



# RISK MANAGEMENT PLAN

## 1. Introduction

This risk management plan addresses the ongoing activities of Pistol NT as set out in the Constitution, Regulations, various charters and policies.

Pistol NT's objectives are:

- a. To promote, control and co-ordinate safe and enjoyable participation in shooting for all age groups at Club, State, National and International level.
- b. To affiliate with Pistol Australia Incorporated.

## 2. Risk Identification and Assessment

The following methodology was used:

- Identify risks.

PNT Committee of Management members and State Pistol Associations throughout Australia contributed to a list of risk events which organisations such as PNT may face now, or in the future.

- Evaluate risks

Each risk event was assigned a qualitative measure of likelihood and consequence. The classifications of likelihood and consequence were determined using tables 1 and 2 respectively. These two measures were combined using the qualitative risk analysis matrix at Table 3 to assign a level of risk (high, medium or low) for each risk event. In assigning values the effect of existing controls was ignored. This enabled the suitability of existing controls to be considered. The resulting Risk Register is provided at table 4.

**Table 1 - Qualitative measures of likelihood**

Level	Descriptor	Description
<b>A</b>	Rare/Unlikely	May only occur in exceptional circumstances
<b>B</b>	Possible	Might occur at some time.
<b>C</b>	Likely	Will probably occur from time to time



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**Table 2 - Qualitative measures of consequence**

Level	Descriptor	Description
1	Minor	Financial loss < \$5,000. Some disruption to normal operations.
2	Moderate	Financial loss < \$20,000. Adverse publicity. Loss of membership or services to members. Conflict with stakeholders.
3	Major	Financial position causes difficulty in remaining solvent. Political moves against sport. Major drop in membership. Core business difficult.

**Table 3 - Qualitative risk analysis matrix - level of risk**

Likelihood	Consequences		
	1 Minor	2 Moderate	3 Major
<b>A Rare/Unlikely</b>	L	L	M
<b>B Possible</b>	L	M	H
<b>C Likely</b>	M	H	H

**Legend**

H - High Risk, Action required from Management Committee within 12 months

M - Moderate Risk, Management responsibility must be specified

L - Low Risk, Manage by routine procedures



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**Table 4 – Risk Register**

Situation	Likelihood	Consequence	Risk
Declining Membership	C	2	H
Reduction in NT Peak Body Grant funding	B	2	M
Claims against Committee	A	1	L
Legal action against PNT	A	2	L
Loss/destruction of Records	A	1	L
Injury to Personnel on PNT ranges	B	1	L
Serious accident or Fatality at a PNT Range	A	2	L
Insufficient qualified officials to conduct events	A	2	L
Loss of Key Management Personnel	B	1	L
Accumulated Funds misappropriated/stolen	A	2	L
Loss of Equipment	B	1	L
PNT member commits criminal act with pistol	B	2	M
Other Negative Press	B	2	M
Dispute with NT Police	A	2	L
Minor detrimental Legislation Changes	B	2	M
Severe detrimental Legislation Changes	B	3	H
Host club for state championships not found	B	1	L
Can't get a quorum to hold AGM	B	1	L
Collapse of Pistol Australia	A	2	L

**Legend**

Likelihood;           A- Rare B-Possible    C-Likely  
 Consequences;       1-Minor 2-Moderate   3-Major



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Table 5 - Risk Management Strategy

SITUATION	RISK	MANAGEMENT STRATEGY	ACTION/WHEN
Declining Membership	H	<ul style="list-style-type: none"> <li>Encourage Clubs to recruit new members</li> <li>Advertise in local papers</li> <li>Encourage positive press by highlighting achievements</li> </ul>	Ongoing
Reduction in NT Peak Body Grant funding	M	<ul style="list-style-type: none"> <li>Cut back services provided to Clubs</li> <li>Reduce financial contribution State Teams</li> <li>Reduce training and coaching expenditure</li> <li>Increase membership fees</li> <li>Increase State Team member contributions</li> <li>Seek other sources of funding, including member contribution for specialised needs</li> </ul>	2015 Onwards
Claims against Committee	L	<ul style="list-style-type: none"> <li>Insurances to protect PNT Management and associated Club management officers from claims by members or members of the public</li> </ul>	In place
Legal action against PNT	L	<ul style="list-style-type: none"> <li>Insurances to protect PNT Management and officers from claims</li> </ul>	In place
Loss/destruction of Records	L	<ul style="list-style-type: none"> <li>Membership records held in 2 separate locations</li> <li>Other documentation distributed to Management Committee and can be replaced if required</li> <li>Regular backup of documents held on Association Computers</li> </ul>	In place
Injury to Personnel on PNT ranges	L	<ul style="list-style-type: none"> <li>Investigate cause and put in place preventative measures</li> <li>In the event of an incident, work with NT Police to minimise negative press</li> <li>Appoint a Committee of Management member to deal with the press</li> <li>Have available statistics on firearms related incidents (and safety of shooting as a sport compared to other sports) to counter negative press</li> <li>Insurances to cover injury or death on NT approved ranges</li> </ul>	<p>If risk eventuates</p> <p>In place</p>



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SITUATION	RISK	MANAGEMENT STRATEGY	ACTION
Serious accident or Fatality at a PNT Range	L	<ul style="list-style-type: none"> <li>Investigate cause and put in place preventative measures</li> <li>In the event of an incident, work with NT Police to minimise negative press</li> <li>Appoint a Committee of Management member to deal with the press</li> <li>Have available statistics on firearms related incidents (and safety of shooting as a sport compared to other sports) to counter negative press</li> <li>Insurances to cover injury or death on NT approved ranges</li> </ul>	<p>If risk eventuates</p> <p>Ongoing</p> <p>In place</p>
Loss of Key Management Personnel	L	<ul style="list-style-type: none"> <li>Identify potential management personnel and encourage election to Committee of Management-succession planning</li> <li>Responsibilities spread amongst Committee of Management members</li> </ul>	<p>Ongoing</p> <p>In place</p>
Insufficient qualified officials to conduct events	M	<ul style="list-style-type: none"> <li>Identify potential officials to gain qualifications to conduct and control events safely</li> <li>Appoint experienced shooters to fulfil Safety Officer role so events can be conducted safely</li> </ul>	Ongoing
Accumulated Funds misappropriated/stolen	L	<ul style="list-style-type: none"> <li>Two signatories required for all funds transactions</li> <li>Monthly financial reporting</li> <li>Annual financial audits</li> </ul>	In place
Loss of Equipment	L	<ul style="list-style-type: none"> <li>All equipment of significant value covered by insurance</li> </ul>	By 2016
PNT member commits criminal act with pistol	M	<ul style="list-style-type: none"> <li>Regulations for screening of all new members and visitors to Clubs to ensure that persons considered as high risk are not given access to firearms</li> <li>In the event of an incident, work with NT Police to minimise negative press</li> <li>Have available statistics on firearms related crimes committed with firearms belonging to Club members</li> </ul>	<p>In place</p> <p>If risk eventuates</p>



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SITUATION	RISK	MANAGEMENT STRATEGY	ACTION
Other Negative Press	M	<ul style="list-style-type: none"> <li>Appoint Committee of Management member to deal with press</li> <li>Have available positive stories and facts as a counter to negative publicity</li> <li>Educate public by holding open days to familiarise attendees with the positive aspects of our sport</li> </ul>	<p>If risk eventuates</p> <p>Ongoing</p>
Dispute with NT Police	L	<ul style="list-style-type: none"> <li>Policy of working with NT Police to be maintained</li> </ul>	In place and constantly developed
Minor detrimental Legislation changes	M	<ul style="list-style-type: none"> <li>Maintain co-operative relationship with Police Ministers office, and Police Firearms Branch</li> <li>Membership of NT Firearms Council</li> </ul>	In place
Severe detrimental Legislation changes	H	<ul style="list-style-type: none"> <li>Maintain co-operative relationship with Police Ministers office, and Police Firearms Branch</li> <li>Maintain co-operative relationships with other pistol organisations (SSAA and IPSC)</li> <li>Membership of NT Firearms Council</li> <li>Develop public image of sport</li> </ul>	<p>In place</p> <p>Under development</p> <p>In place</p>
Host club for state championships not found	L	<ul style="list-style-type: none"> <li>State Championships run by PNT on range leased from one of the major Darwin Clubs</li> <li>State Championships split to into smaller sections to give smaller Clubs opportunity of hosting an event.</li> </ul>	If risk eventuates
Can't get a quorum to hold AGM	L	<ul style="list-style-type: none"> <li>Clubs canvassed prior to AGM to ensure quorum attends</li> <li>Constitution to be modified to reduce number of Clubs required to form a Quorum</li> </ul>	<p>One month before AGM</p> <p>If risk eventuates</p>
Collapse of PA	L	<ul style="list-style-type: none"> <li>PNT continues to operate in unchanged format without NRC/NCC and National Championships until a new peak body is formed.</li> <li>PNT administer pistol shooting in NT without a National Body</li> </ul>	If risk eventuates