



# **RISK MANAGEMENT POLICY**

*The purpose of this policy is to outline the approach for the management of SALAA's enterprise business risk.*

**INTERNAL USE**

# RISK MANAGEMENT POLICY

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# RISK MANAGEMENT POLICY

## Risk Management Policy Foundation

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Purpose	The purpose of this policy is to outline the approach for SALAA's enterprise risk management. It supports the achievement of SALAA's objectives, protects its people and assets and ensures financial sustainability.
Scope	<b>In Scope</b> of this policy is all SALAA's activities and it contributes to the overall governance Framework. The policy is supported by the Risk Management Framework within the Risk Management Standard.
Intended Users	Intended users of this policy includes: <ul style="list-style-type: none"><li>• SALAA Board, Management Team and Employees.</li></ul>

# RISK MANAGEMENT POLICY

## 1. Risk Management Policy Expectations

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### Principles

The Principles of the Risk Management policy and Framework are:

- Designed to create value and facilitate continual improvement for SALAA.
  - Systematic and timely.
  - Integrated into organisational processes with transparency.
  - Across all levels; SALAA, Events and Clubs.
  - To assist decision-makers to make informed choices.
  - Focused on the sources of uncertainty around the achievement of SALAA objectives.
  - Tailored to the context and fit for purpose using the best available information.
  - Dynamic, reinforceable and responsive to change.
  - Takes in to account the SALAA Community.
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# RISK MANAGEMENT POLICY

## Responsibilities and Accountabilities

The responsibilities and accountabilities are as follows:

**The SALAA Board** is responsible for:

- Oversight of SALAA's Risk Management Framework.
- Determining SALAA's risk appetite.

**The Risk Sub-Committee** is responsible for:

- Assisting the Board and Management Team in meeting its risk management goals by reviewing, monitoring, reporting, and advising the Board on risk management issues.

**Chief Executive Officer (CEO)** is responsible for:

- Implementing and maintaining the Risk Management Framework.
- Ensuring risk management principles are integrated into day to day running and decision making of all levels of SALAA.
- Allocation of resources to meet the risk management approach and actions outlined in policy, procedure, and plans.
- Reporting to the Board and Sub-Committees on risk management matters and progress.
- Periodic review of the organisation's risk profile, culture, and level of engagement by Employees and Clubs.

**SALAA Employees, Members and Volunteers** are responsible for:

- Actively identifying and reporting risks.
- Assisting in assessment and mitigation of risk exposures within their area of responsibility.

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**Affiliated Club Committees** are responsible for:

- Managing risk at a local level to As Low as Reasonably Achievable (ALARA).
- Complying with the principles of this policy and framework.

**Other Intended Users** are:

- To be aware of and comply with the policy.

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**Club Expectations** All Affiliated Clubs must comply with the principles and standards (where relevant) contained within this policy document. The Club Specific Policy Template developed from this policy must be adopted and endorsed by each Club.

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# RISK MANAGEMENT POLICY

## 2. Risk Management Policy Detail

### 2.1 Commitment Statement

SALAA's Commitment Statement	SALAA is committed to the effective management of risk and opportunities to inform its decision making and contribute to their sustainability and the promotion of safe and enjoyable Little Athletics for generations to come.
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SALAA's Message	It is recognised that sport inherently carries risk and in doing so requires the mitigation of risk to as low as reasonably achievable.
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### 2.2 Process

Framework	SALAA has adopted the risk management process described in the Australian/New Zealand Standard (AS/NZS ISO 31000:2018 Risk management – Principles and guidelines). The process is described in the Risk Management Framework.
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Communication of Policy	<p>The Risk Management Policy is to be communicated internally to ensure all key Stakeholders understand the policy and their individual responsibilities.</p> <p>It will be communicated to new Employees, Contractors, and Volunteers as part of the induction process and a copy of the policy is to be made available. A copy of the Risk Management Policy is publicly available upon request.</p>
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Communication and Consultation	Communication and consultation are fundamental at all stages during the risk management process, with both external and internal Stakeholders as applicable.
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ALARA	It is SALAA's intent to implement risk mitigation treatments to minimize SALAA's risk exposures to As Low as Reasonably Achievable (ALARA).
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### SALAA Affiliated Clubs

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Affiliated Clubs are encouraged to implement the risk management Framework at a local level to meet all local areas of risk. The Club Risk Register Template should be reviewed, amended, and implemented as a basis for their risk management.

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## 3. Resources and Reference Material

Bullying and Harassment Procedure	Outlines SALAA approach to what constitutes harassment, discrimination and workplace bullying, and the responsibilities in preventing and managing such incidents.
Club Risk Register Template	The club risk register is a document that records all of clubs identified risk the likelihood and consequences of those risks occurring, the actions you are taking to reduce those risks and who is responsible for managing them. The template is designed to be modified to suit the needs of the specific club.
Club Specific Policy Template	A template provided for Clubs to adopt, based on the content of SALAA's corresponding policy.
Food Safety standards and guidelines	The food safety standards aim to lower the incidence of foodborne illness. They outline the obligations on to produce food that is safe and suitable to eat, and place health and hygiene obligations on food handlers.
Governance Policy	Brings together in an overarching policy SALAA's arrangements and key principles underpinning its governance.
HSEMS	The Management System (MS) used to manage Health Safety and Environmental (HSE) matters.
Legal Register	The Legal Register details legislation that SALAA has to be compliant with due to the activities it carries out. Refer to the Legal Register for legislative reference for this policy.
Other	<ul style="list-style-type: none"> <li>• ISO 31000:2018 Risk Management – Principles and Guidelines.</li> <li>• Risk Management Resource for Recreation &amp; Sport Organisations.</li> </ul>

## RISK MANAGEMENT POLICY

### Risk Management Plan

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This plan defines SALAA approach to identified risk exposures requiring management.

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### Risk Management Procedure

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Supports the Risk Management Policy in outlining the processes to be undertaken in managing risk.

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# RISK MANAGEMENT POLICY

## 4. Definitions

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Enterprise risk management (ERM)	Enterprise risk management is the process of identifying and addressing methodically the potential events that represent risks to the achievement of strategic objectives, or to opportunities to gain competitive advantage.
Risk	Risk is the effect of uncertainty upon the University's objectives. Risk may have a positive or negative impact.
Risk Management Framework	Risk Management Framework is the systems, structures, policies, processes, and people that identify, measure, monitor and mitigate risk.

# RISK MANAGEMENT POLICY

## 5. Document Control

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Version	Date Reviewed	Date Authorised	Review Date	Content Purpose
1.0	Sep 2021	Oct 2021		Approved