



Risk Register and Management Plan 2022

(Last updated Nov 2021)

The Risk Management Framework:

Identify the Main Risks to SAPNA

- Regulatory Compliance
- Members and Officers
- Practices and Procedures
- Events and Conferencing
- External Threats

Measure the Size and Importance of the Risk

- Likelihood – change of the risk happening
- Impact – the amount of loss or damage that could occur if the risk happened
- Calculate the Risk Score on the Risk Matrix

Manage the Risks

- Minimise and manage the risks
- Apply strategies, policies and procedures
- Put in place systems and controls
- Carry out the Risk Plan

Monitor and Review the Risk Plan

- Develop and carry out monitoring process
- Keep necessary records where appropriate
- Review Risk Plan

Rating the Risks:

Likelihood Scale

Frequency	Descriptor
Quite Likely	Might happen once per year
Likely	Likely to happen eventually
Unlikely	Unlikely, but not impossible

Impact Scale

Consequence	Impact on the Association or its Members
Major	Serious consequences – major damage or effect. Threat to persons or the viability of the Association.
Moderate	Moderate effect on members personally, damage to the Association that can be overcome in time.
Minor	Minor or negligible consequences to the Association or members.

Risk Matrix – Risk Score

Likelihood	Very Likely	Medium 2	High 3	Extreme 4
	Likely	Low 1	Medium 2	High 3
	Unlikely	Low 1	Low 1	Medium 2
		Minor	Moderate	Major

What is the chance this will happen?

Impact

How serious is the risk?

SAPNA RISK MANAGEMENT REGISTER AND PLAN 2021

#	Identified Risk	Example and Impact	Likelihood	Impact	Risk Score	Mitigation Strategies	Implementation & Monitoring
1	Dishonesty of committee members, employees, agents or contractors with financial powers and access.	<ul style="list-style-type: none"> • Theft, depletion of financial capital causing necessity to borrow and incur interest. • Worst case scenario risk of becoming insolvent and having to wind-up the Association. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Insurance cover should include fidelity cover, review annually adequacy annually. • Strictly enforce 2-to-authorise procedure. • Recipients of payments are unable to self-authorises or set up payments • Remove signatories from authority as soon as they leave the position. • Regular checks on transactions • Authorisers manage passwords and change passwords routinely. • Review signatories annually. 	
2	Dishonesty of committee members, employees, agents or contractors with access to personal private data.	<ul style="list-style-type: none"> • Theft of personal data for sale to hackers and thieves and used or sale for identity theft causing danger or harm to members. • Breach of Privacy Act and requiring full disclosure due to mandatory reporting of data breaches with heavy fines. Causes damage to reputation. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Use best practice for passwords. • Limit access designated committee members. • Use high quality virus protection. • Competent use of computer software and management • Check third parties with access to data for past breaches, policies, and response to data breach. • Develop policies and procedures 	Privacy policies Procedures – follow up with Associations forum and lawyers

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3	Financial solvency	<ul style="list-style-type: none"> Cash shortage erodes working capital. Could lead to eventual insolvency and necessity to dissolve the association. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> Prepare annual budgets for committee, conference, and education Continually monitor actual income and spending against budget Investigate anomalies immediately and rein in spending if necessary. Set goals and actions to promote continued membership growth to maintain income levels. 	<ul style="list-style-type: none"> Create a budget for following year in May Budgets to be reviewed at strategic planning day for the year Monthly monitoring of budgets and open to all committee members on request
4	Loss of property due to theft, damage, or fire	<p>Laptop x 3</p> <p>Conference / Membership / Education</p> <p>Printer x 2</p> <p>Lockup contents</p>	Unlikely	Minor	Low	<p>Insurance cover</p> <p>Laptops - distributed as of May 2020</p> <p>Conference Convenor</p> <p>Membership</p> <p>Education Chair</p> <p>Cloud based security system</p> <p>To be insured for replacement cost</p> <p>LOCKUP – Incidentals</p>	<ul style="list-style-type: none"> Inventory to be maintained of storage locker contents
5	Inadvertent or deliberate breach of confidentiality or privacy by Committee members, employees, agents or contractors,	<ul style="list-style-type: none"> Unauthorised sensitive information released can cause harm to the association and members. Can cause loss of confidence in association and reduction in membership. 	Unlikely	Moderate	Low	<ul style="list-style-type: none"> Develop a committee induction process Enforce confidentiality and non-disclosure principles. confidentiality & Non-Disclosure statement for Committee members as part of committee nomination form 	<p>Document to address Chatham House Rules</p> <p>Website privacy Policy is done. ✓</p> <p>review and update administration manual every 2yrs or as required</p>

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6	Cybercrime - SAPNA accounts and member data hacked by persons unknown.	<ul style="list-style-type: none"> • Theft, depletion of financial capital causing necessity to borrow and incur interest. • Theft of personal data used or sold for identity theft. • Danger of harm to fellow members. • Breach of Privacy Act and requiring full disclosure due to mandatory reporting of data breaches with heavy fines if found procedures not sufficient. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Insurance • Education of Committee • procedures and practices for computer use (e.g. never access banking or database over unsecured Wi-Fi) • quality Virus protection • password protocols • Reduce risk by eliminating possible breach entry points 	cloud based security to be used Up to date virus protection on all laptops Secure backups of all laptops
7	Accident or injury of member attending SAPNA event.	<ul style="list-style-type: none"> • Hazards at events that may cause injury or incident to attendees. 	Unlikely	Moderate	Low	<ul style="list-style-type: none"> • Site assessment of venue prior to event. • Identify hazard and manage risk. • Practice safe preparation with cords, trip hazards, appliances etc. • Report safety issues to venue contact. 	public liability ensure test and tagging current on all electrical appliances respond and implement any SA Health directive
8	Major event with safety risk at venue (e.g. Fire) TERRORISM PANDEMIC Event	<ul style="list-style-type: none"> • Fire, flood, earthquake at venue. • COVID 19 	Unlikely	High	Low	<ul style="list-style-type: none"> • Safety brief forms part of introductory phase at event (e.g. Fire exits locations, assembly areas, action on hearing alarm.) • Identify fire exits. • Public Liability Insurance • Follow State SA Health Guidelines 	respond and implement any SA Health directive including event plans and contact tracing

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9	Food safety issue when SAPNA self-caters.	<ul style="list-style-type: none"> Facilities at venues not always adequate for food safety. Could cause food related safety / health incident. 	Unlikely	Major	medium	<ul style="list-style-type: none"> Check the food preparation area for cleanliness and suitability. Use best practice food preparation principles, including gloves, antibacterial wipes etc. 	All committee to do food handling course and database kept of all committee completion of course
10	Natural disaster or civil incident causes major SAPNA event to be cancelled at short notice.	<ul style="list-style-type: none"> Keynote speakers may still need to be paid depending on contract. Monies paid to venue, may be non-recoverable depending on contract Delegates and exhibitors require refunds. 	Unlikely	Major	Medium	<ul style="list-style-type: none"> Insurance to cover major events. Critically review contracts with speakers and venues and to assess out-of-pocket risk. Speaker confidentiality agreement 	respond and implement any SA Health directive
11	Keynote Speaker 'drawcard' at major SAPNA event unable to attend (short notice)	<ul style="list-style-type: none"> ☒ Keynote speakers may still need to be paid, or may involve non-refundable deposits / progress payments depending on contract. ☒ Attendees may cancel, reducing income for event. 	Unlikely	moderate	low	<ul style="list-style-type: none"> Insurance cover Backup plan for stand-in speaker Speakers /Venue to sign contract if no show 	Ensure SAPNA is covered if keynote speaker cancels or is unable to attend by ensuring speaker contract covers this

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12	Legal Suit for published items, images, content, reviews, copyright, plagiarism.	<ul style="list-style-type: none"> Newsletters, blogs and emails may contain information that has been 'lifted' from other sources, images without permission and upsets the originator or copyright holder. 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Training of Committee in copyright and plagiarism Care when preparing newsletters and other publications to ensure permissions and copyrights not breached. Always credit quotes and material and get permission where possible. Photography may need talent release form 	<ul style="list-style-type: none"> Add to delegate registration form and speaker invitations consent to photography at the beginning of each education event
13	Social media adverse actions (negative or damaging posts by persons known or unknown)	<ul style="list-style-type: none"> Negative posts on social media can be enormously damaging to individuals, the association or perioperative nursing in general. 	Likely	Moderate	medium	<ul style="list-style-type: none"> Change Platforms to member-based platforms Posts monitored by Committee member for inappropriate comments 	<ul style="list-style-type: none"> Manage negative posts and treat these as priority Respond to negative posts only with the facts, and never be argumentative. Any illegal posts will be reported to relevant authorities
14	Recruitment and retention of committee members	<ul style="list-style-type: none"> No quorum to hold a committee meeting Ongoing viability of SAPNA 	unlikely	High	Medium	<ul style="list-style-type: none"> Maintain working level of committee membership Ensure continued support of all committee members Current police clearance 	<ul style="list-style-type: none"> Promotion of benefits of joining SAPNA Committee Ongoing recruitment and encouragement of members to join committee Register to be held by SAPNA

15	Covid Vaccination Status	<ul style="list-style-type: none"> Unvaccinated members attending educational events 	Unlikely	Moderate	medium	<ul style="list-style-type: none"> All attendees to be fully covid vaccinated and show proof before entering education sessions 	<ul style="list-style-type: none"> Ensure all members informed on flyers of requirement to be fully vaccinated with proof
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16	SAPNA unable to provide Director on ACORN Board	<p>Current director resigns and SAPNA needing to replace with new Director. No SA representation on ACORN Board</p>	unlikely	medium	low	<ul style="list-style-type: none"> Process for resignation in Admin manual. Succession planning Able to open up nominations to SAPNA membership if unable to fill from Committee 	<ul style="list-style-type: none"> Continued support of ACORN Director from SAPNA Committee