



DragonBoatSA

Policy and Procedures

Subject Risk management

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DragonBoat SA is committed to a culture of risk management in all our projects, programmes, events and activities and ensures that our staff, members, volunteers and participants are provided with a safe working environment. We value our role as the state organisation for dragon boating in South Australia and strive to model world's best practice in achieving our strategic directions. DragonBoat SA seeks to increase participation in the sport of Dragon Boating by making it an activity of choice for people of all ages and backgrounds seeking healthy activity and competition.

What is risk management?

Risk Management is defined in the Australian/New Zealand Risk Management – Principles and Guidelines (AS/NZS ISO 3100:2009) as:

Coordinated activities to direct and control an organisation with regard to risk

Risk is defined in the same document as:

The effect of uncertainty on objectives.

Principles

Risk management is an ongoing process applied to all aspects of DragonBoat SA's operations. Any new project, event or initiative will have a risk assessment completed and this will be an integral part of the evaluation process.

The following principles underpin all our activities:

- ✓ We will ensure risk management is an integral part of all our decision-making processes.
- ✓ Risk management strategies will be utilised to minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property.
- ✓ Opportunities identified during our processes may also be developed while also minimising adverse effects.
- ✓ Training and professional development is essential and we will train staff, volunteers and any other people to implement risk management effectively.
- ✓ Continuous improvement is highly valued and our risk management practices will be monitored and developed to meet the current, emerging and future requirements of our environment.

Responsibilities

The President is accountable to the Board for the implementation of the risk management process and ultimately responsible for the management of risks in the business. There will be a regular report to the Board regarding the implementation of the risk management program to ensure that the directors are able to meet their legislative responsibilities.

All personnel are responsible for managing risks in their projects, programmes activities and events with a personal responsibility to ensure that the risks within their control are managed according to the rules of the sport and standards.

The DragonBoat SA Risk Assessment process (see over) will be utilised to ensure compliance.

Process

The DragonBoat SA Risk Management systematic process has been established based on the Australian Standard AS/NZS ISO 3100:2009 Risk Management - Principles and Guidelines and is utilised for all events under the jurisdiction of DragonBoat SA.

What is the process?

There are six steps to the risk management process:

1. *Establishing context* – to gain an understanding of the factors that affect risk management, both inside and outside of the organisation – eg. Are we aware of everything that is involved with our sport?
2. *Risk identification* – identifying the risks that the organisation and its members are exposed to – e.g. What could go wrong when we hold our next event?
3. *Risk Analysis* – analysing risks by considering sources of risk, existing controls, likelihood and consequences to determine the levels of risk that exist – eg. What will cause this risk?
4. *Risk Evaluation* – the purpose of risk evaluation is to assist in making decisions, based on the outcome of the risk analysis (risk assessment), about which risks need treatment and the priority for treatment implementation.
5. *Risk treatment* – involves selecting one or more options for modifying risks and implementing those options. Once implemented, treatments provide or modify the controls that we may or have put in place. This may include design of a risk elimination or reduction plan to reduce, avoid, transfer or finance the risks – eg. What will we do to prevent this risk from occurring
6. *Both Monitoring and review* – are part of the planned ongoing process of the risks and the plans, strategies, processes in place to deal with them – eg. How will we monitor this risk?

AusDBF Risk Management Program Monitoring and Review

- The Board will monitor *and review the implementation of the AusDBF Risk Management Program.*
- The President *will facilitate the adoption of the AusDBF Risk Management approach across areas of our activities by:*
 - Implementing the AusDBF Risk Management Program
 - Sharing information with broad applicability across all areas

POLICY REVIEW

This Policy will be reviewed every two years to ensure that the document remains current, practical and relevant for DBSA. The next review date being September 2019.



Dated: Thursday 14 September 2017 Signed: _____

President DragonBoat SA