



## Risk Management Policy

DATE IMPLEMENTED	1 <sup>st</sup> June 2020
REVIEW DATE	31 <sup>st</sup> December 2020
LAST AMENDED	25 <sup>th</sup> August 2016

### 1. Background

As a result of the current insurance climate, risk management has become an important issue facing sporting and community groups. Demonstrating risk awareness by developing a Risk Management Policy will put Bowls NT in good stead when it comes to renewing insurance and may help to negotiate insurance premiums. A Risk Management Policy identifies risks that face the organisation and suggests controls that can significantly reduce the probability of liabilities occurring.

### 2. Purpose

The purpose of this Risk Management Policy is to minimise risks facing Bowls NT and to prevent insurance claims. Risk Management is an on-going process and should be incorporated in decision-making processes and endorsed by the Board and the Council. It should be noted that the policy is for risk management guidance and is intended to be interpreted and applied in a common sense fashion, taking into account that Bowls NT its office bearers and members are all volunteers in a not-for-profit organisation.

### 3. Overview

Bowls NT is a not-for-profit incorporated association. The main aim is to promote lawn Bowls in the NT.

### 4. Risk Identification and Treatment

Risks encompass a wide range of categories, but the most relevant to Bowls NT include the following:

- Physical – injury or damage to persons/property
- Legal – breaching legal obligations
- Management / Operational – duty of care and management issues
- Financial – loss of assets of the organisation

The table below aims to identify risks and suggest treatment or control of the risk.

## Risk Management Policy

Category	Risk Identification	Risk Assessment		Control / Treatment
		Probability	Severity	
Legal	Failing to renew incorporation	Low	Medium	Set a diary of key dates and submissions
	Failing to submit annual accounts	Low	Medium	Set a diary of key dates and submissions
	General			<ul style="list-style-type: none"> <li>- Board and Council members meet as required by its constitution and minutes of the meetings are recorded.</li> <li>- Office Bearers are competent in the roles they hold</li> <li>- Elections are conducted in accordance with the constitution</li> </ul>
Management / Operational	Loss of Insurance	Low to Medium	High	<ul style="list-style-type: none"> <li>- Bowls NT currently has a valid insurance policy.</li> <li>- Risk Management Policy to document risks and methods to control them is in place and is reviewed annually</li> </ul>
	<p>Duty of Care: Volunteers or organisers of events have a responsibility to act with a duty of care</p> <p>For a person / organisation to be deemed negligent, they are said to have omitted to do something a prudent and “reasonable” person / organisation would have done in similar circumstances.</p>	Medium	High	<ul style="list-style-type: none"> <li>- Make volunteer, organisers and participants aware of their responsibilities</li> <li>- Documentation of the organisation of the event would help if litigation occurred.</li> <li>- Officer Indemnity Insurance is part of the Bowls NT Insurance policy</li> </ul>

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Financial	Funding Cuts – NT Government	Low	High	<ul style="list-style-type: none"> <li>- Aim to keep membership numbers high to reinforce Bowls NT credibility</li> <li>- Ensure that the objectives listed in the 1 funding application are met</li> <li>- Continue to work with NT Government and Clubs in the NT to maintain a high profile</li> </ul>
	Loss of Sponsorship	Medium	Low	<ul style="list-style-type: none"> <li>- Maintain good relations and regular communications with sponsors</li> <li>- Continue to advertise sponsor's contributions to members</li> </ul>

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	Impact of insurance excess in event of a claim	Low	High	<ul style="list-style-type: none"> <li>- Potential insurance policy may have an excess in the vicinity of \$1,000</li> <li>- Aim to control risks to minimise the risk of a liability event occurring – this Risk Management Policy has this purpose</li> </ul>
	Misappropriation of Funds	Low	Medium	<ul style="list-style-type: none"> <li>- Financial transactions are recorded on an on-going basis throughout the year.</li> <li>- Annual accounts are reported and distributed at the AGM</li> <li>- All cheques require two signatories</li> <li>- Signatories are current Committee members</li> <li>- Fraudulent actions have professional and legal ramifications</li> </ul>