

SABA RISK MANAGEMENT REVIEW

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- Incorporated Associations Act
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- Compliance with both Act's above
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- Fire/Earthquake/Flood – if it happens, what then?

- Emergency Contingency Plans
- Insurance

1. Governance

- **Role of the Board**
- **Board Members, code of conduct, conflict of interest**
- **Effective Meetings**
- **Consent Agenda & supporting documents with Agenda**
- **Decision making processes via electronic media**
- **Board Members Manual**
- **New/Future Board Members – effective succession planning**

Update:

Role of Board

- Developing/approving the vision, purpose and values of SABA
- Developing/approving the strategic plan
- Approving key organisational policies
- Approving budgets and monitoring expenditure
- Ensuring legal requirements are met
- Ensure quality of services
- Ensure there are adequate funds to resource SABA
- Ensure the board is functioning well, reviewing the work of the board and planning for succession and orientation of board members

Board Members, code of conduct, conflicts of interest

- Have a commitment to the SABA's values and objectives
- Make decisions in the best interests of SABA
- Make inquires/question to ensure SABA is operating within its vision, purpose and values
- Responsibility to act honestly and in good faith
- Disclose potential conflicts of interest as soon as they arise
- Do not use their position and information for personal benefit or advantage at the expense of SABA
- Keep all materials confidential

Effective Meetings

- Attend board meetings to ensure quorum is obtained
- Participate in discussions and decision making in a polite and business like manner
- Keep to the point being discussed not vary into other areas not within SABA

Consent Agenda & supporting documents with Agenda

- Consent Agenda – all items discussed in the meetings is communicated in writing (via email) to President/Secretary so that it is included in agenda for all board members. Any questions to other board members need to be communicated to them so that they can formulate an answer to be discussed at the meeting.
- Prepare board papers/reports in advance and send to secretary so that all board members can receive these in advance of meeting
- Read materials in advance of the meeting, which should save time at the meetings just reading documents

Decision making processes via electronic media

- (still to be completed)

Board Members Manual

- Prepare a file which will contain the following for new board members:
 1. Constitution of the Assocn.
 2. Insurance Documentation
 3. List of Board Members
 4. List of Sub Boards and their members
 5. List of Registered Clubs
 6. Set of the latest Audited Accounts
 7. Board Members duties/responsibilities

New/Future Board Members – effective succession planning

- (still to be completed)

2. Strategic Direction

- **What is it? Where are we going?**
- **Strategic Plan re-evaluation**
- **Relationship and role with Government's**
- **Policy in relation to Sports National Body**

Update:

At this stage no work has been started on this area. President has indicated at previous meetings that he will be dividing up the areas to give each board member a section of their responsibility. This has yet to be done.

3. Professional Risks

- **OHS for employees/volunteers**
- **Insurance – Public Liability**
- **General Insurance**

Update:

OHS for employees/volunteers – Still to be completed.

Insurance – Public Liability/Professional Liability/Personal Accident insurance is covered by BA Insurance which is then divided by all states. Need to query whether this covers volunteers?

General Insurance – Still to be completed.

4. Legal

- **Incorporated Associations Act**
- **Income Tax Assessment Act**
- **Board Members Insurance**

Update:

Incorporated Associations Act

I have read the rules for an Incorporated Assocn. Currently complying with all rules as I understand them.

Income Tax Assessment Act

I have reviewed the tax assessment act as it relates to sporting organisations and believe we are currently complying in relation to income tax, in that we are tax exempt.

In regards to GST, this is still to be finalised.

Board Members Insurance – Have current Board Members Insurance. Copy of policy document to be attached for reference when received.

5. Financial

- **Compliance with both Act's above**
- **Audit requirements**
- **Ensuring financial stability**

Update:

Compliance with both Act's above – ongoing

Audit requirements – accounts must be audited once per year to comply with Constitution

New Auditor for 2006 - Mr. Clive Allert, PDK Financial, Level 1, 120 Greenhill Road, Unley SA 5061

Ensuring financial stability – this area is incomplete.

6. Property/Environmental

- **Major Disaster Plan – What & How**
- **Facilities utilisation and growth management plan**

Update:

At this stage no work done on this area