**RISK MANAGEMENT PROGRAM**



**AU MOUNTAIN CLUB**

**RISK MANAGEMENT**

**ASSESSMENT PLAN**

2017

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3. **INTRODUCTION**

The committee of Mountain Club recognises that it is vital to have good risk management practices in place to ensure the safety of its members, the club and those organisations with which the club is affiliated, such as AU Sport and The University of Adelaide.

As part of the club’s risk management program, this Assessment Plan has been produced and an audit has been provided using the recommended questions from AU Sport. All identified risks have then been mapped out and included an in the action plan.

This assessment has been completed by Emily Baxendale as President, Stephen Holden as Vice President, Andreas Reuter as Treasurer and Jane Broke as Kayak Officer, and it is vital that all actions, processes and policies are adhered to by all club members. It is in line with the AU Sport Risk Management Program policies and governance issues.

To ensure that this assessment and recommend actions resulting from the audit stay ‘alive’, the committee accepts responsibility and takes a leadership role for the process.

Other steps that will be undertaken to sure the success of the program include:

* All risk management processes will be documented
* Commitment is expected from everyone at the club
* Sufficient resources are allocated
* A comprehensive risk action plan is developed
* Responsibilities for specific tasks in the action plan are allocated to a person or group
* Education and training opportunities are provided to those in need
* Comprehensive safety and emergency plans and procedures exist (where required)
* Monitoring and review mechanisms are in place
* Periodical reporting to the Board/Committee on the status of the risk management occurs.

**Supporting documentation**

This assessment should be used in conjunction with:

* The AU Mountain Club Risk Management Policy (adopting AU sport’s until further notice)
* The AU Mountain Club Risk Management Analysis Review (in future years)
* AU Sport Risk Management Program, Club Information Pack
1. **DEFINITIONS**

|  |  |
| --- | --- |
| The Club: | AU Mountain Club |
| AU Sport: | Adelaide University Sport |
| UofA: | The University of Adelaide |
| AUMC | Adelaide University Mountain Club |

**What is Risk Management?**

This information is from the ‘AU Sport Risk Management Assessment Guidelines’. Risk management is not just about compliance; it is also about good business and a sign of a well-managed club. A risk is defined as, ‘anything untoward happening that can affect the club by creating exposure to potential loss or damage’.

Risk management can be simplified into four questions:

1. What untoward things could happen?
2. What would be the impact?
3. What can we do about it?
4. How do we tell everyone about it?

There are many areas where a risk can occur that can affect the success of the club, i.e. a ‘risk’ is more than just a physical risk. Risks can also be identified as either strategic or operational, internal or external. Areas where risks can occur include:

* Governance
* Financial
* Brand
* Member services
* Sports competition / activities
* Social events
* Facilities

Club risks need to be managed within an overall risk management framework, which is based on the process as outlined below from the Australian Risk Management Standard AS/NZS ISO 31000:2009.



Key stages of risk identification and management include identification, assessment, analysis, evaluation and treatment. This means:

* Identifying ‘what’ is the risk
* Determining ‘how’ it is best treated, which can involve:
* avoiding the risk (i.e. deciding not to commence or continue with the activity that results in the risk)
* removing the source of the risk
* changing the likelihood of the risk occurring
* changing the consequence of the risk on your organisation’s goals
* sharing the risk with another party or parties
* retaining the risk by informed decision
* Determining when it is best treated
* Deciding who will manage the risk.
1. **IDENTIFICATION**

When assessing risks, the Club considered the environment in which it operates and what standards, legal requirements and affiliation obligations it is faced with. It has considered strategic, operational, internally and external risks as well as considering the activities and the conduct of members.

The following operational areas (key performance areas) of the club have been addressed as areas of risk:

* Governance
* Legal
* Financial
* Volunteer and Staff
* Member Services
* Activities and Events
* Facilities and equipment

The Club has also considered the following factors, as each can impact on the likelihood and severity of the risk:

* Age and capacity of participants (children require extra care)
* Type of activities
* Past history of accidents, injuries and losses
* Standard of equipment
* Use of equipment
* Existing problems with operating procedures or practices
* The facilities and equipment to be utilised
* The environment in which your activity is taking place.

Potential risks to the club have been identified using the ‘AU Sport Risk Management Audit Check List’.

**AUDIT CHECK LISTS**

***The process to using the audit is as follows:***

*1. Identify if the assessment question is operational (O) or strategic (S) or both*

*2. Consider the question proposed and note the response*

*- If no, the risk needs to be addressed in the action plan*

*- If yes, the risk does not need to be addressed but you may still feel the need to do so.*

*- NA stands for ‘not applicable’. Clubs need to be careful if considering this as a response to a risk. Just because it has not been relevant in the past does not mean that it is not a risk that needs to be addressed.*

*3. Make any supporting notes so that others looking at the documentation have key information.*

**GOVERNANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
| S | Is your organisation incorporated?  | Y |  |  |  |
| S | Does your organisation have an up-to-date constitution? |  | N |  | Next AGM |
| O | Is the person listed with Consumer and Business Services as your **public officer** up to date (as required under the Associations Incorporation Act 1985 SA)? |  | N |  |  |
| O | Have you reviewed your constitution within the last 12 months? |  | N |  |  |
| O | Have you registered your current constitution with Consumer and Business Services (as required under the Associations Incorporation Act 1985 (A)? | Y |  |  | Very Old |
| O | Is the AGM held in accordance with the club’s constitution?  | Y |  |  |  |
| S | Is your organisation affiliated with relevant bodies (AU Sport, State Sporting Organisation) |  | N |  | CCSA, Rec SA, SAREA + others |
| S/O | Does your organisation have any policies or procedures to guide its decision-making (code of conduct for the Board, conflict of interest policy, etc.)? |  | N |  | In progress |
| O | Are these policies communicated to all affected? |  | N |  |  |
| S | Do you have position descriptions and action plans/timelines for all office bearers/staff? |  | N |  | In progress |
| O | Does your Board meet regularly and document all decisions and actions in the minutes? | Y |  |  |  |
| O | Is the annual report circulated to all members? |  | N |  | Write one for 2016 |
| O | Are key club files stored in a central location accessible to those on the Committee (ie dropbox, google drive)? | Y |  |  | Needs to be reviewed |
| S | Are your rules, by-laws and practices non-discriminatory? | Y |  |  | Document  |
| S | Do you have a clear plan for the future that describes what you want to do and how you are going to do it (ie a current strategic plan which is supported with yearly operational plans)? |  | N |  |  |
| O | Does the Committee/Board understand its insurance cover (Directors and Officers, public liability, members cover)?  |  | N |  |  |
| O | Have you provided AU Sport with an updated list of equipment (valued over $250)? |  | N |  |  |
| O | Has a new element/activity been added to the scope of your organisation and has AU Sport approved this for insurance purposes? |  | N |  | Update |

**LEGAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
| S | When your organisation is entering into a major contract, does it seek legal advice?  |  | N |  | Not Needed now - for future |

**FINANCIAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
| O | Are all financial transactions accurately recorded (receipted, banked)? | Y |  |  |  |
| S/O | Do you have a realistic budget and do you present regular financial reports that identify how you are going against that budget? |  | N |  |  |
| O | Is an annual audit required and conducted of your financial records? |  | N |  |  |
| O | Is all expenditure authorised through an identified process? | Y |  |  |  |
| S/O | Do you have financial policies and procedures in place to guide officers of the organisation/treasurer/general members? | Y |  |  | Review |
| O | Do your financial policies and procedures ensure that each step in financial handling (receipt, recording, banking, reporting) is not completed by one person? | Y |  |  |  |
| O | Are signatories to the bank account updated/removed as required?  |  | N |  |  |
| O/S | Do you apply for internal and external grants? |  | N |  |  |
| O/S | Do you seek other sources of funding?  |  | N |  |  |
| O | If honoraria are paid to volunteers, do you complete the Australian Tax Office Statement of Supplier form?  |  |  | NA |  |

**VOLUNTEERS AND STAFF**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
|  | **FOR AU SPORT ONLY:***For paid staff, does your organisation comply with the minimum conditions for employment and/or the applicable modern award?**Is your organisation able to present documentary evidence in support of this compliance?*  |  |  |  |  |
|  | **FOR AU SPORT AND CLUBS:** |  |  |  |  |
| O | Are procedures in place to ensure the security of staff and volunteers’ information and compliance with privacy legislation if applicable? | Y |  |  |  |
| S | Do you have a set of standard volunteer and staff resource policies and procedures in place to help guide behaviour and decision making to manage the risk associated with the paid staff and volunteers within your organisation? |  | N |  | To be done soon |
| S | Do you have a volunteer management plan? |  | N |  | In Progress |
| S | Do you have proper induction processes for all new paid staff and volunteers who have a specific role and responsibility? | Y |  |  | Put a checklist in writing  |
| S | Do you have position descriptions and action plans/timelines for all key paid and volunteer positions in your organisation? |  | N |  | In Progress |
| O | Do you have written and signed agreements/contracts in place for each paid staff member? |  |  | NA |  |

**MEMBER SERVICES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
| O | Are procedures in place to ensure the security of membership information and compliance with privacy legislation if applicable? (ie police checks, regular updating of who has access to the backend of the AU Sport online system) | Y |  |  |  |
| O | Does your organisation communicate regularly and effectively with its members? (newsletter, facebook, website, team app, club meetings) | Y |  |  |  |
| O | Do you have a procedure for dealing with complaints? |  | N |  | Alter AU Sports |
| O/S | Has everyone (staff, volunteers and participants) agreed to a code of behaviour or conduct? |  | N |  | Alter AU Sports |
| O | Do members understand the extent of their duty of care and risk management requirements? |  | N |  |  |
| O | Do you require participants to sign a membership application or registration form prior to participating? |  | ? |  | Need to look at |
| O | Are all applications for membership vetted and approved by the Board? | Y |  |  |  |
| O/S | Do all coaches/instructors/leaders have appropriate and current accreditation? |  | N |  |  |
| S | Do you promote education and training opportunities for members? | Y |  |  |  |
| O | Do you conduct risk assessments on all programs, activities and events? |  | N |  | Checklist for events - high priority |
| O | Are risk assessments documented? |  | N |  |  |
| O | Do you have a waiver to educate people undertaking an activity of the risks involved? If so are they in line with *Trading Act*? *More information about the use of waivers can be found on the Blacks website.* |  | N |  | Make waver for when people sign up for membership |
| O/S | Do you have (and communicate) policies in place to support your members? Such policies should include Code of Conduct, Member Protection Policy etc. |  | N |  |  |

**ACTIVITIES AND EVENTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
| S | Are there clear guidelines on what is an official club / association event and involvement? |  | N |  | To be done - Website = official |
| S | Is there a general event management policy / guideline? |  | N |  |  |
| S | Are there policies and guidelines for individual events? |  | N |  |  |
| O | Are details / policies of the activity communicated to those involved? |  | N |  | Improve |
| S | Are equipment guidelines on use / replacement / storage in place? |  | N |  | Make for all |
| O | Do you conduct risk assessments on all programs, activities and events? (especially for high risk activities) |  | N |  | High Priority |
| O | Are risk assessments documented? |  | N |  |  |
| S | Is there a clear procedure for reporting accidents/injuries? |  | N |  |  |
| O | Are regular safety inspections made of buildings, grounds and equipment? |  | N |  |  |
| O | Do you have adequate first aid at all activities (sports trainer / first aid officers / first aid kit)  |  | N |  | In Progress |
| S | Are those involved (players / coaches / officials) aware of their roles / responsibilities / duty of care? |  | ? |  | Put in Writing |
| S | Do you promote a positive drug and alcohol responsibility (Good Sports/University policy)? |  | N |  | Alter AU Sports |
| S | Are there guidelines on use and sale of Alcohol? |  | N |  |  |
| S | If you sell or provided food, are your procedures for preparation, storing and cleaning; in line with the’ Food Act 2001’ and the ‘Food Standards Code’? |  | N |  |  |
| S | If you sell food, are you registered as a ‘food business’ with the local Council?  |  |  | NA |  |

**SPECIFIC CLUB RISKS**

See ‘2017 AUMC Activities Risk Management Plan Rev E’ available on aumc.asn.au for specific club risks on activities.

**COMPLIANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
| S | Do you have a mechanism in place to periodically review and assess whether your organisation meets the definition of a ‘prescribed organisation’ as per section 35 of the *Association Incorporation Act 1985 (SA)*?A ‘prescribed organisation’ is defined as an organisation is incorporated and gross receipts (income) are over $200 000.  |  |  | NA |  |
| S | Have you considered the health and safety of everyone in the organisation and do you meet work health and safety regulations? (Eg Weather policy, alcohol and drugs, Asthma, Infectious disease, Pregnancy) |  | N |  |  |
|  | **AU SPORT ONLY**Do you meet the legislative requirements (for example PAYG, super contributions) for paid employees? |  |  |  |  |
| S | Are you aware of the organisation’s requirements under the *Children’s Protection Act 1993 (SA) and as shared via AU Sport Child Safe Environment Policy?* |  | N |  | AU sports website for help- get police checks |
| S | Are you aware of the legislation or local government by-laws that could apply to your activities? |  | N |  |  |
| S | Are you aware of the industry standards (State sporting requirements) that apply to your operations? |  | N |  |  |
| O | Do you meet the AU Sport requirements:- Your membership consists of 50% AU Student (Associate membership is no more than 25% of your membership base)- Club is represented at all AU Sports Council and AGM meetings- Provide annual and financial reports on time to AU Sport- Contact details are up to date- Committee is elected at AGM- Website is up to date- Participate at O Week and other AU Sport events | Y |  |  |  |

**BRAND AND MARKETING**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **O/S** | **RISK ASSESSMENT QUESTION** | **YES** | **NO** | **NA** | **NOTES** |
| S | Are marketing / brand plans and guidelines in place and followed? |  | N |  |  |
| S | Are these plans in line with AU Sport requirements?  |  | N |  |  |
| O | Are approvals given for use of AU Sport and UofA logos?  |  | N |  |  |
| S | Does your organisation have a social media policy and procedure? |  | N |  |  |
| O | Are technology tools (website / Facebook / online databases etc) maintained and secured?  | Y |  |  |  |
| O | Are media activities / reports monitored and appropriately addressed? |  | N |  |  |
| O | Is the website updated regularly? | Y |  |  |  |

**4. ASSESSMENT**

Using the Risk Priority Matrix has allowed the club to determine the level of risk for each particular incident that has been identified in the ‘Risk Management Audit Check List’. The risk evaluation process gives each identified risk a priority rating based on the likelihood of the risk occurring at the club and the consequence to the club if it does occur. This has been done using a Risk Priority Matrix.

**Risk Priority Matrix Table**



**Table 1: Likelihood of Identified Risk Occurring**

|  |  |  |
| --- | --- | --- |
| **Score** | **Likelihood** | **Definition/Parameter** |
| 5 | Almost certain | Is expected to occur in most circumstances.  |
| 4 | Likely | Will probably occur in most circumstances. |
| 3 | Possible | Might occur at some time.  |
| 2 | Unlikely | Could occur at some time.  |
| 1 | Rare | May occur in exceptional circumstances. |

**Table 2: Consequence of Identified Risk Occurring**

| Score | Risk Rating | Impacts | Description of Impacts |
| --- | --- | --- | --- |
| **5** | **Catastrophic** | Financial | Revenue loss or increased expense >$500K |
| Strategy | Significant number of major strategic plan objectives not achieved |
| Economic | Significant asset destruction or other financial/economic loss |
| Social/People | Long-term workplace/community harm |
| Service Delivery | Cessation of multiple services or programs |
| Environmental | Permanent long-term environmental harm; loss of significant environmental assets |
| Reputation & Image | Long-term damage and loss of confidence by community |
| **4** | **Major** | Financial | Revenue loss or increased expense >$200K but <$500k |
| Strategy | A number of strategic objectives not achieved |
| Economic | Loss of asset or damage lasting many months or other major financial/economic loss |
| Social/People | Significant long-term workforce/community harm; industrial action during many months |
| Service Delivery | Cessation of some services or programs |
| Environmental | Significant long-term environmental harm, loss and damage of significant environmental assets |
| Reputation & Image | Sustained damage and loss of confidence for many months |
| **3** | **Medium** | Financial | Revenue loss or increased expense >$50K but <$200k |
| Strategy | Major components of strategic objectives not achieved |
| Economic | Loss of asset or damage lasting several months or some financial/economic loss |
| Social/People | Significant short-term workforce/community harm; short-term industrial action |
| Service Delivery | Disruption to some services or programs |
| Environmental | Significant release of pollutants with mid-term recovery; significant but temporary damage to environmental assets |
| Reputation & Image | Significant but short-term damage to reputation/image |
| **2** | **Minor** | Financial | Revenue loss or increased expense >$10K but <$50k |
| Strategy | Minor parts of strategies not achieved |
| Economic | Loss of asset or damage lasting up to a month or minor financial/economic loss |
| Social/People | Minor transient workforce/community harm; threats of industrial action |
| Service Delivery | Some disruption to services or programs |
| Environmental | Minor transient environmental harm; minor temporary damage to environmental assets |
| Reputation & Image | Some negative mention of an Club, AU Sport, the University or SSO in the press |
| **1** | **Insignificant** | Financial | Revenue loss or increased expense <$10k |
| Strategy | No effect on strategies or objectives |
| Economic | Loss of assets or damage lasting days or insignificant financial or economic loss |
| Social/People | Incident without workforce or community harm; dialogue with industrial groups |
| Service Delivery | No interruptions to services or programs |
| Environmental | No environmental damage or loss |
| Reputation & Image | No damage to reputation |

**Note:** What is consider catastrophic for one club may only be a medium rating risk for another, as they are better suited to deal with that risk in some capacity.

**Risk Rating Descriptors and Required Action**

The following table provides an example of a definition for each risk rating and the actions to be undertaken.

|  |  |
| --- | --- |
| Risk rating | Required action |
| **Low** | **Acceptable:** Unlikely to require specific application of resources; manage by routine procedures. Monitor and review. |
| **Medium** | **Generally not acceptable:**Likely to cause some damage, disruption or breach of controls.Board attention needed and officer/management responsibility specified. Treatment plans to be developed and endorsed by the Board. |
| **High** | **Generally not acceptable:**Likely to cause some damage, disruption or breach of controls.Board attention needed and officer/management responsibility specified. Treatment plans to be developed and endorsed by the Board. |
| **Extreme** | **Not acceptable:**Likely to threaten the survival or continued effective functioning of the program or the organisation, either financially or politically.Immediate action required; must be managed by a designated officer of the organisation and a detailed treatment plan reported to the Board. |

**5. TREATING THE RISK**

All risks which have been identified in the ‘Audit Check List’ have been identified and prioritised (see ‘Action Plan’ below). Some risks have been identified as being acceptable, simply because the level of risk is so low it does not justify any specific further action, however most risks have been identified as needing review.

Some of the more common ways to manage risks (listed below) have been be considered when the risk has been addressed.

**Avoid** – cancelling or postponing an activity considered to be high risk, such as a surf competition in dangerous weather or a fun run in extreme heat.

**Reduce** – taking proactive measures to reduce the likelihood of a risk occurring or the consequences should an event occur. Firstly, consider solutions not reliant on human behaviour (such as selecting the best playing surface) and then consider administrative solutions such as rules, policies, training and emergency planning. Finally, look at personal protective equipment such as mouthguards, helmets, eyewear, etc.

**Transfer** – examples of transfer include taking out insurance or using waiver or indemnity releases to transfer the whole or part of the responsibility for the risk to another party.

It is important to note that taking out insurance or using waivers or indemnity releases does not limit the risk of the incident itself; it simply helps to protect the organisation if an incident does occur. AU Sport and its clubs still have a responsibility to limit, in every way possible, the chances of an incident occurring. Insurance is not an excuse for negligence and insurance does not cover negligent behaviour.

**Accept** – a club can choose to accept the risk of an incident occurring and to carry the consequences should such an incident arise.

When choosing to accept a risk and its outcomes, the organisation must be fully aware of the consequences of acceptance. It is recommended your club carefully weigh up the benefits versus the costs of choosing to accept and carry the consequences for a risk. While unlikely events rarely occur, they can still happen and, should such an event occur without appropriate support in place to cover the outcomes, the consequences can be extreme.

**Treat**

When planning to manage a risk you must determine:

• How will the risk be managed?

• What resources will be required?

• Who will be responsible for managing the risk?

• When will the task be completed?

• When will the risk and the management plan be reviewed?

Other strategies that have been considered include:

**Training** – requiring personnel to undergo specific training before certain activities

**Documentation** – creating standard operating procedures for using specific equipment

**Resourcing** – obtaining additional funds to reduce staff/client ratios

**Systems** – creating a maintenance schedule for the facility.

**6. RISK ACTION PLAN**

The club has used an action plan to outline: the risks, their rating, the required action, who will be responsible for dealing with the risk, what resources are required and desired timelines associated with the project. The club has also determine if each risk is either strategic or operational.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POTENTIAL RISK ID****Date ID** | **LIKELIHOOD OF RISK****CONSEQUENCE OF RISK** | **RISK PRIORITY** | **RISK TYPE** | **CONSEQUENCE OF RISK** | **ACTION**(What is to be done) | **RESOURCES** required | **RESPONSIBILITY** | **TIMELINE**(when it is to be completed) | **COMMUNICATION** | **RISK TREATED** | **DATE REVIEWED** |
| **Risk Area: (i.e. Governance, Legal, Financial, Brand, Volunteer and Staff, Member Services, Activities and Events, Specific Club Risks, Compliance, Brand and Marketing)**  |
| Identified Risk:What is the riskDate:Identified | Outcome: 1/2/3/4/5Outcome:1/2/3/4/5 | Risk Priority Matrix Outcome: ExtremeHighModerateLow  | Is the risk operational or strategic? | Identified what ‘could’ happen if the risk is not addressed.  | Prior to an incident:Steps taken before the risk occursPost incident:Steps taken after the risk occurs | What is needed? | Prior to an incident:WhoPost incident:Who | Date | How will you communicate the process to those who need to know? | Ongoing notes on progress | Date |
| **Risk Area: Governance** |
| **Identified Risk:**Out of Date constitution**Date:** 13/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic | Litigation as well as the impacts listed in the catastrophic section of table 2.  | **Prior to an incident:**Update Constitution**Post incident:**review constitution every 12 months (prior to AGM) | Meeting with committee to discuss changes made, prior to AGM so constitution can be passed to AU sport to be reviewed further | **Prior to an incident:**Stephen, Andreas and Emily**Post incident:**President & Vice president | Prior to next AGM | Via committee meetings | Constitution finalised. To be reviewed at 2018 AGM | 29/7/17 |
| **Identified Risk**: Out of date Public Officer listed with Consumer and Business services **Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational | Be in breach of the act and be subject to fine and/or litigation | **Prior to an incident:**List the president just after every AGM**Post incident:** List the president after the AGM | President to be made aware of this task | **Prior to an incident:**Emily**Post incident:** President | Just after the AGM | President's task noted in the committee role doc and passed to new members.  | Up to date – Emily Baxendale - President | 29/7/17 |
| **Identified Risk**: Constitution not reviewed every 12 months**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational | Committee stops following constitutional practices as they become outdated | **Prior to an incident:**Committee to review constitution 6 months prior to every AGM**Post incident:**If not up to date ensure constitution review is on next meeting’s agenda | Secretary to be up to date with constitutional review dates for meetings. Put in standing resolutions and committee roles doc | **Prior to an incident:**Committee**Post incident:** Secretary | 6 months prior to AGM | Task noted in the committee role doc for secretary to see | Noted in docs | 27/4/17 |
| **Identified Risk:**Affiliate organisation with relevant bodies**Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic | Club cannot succeed as well as it possibly could – less members than possible  | **Prior to an incident:** talk to relevant organisations**Post incident:** review affiliations | Talk to CCSA, Rec SA, SAREA + others | **Prior to an incident:**Reuben/Committeee**Post incident:** Committee | 2020 | Committee meetings | Review when time allows | 29/7/17 |
| **Identified Risk:**Policies or procedures to guide its decision-making (code of conduct for the Board, conflict of interest policy, etc.)**Date:** 14/12/16 | **Likelihood**4**Consequence**4 | High | Strategic and Operational | Ineffective running of the club as well as impacts listed in the catastrophic section of table 2.  | **Prior to an incident:** Set policies and procedures to guide the club. Standing resolutions document should contribute.**Post incident:** review and adjust policies, procedures and standing resolutions. | Guiding documents from AU sport, which can be adjusted and amended to our needs. | **Prior to an incident:**Emily, Jane**Post incident:** Committee | Prior to o-week 2018 | Email with Au sports, committee meetings and posting finalised documents on official website | Standing res and position descriptions doc started. Still need more policies, procedures | 27/4/17 |
| **Identified Risk:**Policies communicated to all affected**Date:** 14/12/16 | **Likelihood**4**Consequence**4 | High | Operational | Uncontrolled development of club culture and difficulty applying club rules | **Prior to an incident:** Make clear club policy documents available on the club website and include shortened versions in trip descriptions**Post incident:** enquire as to the availability of information to members | aumc.asn.auwordpress | **Prior to an incident:**Emily, Jane**Post incident:** Committee - secretary to check | Prior to next AGM | On website | On website | 27/4/17 |
| **Identified Risk:**position descriptions and action plans/timelines for all office bearers/staff**Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic | Slows club progression, makes continuation of the club difficult | **Prior to an incident:** Create document**Post incident:** review document | Ideas of position descriptions from other clubs ie AUWSC | **Prior to an incident:** Emily**Post incident:** Committee | End of 2017 | Document posted on website and committee to pass on when new members join | On website – still further additions/changes to be made | 4/6/17 |
| **Identified Risk:**The annual report circulated to all members**Date:** 14/12/16 | **Likelihood**2**Consequence**1 | Low | Operational | Unable to show the progress/achievements of the club | **Prior to an incident:** Write and circulate via email**Post incident:** Committee to follow up why this didn’t occur | President's time | **Prior to an incident:** President**Post incident:** president | Soon after end of each year | Posted on website as a minimum | Ensure reports are circulated | 5/6/17 |
| **Identified Risk:**key club files stored in a central location accessible to those on the Committee (ie dropbox, google drive)**Date:** 14/12/16 | **Likelihood****3****Consequence**1 | Low  | Operational | Loss of documents/inability to find necessary files when needed | **Prior to an incident:** Decide on system of storage**Post incident:** Review system of storage | Online storage system or physical file storage system | **Prior to an incident:**Committee**Post incident:** Secretary | By end of 2017 | Noted in standing resolutions | Added to agenda items | 29/7/17 |
| **Identified Risk:** rules, by-laws and practices are non-discriminatory**Date:** 14/12/16 | **Likelihood**1**Consequence**3 | Low | Strategic | Potential fines or litigation | **Prior to an incident:** Write complete club policies**Post incident:** Committee to review and amend policy | Draft policies from AU sport, relevant laws | **Prior to an incident:**Emily, Jane**Post incident:** President, Secretary | 2019 AGM | Posted on website | needs to be documented - Au sport can help with documents | 29/7/17 |
| **Identified Risk:**a clear plan for the future that describes what you want to do and how you are going to do it (ie a current strategic plan which is supported with yearly operational plans)**Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic  | Slows/halts progression of club | **Prior to an incident:** Create strategic plan for at least 3 years**Post incident:** Review plan | Committee time and templates/ideas from AU sports and other clubs | **Prior to an incident:**Secretary**Post incident:** Secretary | 2019 AGM | Posted on website | Start writing plan - Sofia been appointed | 5/6/17 |
| **Identified Risk:**Does the Committee/Board understand its insurance cover (Directors and Officers, public liability, members cover)? **Date:** 14/12/16 | **Likelihood**3**Consequence**2 | Moderate | Operational | Unexpected costs or miscalculated risks | **Prior to an incident:**When undertaking a new activity talk to AU Sport about insurance cover**Post incident:**Record learnt information to avoid repeated mistake | Copy of insurance policies | **Prior to an incident:**Secretary and President**Post incident:** Secretary  | 2018 AGM | On Committee fb group and in google docs |  | 5/6/17 |
| **Identified Risk:**provide AU Sport with an updated list of equipment (valued over $250)**Date:** 14/12/16 | **Likelihood**3**Consequence**4 | High | Operational | Equipment not covered by insurance policy | **Prior to an incident:** Ensure all equipment is listed with AU sports when purchased**Post incident:** Update list of equipment by taking inventory of all equipment.  | Updated list of equipment AU sports already has listed | **Prior to an incident:**Gear officer and Officers in charge of purchasing**Post incident:** Committee | Prior to next meeting | Email with AU sports and list of equipment of website and Google drive | On agenda | 5/6/17 |
| **Identified Risk:**Has a new element/activity been added to the scope of your organisation and has AU Sport approved this for insurance purposes?**Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational | Potential overlap with other clubs and possibility of being uninsured | **Prior to an incident:**Communicate plans of new activities to AU sport**Post incident:**Talk to AU sport | AU sports employee's attention | **Prior to an incident:**Secretary**Post incident:**Secretary | Whenever a new activity is added | Website and personal communication with AU sport | Snorkelling removed from possible activities as it is not listed with AU sports | 5/6/17 |
| **Risk Area: Legal** |
| **Identified Risk:**When your organisation is entering into a major contract, does it seek legal advice? **Date:** 14/12/16 | **Likelihood**1**Consequence**3 | Low | Strategic | Potential of unknown and preventable legal risks | **Prior to an incident:** Seek legal advice and help from AU sports**Post incident:** Ensure legal advice is reinforced | AU sport and funds for legal advice | **Prior to an incident:**Committee**Post incident:** Committee | Whenever a major contract is upcoming or in discussion | Email and personal discussions with AU sports and legal professionals  | Not Needed now - for future | 5/6/17 |
| **Risk Area: Finance** |
| **Identified Risk:**Do you have a realistic budget and do you present regular financial reports that identify how you are going against that budget?**Date:** 14/12/16 | **Likelihood**2**Consequence**3 | Moderate | Strategic and Operational | Inefficient running of club and possibility of overspending/underspending from the budget | **Prior to an incident:** Create budget at the start of every year in line with strategic plan**Post incident:** Review budget | Accurate and up to date financial records | **Prior to an incident:**Treasurer **Post incident:** Treasurer  | Start of every year | Committee facebook page/email | Budget created for 2017. Need a way to monitor funds more accurately, discussion under way | 5/6/17 |
| **Identified Risk**:Is an annual audit required and conducted of your financial records?**Date:**14/12/16 | **Likelihood**1**Consequence**2 | Low | Operational | Possibility of mismanaged finances  | **Prior to an incident:** Assess if audit is required of the club **Post incident:** Create policy to identify when audit is required | Funds for auditor | **Prior to an incident:**Treasurer **Post incident:** Treasurer | Assess if audit needed prior to every financial report  | Committee meetings  | Not needed for now | 5/6/17 |
| **Identified Risk:**Do you have financial policies and procedures in place to guide officers of the organisation/treasurer/general members?**Date:** 14/12/16 | **Likelihood**3**Consequence**4 | High | Strategic and operational | Poor financial decisions, wasted money, bankruptcy  | **Prior to an incident:**Policy given to treasurers**Post incident:**Policy review | AU sport template | **Prior to an incident:**Andreas**Post incident:**Committee | End of 2017 | Website publications section |  | 17/4/17 |
| **Identified Risk:**Are signatories to the bank account updated/removed as required?**Date:** 14/12/16 | **Likelihood**3**Consequence**3 | Moderate | Operational | Inability to monitor/track funds. Placing club at risk of unauthorised spending | **Prior to an incident:** decide on signatories and adjust**Post incident:** review signatories post AGM | Old signatories to add new | **Prior to an incident:**Treasurer **Post incident:** Treasurer | Post AGM/SGM  | Noted as treasurer responsibility to monitor | Need to update for 2017 | 29/7/17 |
| **Identified Risk:**Do you apply for internal and external grants?**Date:** 14/12/16 | **Likelihood**3**Consequence**2 | Moderate | Operational and strategic | Club does not receive funding | **Prior to an incident:** apply for grants and find out due dates**Post incident:** ensure grants are applied for next round | President and Treasurer to apply – or delegate task | **Prior to an incident:**Treasurer and officers**Post incident:** President and Treasurer + committee  | Prior to AU sport due dates – find on websites | Noted as treasurer responsibility in position description document | Need to apply for 2017 – agenda item | 29/7/17 |
| **Identified Risk:**Do you seek other sources of funding?**Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational and strategic | Club does not continue to grow | **Prior to an incident:** Gain funds from members, fundraisers and sponsorships**Post incident:** review funding | Committee to decide on other funding | **Prior to an incident:**Treasurer **Post incident:** Committee to review | 2020 | Committee meetings | Review when time permits | 29/7/17 |
| **Risk Area: Volunteers and Staff** |
| **Identified Risk:**Do you have a set of standard volunteer and staff resource policies and procedures in place to help guide behaviour and decision making to manage the risk associated with the paid staff and volunteers within AUMC?**Date:** 14/12/16 | **Likelihood**2**Consequence**3 | Moderate | Strategic | Loss of volunteers | **Prior to an incident:** Create policies to ensure future participation**Post incident:** Review policy | Policy to be created | **Prior to an incident:**Emily, Jane**Post incident:** Committee to review | AGM 2019 | Publication on website |  | 29/7/17 |
| **Identified Risk**:Do you have a volunteer management plan?**Date:**14/12/16 | **Likelihood**3**Consequence**2 | Moderate | Strategic | Over worked or underutilised volunteers, complaints and insurance issues  | **Prior to an incident:**Publish policy in publications section of the website **Post incident:**review policy | AU sport policy | **Prior to an incident:** Stephen, Emily and Andreas**Post incident:**President | AGM 2019 | Publications page on website | In progress | 17/4/17 |
| **Identified Risk**: Do you have proper induction processes for all new paid staff and volunteers who have a specific role and responsibility?**Date:**14/12/16 | **Likelihood**3**Consequence**2 | Moderate | Strategic | Low performing new position holders, low performing club  | **Prior to an incident:**Develop handover policy and position descriptions**Post incident:**New position holder to review document and adapt | Position descriptions document | **Prior to an incident:**Andreas**Post incident:** Officers | AGM 2019 | Publications page on website | Need to put a checklist in writing | 17/4/17 |
| **Identified Risk**: Do you have position descriptions and action plans/timelines for all key paid and volunteer positions in your organisation?**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic | New position holders do not fulfil their role requirements and tasks are left undone  | **Prior to an incident:** Create position description document and timelines in strategic plan**Post incident:** Review documents | Strategic plan | **Prior to an incident:** President and Secretary**Post incident:** Committee | AGM 2018 | Publication page on website | Position descriptions doc finished. Sofia is working on strategic plan | 29/7/17 |
| **Risk Area: Member Services** |
| **Identified Risk:**Does your organisation communicate regularly and effectively with its members? (newsletter, facebook, website, team app, club meetings)**Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational | Members do not get full experience from the club and are unsatisfied with membership | **Prior to an incident:** Committee nominate social media officers and ensure communication occurs**Post incident:** Review officer or create schedule for communication | Social media officer nominated and access to accounts | **Prior to an incident:**Social media officer **Post incident:**Social media officer and committee  | Every committee meeting – update to be presented | Committee meetings | Gavin nominated and review added to recurring agenda items | 29/7/17 |
| **Identified Risk**:Do you have a procedure for dealing with complaints?**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational | Complaints not dealt with properly and members unhappy  | **Prior to an incident:** create complaint procedure and policy**Post incident:** review policy | AU sports policy | **Prior to an incident:**President**Post incident:** President and committee | AGM 2019 | Policy made public on website | Alter US sports | 29/7/17 |
| **Identified Risk**:Has everyone (staff, volunteers and participants) agreed to a code of behaviour or conduct?**Date:**14/12/16 | **Likelihood**3**Consequence**2 | Moderate | Operational and Strategic | Misunderstanding of club conduct  | **Prior to an incident:** Create code of conduct and apply it to membership process**Post incident:** review code of conduct | AU sports code of conduct, help from other clubs  | **Prior to an incident:**President and committee to create**Post incident:** Committee review | Prior to AGM 2018 | Code of conduct to be placed on website and membership forms | Alter Au sports - ASAP | 29/7/17 |
| **Identified Risk**:Do members understand the extent of their duty of care and risk management requirements?**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational | Uninformed members, risky behaviour  | **Prior to an incident:** inform members by code of conduct, gear hire agreement or similar **Post incident:** review | Previous club policies | **Prior to an incident:**Gear officer, Committee**Post incident:** President, Gear officer | AGM 2019 | On website and committee meetings | Create/find for gear hire as well as other activities | 29/7/17 |
| **Identified Risk**:Do you require participants to sign a membership application or registration form prior to participating?**Date:**14/12/16 | **Likelihood**4**Consequence**3 | High | Operational | Member info not recorded correctly, inability to contact them  | **Prior to an incident:** sign membership form online and keep form**Post incident:** review form | Previous club forms/AU sports forms | **Prior to an incident:**Committee and relevant activities officers**Post incident:** President | AMG 2018 | Online form when singing up, kept online in secure place | On website – needs review and where forms go | 29/7/17 |
| **Identified Risk**:Do all coaches/instructors/leaders have appropriate and current accreditation?**Date:**14/12/16 | **Likelihood**3**Consequence**2 | Moderate | Operational and Strategic | Incorrect training given | **Prior to an incident:** Provide correct training to trainers and create training policy**Post incident:** update training policy | Funds for training of trip leaders | **Prior to an incident:**Committee and/or officers**Post incident:** President and officers | AGM 2019 | Leaders accreditation to be recorded and put on website | Still under debate – find funds | 29/7/17 |
| **Identified Risk**:Do you conduct risk assessments on all programs, activities and events?**Date:**14/12/16 | **Likelihood**3**Consequence**3 | Moderate | Operational | Risky activities taken and participants not aware  | **Prior to an incident:** Risk assessment posted on Facebook trip leaders page for review by page members and then communicated on event page**Post incident:** review leaders risk assessment | Facebook page set up | **Prior to an incident:**President**Post incident:** President | 2017 | Committee and activity officers, leaders to join AUMC trip leaders facebook page. Risks to be included in event info on website | Facebook page created – asses effectiveness of page | 29/7/17 |
| **Identified Risk**:Are risk assessments documented?**Date:**14/12/16 | **Likelihood**3**Consequence**3 | Moderate | Operational | No tracking of risk assessment  | **Prior to an incident:** Risk assessments done on trip leaders page and kept**Post incident:** Review page effectiveness and create new policy | Facebook trip leaders page | **Prior to an incident:**President**Post incident:** President | 2017 | Via Facebook page | FB page active – still reviewing | 29/7/17 |
| **Identified Risk**:Do you have a waiver to educate people undertaking an activity of the risks involved? If so are they in line with Trading Act? **Date:**14/12/16 | **Likelihood**2**Consequence**4 | Moderate | Operational | Liability could be incurred if participants not aware of risks | **Prior to an incident:** create waiver and check it is in line with Trading Act. **Post incident:** review waiver and risks involved | AU sport’s  | **Prior to an incident:**Committee**Post incident:** President | 2017 | Made available on website and to members prior to events – possibly online | Revise previous document - Make waver for when people sign up for membership - on website | 29/7/17 |
| **Identified Risk:**Do you have (and communicate) policies in place to support your members? **Date:** 14/12/16 | **Likelihood**1**Consequence**2 | Low | Operational and Strategic | Members not supported | **Prior to an incident:** create policies**Post incident:** review | AU sport’s policies | **Prior to an incident:**President and activities officers**Post incident:** committee | AGM 2020 | Publications section of website | Such policies should include Code of Conduct, Member Protection Policy etc. | 29/7/17 |
| **Risk Area: Activities and Events** |
| **Identified Risk:**Are there clear guidelines on what is an official club / association event and involvement?**Date:** 14/12/16 | **Likelihood**3**Consequence**4 | High | Strategic | Refused insurance payout, degraded club reputation | **Prior to an incident:** Make clear policy statements available on the website and reference the insurance policy **Post incident:** trip organiser | AU sport insurance policy | **Prior to an incident:**Andreas**Post incident:** Activities officer | 2018 AGM | Publications section of website | To be done - if on the website, then it is officialNoted in Position descriptions doc | 17/4/17 |
| **Identified Risk**:Is there a general event management policy / guideline?**Date:**14/12/16 | **Likelihood**2**Consequence**3 | Moderate  | Strategic | Poor quality events run, difficult to enforce other club policies to poorly organised events  | **Prior to an incident:** Create policy**Post incident:**Review policy | AU sport policy | **Prior to an incident:**Andreas (treasurer)**Post incident:**activities officer, trip leaders | 2019 AGM | Back end of website to give access to trip leaders and in our publications section of the website | Awaiting review | 17/4/17 |
| **Identified Risk**:Are there policies and guidelines for individual events?**Date:**14/12/16 | **Likelihood**2**Consequence**3 | Moderate | Strategic | Poor quality run events, risky events, insurance issues  | **Prior to an incident:**Create policy for each activity type**Post incident:** Review policy and event postings procedure | Au sport policy’s and experienced trip leaders guidelines | **Prior to an incident:**Officers, trip leaders**Post incident:** Committee and officers | 2020 AGM | Publication section of website |  | 30/7/17 |
| **Identified Risk**:Are details / policies of the activity communicated to those involved?**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low  | Operational | Events run outside of club guidelines and expectations  | **Prior to an incident:**Activities officers to ensure all leaders are properly informed**Post incident:** Review leaders qualification and ensure officer understands requirements | Experience from leaders and officers | **Prior to an incident:**Trip Leader, officers**Post incident:** Trip Leader, officers and committee | Before each event | Trip leaders, officers – read information on website and join committee meetings | Improve – put all on website | 30/7/17 |
| **Identified Risk**:Are equipment guidelines on use / replacement / storage in place? **Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic | Loss/damage of equipment, equipment not up to safety standards | **Prior to an incident:**Put equipment guidelines in place for use, replacement and storage**Post incident:**Review guidelines and information availability  | Trip leaders to be informed, officers to help make guidelines | **Prior to an incident:**Officers, Leaders**Post incident:** Officers | 2018 AGM | Guidelines in gear room or where equipment is stored. Also on website | Some exist, eg life jackets, boats, ropes, Need to make for all equipment - **ASAP** | 30/7/17 |
| **Identified Risk**:Do you conduct risk assessments on all programs, activities and events? (especially for high risk activities) **Date:**14/12/16 | **Likelihood**3**Consequence**3 | Moderate | Operational | Risky activities not managed properly, participants not aware of the risks | **Prior to an incident:**Post risk assessments on trip leaders Facebook page**Post incident:** Review risk assessment, change guidelines of assessment | Facebook, website | **Prior to an incident:**Officers, Leaders and committee**Post incident:** Officers, Leaders and committee | End of 2017 | Risk assessment guidelines should be on website as well as trip leaders fb page  | Trip leader’s Facebook page up. Some risk guidelines exist already. | 30/7/17 |
| **Identified Risk**:Are risk assessments documented?**Date:**14/12/16 | **Likelihood**2**Consequence**1 | Low  | Operational | No trace of risk assessments to refer to later  | **Prior to an incident:**Need to also be documented on website – make checklist for website events**Post incident:**Review procedure | Website alteration – web master’s help | **Prior to an incident:**Web master**Post incident:** Committee | 2017 | via website | In progress | 30/7/17 |
| **Identified Risk**:Is there a clear procedure for reporting accidents/injuries?**Date:**14/12/16 | **Likelihood**2**Consequence**3 | Moderate | Strategic | Accidents/injuries not dealt with properly.  | **Prior to an incident:**Create procedure for dealing with accidents/injuries**Post incident:** review procedure | AU sports procedure | **Prior to an incident:**President, Jane**Post incident:** President, committee | 2019 AGM | Available via website |  | 30/7/17 |
| **Identified Risk**:Are regular safety inspections made of buildings, grounds and equipment? **Date:**14/12/16 | **Likelihood**2**Consequence**4 | High | Operational | Equipment not up to safety standards  | **Prior to an incident:**Create formal policy on use, storage, replacement and inspection of equipment so equipment is inspected at least once a year**Post incident:** review | Experience of officers, leaders in relevant activities | **Prior to an incident:**Gear officer and relevant officers**Post incident:** committee and officers | 2019 AGM | Available via website and also in gear room/storage place for equipment | Need to have at least annual maintenance days - gear room and boat shed | 30/7/17 |
| **Identified Risk**:Do you have adequate first aid at all activities (sports trainer / first aid officers / first aid kit) **Date:**14/12/16 | **Likelihood**2**Consequence**3 | Moderate | Operational | First aid not able to be provided when needed | **Prior to an incident:**Place first aid kits in all packs for trips and ensure they are up to date**Post incident:** review first aid kids and ensure they are being taken on all trips – create policy if need be | Sufficient funds for first aid kit replacement if needed | **Prior to an incident:**Trip leaders, officers**Post incident:** officers, leaders | End of 2017 | Via gear officer, activities officers | In progressFirst Aid kits need to be checked and updated.  | 30/7/17 |
| **Identified Risk**:Are those involved (players / coaches / officials) aware of their roles / responsibilities / duty of care?**Date:**14/12/16 | **Likelihood**3**Consequence**3 | Moderate | Strategic  | Roles go unfilled meaning the task doesn’t get completed. some volunteers get overloaded  | **Prior to an incident:**Role descriptions made available on website and clear trip descriptions**Post incident:**Investigate reasons for not knowing | Website | **Prior to an incident:**President, Andreas**Post incident:** President | AGM 2018 | Website publication section | Now available on website, role descriptions are still being adjusted however | 30/7/17 |
| **Identified Risk**:Do you promote a positive drug and alcohol responsibility (Good Sports/University policy)?**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low  | Strategic  | Irresponsible drinking, dangerous activities | **Prior to an incident:**Create policy on drugs and alcohol in club**Post incident:** review event and policy | AU sports policy | **Prior to an incident:**President, Jane**Post incident:** Committee, relevant officer/leader | AGM 2019 | Website publication section | Adapt AU sport/University policy | 30/7/17 |
| **Identified Risk**:Are there guidelines on use and sale of Alcohol?**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic | Irresponsible/unsafe drinking and sale of alcohol, legal risks.  | **Prior to an incident:**Create guidelines/policy**Post incident:** review event and policy | AU sports guidelines | **Prior to an incident:**President, Jane**Post incident:**Committee, officer/leader involved | 2019 AGM | Website publication section | Adapt AU sport/University policy | 30/7/17 |
| **Identified Risk**:If you sell or provided food, are your procedures for preparation, storing and cleaning; in line with the’ Food Act 2001’ and the ‘Food Standards Code’?**Date:**14/12/16 | **Likelihood**1**Consequence**2 | Low | Strategic | Unsafe food handling | **Prior to an incident:**Understand food act and food standards code **Post incident:**Review code and practices – create food management policy | ‘Food Act 2001’ and ‘Food Standards Code’Au sport policy on food | **Prior to an incident:**Relevant leader**Post incident:** Committee | Assess again if needed in future | Website publication section | Not applicable at the moment | 30/7/17 |
| **Risk Area: Compliance** |
| **Identified Risk:**Have you considered the health and safety of everyone in the organisation and do you meet work health and safety regulations? (Eg Weather policy, alcohol and drugs, Asthma, Infectious disease, Pregnancy)**Date:** 14/12/16 | **Likelihood**2**Consequence**2 | Low  | Strategic | Unsafe events or unhealthy situations | **Prior to an incident:**Check health and safety regulations, create policies on events so they are run in line with regulations. Ensure all leaders are aware of regulations**Post incident:** Find out what regulation was not followed and adjust policy and implementations | Health and safety regulations of other organisations eg AU sport | **Prior to an incident:**President, Jane**Post incident:** officers and committee | 2020 AGM | Website publication section. Officers to be aware and pass on info to trip leaders  |  | 30/7/17 |
| **Identified Risk**:Are you aware of the organisation’s requirements under the Children’s Protection Act 1993 (SA) and as shared via AU Sport Child Safe Environment Policy?**Date:**14/12/16 | **Likelihood**1**Consequence**2 | Low | Strategic | Organisation does not follow requirements set out.  | **Prior to an incident:**Organise police checks for all those who work with under 18’s, create child safe environment policy for AUMC**Post incident:** review incident and policy | AU sports policy’s | **Prior to an incident:**President, Jane**Post incident:** President and committee  | 2019 AGM | Website publication section and trip leaders Facebook page to ask for those who need police checks | AU sports website for help- get police checksNot often relevant for our club, need to find out if any members are under 18 | 30/7/17 |
| **Identified Risk**:Are you aware of the legislation or local government by-laws that could apply to your activities?**Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Strategic | Activities may not be in line with all legislation, by-laws  | **Prior to an incident:**Find out legislation, by-laws that apply to activates**Post incident:** find out what was not followed and adjust policies | Information on legislation and by-laws – online sources, AU sports, CCSA | **Prior to an incident:**Officers**Post incident:** Officers, committee | 2020 AGM | Communication by leaders/officers on Facebook and committee meetings – minuted | Are aware of many due to experienced members of club but need to check all | 30/7/17 |
| **Identified Risk**:Are you aware of the industry standards (State sporting requirements) that apply to your operations?**Date:**14/12/16 | **Likelihood**1**Consequence**2 | Low | Strategic | Club standards not up to industry, presents safety risks | **Prior to an incident:**Check industry standards for activates**Post incident:** adjust our club standards and policies | Online sources, AU sports, CCSA | **Prior to an incident:**Officers**Post incident:** officers, committee | 2020 AGM | Communication by leaders/officers on Facebook and minuted committee meetings/policies | Are aware of many due to experienced members of club but need to check all | 30/7/17 |
| **Risk Area: Brand and Marketing** |
| **Identified Risk:**Are marketing / brand plans and guidelines in place and followed?**Date:** 14/12/16 | **Likelihood**3**Consequence**1 | Low | Strategic | Ineffective recruitment and lack of club growth | **Prior to an incident:**Promotions Officer**Post incident:**Promotions Officer | AU sport policy template | **Prior to an incident:**Emily, Jane, Reuben**Post incident:** Promotions officer | 2019 AGM | Website and Google Docs |  | 5/6/17 |
| **Identified Risk**:Are these plans in line with AU Sport requirements? **Date:**14/12/16 | **Likelihood**1**Consequence**2 | Low | Strategic | Cause tension with AU sport  | **Prior to an incident:**Promotions Officer**Post incident:**Committee | AU sport policy  | **Prior to an incident:**Emily, Jane**Post incident:** Committee  | 2019 AGM | Website and Google Docs |  | 5/6/17 |
| **Identified Risk**:Are approvals given for use of AU Sport and UofA logos? **Date:**14/12/16 | **Likelihood**2**Consequence**2 | Low | Operational | Offend AU sport and lose connection with the university  | **Prior to an incident:**Read guidelines and submit design to AU Sport**Post incident:**Make new design and get approved | AU sport logo guidelines | **Prior to an incident:**Committee**Post incident:**Committee | When club gets new merchandise | Email | In practice now | 5/6/17 |
| **Identified Risk**:Does your organisation have a social media policy and procedure?**Date:**14/12/16 | **Likelihood**3**Consequence**4 | High | Strategic | Unwanted media attention, poor reflection on AU sport and the Uni, ineffective communication  | **Prior to an incident:**public policy and restrict privacy setting and admin access to social media accounts**Post incident:**Contact AU Sport immediately | AU sport policy | **Prior to an incident:**Web master, promotions officer**Post incident:** Promotions officer | AGM 2019 | Website under publication tab | Need to create | 17/4/17 |
| **Identified Risk**:Are technology tools (website / Facebook / online databases etc) maintained and secured?**Date:**14/12/16 | **Likelihood**2**Consequence**3 | Moderate | Operational | Unsecure information, information lost, outdated  | **Prior to an incident:**Enlist webmaster and promotions officer to ensure technology is assessed every year**Post incident:** review tech usage and contact those involved | Online websites, information from tech experts | **Prior to an incident:**Webmaster, promotions officer**Post incident:**Webmaster, committee | Review every year | Task noted under position description document | Check with webmaster if this this is in process | 30/7/17 |
| **Identified Risk**:Are media activities / reports monitored and appropriately addressed?**Date:**14/12/16 | **Likelihood**1**Consequence**3 | Low | Operational | Ineffective communication with members and suboptimal participation  | **Prior to an incident:**Review of social media success at committee meetings**Post incident:**review or reinstate policy | Media metrics and reports | **Prior to an incident:**Promotions officer**Post incident:**Committee | 2019 AGM | Website and google docs |  | 5/6/17 |
| **Identified Risk**:Is the website updated regularly?**Date:**14/12/16 | **Likelihood**3**Consequence**1 | Low | Operational | Incomplete or inaccurate communication with members and suboptimal participation  | **Prior to an incident:**Ensure website is up to date after every AGM and whenever changes occur**Post incident:**Put timeline in place for update | Notification to webmaster when updates needed | **Prior to an incident:**Webmaster**Post incident:**Webmaster | Review every few months/ when needed | Committee meetings/ minutes. Noted in position description document | Ensure webmaster is on top of task | 30/7/17 |
| **Risk Area: Specific Club Risks** |
| See ‘2017 AUMC Activities Risk Management Plan Rev E’ available on aumc.asn.au for specific club risks on activities. These risks are to be assessed by relevant activities officer and trip leaders before advertising an event as an official AUMC event. Each member of AUMC is responsible for assessing their trip’s risks and managing their own individual risk in each event.  |

**8. COMMUNICATION**

The Club is committed to ensuring that our risk management assessment plan, any policies resulting from the plan and specific responsibilities, are fully communicated, implemented and adhered to by club management and our members.

We will communicate this plan via the following means:

* Include relevant information position description document and other relevant document for new and existing members, available on club website
* Ensure Risk Management is an agenda point for Committee meetings
* Ensure that all club policies are accessible by the members via the club website
* Include risk management information on club website publication page
* Gain feedback from members to see whether risk minimisation strategies are working

The Club has also forwarded this documentation to AU Sport to ensure that it is in line with their policy.

**9. REVIEW**

The club recognises the importance to take the time to stop and review its overall progress of the club’s efforts to address the risks identified.

Besides regular updates at committee meetings, a yearly ‘**Risk Management Analysis Review’** will provide the Committee/Board with a summary of the success of the program by rating key performance indicators (KPIs). These KPIs will set the benchmark for success.

Past results for review are:

No past reviews

The club will next review its risk management by 1 Aug 2018