

OFFICE	Risk Register
Responsibility of	All Members of the Board and Staff
Objectives of this register	<p>To identify, manage and remove or ameliorate risk to the objectives, personnel, financial, information, property, procurement and business continuity of Riverina Winegrape Growers.</p> <p>The following risk categories have been prepared to assist staff, members and constituents that the Riverina Winegrape Growers is prepared and capable of managing the risks to its business operations in the region.</p>
Maintenance and Quality of Service	<p>To provide approved industry services to constituent members in a timely and efficient manner.</p> <ul style="list-style-type: none"> - Quality of service. The Board meets monthly to ensure that the operations of the business and prior directions provided to staff are enacted. These meetings are minuted and copies are forwarded to the NSW Government bi-monthly. All duties that staff perform in the course of meeting Board objectives are approved by the Board, staff receive relevant training to ensure capability, - Quality of advice. Staff undertake on farm audits of growers to ensure food safety requirements are met. The system is third party audited annually and staff and cooperative wineries are involved with the management and direction of the system. Staff rarely provide viticultural advice to growers and when required to it is given with disclaimers of accuracy. To reduce risk the Board technical staff provide a referral service for growers based on the individual needs and issue at hand. - Grower information. The Board provides a bi-monthly newsletter informing growers of the current activities of the Board, regional, national industry issues and upcoming events. This contains a disclaimer that the Board's provides the information and will not accept any responsibility for any action taken as a direct or indirect result of growers using the advice or information provided herein. The Board and its staff also provides regular media announcements and comments, regionally and at times nationally. The Board maintains insurance to ameliorate the risks associated with any possible misstatement or winery that may be offended. The Board maintains a weather monitoring network. The staff monitor and report weekly weather observations and advise growers of any possible disease risks in the surrounding areas. This information is provided after the event and does not forecast, only reporting past events. The risk associated with this is possible transposing error in the data. This risk is ameliorated by a template used that allows the digital data to be cut and paste prior to the reports being forwarded to growers with a disclaimer included at the

	<p>bottom of the document and all staff emails to industry.</p> <ul style="list-style-type: none"> - Staff ability. The Board assess staff ability to undertake tasks continually. A performance and contract review are undertaken each year. - Operational tasks. These are presented to constituents at a strategic planning approval meeting each year and approved by formal motion. Tasks in accordance with approved industry services are monitored monthly by members and against set budgets each quarter. - Activity Monitoring by the Board. Weekly activity reporting by Executive staff to all Board members ensures that they are intimately informed of current outcomes and activity updates. These are provided on a Friday to all members of staff and the Board. - Income Loss to the Board. Loss of seasonal income due to winegrape crop damage would reduce the current level of services to grape growers. The Board maintains cash reserves of approximately 2 years normal expenditure to ensure on-going operations can occur appropriately.
<p>Personnel Risk and Safety</p>	<p>To ensure that staff are safe in the course of undertaking their duties</p> <ul style="list-style-type: none"> - Staff movement and location throughout working hours is known to other members of staff. Staff location during on-farm visits is recorded in the shared electronic calendar. No location that is visited is without mobile phone coverage and all staff members have the ability to charge their mobile devices from their vehicles. - Staff farm visits may occur during on farm activity, such as saw pruning, spraying, trimming. Staff are required to wear hi-visibility clothing when on farm duty and Personal Protective Equipment (PPE) when performing duties that require PPE to be utilised. All such equipment is made available by the Board. In the event that a member of staff needs to enter a vineyard for sampling or disease monitoring purposes they are required to contact the growers to ensure that they are within acceptable limits or withholding periods for any chemicals that may have been applied. - Staff and Board Member attendance at meetings during and after normal office hours. The Board maintains a Volunteer workers insurance policy in the event that travelling to or from meetings or functions grower members are duly covered for death, disability and loss of income. Staff and Board members attending such functions are covered under workers compensation. - Chemical Storage of flammable good for laboratory activity. Chemical purchases of Ethanol and Hydrochloric Acid must not exceed in volume the size of the secure holding cupboards. PPE must be worn when using said

	<p>chemicals. Staff trained in the procedure to follow in the event of spillage. MSDS are maintained and accessible to all staff. Safety signs are installed and a zero naked flame policy exists in the office.</p> <ul style="list-style-type: none"> - Staff knowledge and adoption of WH&S requirements. All staff conduct regular meetings to ensure that Workplace Health and Safety is adhered to and risks are identified and discussed to ensure that all are aware and knowledgeable of how to deal with the daily risks. All staff and Board Members concerns or issues are taken seriously. - Staff illness, fatality, resignation or replacement is a risk to the continuance of adequate services to growers. All staff have an understanding of the operations of all sections of the business that would enable the business to remain functional. External accountants are knowledgeable in the Board's finances and would be able to undertake accounts payable and receivable operations if required. - Fumes from Laser Copiers and Printers may cause long term health affects. All equipment that fuses toner onto paper is kept in a storage room that has an extractor fan in operation to remove fumes to outside of the building. - Legal action taken against staff or member of the Board. The organisation maintains Professional Indemnity insurance in the event of a misstatement made relating to a third party. To further reduce such risks drafts of correspondence are circulated for comment to Board members. Matters of a highly legalistic and sensitive in nature are routinely forwarded to legal counsel for review to limit the risk of defamatory statement being made.
<p>Operational Risk</p>	<ul style="list-style-type: none"> - Property theft and malicious damage to site. The Board maintains theft and damage insurance on all capital items that are portable and attractive. The Building is similarly insured. The Board maintains an on going contract with a return to base alarm for break-ins should this occur. All staff are trained in the use of the alarm system and are listed as contacts with the monitoring service. The PIN code of the alarm system is changed upon the termination or resignation of a member of staff. The property has a secure parking area with lockable steel gate. Insurance measures are assessed each year by the CEO to ensure that all items are appropriately listed and reflect the replacement value. - Fire damage to building. The Board maintains insurance in the event of such damage occurring. Fire fighting equipment is also maintained on site with equipment performance checks on extinguishers occurring 6 monthly in conjunction with exit lighting operation being performed by a third party organisation. - Computer virus and server remote damage risk: All operational PC's are loaded with anti-spyware and anti-virus software that is regularly updated. The server and all

	<p>equipment are protection via a firewall. The Board's internet site is not held locally which reduces the risk of hackers gaining access to Board records via our website.</p> <p>The following risks to the Board have been identified. These risks are dealt with in the <i>Business Continuity and Disaster Recovery Plan Policy document</i>.</p> <p>Should any of the following identified risks occur staff should consult the <i>Business Continuity and Disaster Recovery Plan Policy document</i>.</p> <ol style="list-style-type: none"> 1. Fire damage to the office – partially damaged and/or completely written off. 2. Flood or rain damage to the Board premises. 3. Electrical black out to the Board premises.
Financial Risk	<ul style="list-style-type: none"> • Fraud and corruption. The risk of fraud is dealt with in following Board policies and procedures: <i>Authorised signatories, Payroll procedure, Password changing, Financial Limits of Purchasing, Fraud Control, Reimbursement of Expenses, Tender for Services, Ordering Good and Services, Payment for Goods and Services, Cash Receipting and Revenue Recognition</i>. All policies and procedures are reviewed by the Board on a 12 monthly basis.
Board Expectations	<ul style="list-style-type: none"> • That the risks to the operational performance of the Board are identified so that appropriate steps can be taken to ameliorate the risks to the business.
Document Control	<ul style="list-style-type: none"> • Document Approved Nov 2016 • Document amended Jun 2017 to account for volunteer workers policy not covering members of the Board on duty. • Document amended 11th Dec 2017 to adjust review timing of policies and procedures, amendment approved by the Board. • Approved Dec 2019