

# Queensland Masters Athletics Association Inc.

## Risk Management Plan

### OBJECTIVES

The objectives of this plan are to implement the QMA Risk Management Policy.

The scope of the Plan covers all of the activities, functions and operations of QMA whether they be carried out for QMA itself or on behalf of another organisation.

### RISK MANAGEMENT RESPONSIBILITIES AND FUNCTIONS

At the first meeting of the committee after election, a member of the QMA committee will be designated as being responsible to the President for the operation and maintenance of the plan. For the purposes of identification in this plan the person is titled the Risk Management Officer (RMO).

Members of the committee or other QMA members designated to assist with the operations of the club will have a role in ensuring that the agreed risk treatment is implemented in their area of operations and for identifying any new or changed circumstances which would require a review from a risk management perspective.

### RISK MANAGEMENT PROCESS

The risk management processes to be followed within QMA are those detailed in the workbook "Risk Management for Directors and Board Member of National Sporting Organisations" published by the Australian Sports Commission.

### MANAGING RISK

#### **Monitoring and Review:**

The RMO will monitor the plan to ensure that agreed actions are implemented and that new or changed risks are assessed and treated once identified.

#### **Communication and Consultation:**

The risks and their treatment in areas that affect members need to be communicated to those members. This will require communicating not only the magnitude of the risk, how it may affect the member and therefore why action is necessary but also exactly what has been put in place to address the risk. Where there are different options in treating a risk, consultation will take place with the affected parties to enable the most acceptable cost-effective treatment to be selected.

#### **Reporting:**

At the first meeting of the committee after election, the current Risk Register will be tabled for review.

At each subsequent committee meeting a report will be submitted by the RMO outlining only those extreme and high risks where treatment of the risks is still in progress i.e. where actions are still ongoing to reduce the risk to acceptable levels by reducing the likelihood and/or consequence of the risk or by transferring the consequences of the risk to other parties (e.g. by insurance). The report will be a list of each risk with the actions still outstanding. The RMO will have on hand the Risk Management Summaries for each risk.

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### **Risk Register:**

QMA will maintain a Risk Register which identifies known risks and their Risk Priority according to their agreed Consequences and Likelihood. The RMO is responsible for the maintenance of the Risk Register on advice from other committee members of new or changed risks.

A master hard copy will be held by QMA with electronic or hard copies being made available to committee and other members for risks in their areas.

### **Major Reviews:**

Following the first meeting of the committee after election, the newly appointed RMO will be responsible for reviewing the tabled Risk Register with relevant committee or members and for reporting to the next meeting of any changes deemed desirable.

### **Links to Other Management Processes**

Decisions made by committee will be made bearing in mind the risk management framework in which QMA operates. Any decision which may add risk or change the magnitude of existing risk requires that the effect and ramifications of any ensuing risk treatment changes be also considered.

**This version adopted by Queensland Masters Athletics Association Inc on:**

**Date: 12<sup>th</sup> September 2006**

**President:**