

# **NSW - CENTRAL WEST MUSLIMS ASSOCIATION INCORPORATED**

## **Risk Management Policy**

The NSW Central West Muslims Association Incorporated (NSWCWMA), acknowledges the paramount importance of effective risk management in safeguarding the well-being of its members, visitors, staff, and assets. This risk management policy delineates the framework and procedures for identifying, assessing, mitigating, and monitoring risks within the organization.

### **Purpose:**

The purpose of this policy is to:

- Identify potential risks that may affect the operations of NSWCWMA.
- Establish procedures to mitigate identified risks.
- Ensure compliance with relevant laws and regulations in New South Wales, Australia.
- Safeguard the well-being of stakeholders and assets.

### **Responsibilities:**

The President, in conjunction with the Vice President, Secretary, and Treasurer, is responsible for overseeing the implementation and effectiveness of the risk management policy. The Risk Management Committee, chaired by the President and comprising the Vice President, Secretary, and Treasurer, shall be responsible for conducting risk assessments, developing risk mitigation strategies, and monitoring risk management activities. All staff and volunteers are responsible for reporting any potential risks or incidents to the Risk Management Committee chaired by the President.

### **Risk Identification:**

Risk identification is the process of systematically identifying potential risks that may impact the operations, assets, or stakeholders of the NSW Central West Muslims Association

Incorporated. NSWCWMA employs a proactive approach to identify risks across various aspects of its operations, including:

**1. Physical Risks:**

- **Safety Hazards:** This includes hazards such as slippery floors, loose wiring, or inadequate lighting within NSWCWMA premises that may pose risks of slips, trips, and falls.
- **Structural Integrity:** Risks related to the structural integrity of NSWCWMA building, such as cracks in walls, foundation issues, or aging infrastructure, which may lead to safety hazards or building collapse.
- **Security Vulnerabilities:** Identification of potential security vulnerabilities, such as inadequate access controls, insufficient lighting in parking areas, or lack of surveillance systems, which may pose risks of theft, vandalism, or unauthorized access.

**2. Operational Risks:**

- **Financial Risks:** This involves the identification of financial risks, including budget deficits, cash flow issues, or insufficient reserves, which may impact NSWCWMA's ability to meet its financial obligations or sustain its operations.
- **Reputation Risks:** Risks associated with damage to NSWCWMA's reputation, such as negative publicity, community disputes, or social media controversies, which may affect public perception and trust in the organization.
- **Operational Disruptions:** Identification of potential disruptions to normal operations, such as equipment failures, power outages, or disruptions in supply chains, which may hinder NSWCWMA's ability to deliver services.

**3. Legal and Compliance Risks:**

- **Planning and Development Regulations:** Identification of risks related to non-compliance with local planning regulations, zoning laws, or building codes, which may result in legal penalties, fines, or delays in construction projects.

- **Employment Laws:** Risks associated with non-compliance with employment laws, such as wage disputes, discrimination claims, or breaches of workplace health and safety regulations, which may lead to legal liabilities and reputational damage.
- **Charitable Fundraising Regulations:** Identification of risks related to non-compliance with charitable fundraising laws, including failure to obtain necessary permits, mismanagement of funds, or improper use of donations, which may result in regulatory sanctions or loss of donor trust.

#### **4. Environmental Risks:**

- **Climate-related Risks:** Identification of risks associated with climate change impacts, such as extreme weather events, flooding, or bushfires, which may pose threats to NSW CWMA's infrastructure, property, or surrounding environment.
- **Waste Management:** Risks related to inadequate waste management practices, such as improper disposal of hazardous materials or failure to comply with recycling regulations, which may result in environmental pollution or regulatory violations.

Risk identification is an ongoing process that involves input from various stakeholders, including mosque management, staff, volunteers, and attendees. Regular risk assessments are conducted to ensure that potential risks are identified promptly and appropriate mitigation measures are implemented to address them effectively.

#### **Risk Assessment:**

- Identified risks will be assessed based on their likelihood and potential impact.
- Risks will be categorized according to their severity and priority for mitigation.

#### **Risk Mitigation:**

Risk mitigation involves the implementation of strategies and measures to reduce the likelihood and impact of identified risks. The NSW Central West Muslims Association Incorporated employs various approaches to mitigate risks across different aspects of its operations:

- **Safety Procedures and Protocols:** NSW CWMA establishes comprehensive safety procedures and protocols to ensure the well-being of its members, visitors, and staff.

This includes protocols for emergency evacuation, first aid procedures, and safety guidelines for events and activities held within the premises.

- **Compliance with Occupational Health and Safety (OHS) Laws:** NSWCWMA ensures compliance with OHS laws by conducting regular safety inspections, providing necessary safety equipment, and implementing training programs to raise awareness about hazards and safe practices.
- **Building Codes and Standards Compliance:** To mitigate risks associated with structural integrity and fire safety, NSWCWMA adheres strictly to building codes and standards set by relevant authorities. This involves regular inspections, maintenance of facilities, and prompt correction of any identified deficiencies.
- **Fire Safety Regulations Adherence:** NSWCWMA complies with fire safety regulations by installing and maintaining fire detection and suppression systems, ensuring proper emergency exit signage, and conducting fire drills to prepare occupants for emergencies.
- **Legal and Reputational Risk Mitigation:** To mitigate legal and reputational risks, NSWCWMA complies with anti-discrimination laws, ensuring equal treatment of all individuals regardless of their background. Additionally, NSWCWMA maintains transparent and ethical practices in its operations to uphold its reputation within the community.
- **Privacy Compliance:** If applicable, NSWCWMA ensures compliance with privacy laws regarding the collection, storage, and handling of personal information or information pertaining to donors. This includes implementing data protection measures, obtaining consent for data usage, and maintaining confidentiality of sensitive information.

- **Fundraising Regulation Compliance:** If engaged in fundraising activities, NSWCWMA complies with charitable fundraising regulations to mitigate risks associated with financial mismanagement and regulatory non-compliance. This involves obtaining necessary permits, maintaining accurate records, and ensuring transparency in fundraising practices.
- **Noise Regulation Adherence:** If applicable, NSWCWMA complies with noise regulations during religious activities to mitigate risks of noise complaints and legal action. This may involve obtaining permits for amplified sound, limiting noise levels during specific hours, and implementing soundproofing measures where necessary.
- **Training and Education:** NSWCWMA conducts regular training and education programs for staff, volunteers, and stakeholders to increase awareness of risks and promote adherence to risk management procedures. This empowers individuals to identify and address potential risks effectively.
- **Resource Allocation:** Resources are allocated as needed to implement and maintain risk mitigation measures effectively. This includes budgeting for safety equipment, maintenance activities, training programs, and any other necessary expenditures to mitigate identified risks.

### **Monitoring and Review:**

The effectiveness of risk mitigation measures will be regularly monitored and evaluated. Risk assessments will be periodically reviewed and updated to reflect changes in the organization's operations or external environment. Incident reporting mechanisms will be in place to ensure timely identification and response to any emerging risks or incidents.

### **Communication:**

This risk management policy will be communicated to all staff, volunteers, and stakeholders. Training programs will be conducted to ensure understanding and adherence to risk management procedures.

**Compliance:**

NSWCWMA is committed to complying with all applicable laws, regulations, and industry standards related to risk management in New South Wales, Australia. Compliance with this policy is mandatory for all individuals associated with the organization.

**Review and Revision:**

This risk management policy will be reviewed annually and updated as necessary to reflect changes in the organization's risk profile or operational environment. Amendments to the policy will be approved by the President.

By adhering to this risk management policy, the NSW Central West Muslims Association Incorporated aims to foster a safe and secure environment for worship, community engagement, and organizational activities while complying with the laws and regulations of New South Wales, Australia.