

August 2003

1. Policy Statement

AKA Qld Inc is to conduct its decision-making processes and activities in a manner consistent with this Risk Management Assessment. This policy is intended to provide guidance for Clubs, Officials and volunteers for the identification, analysis and control of foreseeable hazards and consequent risk associated with its activities.

This 'Whole of Organisation' Risk Management Policy has been developed in accordance with the **AKA Karting Manual / AKA Qld Inc Constitution / By laws and Policy documents** and shall be regularly reviewed and updated for its appropriateness, context and content to assist the continuous improvement of the Association.

2. Policy Context

Vision Statement

AKA Qld Inc will efficiently administer Karting in Queensland providing an enjoyable and exhilarating form of family motor sport in a controlled environment emphasizing the need for safe practices by karters, officials and spectators. .

Mission Statement

"AKA Qld Inc will strive to be the leading provider of Karting achieving excellence and growth in a professional manner for the enjoyment of all participants."

VALUES

AKA Qld Inc guiding principles and policies will affect the following values;

GROWTH *AKA Qld Inc. values well organized and even competition resulting in growth*

COST EFFECTIVE *Operations and services will be cost effective*

PROFESSIONAL *Ensure all personnel are appropriately trained to perform their duties in a professional manner*

2003 – 2006 Key Strategic Objectives

Participation

1. To increase the number of licenced drivers in all classes.
2. State based participation programs implemented and monitored at club level delivering.
 - Growth in numbers of participation
 - Participation for all, disabilities, women all ages

Management:

- 1 To Utilizing modern technology for licenses and the conduct of race meetings.
- 2 Establish an effective communication network
- 3 Improve output efficiency
- 4 Be proactive in supporting changes for the betterment of the sport in all facets under the Associations control.

Marketing/Profile

1. To promote and increase the profile of karting as an affordable and well controlled family sport throughout the community.

Teaching/ Instruction

1. To develop and implement strategies to facilitate the implementation of an instructor program
3. To identify and implement service extension within all major areas.
4. To develop and implement an accurate qualitative performance measurement system at all levels.

Volunteers & Officials

1. To ensure all officials are trained and accredited in their relevant position and duties
2. To increase the number of qualified and accredited Officials and volunteers
3. To source funding to develop and implement Officials training and accreditation programs

Events

1. To provide assistance and access to resources to conduct successful competitions at State and club level

3. **Risk Management**

The aim of this assessment is to identify areas of potential risk to achieving AKA Queensland Inc Associations' strategic objectives and means of managing each risk established. The assessment should not be seen as recognition that risks are not being managed adequately, but that the AKA Qld Inc, clubs and volunteers are committed to an integrated and systematic approach to managing their responsibilities and review procedures in the light of changes evolving which would be beneficial to karting.

4. **Scope**

The assessment is intended to cover the activities of the following people:

- AKA Qld Inc Executive Members
- AKA Qld Inc Delegates
- Volunteers
- Club Officials / State Officials
- Volunteer Race Officials

5. **Responsibilities**

The AKA Qld Inc. is responsible for the provision of strategic direction, advice and guidance to volunteer Officials on risk management. Affiliated Clubs will make recommendations on appropriate policy review and ensure that the policy and its subsequent processes and procedures are appropriately implemented and communicated.

6. **Risk Identification and Analysis**

6.1 **Incorporation / Statement of Purposes and Rules**

Risk

AKA Qld Inc dedicated obligations under the requirements of the Associations Incorporation Act to maintain its status and avoid statutory penalties.

Management

The AKA Qld Inc Karting Association will regulate the requirements of the Act and the contents of the AKA Qld Inc Karting Association Inc Statement of Purposes and Rules and conduct its business in accordance with this document.

Key provisions include:

- Conduct Annual General Meeting within 6 months of end of financial year
- Forward Annual Statement by Public Officer within one month of the AGM to Consumer and Business Affairs Queensland

- Present Annual Financial Returns in accordance with Accounting Standards to Consumer and Business Affairs Queensland
- Present the terms of any resolution passed at the Annual General Meeting
- Communicate the Statement of Purposes and Rules and Annual Report
- Limit operations to those within the Stated Purposes and Rules of AKA Qld Inc

6.2 Finance

Risk

AKA Qld Inc failing to ensure that only authorised personnel can commit the Association to agreements relating to the purchase of goods, sponsorships, consulting or service contracts.

Management

AKA Qld Inc will ensure its internal financial control in the keeping and verification of appropriate accounts and records are certified according to the Associations financial procedures and the following key provisions:

- An Independent Annual Audit of the organisations financial records will be conducted in accordance with the applicable Australian Auditing Standards for a prescribed association
- Two personnel shall sign all cheques drawn against the Associations funds. A Financial Report detailing Income/Expenditure shall be provided at each State Council Meeting
- Independent Auditors Management Letter Recommendations shall be implemented as appropriate.

6.3 Human Resources

AKA Qld Inc shall ensure that actions relating to people within the organisation are consistent with, and support the achievement of the Association objectives and satisfy relevant the individual needs of personnel.

6.3.1 Training, Education and Recognition

Risk

AKA Qld Inc. failing to recognize that its people are its greatest asset and investment in their development to achieving organizational and operational objectives.

Management

The Association will provide an ongoing training schedule implemented and actioned by experienced personnel to ensure that all operational and organizational skills are maintained and improved to a higher level for the benefit of all its participants

6.4 Public Liability

Risk

Failure to exercise duty of care may result in injury and/or damage to a third party. Legal liability arises when AKA Qld Inc. / Australian Karting Association Inc. or one of its personnel, fails to take reasonable care to avoid a foreseeable risk leading to such injury and/or damage.

Management

AKA Qld Inc. shall provide up-to-date training for all relevant personnel so they are equipped to use due diligence to ensure that activities and functions are performed in a hazard free environment.

6.5 Political

Risk

Failure to recognize the needs and requirements of and implementing the wishes of its stakeholders.

Management

AKA Qld Inc. will endeavor to establish, strengthen and utilise linkages with appropriate stakeholders through increasing its level of involvement at the input / discussion phase in the strategic decision-making process.

6.6 Legal Compliance

Risk

Failure to comply with laws that govern various aspects of AKA Qld Inc. operations may leave the association open to penalty.

Management

AKA Qld Inc. must be aware of laws that impact on the management of the Association and, when necessary, seek expert advice on their application. The following areas of legislation are applicable to the operations of the Association. This list shall be regularly reviewed and updated to ensure they drive the continuous improvement of the organisation.

- Associations Incorporation
- Taxation
- Superannuation
- Workers Compensation
- Anti-Discrimination [Sex, Racial & Disability Discrimination; Human Rights and Equal Opportunity]
- Privacy
- Local Government by-laws – eg: noise , site use etc...

6.7 Assets

6.7.1 Tangible Assets

Risk

Inadequate storage and care of AKA Qld Inc. property can lead to loss or deterioration.

Management

- The Association's Fixed Asset Register is to be updated each financial year
- All property will be securely stored in an appropriate location as determined by the Executive
- An inventory of all equipment will be regularly updated and will include member's induction to the Associations Borrowing Procedures and maintenance whilst in their control.

6.7.2 Intangible Assets

Management

- AKA Qld Inc. shall maintain a flexible operational structure which encourages the sharing of industry and organisational knowledge
- AKA Qld Inc. shall adhere to information privacy legislation and will not at any time knowingly disclose to any unauthorised person confidential information of the organisation.

a. Public Relations & Image

Risk

Actions or written / spoken statements made by, or on behalf of, AKA Qld Inc. by itself or a member club affiliated with the Association may impact on the reputation of a third party or on the Association and consequently impact on the Associations potential to engage, attain and maintain influence with members, partners and funding bodies to preserve and extend the scope of current services within the sport.

Management

- Care must be taken to ensure that situations of Public Statement shall be referred to the Executive or President of the Association for comment and if necessary legal advice sought on the content of the statement
- The Association's External Disputes Procedure will be executed as appropriate
- Executive members & State Secretary will ensure that the placement of any advertising is consistent with the Associations Advertising Policy, affiliated clubs should refer any material where a doubt exists
- The Executive / State Secretary, prior to dissemination shall view all outgoing formal correspondence, publications and promotional material to ensure organisational consistency, accuracy and due acknowledgements
- All activities undertaken by AKA Qld Inc. shall be consistent with the Associations activity Policy.

6.8 Information Technology

Risk

Failure to capitalise on operational enhancements in technology and the inadequate protection against known or unknown loss / corruption may impact on the organisational reputation and ability to create program and service growth.

Management

AKA Qld Inc. shall commit to resourcing the development of online delivery processes that will create increased efficiency of operation, less administrative burden and increased member value whilst also creating capacity for organizational expansion and efficiency. This increasing reliance on information technology shall subject to the following key provisions:

- AKA Qld Inc. shall maintain appropriate anti-virus protection processes
- Back-up procedures shall be carried out to a minimum level to allow restoration of im[portent information to allow the Association to operate with a minimum of disruption.
- Access to organisational and confidential data shall be protected against hacking
- Appropriately registered up-to-date software shall be sought as required.

7.

Insurance

It is important to ensure effective protection is provided against liability and loss when risk management procedures fail or when unforeseen situations arise.

Suitable policies shall be held for the following:

Public & Products Liability

Association Liability [Directors & Officers / Professional Indemnity]

Office & Contents

Work Cover

Competitors (Practice/competition)

Volunteers

- All policies will be regularly reviewed to ensure adequate coverage.

Officially Adopted: ...27 / 8 / 2003.....

Review Date: / /

Signed: Ralph van Doorn - President

Signed: Maureen Capri - Secretary

Association Official Stamp