of adequate and timely information to the **Board** and the **RAC**.
- Actioning of recommendations and directions of the **Board** and the **RAC**.

- Identification and appropriate management of operational **Risks** throughout **RAAus** through the development and implementation of operational policies and procedures for **Risk Management**.

2.2.3. Senior Managers

The **Senior Managers** of **RAAus** are responsible for incorporating **Risk Management** into business operations by:

- Identifying and determining appropriate actions to address operational and business capability and associated **risks** within their area of responsibility in accordance with RAAus policies and procedures.
- Documenting their **Risk Management Processes** by developing and maintaining a register of **Risks**.
- Implementing actions with respect to **Risk Management** as directed by the **CEO**.

3. Scope and Application

This **Policy** applies to the **Board** and **Employees** to address how **Risk Management** is incorporated into all areas of **RAAus'** operations, including business procedures, flight operations, aircraft registration, maintenance practices, training and corporate governance.

RAAus administers a diverse range of aviation activities. **RAAus** cannot directly control the operational decisions of its **Service Providers**. **RAAus** provisions the organisation framework to enable recreational flying within Australia and dedicates resources to ensure all due care is afforded to those that choose to participate.

4. Definitions

ALARP	As Low As Reasonable Practicable. The process of applying all possible means of mitigation until the cost of mitigation is grossly disproportionate to the benefit you obtain.
BOARD	RAAus' governing body, elected from its membership.
CEO	The person occupying the position of Chief Executive Officer.
EMPLOYEE	Any person who is an employee of RAAus. This includes full-time, part-time, and casual employees all of whom are covered by workers compensation.
EXECUTIVE LEVEL TEAM (ELT)	Comprises of Senior Managers and the CEO.
INFORMED PARTICIPANT	An individual who is participating in sport aviation, that before taking part in or paying for an activity, has been made fully aware of the potential risks and consequences.
POLICY	A statement about what is to occur in relation to the operations of RAAus, which has the corporate authority of the Board.
RAAUS	Recreational Aviation Australia Ltd.
RESIDUAL RISK	The risk remaining after risk treatments have been applied.

RISK AND AUDIT COMMITTEE (RAC)	A Board committee established to assist the Board to fulfil its corporate governance and oversight responsibilities relating to the Company's risk management framework as set out in the Risk and Audit Committee Charter.
RISK	The effect of uncertainty on objectives.
RISK APPETITE	The degree of risk, on a broad-based level, that RAAus will accept in pursuit of its goals.
RISK MANAGEMENT	Coordinated activities to direct and control an organisation with regard to risk.
RISK MANAGEMENT FRAMEWORK	Set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation.
RISK MANAGEMENT PLAN	Specifies the approach, the management components and resources to be applied to the management of risk.
RISK MANAGEMENT PROCESS	Systematic application of management policies, procedures and practices to the activities of communicating, consulting and establishing the context and identifying, analysing, evaluating, treating, monitoring, and reviewing risk.
SENIOR MANAGERS	National Finance and Administration Manager (NFAM), National Safety, Risk and Compliance Manager (NSRCM), National Technical Manager (NTM) and National Operations Manager (NOM).
SERVICE PROVIDER	A person or organisation authorised by RAAus to provide services. E.g. Flight Training Schools; L2, L3 and L4 Maintainers; Pilot Examiners; and Regional Operations Coordinators.
STAKEHOLDER	A person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.
VOLUNTEER	A person giving of their time to assist RAAus without payment.

5. Legislation

Occupational Health and Safety Act 1984 (WA)

Occupational Health and Safety Act 2004 (VIC)

Work Health and Safety Act 2011 (ACT, NSW, NT, QLD)

Work Health and Safety Act 2012 (TAS & SA)

6. Code of Professional Conduct

All **RAAus Employees, Volunteers** and the **Board** have the responsibility to understand, implement and conform to RAAus' Code of Professional Conduct as it relates to this **Policy**.

7. Responsibilities

Policy Approval:	Board
Implementation:	CEO and Senior Managers
Review:	CEO and Board

8. Resources

No additional resources are required.

9. Review Schedule

This policy will be reviewed annually.

10. Lapse Date

This policy does not have a lapse date.

11. Meta Data

ID	POL-2017-23 ¹
Version	1.0
Version date	24 Nov 2017
Type	Board
Approval date	17 Nov 2017
Availability	All staff, Board, members on request
Keywords	Policy development
Responsible officer	National Safety, Risk and Compliance Manager
History	This is the first version of this policy.

¹ Nomenclature: year edited, policy number of year edited, check master policy list

Review date	24 Nov 2018
Related documents	RAAus Governance Policy Framework and Strategic Plan RAAus Risk and Audit Committee Charter RAAus Board Risk Appetite RAAus Code of Professional Conduct All RAAus policies
Contact	RAAus PO BOX 1265 FYSHWICK ACT 2609 admin@raa.asn.au www.raaus.com.au 02 6280 4700