



# Anglesea SLSC Procedure

Reference: 022A

Reviewed: 01/2023

## TITLE: Risk Management Procedure

### PURPOSE

As per Policy 022 – Risk Management, the Anglesea Surf Life Saving Club (ASLSC) is committed to identifying, evaluating and managing risk associated with its decisions and activities.

The purpose of this procedure is to:

- Provide a consistent system for the ASLSC to manage the risk associated with its decisions and activities;
- Ensure risk identification, evaluation and management will be incorporated in the strategic and operational planning processes of the ASLSC;
- The ASLSC Risk Matrix will be used for the identification and assessment of risk's associated with ASLSC's activities.;
- Risk assessments will be conducted on all new activities, ventures and projects prior to their commencement to ensure that the risks are understood, mitigation plans are developed and the level of risk aligns with the ASLSC's risk appetite and its organisational objectives;
- Risks will be identified, evaluated, mitigated, monitored and reviewed on an ongoing basis, as outlined in this procedure;
- Material risks will be recorded in the ASLSC Risk Management Register;
- Material risks will be assigned an owner whose responsibilities are specified in this procedure.

### RISK RESPONSIBILITY

#### 1. The ASLSC Board:

The Board's role in relation to risk includes:

- a) Overseeing the development, implementation and maintenance of the ASLSC's risk management system and its internal control framework;
- b) Establishing and maintaining a risk register, setting out material safety, operational, financial, member, regulatory and reputational risks associated with the ASLSC;
- c) Reviewing the effectiveness of the ASLSC's risk management systems and internal controls on an on-going basis;
- d) Appropriately addressing the risk outcomes of audits of the ASLSC;
- e) Reviewing the ASLSC, LSV and SLSA occupational health and safety (OH&S) policies to ensure that the Board is kept abreast of the risks associated with OH&S issues within the surf lifesaving environment; and
- f) Being well informed of the cost and risk trade off that underpins insurance coverage of the ASLSC.



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## 2. President & Vice Presidents:

The President and Vice-Presidents are responsible for:

- a) Championing, implementing and monitoring the principles, requirements and actions of the Risk Management Policy & Procedures within ASLSC;
- b) Providing the necessary tools and resources to identify, evaluate, manage and monitor risks;
- c) Developing a risk aware culture within their areas of responsibility;
- d) Ensuring Directors understand their responsibilities with respect to operational risk management;
- e) Appraising the performance of risk owners' management of risk and, where necessary, providing support and guidance to remedy unsatisfactory performance;
- f) Ensuring internal compliance and control systems associated with the implementation of the ASLSC's Risk Management Policy, Procedures and Plans; and
- g) Compliance with regulatory requirements, best practice and SLSA/LSV policies and/or procedures.

## 3. Directors:

Directors are responsible for:

- a) Reviewing risk on an annual basis. This includes identification of new risks, changes to existing risks and retirement of redundant risks;
- b) Identifying the appropriate person responsible for specific risks, in accordance with their functional responsibilities or expertise;
- c) Regular reporting of the status and trends of material risks to the Board;
- d) Ensuring office bearers and leaders understand their operational risk management responsibilities;
- e) Maintenance of risk registers within their areas of accountability;
- f) Developing and fostering a risk aware culture within their area of responsibility;
- g) Advising their respective Vice President of the need for training, development and facilitation to improve risk management; and
- h) Compliance with ASLSC's Risk Management Policy and Procedures, regulatory requirements, best practice and SLSA/LSV policies and/or procedures.

## 4. Risk Owners:

Risk Owners are responsible for:

- a) Identifying existing controls to help manage the risk;



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- b) Developing mitigation plans to reduce the likelihood and/or consequence of identified risks;
- c) Monitoring the implementation of the risk management plans and reporting on their outcomes and effectiveness; and
- d) Monitoring and alerting the Director, Vice President or President of significant changes in material risk status according to the risk reporting protocol.

## **RISK MATRIX FRAMEWORK & TOLERANCE LEVELS**

The ASLSC's Risk Matrix Framework is shown at Attachment 1 ASLSC Risk on a Page.

## **RISK ASSESSMENTS & REGISTERS**

All risk assessments are to be undertaken using the template found in Policy 022. Draft risk assessments are to be reviewed by the Director responsible and the respective Vice President.

All risk assessments are to be reviewed at least annually.

Risk Assessments are to be recorded in each department's Risk Register. The ASLSC's departments are:

- Rescue Services;
- Member Development;
- Youth Development;
- Facilities;
- Administration;
- Events; and
- Surf Sports.

All risk assessments and risk registers are to be stored in the ASLSC Sharepoint Account.