



RISK MANAGEMENT PROCEDURE

1 Purpose

- 1.1 The Italo Australian Club Inc (IAC) recognises the importance of effective identification and management of risks in a structured and conscious manner aimed at providing continuous improvement, and maintenance of high standards in activities undertaken.
- 1.2 Through the implementation of suitable and relevant risk management strategies, principles and practices, IAC will aim to ensure elimination, or substantial reduction of identified risks, thereby minimising impact to stakeholders and/or club assets and property.
- 1.3 The purpose of implementing risk management strategies within the club enables IAC to thrive, without being subject at any given time to risk as it presents in its various forms.

2 Scope

- 2.1 The Risk Management Procedure (the Procedure) applies to persons involved in IAC activities, or undertaking work for, or on behalf of IAC including Members, volunteers and contractors.

3 References

3.1 Legislative

- 3.1.1 *Work Health and Safety Act 2012 (SA)*
- 3.1.2 *Work Health and Safety Regulations 2012 (SA)*

3.2 IAC Documents

- 3.2.1 WHS & Environment Policy
- 3.2.2 Strategic & Business Management Plan

4 Definitions

Accident	An accident is an unplanned occurrence or incident that causes or contributes to personal injury or damage to assets or property.
Corrective Action	Action taken after an incident to correct the problem, and to reduce the risk of a similar incident occurring.
Hazard	A source of potential harm, or a situation with a potential to cause loss.
Incident	An incident is an event that causes or could cause harm (injury, illness or damage) to persons, plant, material or the environment.
Injury	Harm to a person which may result in the person requiring first aid or other medical treatment.
Near Miss	Any occurrence that might have led to injury or illness to people, danger to health and/or damage to property or the environment.
Risk	A chance of something happening that will have an impact on persons, the club or the environment.
Risk Management	Identification, assessing and controlling threats and the probability of impact to IAC's capital and earnings. Threats may be from financial uncertainty, legal liabilities, and management errors, accidental and natural disasters.



Stakeholders

Public, staff, members, volunteers, contractors and associated IAC.

5 Principles

5.1 Risks

5.1.1 Risks to IAC may include, but are not limited to: any uncertain event or condition which may have a positive or negative effect on the club. Risk generally contains three (3) components:

- (1) the probability of occurrence,
- (2) the impact of the risk, and
- (3) the time horizon during which the consequences will occur if the risk is not mitigated.

5.2 Risk Management Processes

5.2.1 Risk management is the systematic process of identifying, analysing, and responding to risks, which includes maximising the probability and consequences of positive events, and minimising the probability and consequences of adverse events.

5.2.2 A risk management plan defines how IAC will handle risks to achieve that goal with an overall aim of maximising opportunities and minimising adversity. This is addressed in the IAC – Strategic & Business Management Plan (SBMP).

5.2.3 Wherever practicable, identified risks are managed through the implementation and use of the Hierarchy of Control measures aimed to either:

- Eliminate.
- Substitute.
- Isolate.
- Engineer.
- Administrate.
- Apply Personal Protective Equipment (PPE).

5.2.4 IAC will undertake to encourage stakeholders to actively participate in planning, implementation and continual review of risk management systems and processes through programmed meetings, and discussing and/or reviewing information provided, as is required.

5.2.5 Where reviews are undertaken identifying deficits, or potential risks for IAC then action will be initiated, within relevant time frames to address concerns in order to minimise exposure to IAC.

5.2.6 Where an emergency situation arises at IAC, such as fire, the IAC - Fire & Emergency Management Procedure outlines the process to be actioned. Safety of individuals takes priority over buildings or assets.

5.2.7 A report will be submitted to IAC's insurance provider should there be a need to replace or repair buildings/assets damaged as a result of fire or other damage.

5.2.8 Where necessary, in the case of vandalism or theft, a report is to be made to SA Police by the current club President, as soon as possible following, or being made aware of the event. Where a 'Victim of Crime' number has been issued from SA Police, this is to be provide to the insurance company along with the completed insurance claim forms.

5.3 Asset Register

5.3.1 IAC will provide and continually review and update an Asset Register, detailing assets purchased indicating:

- date of purchase;
- serial number;
- model & description of equipment;



- purchase value;
- equipment life;
- proposed end of life;
- location of equipment;
- annual depreciation; and
- current value. (refer to IAC Asset Register)

5.3.2 The Asset Register will be updated by the current Board of Management Secretary in line with the annual risk assessment.

5.3.3 Where identified that buildings/plant/equipment requires replacement/repair this will be refelcted in the Asset Register to ensure currency.

5.3.4 Should a determination be made to replace or dispose of club assets, a risk analysis should be undertaken, and a written recommendation offered to the IAC Board for consideration/action.

5.4 Risk Assessments

5.4.1 Assessment of risks, managed effectively through consultation and communication encourages engagement, understanding and ownership of implemented risk management strategies.

5.4.2 Where applicable, risks are to be assessed in accordance with the Risk Matrix (refer to Annexure A – Risk Rating Matrix).

5.4.3 Where a risk has been identified and rated as either, Medium, High or Catastrophic suitable measures should be implemented aimed to reduce the level of risk to that which is acceptable for all stakeholders.

5.4.4 Determination in the implementation of corrective measures should be assessed against overall costs to stakeholders and/or IAC (i.e.: in some cases, it may be more prudent to dispose of equipment that is too costly to repair).

5.4.5 Where a risk has been identified at IAC then activities should not commence or continue until suitable risk control strategies have been implemented, and relevant stakeholders, where applicable have been advised of the outcomes.

5.5 General Work Health & Safety Risk Management

5.5.1 IAC has a range of procedures in place for managing situations that may arise, including, but not limited to:

- Electrical Safety.
- Contractor Management.
- Working in isolation/alone.
- First Aid Management.
- COVID – 19.
- Safe Handling of Food & Beverages, etc.

5.5.2 Where circumstances arise, then members should access the IAC policies & procedures manual for reference, and or guidance.

5.5.3 Those individuals at IAC working alone at IAC are encouraged to advise: - their Employer, in the case of a contractor, or family or friends, if a member or volunteer – of their expected time of leaving IAC in order that checks can be undertaken should they fail to return to their place of work or home.

5.6 Facilities & Maintenance Risk Management

5.6.1 Implementation of effective facilities & maintenance program ensures effective control and operational management of IAC's buildings, structures and equipment, thereby creating, and sustaining a safe productive environment for stakeholders.



- 5.6.2 The Board of Management will assess the potential risk rating of issues identified in risk reviews undertaken, and determine the feasibility for initiating action in the operating budget for the following year, unless a need to implement earlier is determined.
- 5.6.3 Where IAC undertakes to implement major alterations or renovations, these will be scoped, and contracted out to a suitably qualified contractual company.
- 5.6.4 A detailed contract will be developed highlighting the project scope, safety requirements, costings and time frames, and IAC will coordinate with the approved contractor to ensure progress on any work they are engaged to undertake, thereby ensuring they remain within agreed safety requirements, time frames, and budgetary allocations.
- 5.6.5 Planned/programmed work will be assessed regularly by a representative from IAC Board of Management, to ensure compliance to the contractual agreement as well as relevant health and safety requirements.

5.7 Contractor Risk Management

- 5.7.1 IAC will undertake to develop and maintain a list of preferred contractors/suppliers and ensure contractors providing a service to IAC have current Certificates of Currency, and relevant insurances, prior to undertaking activities at the club. This register will be updated annually, and maintained by the current IAC Governance Director to ensure currency.
- 5.7.2 Contractors providing a service to IAC may be requested (task specific) to provide a Safe Work Method Statement (SWMS) or a Job Safety Analysis (JSA) prior to commencing work, thereby ensuring they implement and undertake safe systems of work.
- 5.7.3 Where a risk is identified on the SWMS, or the JSA then this is to be effectively controlled, or eliminated prior to work commencing.
- 5.7.4 Where necessary any immediate work area is to be cordoned off by the contractor, to prevent unauthorised access, until the work has been completed.
- 5.7.5 Where it is identified that the contractor engaged did not perform their work in a safe manner IAC may choose not to use this contractor in the future.
- 5.7.6 Contractors are responsible to leave the work area in a clean, and tidy state following completion of the day's activities, or upon completion of the allocated task, ensuring that all rubbish has been removed from the area, and that the area is safe for individuals to return to.
- 5.7.7 The contractor company is to advise the IAC person who engaged them if an incident has arisen during the course of the work undertaken, detailing what happened, and action they initiated, particularly if the incident affects any operations, or has caused damage to IAC property.
- 5.7.8 IAC may choose not to pay a contractor for work completed until the work has been assessed, and deemed to be suitable as per the contractual agreement, or job specification/direction.

5.8 Financial Risk Management

- 5.8.1 The Board of Management will undertake to ensure through its SBMP, there are effective systems in place to assess, manage and monitor any financial risk to IAC.
- 5.8.2 This shall be achieved through (but not limited to):
 - a) Regular Board of Management meetings reviewing current financial status;
 - b) Assessment of financial reports/statements;
 - c) An annual external accounting audit;
 - d) Identifying, projecting and managing potential financial risks; and



e) Review of financial budgets to ensure they suit the needs of IAC.

5.8.3 IAC will undertake to develop and implement an annual operating budget ensuring there is adequate funding for each operational area of the club. This will be the responsibility of relevant Board Member in charge of appointed positions (i.e.: Events & Catering, Sports, Facilities & Maintenance, etc.). Each Director is responsible to operate within the limits of their budget allocation.

5.9 Information Technology (IT) Risk Management

- 5.9.1 IT facilities are provided to support relevant IAC Board Members in their day-to-day operations, and as such should not be used for recreational or personal use, unless this has been agreed to (in writing) by the Board Chair. Data on nominated IAC computers is set up to be backed up on the 'Telstra Cloud' to ensure information is not lost or misplaced.
- 5.9.2 Board Members with an IAC provided computer are encouraged not to download software on the device unless it has been previously scanned for any malware.
- 5.9.3 Board Members using their personal computers to undertake IAC activities are encouraged to have backup systems in place, and ensure that and data downloaded on to a USB post has been scanned for malware.
- 5.9.4 Any reported malware where the integrity of IAC data is held should be reported, as soon as practicable to the Club President for awareness/action.



ANNEXURE A

RISK RATING MATRIX

IMPACT / CONSEQUENCE (C)	Severe (4)	Major (3)	Moderate (2)	Minor (1)
Safety	Fatality, Notifiable incident, near miss with the potential for severe consequences	LTI or near miss with the potential for major consequences	Medical treatment with no lost time.	Injury requiring minor or no first aid
Environment air / water quality soil erosion contamination	Non-contained site and external environmental impact, Notifiable to regulator, regional regulatory implications, extensive clean up required (>2 months).	Local regulatory implications, considerable clean up required (1 to 2 months), short term recovery plan,	Confined to site, local recoverable environmental damage, moderate clean-up (less than 1 month),	Confined to immediate work area, rapid clean up, low resources required, no damage to environment,
Social / Reputation neighbour / community reputation	Legal non-compliance, high level of community concern, adverse state media interest, LLA involvement, may result in termination of senior staff	Increased rate of complaints from expanding area, adverse local media interest, broad community concern High impact / long term issue requiring Board intervention. Major reputation impact	Few ad-hoc complaints, local media inquiries, local community concern High impact requiring Chief Executive intervention or Board notification.	Isolated complaint, no media inquiry Community incident requiring management intervention.
Economic quality / litigation disruption to business	>\$100,000 impact, loss of major contracts and/or funding agreements, significant damage to physical assets	\$50,000 - \$100,000 impact, disruption to major contract, loss of ability to operate from particular site for up to 2 months	\$10,000 - \$50,000 impact, disruption to business activity at particular site up to 1 month	<\$10,000 impact
LIKELIHOOD	Likely (4)	Occasional (3)	Remotely Possible (2)	Rarely (1)
	Not unusual. Activity is undertaken regularly and potential for issue to arise. <i>Corporate: Can happen between 0 and 2 years.</i>	Unusual but possible each time the event/activity occurs. <i>Corporate: Can happen between 2 and 5 years.</i>	Activity infrequently undertaken <i>Corporate: Can happen between 5 and 10 years.</i>	Operational: Rare. May occur in exceptional circumstances. <i>Corporate: Occurs greater than 10 years apart.</i>
RISK PROFILE	Catastrophic (4)	High (3)	Moderate (2)	Low (1)
	A risk that significantly exceeds the risk threshold. These need immediate and urgent attention to reduce risk level.	A risk that exceeds acceptable risk threshold. These risks require proactive management to reduce the risk level.	These lie on the risk threshold and require active monitoring or action.	Below risk acceptance level.
RISK RATING	Very High = 10 – 12 Eg:4+4+4=12	High = 7 - 9	Moderate = 5 - 6	Low = 3 - 4
CURRENT CONTROL RATING	Weak	Adequate	Strong	Very Strong
	Control environment is weak and requires immediate improvement to raise the level of risk faced to an acceptable level. Improve Controls – Consider a reporting regime to track progress; is an audit required?	Controls are sufficient in the short term but if not reviewed and appropriate actions are not taken to strengthen controls then the residual risk rating may deteriorate. Accept and Monitor – Ensure risk rating does not increase over time.	A robust control environment is in place for this area. No further controls are required to reduce residual risk to an acceptable level. Accept and Monitor – Ensure risk rating does not increase over time.	A very robust control environment is in place for this area. No further controls are required to reduce residual risk to an acceptable level. Accept and Monitor – Ensure risk rating does not increase over time.