

	RISK MANAGEMENT POLICY	Approval Date:	10 March 2008
		Policy No:	GQPO-03
		Version No:	1
		Review Date:	March 2009

1. DESCRIPTION

Gymnastics Queensland (GQ) is the governing body for gymnastics in Queensland and as such is responsible for the overall management, coordination and direction of gymnastic activities. This is achieved by providing a management structure that is capable of delivering a range of resources, services, and products to a diverse delivery network.

GQ is committed to providing a sporting and working environment that is safe, stable and free of discrimination and harassment, where risks are minimised through proactive management. Accordingly, GQ accepts risk management as one of its prime responsibilities making it an integral part of all decision-making processes.

The GQ Risk Management Plan has been developed, and is in-line with the Australian Standards of Risk Management AS/NZS 4360:1999. Accordingly, all Risk Management activities will be carried out in-line with the principles and guidelines set out in this policy document.

2. PURPOSE

Risk Management refers to the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects. All daily activities, competitions/events, Gymsport programs, membership programs and/or services are governed by the policy.

3. SCOPE

This Policy applies to all GQ management and day-to-day operations undertaken by the Board of Management, staff, Sport Management Committees and their sub-committees, and all other volunteers. Adoption of the policy will ensure consistency in risk management principles and procedures.

4. REFERENCES

The following are related references to this policy:

GQ Risk Management Plan
GQ Risk Register

5. GUIDING PRINCIPLES

GQ's Risk Management is reliant upon a number of principles. Adherence to these principles will facilitate the emergence of a risk management culture that will be actively encouraged. These principles make the GQ Risk Management plan an effective tool that provides reliable information that GQ can use to improve its performance. These principles include:

- 5.1 Leading by example in responding to risk
- 5.2 Responding promptly to any concerns
- 5.3 Trusting and empowering volunteers and paid staff to manage risks at all levels
- 5.4 Education and training
- 5.5 Ensuring the right values are instilled in young people
- 5.6 Acknowledging, rewarding and publicizing good risk management
- 5.7 Encouraging learning from unexpected results, both positive and negative.

6. ROLES AND RESPONSIBILITIES

All employees, volunteers and members are responsible for ensuring that risks to themselves, others, the Association and the sport of Gymnastics, are minimised. The Board of Management however, has the ultimate responsibility for successful risk management with the Executive Director taking day-to-day responsibility for the process.

This section specifies the responsibilities of all parties involved in Risk Management process within Gymnastics:

6.1 Board of Management

The GQ Board of Management must:

- 6.1.1 Ensure that the context of the policy is communicated to all levels, via the distribution of the Association's Risk Management Policy Statement
- 6.1.2 Ensure Risk Management practices, in-line with the GQ Risk Management plan, are implemented at all levels
- 6.1.3 Ensure that appropriate training is provided, so that risk is actively minimized
- 6.1.4 Provide appropriate resources to ensure that risk is minimized
- 6.1.5 Ensure that risk management is an intrinsic part of deliberations and that decisions are made in line with the policy
- 6.1.6 Report annually on the year's achievements and on any future risks which may threaten any aspect of the Association's business.

6.2 Executive Director

The Executive Director must:

- 6.2.1 Ensure that all departments of the Association have the opportunity to engage in risk assessment and treatment processes
- 6.2.2 Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimize such risk
- 6.2.3 Ensure that, when implementing risk management actions, other related Association policies are also adhered to

- 6.2.4 Assume day-to-day responsibility for risk management within the Association Office
- 6.2.5 Ensure appropriate and up-to-date documentation of risk identification and treatment
- 6.2.6 Provide appropriate induction on risk management and all other associated policies to new Board members, staff and SMC members
- 6.2.7 Alert the Board of any new high-impact risks, or any other matters requiring attention outside the usual process.

6.3 Staff & SMC Members

Gymnastics Queensland staff & SMC members must:

- 6.3.1 Distribute information on risk management throughout networks, as required
- 6.3.2 Adopt and implement appropriate risk management behaviour in all aspects of work
- 6.3.3 Report risk, real or potential, and ensure appropriate action is taken to minimize such risk
- 6.3.4 Ensure appropriate and up-to-date documentation of risk identification and treatment, for the particular work area

6.4 Everyone

- 6.4.1 Successful risk management also relies on the personal knowledge, perception and behaviour of all involved in the sport of Gymnastics.

7. REVIEW & IMPLEMENTATION

The regular monitoring and review of risks is an integral part of GQ business. Risk Management will be a standard agenda item for the Board of Management, in addition to a major review that is held in March each year. The process will ensure new risks are detected and managed and that action plans are implemented and progressed effectively. In addition, the Executive Manager will regularly review the Risk Register and meet with those responsible for managing specific risks.

8. COMPLAINT PROCEDURES

GQ has a Complaints Handling Procedure in place and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. The Association recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

9. CONFIDENTIALITY AND REPORTING

GQ's administration responsible for implementing this Policy will keep confidential, in-line with their Privacy Policy, the names and details relating to complaints, unless disclosure is:

- 9.1 Necessary as part of the corrective process; or
- 9.2 Required by law.

10. ADDITIONS AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to Gymnastics Queensland for consideration. Management will review the recommendations and forward to the Board of Management who have the authority to make changes to this policy. Should changes be accepted, the policy would be updated and circulated to members. In addition, Gymnastics Queensland is committed to ensuring all policies are up to date and reflect current times, therefore, reviews are undertaken annually. The next review date is detailed in the header of this policy.

GYMNASTICS QUEENSLAND RISK MANAGEMENT POLICY STATEMENT



COMMITMENT

Gymnastics Queensland (GQ) aims to use world's best practice in risk management to support and enhance activities, in all areas of the organisation. GQ will ensure risk management is an integral part of all decision-making processes.

GQ will use a structured risk management program to minimize all reasonably foreseeable disruptions to operations, harm to people and damage to the environment and property. GQ will identify and take advantage of opportunities, in addition minimizing adverse effects. GQ will train people to implement risk management effectively and will strive to continually improve risk management practices.

RESPONSIBILITIES

The Executive Director is accountable to the Board for the implementation of the risk management process and is ultimately responsible for the management of risks within the business.

All personnel are responsible for managing risks in their respective areas, and everyone involved in the sport has responsibility for risk management.

PROCESS

A risk management systematic process has been established, based on the Australian Standard AS/NZS 4360:19999.

MONITORING AND REVIEW

The Board of Management will monitor and review the implementation of the GQ risk management program. The Executive Director will facilitate the development of a common risk management approach across all areas by:

- Implementing the risk management program;
- Sharing information with board applicability across all areas;
- Reporting on the progress of implementing the risk management program.

FURTHER INFORMATION

For further information on the policy and the risk management procedures, please contact the Executive Director:

Ph: 07 3036 5608 **Fax:** 07 3391 3357

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ACKNOWLEDGEMENT

The GQ Risk Management Policy and Procedures are modelled on the Gymnastics Australia Risk Management Policies and Procedures.