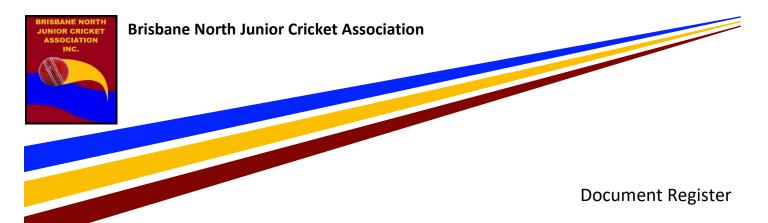


Brisbane North Junior Cricket Association

Actions Register

Action Item	Audience	Responsible	Consulted	Priority	Status	Entered	Due	Completed	Notes
Look at final wording of image approval for	Management	JP		Medium	In Progress	Unsure			
BNJCA rep players and advise Aaron Mills		O1		Mcdidiff	iii i iogicaa	Orisuic			
Communicate website maintenance	Management								
instructions with RJB and MP to ensure that		JP		Medium	In Progress	20/09/2021	18/10/2021		
they can update the website									
Generate a form that teams sign on collecting	Management								
form to confirm consent associated with		RJB		Medium	In Progress	20/09/2021	18/10/2021		
'frogbox' use					_				
Commence work on female leadership	Management	RJB		Medium	In Progress	20/09/2021	18/10/2021		
program for season 2021-22		KJD		Medium	III Flogress	20/09/2021	10/10/2021		
Commence work of Community Cricket training	Management						Grant		
enhancement progman throguh a joint Grant		RJB		Medium	In Progress	20/09/2021	Deadline		To be removed.
and leveraging the BNJCA Academy							Deadille		
Contact continue to engage with Torrens	Management								
University to enhance Associations Social		RJB		Medium	Completed	20/09/2021	18/10/2021		
Media capacity and engagement through		KOD		Mediaiii	Completed	20/03/2021	10/10/2021		
frogbox.									
Organise for the canteen work on ceiling, tiling,	Management	RC		Medium	In Progress				
electrical to commence.		NO		Medium	iii Fiogress				



Document	Document Type	Portfolio	Status	Approved	Notes
Administration Sub-Committee Charter	Charter	Administration	RFC		Feb2023 Management Committee meeting
AGM Nomination Form	Form	Administration	Published		
Anstey La Franz Shield Playing Conditions	Information	Representative Cricket	Published		
Asset Register	Register	Administration			More content required
Association Overview	Information	Administration	Drafted		More content required
Attendance Sheet Template	Form	Administration	Published		
Casey Cup Playing Conditions	Information	Representative Cricket	Published		
Child Protection Policy	Policy	Representative Cricket	Refreshed		
Clothing Order Form	Form	Representative Cricket	Published		
Codes of Conduct	Information	Operations	Refreshed		
Communications Policy	Policy	Administration	Drafted		
Competition Rules	Information	Operations	Published		
Constitution	Information	Administration	Published	2022 AGM	
COVID-Safe Attendance Form	Form	Operations	Published		
Delegate Meeting Minutes Template	Form	Administration	Published		
Delegated Authorities Policy	Policy	Administration	Drafted		
Digger's Cup Playing Conditions	Information	Representative Cricket	Published		
Digital Media Sub-Committee Charter	Charter	Administration	RFC		Feb2023 Management Committee meeting
Discipline and Disputes Policy	Policy	Operations	Refreshed		
Disputes and Discipline Sub-Committee Charter	Charter	Operations	RFC		Feb2023 Management Committee meeting
Documents Register	Register	Administration	Drafted		
Draw Sub-Committee Charter	Charter	Operations	RFC		Feb2023 Management Committee meeting
End of Season Awards Policy	Policy	Operations	Refreshed		
Facilities Maintenance Register	Register	Administration	Drafted		Needs to be added to this file

Finance Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Gifs Crickets bub-Committee Charter Operations RFC Feb2023 Management Committee meeting Grant Application Form Administration Published Grants Policy Administration RFC Feb2023 Management Committee meeting Grant Application Form Administration RFC Feb2023 Management Committee meeting Grants Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Grounds Sub-Committee Charter Charter Operations Drafted More content required Hosting Sub-Committee Charter Charter Representative Cricket Drafted More content required Hosting Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Use Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Use Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Use Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Published Published Published Published Needs Needs to be added to the Forms document Medical Form Form Representative Cricket Published Needs Needs to be added to the Forms document Medical Form Form Representative Cricket Published Needs Needs to be added to the Forms document Medical Form Representative Cricket Published Needs N	Facilities Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Grants Application Form Form Administration Published Grants Policy Policy Administration Refreshed Grants Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Grounds Sub-Committee Charter Charter Operations Drafted More content required Hosting Processes Process Representative Cricket Drafted More content required Hosting Sub-Committee Charter Charter Representative Cricket BFC Feb2023 Management Committee meeting Ute Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Ute Membership Sub-Committee Charter Charter Administration Representative Cricket Published Management Meeting Minutes Template Form Administration Published Media Release Form Form Representative Cricket Published Medical Form Form Representative Cricket RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Privacy Policy Administration RFC Feb2023 Management Committee meeting Reversie Cup Playing Conditions Information Representative Cricket RFC Feb2023 Management Committee meeting Representative Cricket RFC Feb2023 Management Committee meeting Representative Cricket RFC Feb2023 Management Committee meeting	Finance Sub-Committee Charter	Charter	Administration	RFC	
Grants Palicy Policy Administration Refreshed Grants Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Grounds Sub-Committee Charter Charter Operations Drafted More content required Hosting Processes Process Representative Cricket Part Peb2023 Management Committee meeting Use Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Use Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Use Membership Sub-Committee Charter Charter Administration Representative Cricket Published Management Meeting Minutes Template Form Administration Published Needla Form Representative Cricket Published Medical Form Form Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Pressentations and Reporting Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Privacy Policy Policy Administration RFC Feb2023 Management Committee meeting Privacy Policy Process Representative Cricket Published Content required Reversel Cup Playing Conditions Information Representative Cricket Published Content required Representative Cricket Published Nore content required Representative Cricket Published Register Administration Drafted More conten	Girls Cricket Sub-Committee Charter	Charter	Operations	RFC	Feb2023 Management Committee meeting
Grants Sub-Committee Charter Charter Operations Drafted More content required Hosting Processes Process Representative Cricket Drafted More content required Hosting Processes Process Representative Cricket Processes Process Processes Processes Process Processes Processes Processes Process Processes Processes Process Processes Process Processes Process Processes Processes Processes Processes Processes Processes Process Processes Processes Processes Processes Processes Process Processes Process Processes Process Processes Process Processes Process Processes Processes Processes Processes Processes Processes Process Processes Process Processes Processes Process Processes Process Process Processes Process Proces	Grant Application Form	Form	Administration	Published	
GroundS sub-Committee Charter Process Representative Cricket Profited More content required Processes Process Representative Cricket Profited More content required Processes Process Representative Cricket Profited More content required Processes Process Representative Cricket Profited Published Profited Prof	Grants Policy	Policy	Administration	Refreshed	
Hosting Processes Process Representative Cricket Posting Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Uite Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Uite Membership Sub-Committee Charter Charter Administration Published Management Meeting Minutes Template Form Administration Published Media Release Form Form Representative Cricket Uited Media Release Form Form Representative Cricket Published Media Release Form Form Representative Cricket Published Media Release Form Form Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket Representa	Grants Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Hosting Sub-Committee Charter Charter Charter Administration RFC Feb2023 Management Committee meeting Life Membership Sub-Committee Charter Administration RFC Feb2023 Management Committee meeting Life Membership Sub-Committee Charter Administration Representative Cricket Published Management Meeting Minutes Template Form Administration Published Media Release Form Form Representative Cricket Published Media Release Form Form Representative Cricket Published Merchandise Sub-Committee Charter Form Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Privacy Policy Administration RFC Feb2023 Management Committee Meeting Representative Cricket Processe Representative Cricket Published Content required Representative Cricket Processe Representative Cricket Representative Crick	Grounds Sub-Committee Charter	Charter	Operations	Drafted	More content required
Life Membership Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Lord Mayor's Cup Playing Conditions Information Representative Cricket Published Media Release Form Form Administration Published Media Release Form Form Representative Cricket Needs to be added to the Forms document Media Form Form Representative Cricket RFC Feb2023 Management Committee Merchandise Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Privacy Policy Policy Administration RFC Feb2023 Management Committee meeting Reversele Cup Playing Conditions Information Representative Cricket Published Content required Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management	Hosting Processes	Process	Representative Cricket	Drafted	More content required
Lord Mayor's Cup Playing Conditions Information Representative Cricket Published Management Meeting Minutes Template Form Administration Published Media Release Form Form Representative Cricket Needs to be added to the Forms document Medical Form Form Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket Published Merchandise Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Pressentations and Reporting Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Pressentations and Reporting Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Pressentations and Reporting Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Pressentative Cricket Processes Process Representative Cricket Processes Representative Cricket Processes Representative Cricket Processes Representative Cricket Processes Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Risk Management Policy Administration Drafted Risk Management Policy Policy Administration Drafted More content required Risk Management Policy Administration Drafted More content required Risk Management Policy Policy Administration Drafted Risk to be written Risk Management Policy Policy Administration Drafted Risk to be written Risk Management Policy Policy Administration Drafted Risk to be written Representative Cricket Representative Cricke	Hosting Sub-Committee Charter	Charter	Representative Cricket	RFC	Feb2023 Management Committee meeting
Management Meeting Minutes Template Form Administration Published Medical Form Representative Cricket Medical Form Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket Published Merchandise Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Privacy Policy Administration RFC Feb2023 Management Committee meeting Privacy Policy Administration More content required Representative Cricket Published Content required Representative Cricket Processes Process Representative Cricket Published Content required Representative Cricket Published Content required Representative Sub-Committee Charter Administration RFC Feb2023 Management Committee meeting Privacy Policy Administrative Sub-Committee Charter Charter Representative Cricket More content required Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration RFC Feb203 Management Committee meeting Risk Management Plan Process Administration Drafted More content required Risk Register Register Administration Drafted More content required Risk Register Register Administration Drafted More content required Risk Register Register Administration Drafted Risk to be written Register Register Representative Cricket More Content required Risk Register Register Representative Cricket More Content required Representative Cricket RFC Feb2023 Management Committee meeting Register Register Administration Drafted Risk to be written Register Representative Cricket More Content required Register Representative Cricket More Content required More Content require	Life Membership Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Media Release Form Form Representative Cricket Needs to be added to the Forms document Medical Form Form Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Privacy Policy Policy Administration RFC Feb2023 Management Committee meeting Privacy Policy Policy Administration RFC Feb2023 Management Committee meeting Revesie Cup Playing Conditions Information Representative Cricket Published Content required Representative Sub-Committee Charter Charter Representative Cricket More content required Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk Management Policy Charter Administration RFC Feb2023 Management Committee meeting Risk Management Policy Policy Administration Drafted More content required	Lord Mayor's Cup Playing Conditions	Information	Representative Cricket	Published	
Medical Form Form Representative Cricket Published Merchandise Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Pressentations and Reporting Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Privacy Policy Policy Administration More content required Reverse Cup Playing Conditions Information Representative Cricket Published Content required Representative Cricket Processes Process Representative Cricket Published Content required Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration Drafted More content required Risk Management Policy Policy Administration Drafted More content required Risk Register Agministration Drafted More content required Rul	Management Meeting Minutes Template	Form	Administration	Published	
Merchandise Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Playing Down Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Privacy Policy Administration RFC Feb2023 Management Committee meeting Privacy Policy Administration RFC Feb2023 Management Committee meeting Privacy Policy Administration More content required More content required Reverse Cup Playing Conditions Information Representative Cricket Published Content required Representative Cricket Processes Process Representative Cricket Processes Process Representative Cricket Processes Process Representative Cricket Processes Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration Drafted More content required Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Risk Register Register Representative Cricket Charter Operations RFC Feb2023 Management Committee meeting Reason Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Reason Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Resister Register Representative Cricket Content required Representative Cricket Register Representative Cricket Representative Cricket Representative Cricket Register Representative Cricket RFC Feb2023 Management Committee meeting Resister Representative Cricket RFC Feb2023 Man	Media Release Form	Form	Representative Cricket		Needs to be added to the Forms document
Playing Down Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Pressentations and Reporting Sub-Committee Charter Administration RFC Feb2023 Management Committee meeting Privacy Policy Administration More content required Reversie Cup Playing Conditions Information Representative Cricket Published Content required Representative Cricket Processes Process Representative Cricket Published Content required Representative Sub-Committee Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration Drafted Risk Management Plan Process Administration Drafted Risk Management Policy Administration Drafted Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Poerations RFC Feb2023 Management Committee Meeting Poeration P	Medical Form	Form	Representative Cricket	Published	
Pressentations and Reporting Sub-Committee Charter	Merchandise Sub-Committee Charter	Charter	Representative Cricket	RFC	Feb2023 Management Committee meeting
Privacy Policy Administration Representative Cricket Published Content required Reevesie Cup Playing Conditions Information Representative Cricket Published Content required Representative Cricket Processes Process Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration Drafted Risk Management Policy Policy Administration Drafted Risk to be written Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Risk Register Representative Cricket RFC Feb2023 Management Committee meeting Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Reason Review Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Reason Review Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Representative Cricket Content required Morkplace Health and Safety Checklist Register Administration Drafted More content required Morkplace Health and Safety Policy Administration Drafted More content required Morkplace Health and Safety Policy Administration Drafted More content required Morkplace Health and Safety Policy Administration Published Aug-22 BNICA Position Description - Director of Coaching Information Administration Published Aug-22 BNICA Position Description - Fescutive Officer Information Administration Published Aug-22 BNICA Position Description - Fresident Information Administration Published Aug-22 BNICA Position Description - Fresident Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22	Playing Down Sub-Committee Charter	Charter	Operations	RFC	Feb2023 Management Committee meeting
Reversie Cup Playing Conditions Information Representative Cricket Published Content required Representative Cricket Processes Process Representative Cricket More content required Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration Drafted Risk Management Policy Policy Administration Drafted More content required Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Reson Review Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Talent Identification Checklist Register Representative Cricket Content required Website Management Process Administration Drafted More content required Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required Mork Position Description - Director of Coaching Information Administration Published Aug-22 BNICA Position Description - Fesedent Information Administration Published Aug-22 BNICA Position Description - President Information Administration Published Aug-22 BNICA Position Description - Fresident Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22	Pressentations and Reporting Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Representative Cricket Processes Process Representative Cricket Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration Drafted Risk Management Policy Policy Administration Drafted More content required Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Rules Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Charter Operations RFC Feb2023 Management Committee meeting Palent Identification Checklist Register Representative Cricket Content required Process Administration Drafted More content required Process Process Process Administration Published Aug-22 BNICA Position Description - Director of Coaching Information Administration Published Aug-22 BNICA Position Description - President Information Administration Published Aug-22 BNICA Position Description - President Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Vice President Information Ad	Privacy Policy	Policy	Administration		More content required
Representative Sub-Committee Charter Charter Representative Cricket RFC Feb2023 Management Committee meeting Risk and Safety Sub-Committee Charter Charter Administration RFC Feb2023 Management Committee meeting Risk Management Plan Process Administration Drafted Risk Management Policy Policy Administration Drafted More content required Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Talent Identification Checklist Register Representative Cricket Content required Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required BNICA Position Description - Director of Coaching Information Administration Published Aug-22 BNICA Position Description - Executive Officer Information Administration Published Aug-22 BNICA Position Description - Secretary Information Administration Published Aug-22 BNICA Position Description - Fresudent Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Treasurer Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22 BNICA Position Description - Vice President Information Administration Published Aug-22	Reevesie Cup Playing Conditions	Information	Representative Cricket	Published	Content required
Risk Anal Safety Sub-Committee Charter Risk Management Plan Risk Management Policy Policy Administration Drafted Risk Management Policy Policy Administration Drafted Risk Management Policy Risk Register Register Register Register Register Robert Operations RFC Feb2023 Management Committee Management More content required Risk Register Register Representative Cricket Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Register Administration Drafted More content required More Drafted More content required More content required More Content Register More	Representative Cricket Processes	Process	Representative Cricket		More content required
Risk Management Plan Process Administration Drafted Risk Management Policy Policy Administration Drafted More content required Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Operations RFC Feb2023 Management Committee meeting Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Talent Identification Checklist Register Representative Cricket Content required Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required BNJCA Position Description - Director of Coaching Information Administration Published Aug-22 BNJCA Position Description - Management Committee Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Representative Sub-Committee Charter	Charter	Representative Cricket	RFC	Feb2023 Management Committee meeting
Risk Management Policy Administration Drafted More content required Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Talent Identification Checklist Register Representative Cricket Content required Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Administration Drafted More content required More conte	Risk and Safety Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Risk Register Register Administration Drafted Risk to be written Rules Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Talent Identification Checklist Register Representative Cricket Content required Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required BNJCA Position Description - Director of Coaching Information Administration Published Aug-22 BNJCA Position Description - Executive Officer Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Risk Management Plan	Process	Administration	Drafted	
Rules Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Talent Identification Checklist Register Representative Cricket Content required Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required More content required More content required More content required More Sub-Content required More Content requir	Risk Management Policy	Policy	Administration	Drafted	More content required
Season Review Sub-Committee Charter Charter Operations RFC Feb2023 Management Committee meeting Talent Identification Checklist Register Representative Cricket Content required Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required Aug-22 BNJCA Position Description - Director of Coaching Information Administration Published Aug-22 BNJCA Position Description - Management Committee Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Risk Register	Register	Administration	Drafted	Risk to be written
Talent Identification Checklist Register Representative Cricket Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Workplace Health and Safety Policy Workplace Health and Safety Policy Policy Administration Drafted More content required Administration Published Aug-22 BNJCA Position Description - Executive Officer Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Rules Sub-Committee Charter	Charter	Operations	RFC	Feb2023 Management Committee meeting
Website Management Process Process Administration Drafted Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required BNJCA Position Description - Director of Coaching Information Administration Published Aug-22 BNJCA Position Description - Executive Officer Information Administration Published Aug-22 BNJCA Position Description - Management Committee Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Season Review Sub-Committee Charter	Charter	Operations	RFC	Feb2023 Management Committee meeting
Workplace Health and Safety Checklist Register Administration Drafted More content required Workplace Health and Safety Policy Policy Administration Drafted More content required BNJCA Position Description - Director of Coaching Information Administration Published Aug-22 BNJCA Position Description - Executive Officer Information Administration Published Aug-22 BNJCA Position Description - Management Committee Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Talent Identification Checklist	Register	Representative Cricket		Content required
Workplace Health and Safety Policy BNJCA Position Description - Director of Coaching Information Administration Published Aug-22 BNJCA Position Description - Executive Officer BNJCA Position Description - Management Committee Information Administration Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Website Management Process	Process	Administration	Drafted	
BNJCA Position Description - Director of Coaching Information Administration Published Aug-22 BNJCA Position Description - Executive Officer Information Administration Published Aug-22 BNJCA Position Description - Management Committee Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Workplace Health and Safety Checklist	Register	Administration	Drafted	More content required
BNJCA Position Description - Executive Officer Information Administration Published Aug-22 BNJCA Position Description - Management Committee Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	Workplace Health and Safety Policy	Policy	Administration	Drafted	More content required
BNJCA Position Description - Management Committee Information Administration Published Aug-22 BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	BNJCA Position Description - Director of Coaching	Information	Administration	Published	Aug-22
BNJCA Position Description - President Information Administration Published Aug-22 BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	BNJCA Position Description - Executive Officer	Information	Administration	Published	Aug-22
BNJCA Position Description - Secretary Information Administration Published Aug-22 BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	BNJCA Position Description - Management Committee	Information	Administration	Published	Aug-22
BNJCA Position Description - Treasurer Information Administration Published Aug-22 BNJCA Position Description - Vice President Information Administration Published Aug-22	BNJCA Position Description - President	Information	Administration	Published	Aug-22
BNJCA Position Description - Vice President Information Administration Published Aug-22	BNJCA Position Description - Secretary	Information	Administration	Published	Aug-22
	BNJCA Position Description - Treasurer	Information	Administration	Published	Aug-22
BNJCA Position Descriptions - Representative Coaches Information Representative Cricket Drafted Ready for Rep Committee approval	BNJCA Position Description - Vice President	Information	Administration	Published	Aug-22
	BNJCA Position Descriptions - Representative Coaches	Information	Representative Cricket	Drafted	Ready for Rep Committee approval

BNJCA Position Descriptions - Representative Managers Information	Representative Cricket Drafted	Ready for Rep Committee approval
BNJCA Position Descriptions - Representative Scorers Information	Representative Cricket Drafted	Ready for Rep Committee approval
BNJCA Position Descriptions - Representative Selectors Information	Representative Cricket Drafted	Ready for Rep Committee approval



Brisbane North Junior Cricket

Facilities Register

Facility Code: A unique code that can be used to reference this facility

Facility Name: The name of the facility e.g., Brendale Storage Unit

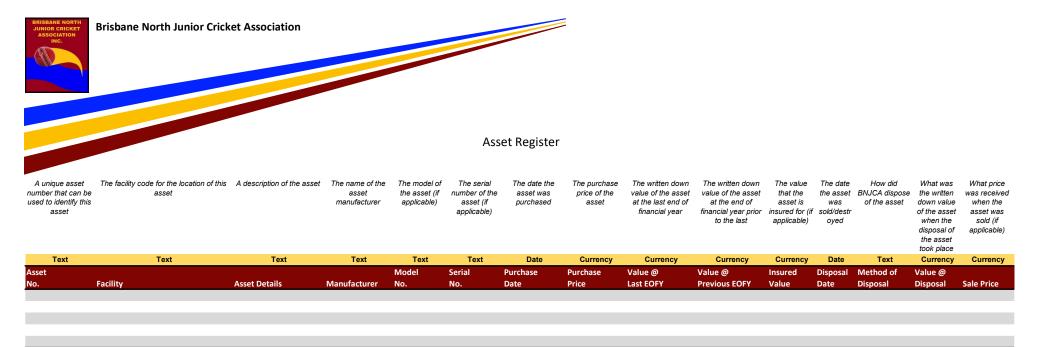
Lease Date: The date when the lease for this facility was last signed

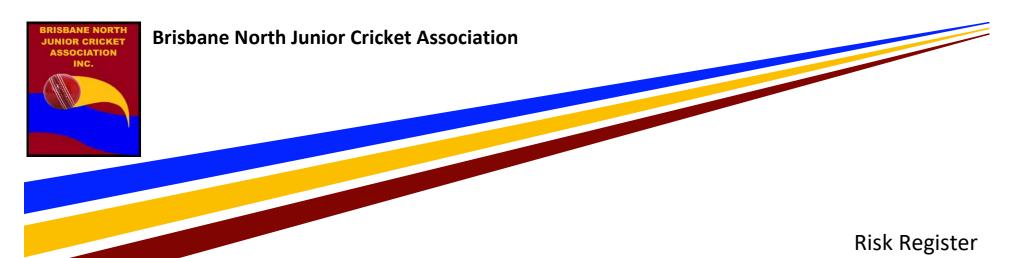
Lease Price: Period: The dollar The number of amount paid by months for this per month paid BNJCA for the lease lease of this

Monthly: The amount by BNJCA fo rthis facility

Notes: Other information about this facility

•			facility		-	
Text	Text	Date	Currency	Number	Calculated	Text
Facility Code	Facility Name	Lease Date	Lease Price	Period	Monthly	Notes
Kalinga Pk	Kalinga Park Fields					
Bertha St	Bertha Street Building					
Brendale	Brendale Storage Unit					





							Inherent Ratin	g of Risk			
Risk ID	Event	Cause	Consequence	Risk Description	Location	Acceptable risk level	Inherent likelihood	Inherent consequence	Inherent rating level	Single loss event cost	Events per year
				There is a risk of due to resulting in							
				There is a risk of due to resulting in							
				There is a risk of due to resulting in							
				There is a risk of due to resulting in							

Target Risk Rating			Treatment							
Annualised loss expectancy	Target likelihood	Target consequence	Risk parameter to be modified	Treatment actions	Treatment type	Cost of Action	Time required for action	Target Completion Date	Treatment effectiveness	
	\$0									
	\$0									
	\$0									
	\$0									

Current Risk Rating

Date of assessment	Next assessment	Current likelihood	Current consequence	Will be Acceptable	ls Acceptable

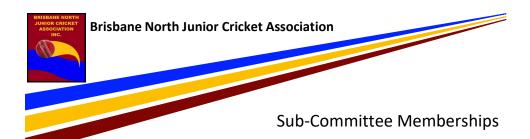
e e			



Brisbane North Junior Cricket Association

WHS Checklist

Category	Question	Yes	No	N/A	Action Required	Owner	Target	Completion	Review
Governance	Is the WHS policy up-to-date?	Х			Review the WHS policy and make appropriate				
					amendments				
Governance	Has the policy been approved by the				A motion is required at a Management Committee				
	Management Committee?				meeting approving the WHS Policy and the policy				
					needs to be signed off by a member of the				
					Management Committee executive.				
Governance	Has the WHS policy been issued to all staff and				Issue the WHS Policy to staff and volunteers				
	volunteers?				within 7 days of their commencement with BNJCA				
					and within 7 days of reissue of the policy				
Governance	Is the OHS Policy displayed where staff,				Display WHS Policy on the association website.				
	volunteers and vistors can read it?								



Portfolio	Question	Status	Reeves	Parsons	Powell	Bath	Rushton	Casey	Kempnich	Clay	Bailey	Hallam	Cowles	Hadden
Administration	Administration	Standing		Yes	<u>Yes</u>		Yes							
Administration	Life Membership	Standing	Yes		Yes									
Administration	Finance	Standing		Yes		Yes								
Administration	Grants	Standing				Yes			Yes		Yes			
Administration	Facilities (Buildings and Assets)	Standing	Yes							<u>Yes</u>	Yes			
Administration	Risk and Safety	Standing			Yes			<u>Yes</u>						
Administration	MyCricket	Standing					Yes							
Administration	Presentations and Reports	Standing		Yes			Yes				Yes			
Administration	Digital Media	Standing			Yes						Yes	Yes		
Operations	Grounds	Standing								Yes	Yes			
Operations	Draw	Standing		Yes				<u>Yes</u>				Yes		
Operations	Rules	Standing										Yes	Yes	
Operations	Disputes and Discipline	Standing	Yes		Yes		Yes							
Operations	Playing Down	Standing					Yes							
Operations	Girl's Cricket	Standing			Yes	·		·			<u>Yes</u>			
Representative Cricket	Representative Cricket	Standing	Yes		<u>Yes</u>				Yes			Yes		Yes
Representative Cricket	Hosting	Standing	·	Yes	·	·	Ť	<u>Yes</u>	Ť	Ť	Yes	·	Ť	
Representative Cricket	Merchandise (Clothing)	Standing						Yes	Yes					

Risk Lookup Tables

Level	
Low	
Medium	
High	

Likeliho	od
Rarely (1)
Unlikely ((2)
Possible	(3)
Likely (4)	
Almost C	ertain (5)

	Consequence
	Insignificant (A)
	Minor (B)
)	Modderate (C)
	Major (D)
tain (5)	Catastrophic (E)

Liklihood	Insignificant (A)	Minor (B)	Modderate (C)	Major (D)	Catastrophic (E)
Rarely (1)	Low (1A)	Low(1B)	Low (1C)	Medium (1D)	Medium (1E)
Unlikely (2)	Low (2A)	Low (2B)	Medium (2C)	Medium (2D)	High (2E)
Possible (3)	Low (3A)	Medium (3B)	Medium (3C)	Medium (3D)	High (3E)
Likely (4)	Low (4A)	Medium (4B)	Medium (4C)	High (4D)	Extreme (4E)
Almost Certain (5)	Low (5A)	Medium (5B)	High (5C)	High (5D)	Extreme (5E)

Target
Low
Medium
High

Туре	
Elimination	
Substitution	
Engineering Control	
Administrative Control	
PPE	Т

Effectiveness
Not implemented
Not effective
Partialy effective
Fully effective

Opportunity Lookup Tables

Benefit
Minor (A)
Moderate (B)
Major (C)

Liklihood	Minor (A)	Modderate (B)	Major (C)
Rarely (1)	Low (1A)	Low(1B)	Low (1C)
Unlikely (2)	Low (2A)	Low (2B)	Medium (2C)
Possible (3)	Low (3A)	Medium (3B)	Medium (3C)
Likely (4)	Medium (4A)	Medium (4B)	High (4C)
Almost Certain (5)	Medium (5A)	Hign (5B)	High (5C)