



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 BNJCA rep players and advise Aaron Mills	Management	JP		Medium	In Progress	Unsure			
Communicate website maintenance instructions with RJB and MP to ensure that they can update the website	Management	JP		Medium	In Progress	20/09/2021	18/10/2021		
Generate a form that teams sign on collecting form to confirm consent associated with 'frogbox' use	Management	RJB		Medium	In Progress	20/09/2021	18/10/2021		
Commence work on female leadership program for season 2021-22	Management	RJB		Medium	In Progress	20/09/2021	18/10/2021		
Commence work of Community Cricket training enhancement program through a joint Grant and leveraging the BNJCA Academy	Management	RJB		Medium	In Progress	20/09/2021	Grant Deadline		To be removed.
Contact continue to engage with Torrens University to enhance Associations Social Media capacity and engagement through frogbox.	Management	RJB		Medium	Completed	20/09/2021	18/10/2021		
Organise for the canteen work on ceiling, tiling, electrical to commence.	Management	RC		Medium	In Progress				



Brisbane North Junior Cricket Association

Document Register

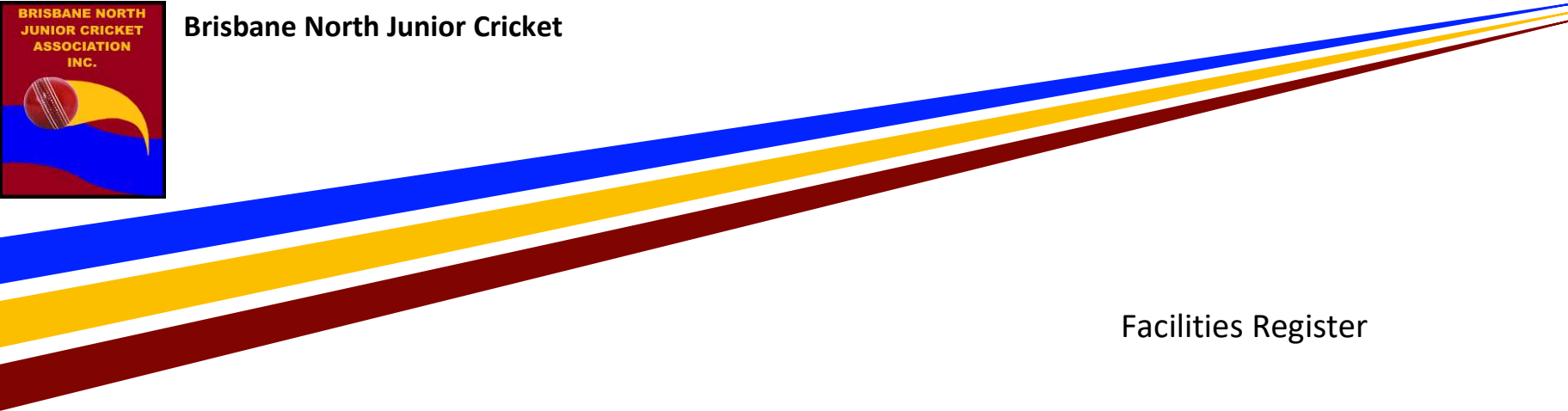
Document	Document Type	Portfolio	Status	Approved	Notes
Administration Sub-Committee Charter	Charter	Administration	RFC		Feb2023 Management Committee meeting
AGM Nomination Form	Form	Administration	Published		
Anstey La Franz Shield Playing Conditions	Information	Representative Cricket	Published		
Asset 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

Facilities Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Finance Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Girls Cricket Sub-Committee Charter	Charter	Operations	RFC	Feb2023 Management Committee meeting
Grant 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	RFC	Feb2023 Management Committee meeting
Life Membership Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
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	RFC	Feb2023 Management Committee meeting
Playing Down Sub-Committee Charter	Charter	Operations	RFC	Feb2023 Management Committee meeting
Presentations and Reporting Sub-Committee Charter	Charter	Administration	RFC	Feb2023 Management Committee meeting
Privacy Policy	Policy	Administration		More content required
Reevesie 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	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 - 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 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



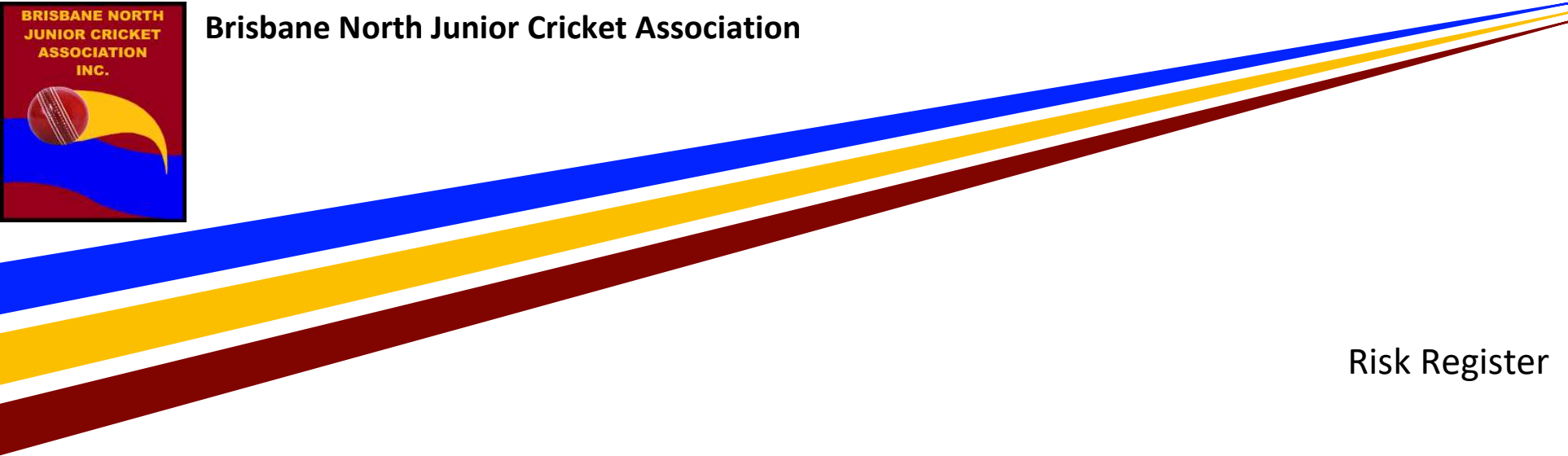
Facilities Register

<i>Facility Code:</i> <i>A unique code that can be used to reference this facility</i>	<i>Facility Name:</i> <i>The name of the facility e.g., Brendale Storage Unit</i>	<i>Lease Date:</i> <i>The date when the lease for this facility was last signed</i>	<i>Lease Price:</i> <i>The dollar amount paid by BNJCA for the lease of this facility</i>	<i>Period:</i> <i>The number of months for this lease</i>	<i>Monthly:</i> <i>The amount per month paid by BNJCA fo rthis facility</i>	<i>Notes:</i> <i>Other information about this facility</i>
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				--	
					--	
					--	

[illegible]



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Risk Register

							Inherent Rating 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							

[illegible]

		Current Risk Rating				
Date of assessment	Next assessment	Current likelihood	Current consequence	Current risk level	Will be Acceptable	Is Acceptable

[illegible]



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Sub-Committee Memberships

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	<u>Yes</u>		Yes									
Administration	Finance	Standing		Yes		<u>Yes</u>								
Administration	Grants	Standing				<u>Yes</u>			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					<u>Yes</u>							
Administration	Presentations and Reports	Standing		Yes			Yes				Yes			
Administration	Digital Media	Standing			<u>Yes</u>						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	<u>Yes</u>		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				<u>Yes</u>			Yes			
Representative Cricket	Merchandise (Clothing)	Standing						Yes	Yes					

Risk Lookup Tables

Level
Low
Medium
High

Likelihood
Rarely (1)
Unlikely (2)
Possible (3)
Likely (4)
Almost Certain (5)

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

Target
Low
Medium
High

Type
Elimination
Substitution
Engineering Control
Administrative Control
PPE

Effectiveness
Not implemented
Not effective
Partially effective
Fully effective

Likelihood	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)

Opportunity Lookup Tables

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

Likelihood	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)