



**GOVERNANCE, PLANNING, FINANCE  
AND RISK MANAGEMENT  
ROLES AND FUNCTIONS**

**1. PURPOSE**

**1.1.** The Judo Federation of Australia (Queensland) Inc. is affiliated with the Judo Federation of Australia, which is a recognised National Sporting Organisation under the auspices of the Commonwealth Government's Australian Sports Commission. The JFA(Q) is an Incorporated Association and must comply with both the Associations Incorporation Act 1981 and the Associations Incorporation Regulation 1999. It is essential that good governance arrangements are implemented to ensure the JFA(Q) benefits from effective decision-making, with the organisation demonstrating transparency, accountability and responsibility in the activities undertaken and resources expended. Governance is the system by which organisations are directed and managed. It influences how the objectives of the organisation are set and achieved, spells out the rules and procedures for making organisational decisions, and determines the means of optimising and monitoring performance, including how risk is monitored and assessed.

**1.2.** Governance concerns three key issues:

- how the organisation develops strategic goals and direction
- how the management committee monitors performance to ensure it achieves these strategic goals, has effective systems in place and complies with its legal and regulatory obligations
- ensures that the Management Committee acts in the best interests of the members.

**1.3.** The Governance, Planning, Finance and Risk Management Sub-committee has been introduced by the Management Committee of the JFA(Q) Inc. to provide a formal process that supports good leadership and decision-making, and ensures sound and effective governance.

**2. KEY RESPONSIBILITIES**

It is the responsibility of the Governance, Planning, Finance and Risk Management Sub-committee to:

- Ensure good governance arrangements are in place
- Ensure effective strategic planning and performance management systems are in place
- Ensure effective processes for managing risk.

### 3. GOVERNANCE SYSTEMS

The Governance, Planning, Finance and Risk Management Sub-committee will ensure:

- appropriate reporting arrangements and communication protocols are in place and clearly documented for interactions between members of the Executive, Management Committee, paid staff and volunteers, including appropriate delegations and authority of all parties
- an effective audit system is in place, including internal and external review of processes and systems
- an effective compliance system is in place to ensure:
  - the JFA(Q) complies with all relevant statutes, regulations and other requirements placed on it by external bodies
  - effective internal controls exist and there is full and accurate reporting in all areas of compliance
  - effective processes for disclosure of real or potential conflicts of interest
  - effective controls and reporting mechanisms are in place to ensure Government and Non-Government grant funding obligations are met and grants are properly acquitted in a timely manner
  - the JFA(Q) is financially secure and is able to meet all its financial obligations when they fall due, in the normal process of business
  - the JFA(Q) acts in accordance with the Association Rules
  - the responsibility of Management Committee members to undertake appropriate professional development as well as ongoing training needs and performance assessment to perform their duties at an optimum level.
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### 4. PLANNING

The Governance, Planning, Finance and Risk Management Sub-committee will ensure the JFA(Q) has in place:

- a strategic planning framework identifying the purpose, vision and core organisational values, goals and performance management indicators as contained in the JFA(Q) Strategic Plan
- a performance management system to facilitate and enact the goals and provide evidence to ensure monitoring of performance against plans
- An Operational Plan to outline the specific key areas of activity or functions linked to a set of planned activities and sub-activities, responsibility for implementing these specific activities and the timeframes associated with their implementation. In addition a set of performance measures and targets will be set to determine whether the activities have been achieved to the required level.

## 5. FINANCE

The Governance, Planning, Finance and Risk Management Sub-committee will ensure the JFA(Q) has in place:

- An effective financial accounting system
- Appropriate systems and control to manage income and expenditure
- An effective financial reporting system to monitor performance including measuring actual performance against budget
- An annual financial budget
- An annual audit report presented to the JFA(Q) Inc. Annual General Meeting

## 6. RISK MANAGEMENT

The Governance, Planning, Finance and Risk Management Sub-committee will ensure the JFA(Q) has in place a thorough process for identifying, analysing and minimising risk and developing cost-effective methods of treatment and/or prevention.

Duties for the sub-committee relating to risk management include:

- advising the Management Committee on risk management issues relating to funding agreements
- assisting the Management Committee to assess compliance with the risk management requirements of all funding agreements
- identifying and coordinating the management of any risk to the Management Committee
- overseeing the development of the JFA(Q) Risk Management Strategy
- monitoring compliance with the JFA(Q) Risk Management Strategy
- monitoring risk mitigating measures including insurance and WHS assessments

## 7. FUNCTIONAL REPORTING

The Chair of the Governance, Planning, Finance and Risk Management Sub-committee will provide a written report to the JFA(Q) Inc. Management Committee at least twice every year for consideration of inclusion in the JFA(Q) annual report, outlining:

- Number of professional development /skills training courses conducted for members of the Management Committee and Sub-committees, **plus**
  - o Number of attendees
- Annual Skills Audit/Training Needs Analysis conducted
- Planning review conducted annually
- Risk Management Assessment conducted annually
- Risk Management Register developed within agreed time frame
- Government Grant Funding acquittals and reports completed and timeframes met
- Grants database updated
- Association Rules reviewed, amendments approved and published
- Association By-laws reviewed, amendments approved and published
- Financial systems reviewed and updated
- Budget vs Actual reporting processes implemented and reviewed
- Asset Register reviewed and system updated.