

Physical Disability Australia (PDA) Risk Management Policy

Policy Number	1.5	Implementation Date	8 February 2021
Drafted By	Simon Burchill	Review Date	8 February 2026
Person Responsible	PDA Manager		

INTRODUCTION

Physical Disability Australia Ltd (PDA) will endeavour to minimise the risk any particular operation poses to our organisation, our employees, our volunteers, our members, or the general public.

PURPOSE

The purpose of this document is to identify applicable risks¹ and to enable risk management procedures to be satisfactorily identified, organised and maintained.

POLICY

PDA has a duty to provide a safe workplace for its employees and volunteers, a safe environment for its members, and a reliable development path for the organisation. PDA will put procedures in place that will as far as possible ensure that risks are minimised and their consequences averted.

RESPONSIBILITIES

The PDA Manager is responsible for establishing and updating the table of identified risks and associated mitigation strategies. All PDA Directors, Associate Directors, Employees and members are responsible for acting in accordance with the mitigation strategies as required.

TABLE OF IDENTIFIED RISKS AND MITIGATION STRATEGIES

Identified Risk	Category	Rating	Strategies
Employee separation	Human Resources	High	<ul style="list-style-type: none">• If separation occurs without notice, immediately appoint volunteer/s from the Board to fill the role in short term.• If funding is available, advertise for new employee using current Position Descriptions.

¹ "Risk" is the probability that an occasion will arise that presents a danger to our organisation, our employees, our volunteers, our members, or the general public. It includes, but is not limited to,

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards

Identified Risk	Category	Rating	Strategies
Loss of funding	Finance	High	<ul style="list-style-type: none"> • If funding is completely withdrawn – <ul style="list-style-type: none"> ○ Call an immediate board meeting. ○ Establish a final day of business and closing date. ○ Ensure employees are given immediate notice and appropriate pay entitlements. ○ Pay all liabilities. ○ Cancel all subscriptions and recurrent services. ○ Board to discuss the issues and the fact that people with physical disability still exist and will expect PDA to continue, regardless of staffing. ○ Decision from board on whether to continue as a voluntary organisation only. ○ Notify members of discontinued funding and operating and final closing date if appropriate ○ Ask members what they want via survey, giving options. ○ Go back to the board with results of above survey ○ Inform all members of decision of board.
Member dissatisfaction	Reputation	Medium	<ul style="list-style-type: none"> • Engage with dissatisfied members on an individual basis to learn the cause of their dissatisfaction. • Revise or restate PDA's position as required.
Discrimination, sexual harassment, and workplace bullying	Human Resources	High	<ul style="list-style-type: none"> • Directors without a conflict of interest to form a committee to oversee investigation of allegations. • Determine how to and complete an investigation of the allegations • Ensure person complained about is afforded a right of reply to the allegations against them. • Take decisive action as required by findings of the investigation. • Take action to restore positive organisational culture.

RISK RATING

The following table is to be used in assessing the seriousness of each risk, the possible consequences, and the importance of implementing the related strategies.

Risk assessment	Consequences	Strategy implications
High	Can have severe implications for PDA's future and reputation	Requires immediate attention and from the Board of Directors and all employees
Medium	Possible implications for PDA's finances and reputation with government and peer organisations	Requires proportionate action in the short and medium term from the Executive and Manager
Low	Possible limited implications for PDA's finances and reputation with individuals	

RELATED DOCUMENTS

- PDA Constitution
- Code of Ethics Policy
- Acceptable Use of Social Media Policy

AUTHORISATION



Liz Reid
President
8 February 2021
Physical Disability Australia



Simon Burchill
Manager
8 February 2021
Physical Disability Australia