

MA Risk Management Policy

Version	1.0
Policy Number	MA.03.01
Doc. No	10341128
Short description	Identification, Assessment and Control of MA Risks
Relevant to	All members as defined in the Constitution
Authority	Board
Responsible Area	Risk and Compliance
Date introduced	5 December 2012
Date(s) modified	September 2013
Review Schedule	Annually
Related documents	Risk Management Plan

1. Statement of Commitment

Motorcycling Australia (MA) is the governing body for motorcycle sport in Australia and as such is responsible for the overall management, coordination and direction of motorcycle activities and events. 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.

MA is committed to minimizing risks through proactive management.

2. Purpose

Risk management is the identification, assessment and prioritization of risks and includes the process for analyzing exposure to risk and determining how to best mitigate such exposure. Risk management is based on protecting MA and the interests of motorcycling by identifying and analyzing risks.

The purpose of this Policy is to outline the principles that govern the management of risk at MA, and to define associated responsibilities for MA's risk management processes.

3. Scope

This Policy forms part of a risk management framework established to identify and assess the impact of any current or future risks to the organisation.

Risk Management is both an individual and a corporate responsibility which includes the participation of all stakeholders.

4. Objectives

- To prevent/minimise risk and maximise opportunity across the organisation
- To establish a risk exposure profile acceptable to the organisation
- To identify the potential for loss or injury
- To assess the identified risks against the risk exposure profile
- To determine the most effective and practical way to control the risks identified
- To monitor the effectiveness of the action implemented to manage the risks
- To evaluate and/or modify the risk management plan in line with changing exposure to risks

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5. Definitions

For the purpose of this Policy, risk is defined as possible outcomes that could adversely impact MA's financial performance, assets, reputation, people or the achievement of its objectives.

6. Guiding Principles of the Policy

Risk management is an integral part of Motorcycling Australia's (MA) approach to decision making and accountability. Risk management comprises the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects within MA's operational environment. Training is an important component of making risk management a part of the culture of MA.

Risk is inherent in all of MA's functions. All MA staff are responsible for managing the risks that relate to their particular area of work. Risks should be managed in a way that derives the best outcomes for MA and its stakeholders.

The aim of Risk Management is not to eliminate risk. It is to assist MA in managing the risks involved in all MA activities to maximize opportunities and minimize adverse consequences. Effective risk management requires:

- Identifying and taking opportunities to improve results and performance as well as taking action to avoid or reduce the chances of something going wrong
- A systematic process that can be used when making decisions to improve effectiveness and efficiency
- Forward thinking and proactive approaches to management
- Effective communication
- Accountability and transparency in decision making
- Balance between the cost of managing risk and the anticipated benefits.

Risk management is an iterative process of continuous improvement that is best embedded into existing practices or business processes. The main elements of the MA risk management process are:

- Communication and consultation with stakeholders as appropriate
- Establish the context to determine how we impact and define what we do and how we measure if we are successful at doing it
- Identify, analyze and evaluate the risks
- Mitigate risks
- Document, monitor and review to determine effectiveness and allow continual improvement.

7. Regulatory Requirements

The MA Risk Management Plan has been developed, and is in-line with the Australian Standards of Risk Management AS/NZS ISO 31000:2009 and will be supported by the Standards Australia Guidelines for Managing Risk in Sport and Recreation. MA will maintain a robust risk management plan to ensure compliance with the standard.

MA is responsible for ensuring that a risk management framework is in place and remains up to date to properly address the core duties in which risk management plays an important part. Some of these core duties include establishing policies and procedures for managing risks, including robust risk management processes to ensure the proper control methods are in place to comply with requirements.

8. Policy

8.1 Principles

- Motorcycling Australia recognises that risk is inherent in all its activities and that effective management of risk is necessary in order to protect the organisation against potential loss.

- MA will ensure that risk management is integrated into MA's corporate culture and business operations at a strategic, operational and project level.
- MA will be mindful of the need to achieve a balance between the cost of managing risk and the anticipated benefits.
- MA will ensure that risks are identified, reviewed and monitored on an ongoing basis.

8.2 Responsibilities and Delegations

Motorcycling Australia has ultimate responsibility for successful risk management. This section specifies the responsibility of all parties involved in the compliance with the overall Policy.

8.2.1 Board of Directors

The Board is responsible for compliance as part of the Governance Framework and as a risk management tool. They have ultimate responsibility for approving and monitoring the effectiveness of the risk management framework, and assessing whether MA has in place adequate risk management and internal control mechanisms.

The Board delegate to the Risk and compliance Manager the responsibility for undertaking risk reviews and the design and implementation of appropriate risk management systems.

The Finance and Administration Manager is responsible for overseeing of the processes for the identification and assessment of risks, reviewing the outcomes and of risk management processes and advising the Board regarding financial management as required.

8.2.2 The Chief Executive Officer (CEO)

The CEO is responsible to the Board for establishing, adequately resourcing and endorsing effective risk management programs and for assisting in the maintenance of the programs through providing relevant feedback.

8.2.3 Risk Management and Compliance Manager

The main focus of Risk and Compliance is to assist MA's operations to minimise risks by providing tools as well as adhering to legislative and other regulatory requirements and industry standards

Risk and Compliance oversee and monitor compliance to provide the Board with comfort that the RCB is being accountable in its risk management responsibilities; acting within the relevant regulatory environment and operational procedures including:

- Ensuring that the context of the policy is communicated to all levels, via the distributed of the MA's Risk Management Policy Statement.
- Ensuring that Risk Management practices are implemented at all levels
- Ensuring that appropriate training is provided, so that risk is actively minimized
- Providing appropriate resources to ensure that risk is minimized
- Ensuring that risk management is an intrinsic part of deliberations and that decisions are made in line with the policy

8.2.4 Managers

- Ensure that all volunteers, officials and staff have an opportunity to engage in risk assessment and treatment processes
- Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimize such risk
- Ensure that, when implementing risk management controls, other MA policies and procedures are also adhered to

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- Alert the CEO of any new high-impact risks, or any other matters requiring attention outside the usual process.

8.2.5 Employees

- Distribute information on risk management to promoters and officials as required
- Adopt and implement appropriate risk management behaviour in all aspects of work
- Report risk, real or potential, and ensure appropriate action is taken to minimize such risk

8.2.6 Everyone

- Successful risk management also relies on the personal knowledge, perception and behaviour of everyone involved in motorcycle sport.

9. Review, monitoring and reporting

The purpose of reviewing and monitoring the program is to ensure that a high level of best practice is maintained across the operations of MA events and activities.

9.1 Monitoring & Review

Vital to the integrity of the MA's risk management program is the ongoing assessment that processes are in line with requirements. These reviews are extremely valuable in providing ongoing assessments of compliance and internal controls.

Findings based on internal reviews can often contribute to a significant improvement in efficiency and effectiveness by identifying areas where MA has varied from stated procedures and/or requirements.

Reviews of selected high risk incidents or venues will be conducted by the Risk and Compliance Manager. The aim of these reviews is to verify that the stakeholder is complying with requirements.

When reviewing the documentation stakeholders should confirm:

- Has anything changed over time since the process was implemented
- Are the control of risks are still adequate
- Was the risk management process was conducted effectively

9.2 Escalation and Reporting of Compliance Issues

Compliance issues raised via TRA's, Risk identification forms or as a result of a review, will be reported to relevant promoters or clubs and remedial action must be agreed. MA and the Promoter / club will be required to resolve any issues raised in an effort to reduce OHS risk. A report will be made to the board to advise them of the potential issue of non-compliance.

All stakeholders are responsible for reporting risk management compliance as and when they become aware of these. All risk management issues, including those that have been corrected, are to be reported to the RCM either via the Operations Manager, Riders Division Manager, Financial Manager or the relevant promoter.

All stakeholders are to comply with the Risk Management Plan and Procedures.

9.3 Resources

The risk management function must be adequately resourced in each state and territory and must have access to all forms, documents and relevant information held by the club or venue in order to effectively perform their risk management responsibilities.

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Stakeholders are encouraged to keep up to date with laws and regulations that impact the risk management environment, including any changes to surrounding legislations.

Examples include information regarding the legal concepts such as negligence, duty of care, occupational health and safety, etc.

Clubs must ensure the public are aware that motorcycling is dangerous and display the correct disclaimers and signage as per the Manual of Motorcycle Sport.

Each club is responsible for introducing and maintaining their own operational procedures and controls.

10. Compliance and Monitoring

Compliance with this policy and framework will be monitored by the RCM with oversight from the Board. The Board has ultimate responsibility for Risk Management Compliance and therefore may at any time seek an independent review of the operations of the Risk and Compliance division and its processes.

Each RCB is responsible for introducing and maintaining its own operational procedures and controls.

10.1 Consequences of Non-compliance

Non-compliance with this policy may result in Motorcycling Australia breaching legislative requirements. Noncompliance may result in evoking track licences or issuing a stop work notification until the incident is rectified.

Any breach or alleged breach of this Policy is to be dealt with in accordance with the provisions of the Rules relating to discipline of members, including procedures, penalties and rights of appeal.

11. Amendment and Approval

Given the ever changing environment in which the business operates the Risk and Compliance Manager will ensure that the framework and program continues to be appropriate and adequate for the business and the state controlling bodies.

The Risk and Compliance Manager is responsible in ensuring the application of the risk management procedures within the business and for the implementation of appropriate compliance management tools.

The Risk Management Policy, Plan and procedures will be reviewed in line with business changes and any material changes will be tabled at the relevant Committee and/or Board for approval.

12. Further Information

Contact Claire Lawrence, Risk and Compliance Manager

13. Policy Review

This policy will be reviewed annually and revised as needed.

Revision History

Version	Revision Date	Author(s)	Revision Notes

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