

ACT Equestrian Association Risk Register 2017-2018

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What’s helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	RI		L	C	R2	
ADMINISTRATIVE AND GENERAL										
A1	Failure to obtain government grant funding to support ACTEA activities Type: Financial	Inability of ACTEA to achieve objectives Inability to maintain and develop Equestrian Park	1	4	M	Demonstrable performance as the peak body for equestrian activities in the ACT Effective governance structures Continuing attention to relationships with key government agencies Demonstrated effectiveness as facility manager in co-operation with Sport & Recreation Services	1	4	M	Residual risk is medium (tolerable), and requires monitoring. Strategy: Accept Owner: ACTEA Committee
A2	Non-renewal of membership by constituent member organisations affects overall funding Type: Financial	Effectiveness of ACTEA reduced as government may not see ACTEA as representing equestrian clubs in the ACT	1	2	L	Proactive Interaction within the equestrian community Proven track record of representation of equestrian interests Network of contacts within equestrian community Continuous effort to maintain and broaden affiliation base	1	1	L	Residual risk is very low. No further action required. Strategy: Accept Owner: ACTEA Committee

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What’s helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
A3	Change of ACT government affects level of support available to ACTEA Type: Financial	Relationships built with current government becomes ineffective Lower priority for recreational sports, including equestrian activities	3	2	M	Identity of ACTEA established within Government agencies especially with key personnel Previous experience with engaging effectively with politicians (eg Equestrian Forum) Engagement with candidates at each ACT election	1	2	L	Residual risk is low. Strategy: Reduction. Aim for development of a government wide Strategic Plan for Equestrian Activities in the ACT. Owner: ACTEA Committee
A4	Current government agencies dealing directly with individual equestrian representatives about overall equestrian activities (not activities that are only related to that club). Type: Organisational	Inconsistent information and views from the equestrian sector (“divide and conquer”)	4	1	L	ACTEA status as peak body recognised Ability of all clubs to participate in ACTEA meetings Consultation with Clubs to ensure ACTEA is aware of their priorities Coordination by ACTEA with government recognised by member clubs	3	1	L	Residual risk is very low. No further action required. Strategy: Accept Owner: ACTEA Committee
A5	Conflict of views within the constituent membership Type: Organisational; Financial	Destabilise ACTEA and affect performance of functions Loss of membership Collapse of Association	4	3	H	Consensus approach used to discuss issues where possible Wide membership Open debate Regular open meetings with clear agenda Clear governance structures	3	2	M	Residual risk is medium (tolerable), and requires monitoring. Strategy: Prevention. Encourage broad participation. Owner: ACTEA Committee
EQUESTRIAN PARK										

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What's helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP1	Failure of the ACTEA to negotiate a suitable licence agreement for Equestrian Park Type: Delivery	Loss of valuable asset for equestrian sports in the ACT	2	3	M	ACT government desire to have asset managed by equestrian users Demonstrable plans for management Governance structures appropriate to management of asset Volunteer good will to maintain Park Active consultation/negotiation with land manager	2	3	M	Residual risk is medium (tolerable), and requires monitoring. Strategy: Prevention. Maintain good working relationship with Sport & Recreation Services. Owner: EMPG
EP2	Equestrian Park is a public sporting facility. Riding and non-riding members of the public could be seriously injured using the Park Type: Organisational	Impact on public liability insurance premiums and future availability of insurance Financial burden of litigation	3	3	H	Signage, hazard protection and appropriate maintenance of facilities Closure of some areas of the Park to the public Safety fencing around and within the Park Physical structures to contain horses within specific areas within the Park Maintenance of adequate public liability insurance ACT Government Public Liability Insurance	2	3	M	Residual risk is medium (tolerable), and requires monitoring. Acknowledged that horse riding is an inherently dangerous sport. Strategy: Prevention; Transference Owner: EPMG, ACT Government and ACTEA Insurers

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What's helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP3	Equestrian Park is a public sporting facility. Riding and non-riding users could have life threatening injuries or be killed whilst using the Park Type: Organisational	Impact on public liability insurance and future availability of insurance Damage to reputation of both facility and ACTEA Potential loss of licence Financial burden of litigation	3	5	E	Signage, hazard protection and appropriate maintenance of facilities Closure of some areas of the Park to the public Safety fencing around and within the Park Physical structures to contain horses within specific areas within the Park Maintenance of adequate public liability insurance ACT Government Public Liability Insurance	1	5	H	Residual risk is high (active management). Considering the catastrophic nature IF it occurred, considerable management to reduce to as low as reasonably practicable is required. Acknowledged that horse riding is an inherently dangerous sport. Strategy: Prevention; Transference Owner: EPMG, ACT Government and ACTEA Insurers
EP4	Riding and/or non-riding users may suffer loss of property including theft, injury or death of horses while using the Park	Damage to reputation of facility. Loss of income Financial burden of litigation	2	3	M	Alert signs on difficult jumps Physical structures and fencing to separate horses from vehicles and dangerous areas Civil Law (Wrongs) Act signage to educate users in their own liability for injury or death of stock	1	3	M	Residual risk is medium (tolerable), and requires monitoring. Signage to say ACTEA is not responsible for theft and users must take appropriate precautions. Strategy: Prevention; Transference Owner: ACTEA and hiring clubs and individuals

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What’s helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP5	Riding and/or non-riding user seriously injured whilst Park is booked by a user group Type: Organisational	Damage to reputation of facility. Loss of income Financial burden of litigation	2	3	M	Require hirers to produce event risk management plans before hiring Only hiring the park to user groups who have adequate public liability insurance Signage, hazard protection and appropriate maintenance of facilities Closure of some areas of the Park to the public Safety fencing around and within the Park Physical structures to contain horses within specific areas within the Park	1	3	M	Residual risk is medium (tolerable), and requires monitoring. Acknowledged that horse riding is an inherently dangerous sport. Strategy: Prevention; Transference Owner: ACTEA and hiring clubs and individuals

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What's helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP6	Riding and/or non-riding user sustains a life threatening injury or is killed whilst Park is booked by a user group Type: Organisational	Damage to reputation of facility. Loss of income Impact on ACTEA reputation Potential loss of licence Financial burden of litigation	3	5	E	Require hirers to produce a risk management plan covering event management before hiring Only hiring the park to user groups who have adequate public liability insurance Signage, hazard protection and appropriate maintenance of facilities Closure of some areas of the Park to the public Safety fencing around and within the Park Physical structures to contain horses within specific areas within the Park ACTEA maintains adequate public liability insurance	1	5	H	Residual risk is high (active management). Considering the catastrophic nature IF it occurred, considerable management to reduce to as low as reasonably practicable is required. Acknowledged that horse riding is an inherently dangerous sport. Strategy: Prevention; Transference Owner: ACTEA and hiring clubs and individuals
EP7	Unable to procure public liability insurance Type: Delivery	Unable to provide Equestrian Park as an asset to the equestrian community	1	4	H	Use reputable broker to source affordable insurance Use experience of other equestrian organisations to source insurance Maintain history of safe practice	1	3	M	Residual risk is medium (tolerable), and requires monitoring. Strategy: Accept Owner: ACTEA

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What's helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP8	Activities undertaken at the Yarralumla Woolshed can be incompatible with safe enjoyment of the facilities of the Park Type: Organisational	Limit availability of the Park for hiring Safety of riders compromised Risk to assets of Park from uncontrolled entry	2	3	M	Coordination with ACT government over booking of Woolshed and Equestrian Park Reschedule or cancel events that are incompatible with Woolshed bookings (or vice versa) Keeping user groups informed of woolshed bookings that may be incompatible with equestrian uses Event organisers able to hire Woolshed for large events at reduced price to limit impact.	2	2	L	Residual risk is low. No further action is required. Strategy: Prevention; Reduction Owner: EPMG and ACT Property Group
EP9	Theft or vandalism to assets and/or infrastructure Type: Financial; Delivery	Unable to hold competitions Expensive and time consuming to repair	2	3	M	ACTEA maintains insurance for assets ACT Government maintains insurance for infrastructure Maintain integrity of fencing around equipment and keep the shed locked when not in use.	1	2	L	Residual risk is low. No further action is required. Strategy: Transference Owner: ACTEA and EPMG

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What’s helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP10	Significant damage to the Park and or its facilities by fire, storm or flood Type: Financial; Delivery	Unable to hold competitions Expensive and time consuming to repair	4	5	E	<p>Make alternative arrangements for competition grounds while repairs undertaken.</p> <p>Constructed facilities above flood line to minimise damage.</p> <p>User groups are reactive in event of fire to minimise damage</p> <p>User groups have improved fire fighting equipment and gates to improve access</p> <p>New mowing equipment to reduce fuel load</p> <p>Maintain government fuel reduction mowing</p> <p>Reduce fire fuel in the Cotter Plots</p> <p>FireWize fire management plan developed for EP in conjunction with the ACT Rural Fire Service</p> <p>Power poles and lines are free of vegetation</p> <p>ACT Government maintains insurance for natural disasters</p>	2	3	M	<p>Residual risk is medium (tolerable), and requires monitoring.</p> <p>ACTEA and user groups will continue to improve fire fighting capabilities where possible and minimise facilities in flood plain</p> <p>Park closure processes in place in event of extreme or catastrophic fire days</p> <p>Strategy: Prevent; Reduction; Transference</p> <p>Owner: EPMG and ACT Government</p>

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What's helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP11	Inability to maintain Park to an acceptable standard within the volunteer and financial resources available Type: Delivery; Performance	ACTEA to surrender Licence back to ACT Govt Unable to hire Park Safety of users compromised	2	3	M	Management of Park budget by EPMG, including periodic review of user charges. Park user groups volunteer good will to maintain park. User groups self interest to maintain park. Park Manager's oversight of facility EPMG to continue to encourage groups to be involved in the park. Develop of strategic plan for the long term management and development of a growing facility	1	3	L	Residual risk is low. No further action is required. Future budgets may need to allow for additional paid maintenance work to be carried out Strategy: Prevention; Contingency Owner: EPMG and Park User Groups
EP12	Actions of ACTEA contractors place users at risk Type: Organisational	Impact on public liability insurance and reputation Safety of users compromised	1	2	L	Ensure that contractors coming on to Equestrian Park at EPMG's request understand the nature of the facility and are informed of Park rules Contractors that have knowledge of EPMG's or user groups' requirements are used	1	2	L	Residual risk is very low. No further action is required. Strategy: Accept Owner: EPMG

	Risk – what could happen The things that, if they were to happen, would have the biggest impact on the objective or critical success factor	Impact if risk occurs	Inherent Risk			What's helping us (Controls) The key things that help us to meet the objective or critical success factor and to manage these risks	Residual Risk			Further action? Is the risk acceptable to us or do we need to take further action to achieve the objective or critical success factor? Note the options for action
			L	C	R1		L	C	R2	
EP13	Volunteer injured while undertaking activities at the park Type: Organisational	Volunteer insurance claim Future availability of insurance Reduced number of volunteers	3	1	L	The majority of volunteers are familiar with Park activities and have some knowledge of OH&S Working bees etc are overseen by skilled volunteers Any new volunteers are provided with a familiarisation of facility, tools and equipment. ACTEA & clubs maintain volunteer insurances	1	2	L	Residual risk is low. No further action is required. Strategy: Transfer liability Owner: ACTEA and User Clubs
EP 14	ACTEA is fined under the Commonwealth <i>Environment Protection (Impact of Proposals) Act</i> for damaging habitat of the endangered golden sun moth	Large financial penalty under the legislation Loss of confidence in Park management	2	3	M	Educate EP volunteers about presence of moth. Develop appropriate land management techniques to protect moth habitat Maintain communication with land manager in regard to moth habitat management Comply with requirements of approved Golden Sun Moth Offset Management Plan	2	2	L	Residual Risk is low. Maintain existing land management activities with some modification for moth. Strategy: Accept Owner: EPMG & volunteers of user clubs

Legend: L = Likelihood of risk occurring (A-F, with A being almost certain); C = Consequence resulting from risk event (1-5 with 5 being extensive); R1 = Inherent risk level (Very Low/Low/Medium/High/Very High); R2 = Residual risk level VL/(L/M/H/VH).

Level		
5 (B)	Almost Certain	Is expected to occur in most circumstances
4 ©	Likely	Will probably occur in most circumstances
3 (D)	Possible	Might occur sometime
2 (E)	Unlikely	Could occur sometime
1 (F)	Rare	Occur only in exceptional circumstances

Consequences

Level	Descriptor	(Sample only) Description
5	Catastrophic	Death, huge financial loss, would stop achievement of functional goals / objectives
4	Major	Extensive injuries, major financial loss, would threaten functional goals / objectives
3	Moderate	Medical treatment, high financial loss, necessitating significant adjustment to overall function
2	Minor	First aid, medium financial loss, would threaten an element of the function
1	Insignificant	No injuries, low financial loss

	Consequences				
	5	4	3	2	1
Likelihood					
5	E (25)	E (20)	E (15)	H (10)	H (5)
4	E (20)	E (16)	H (12)	H (8)	M (4)
3	E (15)	E (12)	H (9)	M (6)	L (3)
2	E (10)	H (8)	M (6)	L (4)	L (2)
1	H (5)	H (4)	M (3)	L (2)	L (1)

Ratings

Level	Descriptor	(Sample only) Description
E	Extreme risk	detailed action/plan required
H	High risk	needs senior management attention
M	Moderate risk	specify management responsibility
L	Low risk	manage by routine procedurr