



RISK MANAGEMENT PLAN

Tamworth Regional Landcare Association (TRLA) recognises that the organisation is exposed to certain risks due to the nature of its activities and the environment in which it operates. The key to TRLA's success is the effective management of risk to ensure its organisational objectives are achieved.

Risks arise due to the organisation's operational undertakings and from external sources. Risks occur in numerous ways and have the potential to impact financial performance, reputation, health and safety, community and the overall performance of the organisation. POLICY In order to fully understand such risks, TRLA has established a Risk Management Policy which provides the framework for how risk will be managed within the organisation. The Risk Management Policy is based on the Australian Standard, AS/NZS ISO 31000:2009 Risk management – Principles and guidelines, and forms part of the governance framework of the organisation. It also integrates with the strategic planning process. The Policy addresses both strategic and operational risks. We will use our skills and expertise to identify risks across the organisation. TRLA will also identify operational controls in place which manage risk. We will assess the size or degree of risk by taking into consideration the potential impact to our operations. Risks will be ranked in a common and consistent manner and a Risk Register will be maintained containing material risks to the organisation. Risk treatment actions and plans will be developed for risks which are unacceptable to the organisation. Risks, and the effectiveness of the risk management system will be monitored on a regular basis and we will communicate and consult with relevant stakeholders on our approach to managing risk.

RISK TOLERANCE

Our tolerance for adverse risks will be used to determine which risks are treated through the development of risk treatment actions to manage risks to an acceptable level. During this process we will consider additional control measures to manage the risks to acceptable levels.

INTEGRATION WITH GOVERNANCE AND STRATEGIC PLANNING

The Risk Management Policy forms part of the governance framework and integrates with the strategic planning process. The Policy addresses both strategic and operational risks and the requirement of the organisation to operate in its regulatory environment.

ACCOUNTABILITY

Ownership of risks and risk treatment actions will be assigned to relevant roles within the organisation. TRLA has incorporated risk management accountability in executive and employee roles which are required to report on risks and risk treatment actions.

RISK MANAGEMENT OVERSIGHT

TRLA's executive committee and executive officer will oversee the Risk Management Policy and the association's exposure to risk. Oversight of the effectiveness of our risk management processes and activities will provide assurance to the committee and members and will support our commitment to continuous organisational improvement.

REPORTING, MONITORING AND REVIEW

TRLA will monitor risks and treatment actions on an ongoing basis. Performance of the risk management system and outstanding risk treatment actions will be reported to the executive committee by the executive officer on a regular basis. Formal reviews of both the risk management system and the Risk Register will take place on an annual basis and the Board will assess the effectiveness of the Risk Management Policy annually.

COMMUNICATION AND CONSULTATION

TRLA will communicate and consult with its stakeholders (internal and external) on its approach to risk management.

Date established: October 2020

Date for review – ongoing with overall review October 2021

RISK MANAGEMENT PLANS

TRLA employee home office operations

Potential Risk/Hazard	Likelihood of Risk (Low/Med/High)	Action to be taken to Reduce Risk & Prepare	When	Who
Physical Injury in home office e.g. trip or slip causing sprain, repetitive strain injury.	Low	<ul style="list-style-type: none">- All employees to be issued with WHS checklist for home office safety check.- Any identified risk remediated by employee.- Any home office injuries accidents to be reported through TRLA WHS documentation to WHS officer (EO).- Employees instructed to take regular breaks during work hours.- Manual handling training and workstation set up support or training-	Ongoing	All employees
Injury risk due to motor vehicle accident traveling between Landcare organisations, landholders and meetings.	Medium	<ul style="list-style-type: none">- Appropriate car use policy in place- All employee vehicle to contain appropriate first aid kits and all coordinators to obtain current first aid certificate.	Ongoing	All employees

TRLA organised event:

*All TRLA events require event risk management sheet completed prior to event.

Potential Risk/Hazard	Likelihood of Risk (Low/Med/High)	Action to be taken to Reduce Risk & Prepare	When	Who
Physical Injury e.g. trip or slip causing sprain, broken bone or head injury, snake bite, falling tree branch/limb.	Low	<ul style="list-style-type: none"> - Liaise with site owners to ensure site is safe prior to event bee. e.g. <i>Request that trip hazard at entrance to outdoor toilet be removed</i> - Plan for what will happen if medical attention is needed - Ask participants to be on alert for snakes, loose surfaces etc if they decide to do the optional corridor tour. 	<p>Before the day</p> <p>On the day</p>	<p>Event Coordinator</p> <p>Participants</p>
Minor injuries (not requiring medical attention) Sunburn, dehydration, heat exhaustion, insect bite	Low (Forecast is 26 degrees)	<p>Organiser to take: -</p> <ul style="list-style-type: none"> - First Aid kit - Water cooler & tumblers - Charged mobile phone - <i>Participants will be asked to bring:</i> sun protection, appropriate clothing & footwear, water bottle. Stay at home if feeling unwell. 	Before the day	<p>Landcare Coordinator</p> <p>Participants</p>
Pandemic/Infectious Disease	(Based on community infection level)	<ul style="list-style-type: none"> • Event must not exceed maximum for 'non-essential outdoor gatherings' (as per current government guidelines www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules) • Liaise with site owners to have outdoor toilets <u>cleaned</u> prior to event • Pre- event communication via email to participants to <ul style="list-style-type: none"> - Stay at home if unwell - Practice social distancing e.g. no handshakes, 1.5m apart etc - Use sanitizer, do not share food etc 	Before the day	Landcare Coordinator

		<ul style="list-style-type: none"> • Invite participants to space their chairs 1.5m apart, use sanitiser <p>Organiser to take</p> <ul style="list-style-type: none"> - Hand sanitizer and antibacterial wipes - Clean pens for registration – pre-printed registration if possible. - Refer to relevant government guidelines on management of infectious disease within community 		
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TRLA business operations

Potential Risk/Hazard	Risk category	Likelihood of Risk (Low/Med/High)	Action to be taken to Reduce Risk & Prepare	When	Who
Failure to report adequately to the regulator resulting in potential fines and penalties	Legal/commercial	low	<ul style="list-style-type: none"> - EO and Treasurer to ensure as per TRLA policy that key legislative timelines are met including: <ul style="list-style-type: none"> o AGM reporting to ACNC 1 month post AGM completion. o BAS submission prior to 27th 1 month following close of quarter. o Superannuation payment to fund prior to 21 days following end of quarter. 	As per requirements	EO and treasurer
Risk of engagement in financial agreement not approved by TRLA executive.	Legal/financial	low	<ul style="list-style-type: none"> - Delegation of approval policy in place. - Training of employees and executive as to authority and level of approval required on legal/financial contracts. - All TRLA bank accounts required two to sign. 	Ongoing	EO and executive

Damage to TRLA reputation.	Reputational	low	<ul style="list-style-type: none"> - Communications plan in place. - Media officer briefed. - All employees and committee trained in Landcare NSW interactions with media and bipartisan approach. - Appropriate support and training of staff and committee 	Ongoing	All TRLA members.
Committee member fatigue	HR	medium	<ul style="list-style-type: none"> - Varied opportunities for committee involvement and engagement. - Mentor/ training opportunities for committee members to broaden experience. - Executive/ Committee succession planning. 	Ongoing	Executive and EO
Human resource mismanagement. <ul style="list-style-type: none"> • Failure to meet contractual arrangements for employee contract • Failure to meet outcomes of workplans (e.g. targets not met). • Insufficient staff knowledge and skills 	Legal/ human resources	low	<ul style="list-style-type: none"> - Regular catch ups between staff and executive to maintain support and feedback. - Annual 360 feedback and employment reviews to ensure employees are on track and have required tools to meet contractual requirements. - Monthly coordinator updates and quarterly updates on work plan. - Staff skills assessment and training for skill gaps. 	ongoing	Executive, EO and staff.
Staff turnover impacting TRLA Strategic and Operational Delivery	Loss of inertia in growth and knowledge sharing.	medium	<ul style="list-style-type: none"> - Regular knowledge updates and peer to peer sharing on SP and OP pillars. - Cross pollination between exec, committee and staff on OP tactical items to ensure common knowledge. - Frequent workplan updates to ensure fast uptake during transition period. 	ongoing	Executive, EO and staff.

Risk to community members and TRLA reputation through inappropriate screening of 'responsible individuals'.	Legal/ human resources	low	- All employee and committee members to hold current WWCC and employees to hold current first aid certificate.	ongoing	Staff and committee members.
Insufficient resources to deliver TRLA strategic and operational plan outcomes (funding, staff etc)	Financial	Low	- Development of diversified income stream between internal and grant funding to ensure flexibility and responsiveness to market changes.	Ongoing	Executive, EO and staff.
Lack of community engagement in TRLA outcomes	Reputational	Medium	- Constant interaction and feedback from attendees and membership to ensure TRLA maintains current with topics/ speakers and value offering. - Communications plan in place to ensure frequent, relevant communication via the most effective channels.	Ongoing	Executive, EO and staff.
TRLA delivery fails to meet stakeholder expectations	Reputational	Medium	- Effective communication and stakeholder management to ensure expectations with both parties are clear and consistent. - Ongoing stakeholder support and feedback with project completion follow up to ensure expectations are met. - In the case of a failure to meet expectations, follow up by team member and executive to manage 'fall out' of stakeholder outcome.	Ongoing	Executive, EO and staff.
Technology, equipment, facilities (failure or lack of)	Technology	Medium	- Frequent back up of systems and data files on at least two sources. (External drive, internal drive, cloud or file sharing system). - Archiving of important email files to ensure future reference available.	Ongoing	Executive, EO and staff.

			- List provided internally of accessible hires services for equipment required but not owned by TRLA (i.e videoconferencing, etc).		
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TRLA Field Day - Risk Assessment

ACTIVITY	HAZARD OR RISK IDENTIFIED	ASSESSMENT OF CURRENT RISK (refer to matrix box)			RISK CONTROL MEASURES RECOMMENDED (refer to hierarchy of control guidelines and list details below for each hazard/risk identified)	ASSESSMENT OF FORECAST RISK (refer to matrix box)			ACTION OFFICER/PERSON
		C	L	Risk Level		C	L	Risk Level	
Registration/Welcom e/Morning Tea	Workshop Venue								
	Access driveway to venue	Mod	P	M3	Check access and flag identified hazards. Signpost directions	Mod	U	L2	Event organiser
	Venue - Access / egress.	Mod	P	M3	Safe general access and egress checked. Short distance between parking and house.	Mod	HU	L1	Event organiser
	Emergency procedures.	Major	U	M2	Ensure venue has emergency evacuation plan and advise participants of the plan at commencement of workshop. First Aid Kit. Conduct emergency procedures briefing.	Major	HU	L1	Event organiser
	Slips, trips, falls on uneven or slippery ground.	Mod	P	M3	Wear appropriate footwear. Observe ground conditions before walking on site. First Aid Kit.	Mod	HU	L3	Event organiser and participants
	Food consumption	Mod	P	M3	Ensure catering provides for dietary requirements and participants asked of any food allergies.	Mod	HU	L1	Event organiser and participants
Paddock Sessions	Field Event								
	Paddock sites will be accessed by foot	Mod	P	M3	Workshop participants will be advised of risks whilst walking eg loose surface and areas of concern to be flagged. Site to be checked on the afternoon prior to the field day for any safety concerns.	Mod	HU	L3	Event organiser, Host and participants
	UV exposure (damage to skin and eyes)	Mod	P	M3	Offer sunscreen at regular intervals and cover exposed skin. Sunglasses. Avoid prolonged periods in direct sunlight.	Mod	HU	L3	Event organiser and participants

	Dehydration	Mod	P	M3	Ensure adequate water supply is available at all times. Water will be available to all participants and participants reminded to keep hydrated.	Mod	HU	L3	Event organiser and participants
	Slips, trips, falls on uneven or slippery ground and injury in soil pits	Mod	P	M3	Wear appropriate footwear. Observe ground conditions before walking on site. Briefing by facilitator First Aid Kit.	Mod	HU	L3	Event organiser and participants
	Ants, ticks	Mod	P	M3	Keep skin covered. Check socks at regular intervals. Have salt and insecticides available.	Mod	HU	L3	Event organiser and participants
	Snake bite	Major	P	H3	Wear appropriate footwear. Observe ground conditions before walking on site. Briefing by facilitator & carry First Aid Kit.	Major	HU	L1	Event organiser and participants
	Falling limbs / tree branches.	Major	P	H3	Check site before entering, all participants to be aware of potential for falling limbs / tree branches. Avoid standing under trees in windy conditions.	Major	HU	L1	Event organiser and participants
Conclusion	Venue - Access / egress.	Mod	P	M3	Safe general access and egress checked. Short distance between car parking and hall.	Mod	HU	L3	Event organiser and participants
	Emergency procedures.	Major	U	M2	Ensure venue has emergency evacuation plan and advise participants of the plan at commencement of workshop. First Aid Kit. Conduct emergency procedures briefing.	Major	HU	L1	RALF and participants

	Slips, trips, falls on uneven or slippery ground.	Mod	P	M3	Wear appropriate footwear. Observe ground conditions before walking on site. First Aid Kit.	Mod	HU	L3	Event organiser and participants