



Risk Management Policy

1. Introduction

The Australian Institute of Landscape Architects (“AILA”) will endeavour to minimise the risk any particular operation poses to our organisation, our staff, our volunteers, our corporate partners and the general public.

2. Purpose

The purpose of this document is to enable risk management procedures to be satisfactorily identified, organized, implemented and maintained.

3. Related documents

Australian Institute of Landscape Architects Risk Register

Finance Risk Management and Audit Committee Terms of Reference

4. Policy

AILA has a duty to provide a safe workplace for its staff and volunteers and a reliable development path for the organisation. AILA will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted. These procedures will include regular identification and review of risks and their proposed mitigation measures.

5. Responsibilities

It is the responsibility of National Council, with the assistance of the CEO and the Finance, Risk Management and Audit Committee (“FRAP”), to carry out risk management analyses of the organisation, and to recommend and implement appropriate measures to mitigate risk.

It is the responsibility of the CEO to ensure that:

- effective risk management procedures are in place;
- risk management procedures are reviewed regularly for effectiveness;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented; and
- employees and volunteers are aware of all applicable risks and familiar with AILA’s risk management procedures.

It is the responsibility of National Council and as delegated to the FRAP in its Terms of Reference to ensure that:

- risk management analysis is carried out for AILA;
- a risk register including mitigation actions is prepared and maintained;
- the risk register is compiled through consultation with staff;
- the risk register is reviewed regularly by relevant staff to ensure that risks have not been overlooked; and
- the risk register is reviewed by staff and National Council at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact.

It is the responsibility of all employees and volunteers to ensure that:

- they are familiar with the organisation’s risk mitigation actions as applicable to them;
- they observe those risk management procedures; and
- they inform the CEO or FRAP if they become aware of any risk not covered by existing procedures or of any more effective mitigation practice.

6. Procedures

6.1 Managing Risk

National Council shall nominate appropriate officers to carry out risk assessment exercises in accordance with current international standards for risk management. This should involve:

- identifying the risks attached to every element of AILA's operations and the likelihood of that risk eventuating;
- identifying practices to avert or mitigate those risks; and
- recording those risks, precautions and mitigations in the form of a risk register.

National Council shall participate regularly in risk management exercises to ensure consistency of approach over time and throughout AILA.

6.2 Risk Register

National Council is to ensure that

- the risk register is reviewed by the organisation at least once a year to ensure that no risks have been overlooked and that mitigation actions remain relevant and appropriate;
- the risk register is reviewed by staff to which it is relevant at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact; and
- the risk register is reviewed annually by National Council.