



BALMORAL BEACH CLUB



BBC Risk Management Plan

Balmoral Beach Club

6 The Esplanade

Balmoral Beach NSW 2088

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BBC Risk Management Plan

1.1. Introduction

This document covers the Risk Management Process of the Balmoral Beach Club (Club). It is to be posted on the Club website as part of the Club overall Risk Management Plan.

As a result of this process the Club will be able to demonstrate that it has in place, a strategy, structure and process to effectively identify and manage, in a timely fashion and at an appropriate level, its exposure to risk.

Risk Management is defined in the standard (AS/NZS 4360:2004) as "the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, assessing, treating, monitoring and communicating".

Risk is defined as 'the chance of something happening that will have an impact on objectives. It is measured in terms of consequence and likelihood '. It is, therefore, important to understand what the Club's objectives when identifying risks.

1.2. Objectives of Risk Management

- To minimise potential liability of the Club
- To ensure financial sustainability
- To improve governance practises and ensure compliance responsibilities are observed and complied with
- To reduce the incidence of injury to members, volunteers and other persons associated with Club activities
- To enhance the reputation of the Club

1.3. Site Profile

Site Name / Address:	Balmoral Beach Club 6 The Esplanade Balmoral Beach NSW 2088 Phone: 02 9969 8429
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1.4. Contacts

The contact details for the Risk Management process at the Balmoral Beach Club is:

Honorary Secretary

tel: 02 99698429

email: secretary@balmoralbeachclub.com.au

1.5. Risk Strategy

In order to ensure that risks are identified in a consistent manner a Risk Assessment Model will be applied. This will rank the risks in priority order and those risks considered important to track will be recorded as “Key Risks”.

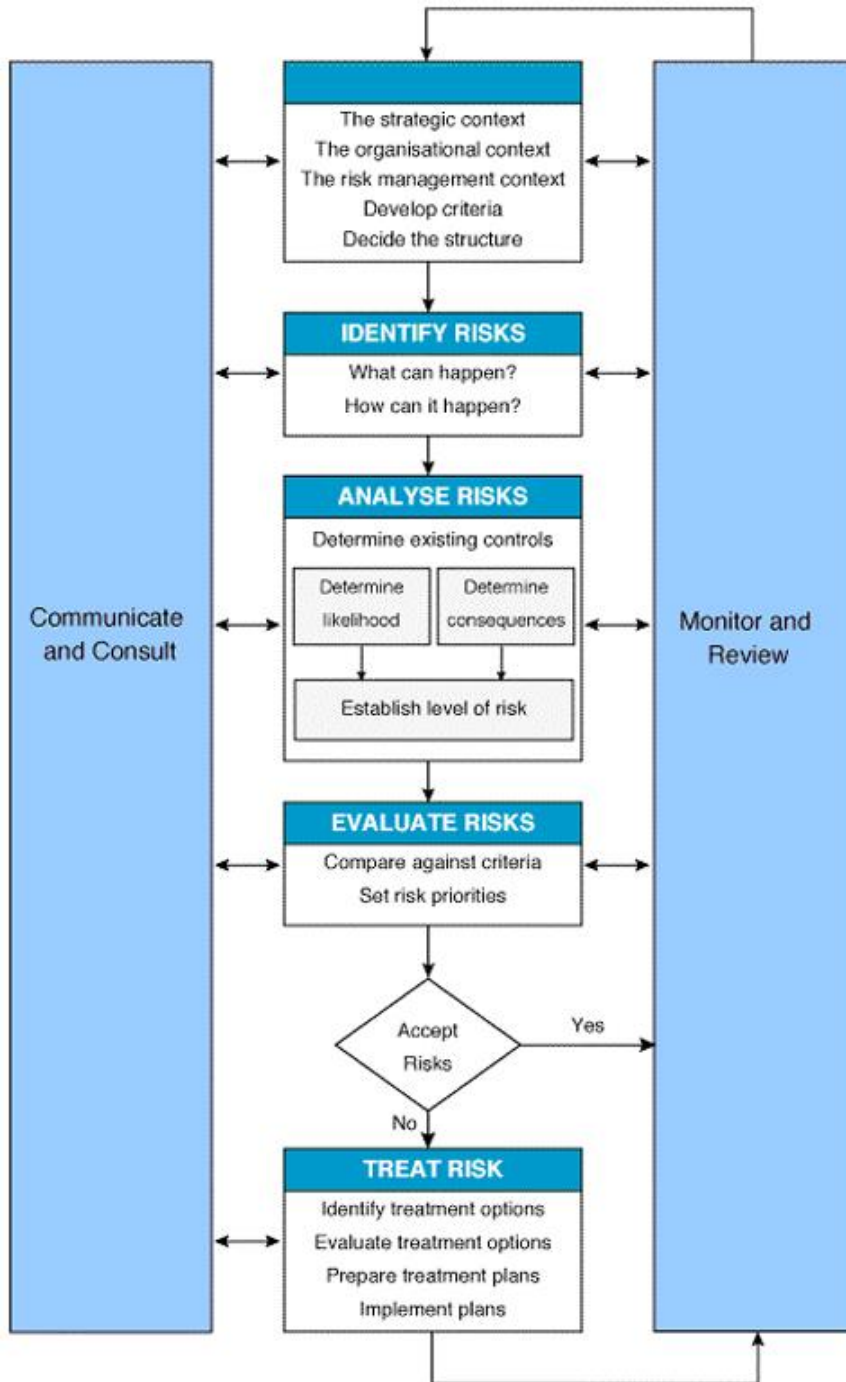
Mitigation strategies for key risks will be developed, recorded and monitored on a monthly basis by the person they are assigned to.

The Risk Register will be reported to the Club Committee on a monthly basis. New/changed risks can be tabled by any Club Committee member.

Once a year there will be a re-assessment of the risks. If new risks are identified these shall be recorded.

1.6. The Risk management Process

A. The Risk Management Flow Chart



B. A Simple Risk Management Process

Risk analysis is best done in a group with each member of the group having a good understanding of the tasks and objectives of the area being reviewed.

1. Identify the Risks: as a group, list the things that might inhibit the ability to meet the Club objectives. This can also be things that would actually enhance the ability to meet those objectives.
2. Identify the Causes: try to identify what might cause these things to occur.
3. Identify the Controls: identify all the things (Controls) that are in place that are aimed at reducing the Likelihood of the risks from happening in the first place and, if they do happen, what need to be in place to reduce their impact (Consequence).
4. Establish the Likelihood and Consequence.
5. Establish the Risk Rating.
6. Add other Controls: generally speaking, any risk that is rated as High or Extreme should have additional controls applied to it in order to reduce it to an acceptable level.
7. Make a Decision: once the above process is complete, if there are still some risks that are rated as High or Extreme, a decision has to be made as to whether the activity will go ahead. There will be occasions when the risks are higher than preferred but there may be nothing more that can be done to mitigate that risk. In such situations, monitoring the circumstances and regular review is essential.
8. Monitor and Review: the monitoring of all risks and regular review of the Club's risk profile is an essential element for a successful risk management program.

C. Risk Likelihood Descriptors

Rating	Description	Likelihood of Occurrence
1	Rare	Highly unlikely, but it may occur in exceptional circumstances. It could happen, but probably never will.
2	Unlikely	Not expected, but there's a slight possibility it may occur at some time.
3	Possible	The event might occur at some time as there is a history of casual occurrence at the Club &/or similar institutions.
4	Likely	There is a strong possibility the event will occur as there is a history of frequent occurrence at the Club &/or similar institutions.
5	Almost Certain	Very likely. The event is expected to occur in most circumstances as there is a history of regular occurrence at the Club &/or similar institutions.

D. Risk Consequence Descriptors

Rating	Description	Potential Impact
1	Insignificant	Very Small impact, rectified by normal processes
2	Minor	Easily remedied with some effort the objectives can be achieved and/or survival/operation of the Club and its programs or activities not affected
3	Moderate	Some objectives affected, considerable effort to rectify and/or survival /operation of the Club and its programs or activities affected
4	Major	Most objectives threatened, or one severely affected and/or survival/operation of the Club and its programs or activities threatened or one severely affected
5	Catastrophic	Most objectives may not be achieved, or several severely affected and/or survival/operation of the Club and its programs or activities not achieved or several severely affected

1.7. Risk Rating

A. Residential Risk Matrix

		Risk Likelihood						
Risk Consequence	Rating	1 Rare	2 Unlikely	3 Possible	4 Probable	5 Almost Certain	Rating	
	5: Catastrophic						17-25	Extreme
	4: Major						12-16	High
	3: Moderate						5-11	Medium
	2: Minor						1-4	Low
	1: Insignificant							

B. Risk Rating Descriptors

Rating	Description	Required Action
L	Low	Acceptable: Unlikely to require specific application of resources; Manage by routine procedures. Monitor and review.
M	Moderate	Acceptable: Unlikely to cause much damage and/or threaten the efficiency and effectiveness of the Club program/activity. Treatment plans to be developed and implemented by sub-committees. Manage by specific monitoring or response procedures.
H	High	Generally not acceptable: Likely to cause some damage, disruption or breach of controls. Club Committee management attention needed and management responsibility specified; Treatment plans to be developed and reported to Club Committee.
E	Extreme	Not acceptable: Likely to threaten the survival or continued effective functioning of the Club, either financially or politically. Immediate action required; Must be managed by BBC Committee with a detailed treatment plan reported to BBC Committee.

C. Risk Treatment

Risk treatment involves identifying the range of options for treating risk, assessing those options, preparing risk treatment plans and implementing them.

The options available for the treatment of risks include:

- Retain/accept the risk - if, after controls are put in place, the remaining risk is deemed acceptable to the Club, the risk can be retained. However, plans should be put in place to manage/fund the consequences of the risk should it occur.
- Reduce the Likelihood of the risk occurring. (e.g by preventative maintenance, audit & compliance programs, supervision, contract conditions, policies & procedures, investment & portfolio management, training of staff, technical controls and quality assurance programs etc.)
- Reduce the Consequences of the risk occurring. (e.g. through contingency planning, contract conditions, disaster recovery & business continuity plans, off-site back-up, public relations, emergency procedures and staff training etc.)
- Transfer the risk - this involves another party bearing or sharing some part of the risk by the use of contracts, insurance, outsourcing, joint ventures or partnerships etc.
- Avoid the risk - decide not to proceed with the activity likely to generate the risk, where this is practicable.

Appendix B – Areas identified by the Sporting industry as areas of primary importance

- **Governance:** identifies risks associated with management and administration of an organisation and covers important operational areas such as board or committee of management structure and responsibilities, staff duties, financial and risk management plans and ethical standards.
- **Insurance:** encourages organisations to really ask the question “do our insurance policies fully cover our needs?” Insurance policies should be in place to help limit the impact of unexpected events.
- **Administration, Planning and Finance:** Deals with day-to-day operational and administration requirements, financial management practices, and longer term strategic planning.
- **Physical Environment:** deals with safety issues associated with any physical structures or grounds in which activities may take place including fields of play and surrounding areas, club rooms, change rooms, kitchens etc.
- **Legal Obligations and industry standards:** deals with the various external legislative and legal requirements organisations are expected to abide by.
- **Human Resources:** deals with issues regarding the rights and responsibilities of employers and employees, both paid and volunteer, and the provision of safe and enjoyable workplaces.
- **Member Services:** deals with issues related to specific member support, such as terms and conditions of membership, member protection policies and privacy rights.
- **Sport Injury Risk Management:** deals with the prevention and management of injuries. The nature of sport means there will always be some injuries; however, by taking appropriate steps organisation’s can limit the number, and severity, of injuries.