
BORDER BUSHWALKING CLUB

POLICY MANUAL

JANUARY 1, 2021
BORDER BUSHWALKING CLUB

PURPOSE OF THIS MANUAL

These manual documents The Border Bushwalking Club (BBC) policies to ensure consistent and safe management of the club activities for the membership and where appropriate ensure that all regulatory and legislative requirements are met as far as practicable. Membership safety has the highest priority in the club.

Due to the nature of club activities there are many changing variables such as:

- Degree of isolation from support services (medical, communication, weather, access)
- Exposure, injury and health issues
- Nature of BBC activities (kayaking, bike riding, snow shoeing, isolated walks)

The leader is empowered to make decisions after appropriate consideration of risk and consultation (as available at the time) to ensure (as far as practicable) membership safety in emergency situations which at times can change rapidly.

Each policy designates review frequency and documents any updates /changes resulting from reviews or committee decisions. Approvals are contained in committee minutes and dated on the policy. A policy can be reviewed at any time changes are required.

All changes are approved and managed by the committee.

The manual is located on the club website and is **the only controlled copy**. This ensures members use ONLY up to date copies.

BBC are affiliated and a member of Bushwalking Victoria and as far as practical are guided by their procedures and policies. Due to the nature of BBC activities (above) often additional control measures are required depending on risks associated with that activity.



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A01	Policy template

Note: Make sure table of contents is consistent with files on 'Master BBC policies' folder
' folder'

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	15/1/2021	New template minor changes

Ken Tooley	1/2/22021	Confirmed procedure contents
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POLICIES

Policy TitlePolicy#:

P-01

INSURANCE-Injury and Accident**Purpose of the policy:**

To ensure all BBC activities are appropriately insured.

Policy statement: All members of the Club, including temporary members are required to be insured against personal injuries sustained whilst on authorised Club activities and functions

BBC members are covered by a Bushwalking Victoria insurance policy which is negotiated annually by Bushwalking Victoria. All affiliated clubs are levied by Bushwalking Victoria annually to cover against injury and accident
Temporary members (visitors) are levied a daily fee for insurance cover. Members are insured as part of the annual membership charge.

Notes:

1.1 It is the responsibility of the Member/visitor to decide on their own level of medical cover (medicare and additional private cover) The level of ambulance cover is particularly important with respect to air ambulance transport.

1.2 Renewal is managed by the committee members responsible for membership and financial reporting annually, as the premium is based on the number of members

Definitions:

Authorised activities- Are detailed on the BBC website schedule of activities.

Authorised functions- Are BBC organised activities, meetings and functions

Members- Are on the BBC membership list of the club having paid the annual membership levy

Related procedures, documents and applicable regulations/ legislation
Bushwalking Victoria Insurance policy
Medicare and private health fund policies
Committee incident reviews and actions

Policy #: Insurance – Injury and accident P01	Approved By: Committee
Date of original policy: March 15 2012	Committee , meeting February 9 2021
Review frequency: annually	



CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies

Policy Title**Policy#:****P-02**

Commercial advertising

Purpose of the policy:

To define guidelines for commercial advertising within BBC

Policy statement:

Generally, commercial advertising is not permitted in club communications like the website, the newsletter, footprints and by public speakers. The club does not need to raise funds in this way and management of advertising introduces many issues such as equity and the type of advertising allowed.

Any deviation from this policy requires committee approval

Members raising funds for charities and charity events generally cannot be advertised in BBC communications. While not strictly commercial, the management issues still prevail.

Notes:

1.1 Book sales by authors making formal presentations to the member monthly meeting may be approved by the committee subject to benefit to members and could recognise the service provided to the club by the author.

Definitions:

Commercial advertising- Company advertising involving sales and /or service offers to.

Members. With the aim of building business or profit

Members-

Are on the membership list of the club having paid the annual membership levy

Related procedures, documents and applicable regulations/ legislation
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Nil

Policy #:Commercial advertising P02	Approved By:
	Date:
Date of original policy: June 14 2011	Committee meeting Feb 9th ,2021
Review frequency: 5 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Committee	June 2015	No major changes required approval
Ken Tooley	March 9 2019	New template as part of overall policy review



Ken Tooley	Jan 10,2021	Minor updates to existing doc. Clarified book sales and fundraising
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Policy Title**Policy#: P-03****Activity Cancellation****Purpose of policy****To detail conditions where it is :**

1. Mandatory to cancel a BBC organised activity
2. Risk considerations for cancellation of BBC activity

Policy statement

Safety of our members are paramount. Activities should be cancelled if the risk is assessed as too high to complete the activity safely. The decision should be made as early as possible, but cancellation can and should be done at any time by the leader. In general, a Fire Danger Index (FDI) **of catastrophic or severe** require the activity to be cancelled.

Notes:

- 1.1 Adverse weather ie: abnormal high or low forecast temperatures, snow, fog, winds and windchill factors can impact risk to conduct and activity
- 1.2 Extremely difficult terrain and ascent, decent through forested areas increase risk.
- 1.3 Environmental issues such as dust, smoke, water availability and high winds also increase the activity risk
- 1.4 Emergency situations need to be monitored. e.g. FDI Bushfire, flooding
- 1.5 Check for local events in the area as this may result in delays to starting activity.
- 1.6 The type of activity and experience levels of participants e.g., remote overnight alpine walks versus a day walk around Albury also will effect decision making
- 1.7 Communication (or lack of) are key criteria effecting cancellation decisions
- 1.8 Consult as required with regulatory authorities, Police,CFA,EPA, State park Authorities
- 1.9 Refer to state emergency websites

Consult with experienced club leaders and committee

- **Mandatory Cancellation of activities**
 - All club activities are to be abandoned/ cancelled on
 - days of Catastrophic (code red) fire danger days.
 - Temperatures in excess of **40C**
 - Air quality or pollution outside of Safe EPA guidelines
 - Uncontrolled bushfire or another emergency situation within **20 km** of the area of the walk
- **Risk considerations for cancellation by Leader.**
 - Consider cancellation

- Days of Total fire ban. or fire danger ratings above high
- Forecast adverse weather
- Water pollution or lack of water at water points
- Group experience and leader experience and terrain
- Communication and level of remoteness

Definitions:

EPA: Environmental Pollution Authority

CFA: Country Fire Authority (NSW and Victoria State Organisations)

State Parks Authorities: Responsible body for Parks administration

FIRE DANGER INDEX (FDI) AND FIRE RATING

- FDI 100+ Catastrophic (Code Red)
- FDI 75-99 Extreme
- FDI 50-74 Severe
- FDI 25-49 Very High
- FDI 12-24 High
- FDI 0-11 Low- Moderate

Related procedures and applicable regulations/ legislation
<ul style="list-style-type: none"> • Leader and activity procedures • Fire restrictions and ratings and directions from emergency services • EPA air quality index • State emergency websites

Policy Event cancellation #:P-03	Approved By: Committee
	Date: Feb 9 2021
Date of original policy	Feb 9 2021
Review frequency: annually	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	22/1/2021	Added EPA air quality consideration and new template

Policy Title:

Policy #: P - 04

Child Safety Policy

Purpose of the policy:

The Border Bushwalking Club Inc welcomes members and visitors under 18 years of age provided they are accompanied by a responsible adult i.e. parent, guardian or a person nominated by a parent or guardian. This policy recognises privacy and safety legislation relating to young people participating in club activities and to prevent abuse of children.

Policy statement:

This policy recognizes that very few unaccompanied participants less than 18 yo participate in club activities and each case will be managed by the activities coordinator and leader on a once off basis.

Groups are small and managed by experienced leaders..

If a person unaccompanied and less than 18 years old registers for an activity a review is necessary between the activities coordinator and the leader to assess WWC status within the group. The leader **must have a WWC in the state of the activity.**

The activity coordinator via email to the leader has the final say depending on the situation.

Children safety and wellbeing is of paramount importance to the BBC organisation and aims to:

- 1 Prevent child abuse within the Border Bushwalking Club Inc.
- 2 Work towards an organisational culture of child safety.
- 3 Ensure all parties are aware of their responsibilities for identifying possible risks of child abuse and/or detecting such abuse when it occurs and reporting it.
- 4 Provide guidance to committee, leaders and members as to actions that should be taken where they suspect any abuse within or outside the organisation.
- 5 Provide a clear statement to committee, leaders and members forbidding such abuse.
- 6 Provide assurance that all suspected abuse will be reported and fully investigated.
- 7 BBC is not legally required to implement the reporting requirements of the Reportable Conduct Scheme <https://ccyp.vic.gov.au/reportable-conduct-scheme/> at this time. However, it has adopted the principles and Code of Conduct in the interests of ensuring Child Safety.
- 8 If any person believes a child is in immediate risk of abuse, telephone 000.

Definitions

Abuse: Physical or mental impact on a young individual that may not recognise the dangers of some behaviours by adults or peers.

How to apply for a WWCC

As a community group it is important for BBC to be known and seen as child-friendly and compliant with current laws. It will be an asset to the club if all leaders have current WWCC. It is a simple, free (volunteer category) and quick process that can be done at a local post office or online. A WWCC is valid for 4 years.

Reporting...

Any incident regarding the safety of a minor safety should be directed to the club president who will organise an incident investigation.

Risk Assessment

The leader is aware in conjunction with the activities coordinator that if a minor is participating that WWCC requirements are complied with

Related procedures and applicable regulations/ legislation	
The Reportable Conduct Scheme Victoria Privacy legislation Common law Working with children legislation	
Policy Child safety policy #:05	Approved BBC Comittee
Date of original policy:02-02-19	Date 9/2/2021
Review frequency: annually	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	02-02-19	New policy



Policy Title**Policy#: P-05****Code of conduct****Purpose of the policy:**

To ensure BBC is managed with the overall wellbeing of all members and particularly wrt our younger members or young family participants.

and BWV.

Definitions:**Child safety officer:****Duty of care:****Child :****“Special relationship:”****Policy statement:****The BBC President, Committee and Members will:**

- 1 Be responsible for the overall welfare and wellbeing of all members and visitors.
- 2 Be accountable for managing and maintaining a duty of care towards all members and visitors.
- 3 Nominate Child Safety Officers to provide information and support to all members, children and their caregivers regarding child protection matters.

All people involved in the care of children on behalf of Border Bushwalking Club Inc will:

- 1 Work towards the achievement of the aims and purposes of the club;
- 2 Be responsible for relevant administration of programs and activities in their area;
- 3 Maintain a duty of care towards others involved in these programs and activities;
- 4 Establish and maintain a child-safe environment during all activities;
- 5 Be fair, considerate and honest with others;
- 6 Treat children and young people with respect and value their ideas and opinions;
- 7 Act as positive role models in their conduct with children and young people;
- 8 Be professional in their actions;
- 9 Maintain strict impartiality;
- 10 Comply with specific organisational guidelines on physical contact with children;
- 11 Respect the privacy of children, their families and caregivers and only disclose information to people who have a need to know;
- 12 Maintain a child-safe environment for children and young people;
- 13 Operate within the policies and guidelines of BBC and BWV;

- 14 Contact the police if a child is at immediate risk of abuse.

No person shall:

- 1 Shame, humiliate, oppress, belittle or degrade children or young people;
- 2 Unlawfully discriminate against any child.
- 3 Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
- 4 Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
- 5 Be alone with a child or young person unnecessarily and for more than a very short time;
- 6 Develop a “special” relationship with a specific child or young person for their own needs;
- 7 Show favouritism through the provision of gifts or inappropriate attention;
- 8 Arrange contact, including online contact, with children or young people outside of BBC’s programs and activities.
- 9 Photograph or video a child or young person without the consent of the child and his/her parents or guardian.
- 10 Work with children or young people while under the influence of alcohol or illegal drugs;
- 11 Engage in open discussions of a mature or adult nature in the presence of children;
- 12 Use inappropriate language in the presence of children; or
- 13 Do anything in contravention of BBC’s policies, procedures or this Code of Conduct.

What happens if you breach this Code of Conduct ?

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of membership with Border Bushwalking Club Inc

Related procedures and applicable regulations/ legislation

Privacy legislation

Code of conduct?

Policy #:	Approved By: comittee Date:03-02-20
Date of original policy: new	New 02-02-20
Review frequency: annually	



CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	02-02-20	Initial formatting requires procedure development

Policy Title**Policy#: P-06**

Privacy Policy

Purpose of the policy:

BBC respects the privacy of your Personal Information (PI) and is committed to the protection of it.

This policy provides information about how BBC may collect, hold and use your personal information.

Definitions:

“Personal Information” is any information which identifies you as an individual or could reasonably identify you.

When used in this policy, “we”, “our” and “us” refer to Border Bushwalking Club Inc.

Policy statement:

This policy provides information about how BBC may collect, hold and use your personal information.

WHAT PERSONAL INFORMATION DO WE COLLECT?

We collect personal information to properly and efficiently carry out our functions, to provide you with requested services and to facilitate your membership with us, including a monthly newsletter, promotion of activities and any other information that may be of interest to you.

The personal information collected and held about you will vary depending on the circumstances of collection and may include, but not limited to as follows:

- 1 Your name, address, date of birth, gender, telephone contact numbers and email address.
- 2 Information about your emergency contact details.
- 3 Information about your dealings with BBC and use of our membership.
- 4 Details of programs/activities/walks you have participated in.
- 5 Background checks including working with children checks, if you are to be leading activities with children participating.
- 6 Other information provided voluntarily by you, eg; personal health issues, or in response to surveys or competitions.

If you do not provide us with any or all the information that we request, then this may affect our ability to communicate with you or provide the requested services.

By not providing requested information, you may jeopardise your ability to participate in programs or activities or apply for volunteer positions with us. If it is impracticable for us to deal with you as a result of you not providing the requested information or consent, we may refuse to do so.

We take all reasonable steps to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. If you find that personal information we hold about you is inaccurate, incomplete or out of date, please contact us.

Where it is necessary to prevent serious and imminent harm or to provide emergency care, we will collect health information and advise of the main consequences if the information is not provided.

These steps may include advice in person, in writing, over the phone or via documentation provided to you.

If you do not wish us to collect certain information about you, you need to advise us, and we will discuss with you any consequences this may have.

HOW DO WE COLLECT INFORMATION?

We collect personal information about you in a number of ways, including:

- 1 Directly from you, i.e; when you provide information to us via the membership application/renewal form, phone, email, acknowledgment of risk forms, when you submit information through or access the BBC website; and
- 2 We may also collect personal information regarding a child/children from a parent or other responsible person associated with that child/those children.

HOW DO WE USE / DISCLOSE YOUR PERSONAL INFORMATION?

BBC may use your personal information for the primary purpose for which it was collected, and secondary purposes related to the primary purpose. Such primary and secondary purposes may include, without limitation, use of your personal information to:

- 1 Verify your identity;
- 2 Run, administer and promote programs, activities and other events relating to bushwalking.
- 3 To dispatch an ambulance in an emergency, this includes the use of your information to assist with any subsequent attendances so that you can be provided with the most appropriate service and notification to your nominated emergency contact person.
- 4 Keep you informed of news and information (such as advance notice of events or programs) relating to bushwalking, including by distributing newsletters, publications and other communication via various mediums.
- 5 Complete background WWCC background checks, if required.

- 6 In addition, we may use de-identified information to carry out research, to plan events and activities or to prepare submissions to government or a government body.

De-identified information is information which has been aggregated or otherwise

de-identified so that it cannot be used to identify you or any other individual.

We do not, disclose, sell or trade your personal information with third parties unless we have your permission to do so or are required to by law.

WHEN DO WE USE YOUR PERSONAL INFORMATION?

We may disclose your personal information

- 1 to our insurers;
- 2 to our professional advisers, including our accountants, auditors and lawyers;
- 3 to our affiliated clubs, Bushwalking Victoria (BWV), Bush Search and Rescue (BSAR) and Bushwalking Tracks and Conservation (BTAC) standing committees.
- 4 with your express consent;
- 5 when required or authorised by law;
- 6 to an enforcement body or emergency service provider when reasonably necessary; or
- 7 to lessen or prevent a threat to an individual or to public health or safety.

HOW CAN YOU ACCESS YOUR PERSONAL INFORMATION WE HOLD ABOUT YOU?

You have a right to access your personal information.

For security purposes, if you would like to access personal information that we hold about you, we require you to put your request in writing. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

We will not charge you for lodging a request to access your personal information, but we may charge you for our reasonable costs in supplying you with access to this information.

INFORMATION STORAGE AND PROTECTION

We store information in different ways, including in paper and electronic form. When your information is provided by you to us, the information may be combined or linked with other information held about you.

Security of your personal information is important to us. We have steps to protect the information we hold from misuse, loss, unauthorised access, modification or disclosure. Some of the security measures we use include strict confidentiality requirements of our respective Executive and Committee members, leaders, members, visitors and security system access and security for our website.

OPT-OUT / UNSUBSCRIBE

You can easily unsubscribe from our communications including email, SMS or posted offers at any time by contacting us using the details specified in this privacy policy, or by following instructions contained in an email. It may take up to a week to action an opt-out or an unsubscribe request, so you may still receive communications from us after your request is received.

COMPLAINTS AND CONTACTING US

If you would like to access personal information we hold about you, have any questions in relation to this policy or a complaint, please contact:

SECRETARY: Email : secretary@borderbushwalkingclub.com.au

We will take all privacy complaints seriously and will investigate your complaints in a confidential manner. You will be informed of the outcome of the investigation within a practical time frame.

CHANGES TO THE PRIVACY POLICY

From time to time, we may need to update this Privacy Policy to reflect any changes in law or Bushwalking Victoria practices. We will notify you of any amendments by posting an updated version of this Privacy Policy on our website www.borderbushwalkingclub.com.au

Related procedures and applicable regulations/ legislation

<p>he Privacy Data and Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) regulates the way in which Border Bushwalking Club Inc (BBC) handles personal and health information.</p>
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Policy #:	Approved By: BBC Committee
Date of original policy: 020220 (new)	Date:02-02-20
Review frequency: annually	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley/Sandy Kaitler	020220	New

Policy Title**Policy#: P-07****Annual General Meeting****Purpose of the policy:**

To allow members to hear reports from the committee on achievements and work over the year and to elect new committee members

To meet requirements for incorporated bodies.

Definitions:

AGM Annual General Meeting

Policy statement:

The Club will hold an Annual General Meeting each year in May.

Notes

Prior to the AGM, the following will be published in Footprints and/or on the Web Site:

- 1 The agenda of the AGM
- 2 Nominations received for committee positions
3. Treasurer's report
4. The secretary organises the meeting
5. 25 members represents a quorum

Related procedures and applicable regulations/ legislation

Incorporated clubs requirements

Policy #: P-07 Annual General Meeting	Approved By:
Date of original policy: 4/5/2011	Date:
Review frequency: 5 yearly	Committee
	Feb 8, 2021

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	15/1/2021	New template minor changes

POLICIES

Policy Title**Policy#:****P-08****Canoeing and Kayaking****Purpose of the policy:**

To provide requirements for Canoeing and Kayaking

Policy statement:

The club will offer canoeing and kayaking as an activity

Notes:

requirements

- 1.1 Participants to wear an approved PFD
- 1.2 Participants need to be able to easily swim 50 Metre
- 1.3 Leader and co-leader occupy front and rear positions
- 1.4 Maximum 24 participants
- 1.5 All participants to have induction on hazards and procedures each week
- 1.6 Activity will be cancelled when river conditions are hazardous
- 1.7 Leaders will carry waterproof bag
- 1.8 For overnight paddles, and trips away from the Murray requires separate risk assessment
- 1.9 Safety equipment to be carried: tow ropes and floats, basic first aid kit, heat blanket(silver), mobile phone, whistle, fresh drinking water ,

Definitions:

Nil

Related procedures, documents and applicable regulations/ legislation
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Canoe Australia website

Policy P-07 Canoeing and kayaking	Approved By: Committee
Date of original policy: March 15 2012	Committee , meeting February 9 2021
Review frequency: 2 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies



POLICIES

Policy Title**Policy#:****P-09****Commercial Activities****Purpose of the policy:**

To document clubs position regarding promotion of commercial business and activities

Policy statement:

The club does not allow promotion of commercial businesses at club meetings or in club publications.

Notes:

- 1.1 There are sufficient avenues available to commercial enterprises to promote their products
- 1.2 It is complicated to manage and ensure consistency.
- 1.3 Equipment presentations should be as generic as possible

Definitions:

Nil

Related procedures, documents and applicable regulations/ legislation
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Advertising policy

Policy P09 Commercial activities	Approved By: Committee
Date of original policy: 14/6/ 2011	Committee, meeting February 9 2021
Review frequency:	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-10****Committee Process****Purpose of the policy:**

To clearly explain the format for committee meetings

Policy statement:

The Border Bushwalking club will hold a committee meeting from 7.30 PM to 9PM on the second Tuesday of each month January through November

Notes:

1.1 All agenda items and, if necessary, motions and background information are to be emailed the Secretary and copied to all committee members by first Tuesday of the month. The secretary will allocate time on the agenda.

1.2 •AGENDA

Date

- Where the meeting is to be held; name of host/venue and address
- Apologies received,
- Minutes of the previous meeting,
- Business Arising
- Carried over items,
- Standing items,
- Correspondence,
- Treasurer's Report,
- General business,
- Date of next meeting
- Closing time

1.3 AGENDA ITEMS PRIORITY

All items submitted by the required date will be assessed on the following priority;

- Carried over items from the previous meeting,
- Agenda items impacting on BBC members during the following month,
- All other Agenda items,
- At the discretion of the Chair

1.4 The president can move to extend the meeting to 9.30 PM via a majority vote of committee members.

1.5 Four (4) members represent a quorum

1.5 Motions can be moved and /or seconded by any committee member and a majority vote determines the result and the chair announces the item carried or not carried and this result is minuted

1.6 The chair has the casting vote in tied votes

Definitions:

Nil

Related procedures, documents and applicable regulations/ legislation
Club constitution, meeting minutes on club website

Policy	Approved By: Committee
Date of original policy: Sept 13 2011	Committee meeting February 9 2021
Review frequency: 5 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-11****DONATIONS POLICY****Purpose of the policy:**

To ensure consistent handling of donation requests

Policy statement:

The club will not generally make donations of members funds. BUT may consider applications on a case-by-case basis

Notes:

1. In lieu of donations the club may supply labour for aligned causes /organisations
2. Members can be communicated to for individual donations for causes deemed appropriate

Definitions:

1.1

1.2

Related procedures, documents, and applicable regulations/ legislation

Policy P-	Approved By: Committee
Date of original policy: June 14 2011	Committee, meeting February 9 2021
Review frequency: 4 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-12****EMERGENCY CONTACT PERSONS****Purpose of the policy:**

Club activities encompass a wide range of activities These activities have varying degrees of risk.

As the safety of members is paramount this policy details emergency contact requirements

Policy statement:

Leaders of trips to remote areas or areas where there is limited or no mobile phone coverage should compile a list of people participating in the activity as per the Club's 'Booking Record' form.

A copy of this form should be left with an Emergency Contact Person chosen by the leader.

Notes:

1.1 A list of participant's names, together with the Emergency Contact Person's name and contact details, should be emailed to the President, Secretary and Activities Co-ordinator.

1.2 The leader should notify participants at the time of booking the Emergency Contact Person's name and contact details.

1.3 ECP's will collaborate with club personal in the event of being advised of an emergency or concerns on late arrivals. emergency

Definitions:

1.1 ECP. Emergency contact person

1.2

Related procedures, documents and applicable regulations/ legislation
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Booking record form, Activity coordination procedures
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Policy P-12	Approved By: Committee
Date of original policy: July 2017	Committee , meeting February 9 2021
Review frequency: 2 yearly	



CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-13****EQUIPMENT HIRE****Purpose of the policy:**

As a service to members and visitors the club offers rental equipment to enable members to test different equipment prior to expensive purchases and also allow people to go bushwalking and assess if it is for them.

Policy statement:

The club will provide hire equipment to members. This includes tents, sleeping bags and mattresses and packs. Additional equipment will be for the use of leaders, GPS, PLB and first aid kits.

Notes:

- 1.1 The staff at Adventure Gear, Dean St Albury will manage the day to day rental, keep rental records collect money and return equipment.
- 1.2 Hire equipment income will be collected by the equipment officer and transfer to the treasurer
- 1.3 The Equipment officer is responsible for checking equipment on return
- 1.4 The Equipment Officer Presents annual equipment hire summary at the AGM
- 1.5 The person hiring equipment is responsible for any damage to equipment
- 1.6 The equipment priority is for use of members and visitors **on club events** but subject to availability and if at least one member is present equipment can be hired for private trips.

Definitions:

- 1.1 GPS Global positioning system
- 1.2 PLB Personal location beacon

Related procedures, documents and applicable regulations/ legislation

Refer hire equipment list including hire rates on the website.
Refer Hire Book at Adventure Gear.

Policy P-13	Approved By: Committee
Date of original policy: March 8 2011	Committee , meeting February 9 2021
Review frequency:	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies



POLICIES

Policy Title**Policy#:****P-14****FIRST AID KITS****Purpose of the policy:**

To ensure treatment of basic injuries on club activities.

Policy statement:

Leaders on club activities are required to take a basic first aid kit. Each participant should carry personal first aid supplies including medication/s, puffers, glucose, sunscreen, insect repellent .(as required) This is in the event of separation from the group. And it also allows for a wider range of first aid items in the group.

Notes:

- 1.1 Kit should be similar to first aid kits in Equipment Hire at Adventure Gear Albury
- 1.2 Kit should contain a minimum of a snake bandage or similar, triangular bandage, thermal space blanket, tape, cleaning swabs, wound dressings and protective gloves to reduce the risk of infection
- 1.3 Participants should advise leader of any individual health issues

Definitions:

- 1.1
- 1.2

Related procedures, documents and applicable regulations/ legislation

Participants guidelines 4.17 to 4.20

Policy P-14	Approved By: Committee
Date of original policy: august 14, 2018	Committee , meeting February 9 2021
Review frequency:	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies



Policy Title**Policy#:****P-15**

INCIDENT AND ACCIDENT REPORTING

Purpose of the policy:

Capturing unplanned events investigating ,incidents and accidents allows corrective actions to be implemented that will improve the overall safety within the club and eliminate personal pain and suffering.

Policy statement:

All incidents associated with club activities will be investigated by the activities coordinator at committee meetings. As appropriate corrective actions will be discussed and outcomes minuted.

Notes:

- 1.1 The Leader should advise Activities Coordinator as soon as possible (phone or email) and include incident details in the Leaders report
- 1.2 The Activities coordinator should email the secretary all documents related to incidents and accidents
- 1.3 Depending on the scope of the incident and the clarity of what happened, the Activities Coordinator may elect not to have a separate incident report but report and discuss within the committee based on the leaders report.
- 1.4 The secretary will maintain incidents and accident file and minute any actions for follow up

Definitions:

- 1.1
- 1.2

Related procedures, documents and applicable regulations/ legislation

Refer injury /Incident reporting form, leader trip reports

Policy P-15	Approved By: Committee
Date of original policy: April 2016	Committee , meeting February 9 2021
Review frequency: annually	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P16****COMMUNICATION TO MEMBERS****Purpose of the policy:**

To ensure membership is aware of all activities and news.

Policy statement:

The primary source of club information is via the Border Bushwalking club website.

Additionally, the monthly newsletter FOOTPRINTS is the medium through which the Club promotes its monthly trips and activities as well as to disseminate news, trip reports and Club related information.

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Notes:

1.1 *FOOTPRINTS* is produced each month except for a January edition

1.2 Copies of footprints is available on the website

1.3 The Newsletter Editor emails the finalised copy of *Footprints* to the Web Site Administrator for conversion to PDF and posting on the Club web site

Related procedures, documents and applicable regulations/ legislation
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BBC webpage , Footprints

Policy P16	Approved By: Committee
Date of original policy: October 2011	Committee , meeting February 9 2021
Review frequency: 3 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-17****LEADERS GUIDELINES****Purpose of the policy:**

To ensure consistent conduct of club activities in line with risk and to ensure compliance with OHS regulations

Policy statement:

Leaders should consider potential risk for their activity and ensure that effective control measures are implemented, and documentation is completed. A risk identification list is available to assist in assessing risk.

Leaders are to consider potential risks for the activity they are planning, particularly Leaders must ensure the Trip Booking forms and Trip Indemnity forms are completed and delivered to the current Activities Coordinator when practicable to do so.

To assist Leaders in risk management, BBC has developed guidelines for leaders and a risk identification list.

Notes:

- 1.1 These risks and controls will be communicated to all participants.
- 1.2 Trip indemnity forms and trip booking forms will be sent to the Activities coordinator
- 1.3 Risks considerations:
 - Experience in the group
 - Remoteness
 - Communication availability
 - Location (elevation, access) and time of year (weather fire danger)
 - Major events in area
- 1.4 Novice leaders can request and experienced leader to assist on initial trips
- 1.4 Novice leaders can request an experienced leader to assist on initial trips
- 1.5 Ensure there are enough vehicles for participants and work out travel costs for vehicles
- 1.6 Follow minimum impact walking principles, such as rubbish and toiletries.
- 1.7 Collect all money (\$5.00 per day visitor insurance) and give to the treasurer
- 1.8 Consider need for "recon" prior to trip to establish times and grading. Consult with Activities Coordinator
- 1.9 Put event on the website using event planning tool
- 1.10 Assess participants suitability for this activity. Leader has discretion to not allow a participant to do activity. Consult with Activity coordinator

1.11 On departure

- Arrive at departure venue early.
- Check off participant's names as they arrive, and introduce them to the other participants.
- Check to make sure that participants have the appropriate gear.
- If possible, give each participant a copy of the map of the proposed walking area, with the route marked on the map.
- Outline any risks.
- Have all participants sign the Acknowledgement of Risk form
- Make sure all drivers know where they are going and where to stop.
- Endeavour to depart on time with all people on list!! Do not wait any longer than 10 minutes.
- Advise participants of the photo policy.

1.12 Day Trips/Weekend trips.

- At the start of the track explain the day's activity, show them the map.
- Assign an experienced walker as the back marker. As leader you should move up and down the group during the walk to ensure everything is okay.
- Make sure the everyone knows the protocols regarding leaving the track, stopping regularly, and waiting at any intersection or unclear point.
- Make regular stops during the day. Make sure that stragglers also get required rest. Unwillingness to eat or drink may be a sign of exhaustion or hypothermia.
- Inform the Emergency Contact Person of expected return time to Albury for extended trips only. Call if delayed.
- Remind walkers not to leave valuables in cars
- Ensure that participants know where they are to meet and where each other's cars are parked if a car shuffle is required
- If a trip is running late, ring the Emergency Contact Person as soon as possible so they can alert family members of participants.
- Don't forget a FIRST AID KIT- Available from Adventure Gear Albury, 479 Dean St Albury.
- The Club PLB should be carried on appropriate trips e.g. in alpine areas and remote locations.
- Prepare a trip report and send it to the archive committee person at activities@borderbushwalkingclub.com.au, or personally deliver at the Club Night
- Complete the Incident/Accident Report form promptly after an incident or accident occurs on a club activity, and to forward a copy of this to the Secretary and Activities coordinator

Definitions:

1.3 OHS Occupational Health and safety legislation

1.4

Related procedures, documents and applicable regulations/ legislation
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See policy P-03 (Activity Cancellation)

Event planning tool

Risk and booking forms attached at the end of this policy

Policy P-17	Approved By: Committee
Date of original policy: Sept 13,2011	Committee, meeting February 9 2021
Review frequency: Annually	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template . general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-18****LIFE MEMBERSHIP****Purpose of the policy:**

To recognize members who contribute to the club activities and club management over a long-time frame

Policy statement:

Life Members are appointed at the discretion of the committee

Notes:

1.1. Nominations can arise from the general membership or from the committee.

1.2 Consideration for life membership will include

- Long standing member
- Outstanding contribution in the leading, participation in club activities and running of the club.

Definitions:

1.5 **Life Members:** Members that no longer pay subscriptions and have full membership rights

Related procedures, documents and applicable regulations/ legislation
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NIL

Policy P-17	Approved By: Committee
Date of original policy: July 12 ,2011	Committee, meeting February 9 2021
Review frequency: 4 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-19****MEMBERS HANDBOOK****Purpose of the policy:**

Information for new members

Policy statement:

The club will supply a handbook to new members detailing information about the club and relevant policies

Notes:

- 1.1 The handbook is posted on the club website
- 1.2. Printed copies are not available unless a member does not have access to the website

Definitions:

NIL

Related procedures, documents and applicable regulations/ legislation
Members handbook Club website

Policy P-19	Approved By: Committee
Date of original policy: July 12,2011	Committee,meeting February 9 2021
Review frequency: 4 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-20****MEMBERSHIP LIST****Purpose of the policy:**

The club will maintain a membership list for the purpose of calculating the annual insurance premium levied by Bushwalking Victoria and it also is a constitutional requirement to maintain a current membership list with contact details.

Policy statement:

The club will maintain a current membership list

Notes:

- 1.1 The committee will have access to the membership list including names and contact details
- 1.2 List used for wider membership will only have names. (no contact details)
- 1.3 The membership officer will make membership numbers available to the treasurer for insurance premium calculation
- 1.4 The membership list will not be published on the internet web page unless it is restricted to names and email addresses only

Definitions:

- 1.1
- 1.2

Related procedures, documents and applicable regulations/ legislation
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Constitution Clauses 14 and 26.2

Policy P-20 Membership list	Approved By: Committee
Date of original policy: July 12,2011	Committee, meeting February 9 2021
Review frequency: 5 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-21****PARTICIPANT GUIDELINES****Purpose of the policy:**

To document the responsibilities and guidelines for participants in club activities to ensure safety and wellbeing of everyone

Policy statement:

Participants on BBC activities should comply with directions provided by the leader regarding risk management, control measures and to observe the guidelines for participants detailed in the notes section below.

Notes:

- 1.1 By signing the Indemnity Form at the commencement of the activity, the participant and / or visitor understands the risks involved with the activity
- 1.2 Arrive at least 5 minutes prior to departure time
- 1.3 Follow common sense guideline as set out by the club. (respect for all members, good etiquette, and care for the environment)
- 1.4 Know how to use and put up your equipment
- 1.5 Follow safety measures
- 1.6 Advise leader of any medical conditions, Asthma, diabetes etc. And need for inhalers adrenaline pen etc This is especially important for the safety of the individual AND the other members of the group.
- 1.7 Carry a personal first aid kit with individual medications, sunscreen, and insect repellent
- 1.8 Be sure to read the grading BEFORE booking on any activity. Check with the leader if the activity is within your level of fitness and capabilities
- 1.9 If you must cancel, let the leader know ASAP
- 1.10 Get to the meeting place on time.
- 1.11 Remember, the leader is a volunteer but is responsible for the whole group. Everyone's cooperation makes the leader's job easier and the trip more enjoyable
- 1.12 Participants are not to be under the influence of illegal drugs or excess alcohol
- 1.13 Be a team member, not a rugged individualist. Stay with the group, rather than race ahead or fall behind. The whip should be the last in the group
- 1.14 Should you be in front of the group you must stop and wait at any track junction for all members of the group
- 1.15 If you need to go off the track make sure a trip member, or the whip knows, and you leave your pack on the track where you go into the bush
- 1.16 Irrespective of where you are in the group ensure that you can see the person behind you (and vice versa). If not slow down and wait
- 1.17 Keep an eye out for anyone who needs assistance, even if it is just a rest
- 1.18 Leave the bush as clean as, or cleaner, than you found it.
- 1.19 Advise the leader if you feel unwell or cannot cope with the activity
- 1.20 Ensure you leave details of the activity and the names and phone numbers of the club emergency contact details

1.21 Carry your personal details in your pack ie.name, address and next of kin and medical information in the top of your pack. Refer to the form at end of this policy

1.22 Carry the names of emergency contact details and leader's details if contact is needed for an emergency enroute e.g., car breakdown.

Definitions:

1.1

1.2

Related procedures, documents, and applicable regulations/ legislation
Club common sense guidelines P-17 (leader's guidelines) Club website BBC Handbook

Policy P-21 Participants guidelines	Approved By: Committee
Date of original policy: Sept 13,2011	Committee, meeting February 9 2021
Review frequency: Three yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

PARTICIPANT'S EMERGENCY CONTACT & MEDICAL INFORMATION

This information is for emergency use only and is to be carried in your pack at all times in a sealed plastic container / envelope. It is your responsibility to update this information if there is a change in details.

Participant's Details:

Name:

—

Home Address:

Telephone: Home:/mobile _____



Date of Birth: _____ Car Registration No:

Medical Information:

Medical Condition(s) :

Current Medication(s) :

Allergies:

-

Do you have current immunisation against: Tetanus Y/N Hep A Y/N
Hep B Y/N

Medicare Number: _____ Private Health Fund:

Ambulance subscriber Y/N Membership No: (if known)

Emergency Contact:

Name:

_____ Relationship _____

Home Address:

Telephone: Home /mobile

POLICIES

Policy Title**Policy#:****P-22****PERSONAL LOCATING BEACON (PLB)****Purpose of the policy:**

To monitor activities where a PLB has been booked for an activity. Designated contacts act as an interface for relevant authorities.

Policy statement:

The club will designate PLB contacts and document the use of PLB's

Notes:

1.1 The Leader/user should be aware

There are three contact persons for PLB's

NAME	MOBILE	EMAIL
Ian Trevaskis	0418673164	president@borderbushwalkingclub.com.au
Bernadette Cromarty		activities@borderbushwalkingclub.com.au

Complete the booking form for the PLB on the club website thus advising contact members. Include full activity description (route) and names of people participating

Make booking 7 days prior to activity to ensure a contact is available. The leader/user is responsible for ensuring there is a designated contact

The leader should advise contact person on return.

1.2 The responsible authority will make contact with the nominated contact if device is activated

Definitions:

1.6 PLB Personal locator beacon

1.7

Related procedures, documents and applicable regulations/ legislation
NIL

Policy P-22 Personal locator beacon	Approved By: Committee
Date of original policy: Not recorded	Committee, meeting February 9 2021
Review frequency: Annually	



CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-23****POLICY REVIEW SCHEDULE****Purpose of the policy:**

Ensure up to date procedures are used.

Policy statement:

The club will review policies over a 5-year period according to the review frequency noted on the policy

Notes:

- 1.1 A policy can be updated at any time depending on changes and relevance
- 1.2 Refer review schedule below

Definitions:

- 1.1
- 1.2

Related procedures, documents, and applicable regulations/ legislation

Policy review schedule

Policy P-23 Policy review schedule	Approved By: Committee
Date of original policy:	Committee, meeting February 9 2021
Review frequency: Annually	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

	2021	2022	2023	2024	2025	Policy Title
p-01(5yr)					X	Insurance Accident and injury
p-02(4yr)				X		Commercial advertising
p-03(2yr)		X				Event cancellation
p-04(2 yr)		X				Child safety
p-05(1 yr)	X	X	X	X	X	Code of conduct
p-06(2 yr)		X		X		Privacy
p-07(3 yr)			X			Annual General Meeting
p-08(4yr)				X		Canoeing and Kayaking
p-09((5yr)					X	Commercial activities
p-10(2 yr)	X		X		X	Committee process
P11(3 yr)	X			X		Donations
p-12(1 yr)	X	X	X	X	X	Emergency contact persons
p-13(3 yr)			X			Equipment hire
p-14(2yr)		X		X		First Aid Kits
P-15(1yr)	X	X	X	X	X	Incident and accident reporting
p-16(2 yr)	X		X		X	Communication to members
p-17(2yr)		X		X		Leaders guidelines
p-18(5yr)					X	Life membership
p-19((5yr)	X					Members handbook
p-20(3yr)			X			Membership list
p-21(2yr)			X		X	Participants guidelines
p-22(1 yr)	X	X	X	X	X	Personal locating beacon policy
p-23(1 yr)	X	X	X	X	X	Policy reviews schedule
p-24(5yr)		X				Private land policy
p-25(5yr)	X					Refund of deposits on member cancellation
p-26 (1 yr)	X	X	X	X	X	Risk Management guidelines
p-27 (4 yr)			X			Subscriptions policy
p-28(2 yr)		X		X		Transport policy
p-29 (3 yr)			X			Website
p-30 (5yr)					X	Youngs Hut



POLICIES

Policy Title**Policy#:****P-24****PRIVATE LAND POLICY****Purpose of the policy:**

To maintain respect for private land and landowners

Policy statement:

Private landowners should be consulted with and agreement obtained wrt any club activities on private land

Notes:

- 1.1 Trip leader will make all arrangements with landowner
- 1.2 Trip leader documents access to private land in trip report
- 1.3 Obey all warning signs on private property

Definitions:

- 1.1
- 1.2

Related procedures, documents, and applicable regulations/ legislation

Policy P-24 Private Land Policy	Approved By: Committee
Date of original policy: 12/7/2011	Committee, meeting February 9 2021
Review frequency: 5 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-25****DEPOSIT REFUND ON CANCELLATION BY PARTICIPANT****Purpose of the policy:**

To ensure a consistent and fair approach when a member cancels an activity for which a deposit has been paid.

Policy statement:

Refund of a members deposit will be as per below

Over 3 months before the activity –	full refund to be given
2-3 months prior -	10% of the total cost to be paid
1-2 month prior	15% of total cost to be paid
Less than 2 weeks prior	25% of total cost to be paid
Less than one week prior	30% of total cost to be paid

Notes:

1.1

Definitions:

1.1

1.2

Related procedures, documents, and applicable regulations/ legislation

Policy P-	Approved By: Committee
Date of original policy: march 5 2016	Committee, meeting February 9 2021
Review frequency: 5 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-26****RISK MANAGEMENT GUIDELINES****Purpose of the policy:**

To identify risk and implement control measures to minimise risk

Policy statement:

Assess the risk of all activities and communicate these risks to all participants

Notes:

- 1.1 A table of risk considerations is detailed below
- 1.2 Risk is not static for the club activities and can change depending on many things. Such as bushfire danger, low/high temperatures, skill levels, water availability as examples. The leader and participants should constantly consider risk and communicate /discuss.
- 1.3 Signing the indemnity form the participate acknowledges the risks involved
- 1.4 Other club policies contain mandatory requirements to minimise risk.

Definitions:

- 1.1 AS Australian Standard
- 1.2

Related procedures, documents, and applicable regulations/ legislation

Refer policies and procedures for protective and safety equipment.
AS4360 ,AS 1801

Policy P- 26 Risk Management guidelines	Approved By: Committee
Date of original policy:14/2/2012	Committee, meeting February 9 2021
Review frequency:	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

RISK MANAGEMENT GUIDELINES

<u>Hazard</u>	<u>Likelihood</u>	<u>Consequence</u>	<u>Risk</u>	<u>Some examples of controls</u> <u>(Not exhaustive)</u>	<u>Comments</u>
Building (premises) fire or other emergency	Unlikely	Critical	Low	<ul style="list-style-type: none"> • Club meetings start with a reminder about emergency exits and evacuation procedures 	
Bush fire	Moderate (Mid summer - activity in remote bush for example) (Each time will be different)	High	High	<ul style="list-style-type: none"> • Activity leader must check with local park ranger before starting a walk in a forest area during fire season. • A radio and mobile phone must be carried on extended walks during the fire season to check daily fire status. • Overnight participants to take food that doesn't require a stove. • Research the activity area in terms of fire zone, emergency exit routes. • Consider cancellation. • No day activities in forest areas on a total fire ban day. 	This can be checked with Parks Vic or DSE via internet
Extreme Cold	Likely (overnight)	Critical	High	<ul style="list-style-type: none"> • Clothing checklist for 	



	forecast below 0%) for example			<p>remote areas, mountain areas.</p> <ul style="list-style-type: none"> • Gear checklist for overnight activities. • Leader must confirm that party members are carrying minimum clothing requirements (include day activities if cold condition and off trail). • Club provides health / safety emergency-response training /education 	
Extreme heat				<ul style="list-style-type: none"> • Clothing checklist. • Club provides health / safety emergency-response training /education 	
Dehydration				<ul style="list-style-type: none"> • Gear checklist (all types of activities) includes water bottle. • Leader (remote and extended activities) must make every attempt to confirm water availability and inform party members if special measures required. e.g. carry extra water. 	

				<ul style="list-style-type: none"> • Club provides health / safety emergency-response training /education. 	
Extreme terrain or activities				<ul style="list-style-type: none"> • Club has a grading system for activities so that participants know what to expect. • Leader must inform party members of the nature of the activity and terrain. • Leader must be satisfied that participants have the appropriate skills and abilities. • Leader must ensure appropriate equipment is carried 	
Mine Shafts	Likely in some areas	Critical	Low	<ul style="list-style-type: none"> • Leader must warn participants of danger 	
Snake bite				<ul style="list-style-type: none"> • Gear checklist includes gaiters, snake bite bandage • Club provides health / safety emergency response training /education 	
Flooded rivers, seas, tides				<ul style="list-style-type: none"> • If an activity involves river crossings after 	



				heavy rain in catchment areas, leader must make every attempt to check status of rivers and bridges and plan an alternative route. • Leader must check if the safety of a coastal activity is affected by tide or local weather conditions.	
Electrical storm				• Club provides health / safety emergency-response training/education .	
Property damage				• Club protocols about private property, gates, animals, vehicles, control of children etc.	
Vehicle accident	moderate	critical	high	• Club protocols about driving distances, sharing driving, and finish time of activities	Consider length of drive at the end of the activity. Arrange sharing driving. Arrange designated rest breaks. Arrange overnight stay if relevant.



Search & Rescue costs			<ul style="list-style-type: none"> • Leader must ensure there are sufficient people with navigational skills and sufficient navigation equipment (maps, compasses, gps etc) appropriate to the remoteness, terrain and conditions of the activity. • Club protocols to regroup at track junctions, maintain sight contact on untracked or poorly marked routes, larger groups to appoint a whip as well as a leader, etc • Club provides health / safety emergency-response training/education • Leader to ensure communication devices appropriate to the remoteness of the area are carried eg mobile or satellite phone and PLB 	

Health condition or disability			<ul style="list-style-type: none"> • Participants must inform leader in advance of any condition or disability that may affect their ability to participate safely in the activity. 	
Children			<ul style="list-style-type: none"> • Parents are responsible for children's behaviour and safety. • Parents must inform leaders in advance if they wish to bring children on certain activities. 	
Medical emergency			<ul style="list-style-type: none"> • Minimum number of 4 participants. • Carry a mobile or satellite phone or PLB as appropriate to remoteness of the area. • Plan trip to include quick exit routes. • Club provides health / safety emergency-response training /education. 	

POLICIES

Policy Title**Policy#:** P-27**SUBSCRIPTIONS AND TEMPORARY MEMBERS POLICY****Purpose of the policy:**

Maintain consistent management of club membership subscriptions and welcoming temporary members to allow them to get to know the club while ensuring insurance coverage

Policy statement:

The club will operate a annual subscription system with 5 classifications of membership, and charge temporary members a daily levy to cover insurance

Notes:

1 Membership categories

- i. Individual membership
- ii. Family membership
- iii. Life members.
- iv. Honorary members
- v. Absentee members

2. Annual subscriptions cover period between AGM-s

3. Members joining February through to end of May are financial until May 31 of the next year

4. The only concessional memberships are for;

- Commonwealth Pensioners,
- Holders of the following cards –
 - Low Income Health Care,
 - Health care,
 - Pensioner

5. Subscriptions and temporary member levies are ratified by the committee. Insurance levies for insurance from Bushwalking Victoria can influence final subscription amount.

6. All members of a family membership must be specified for insurance purposes

7. Temporary members can participate in 3 club activity days before deciding to become a dull member

Definitions:

1.8 Temporary Member A person who participates in a club activity as a non-member for 3 or less activity days.

1.9 Club member A person who has paid the current subscription

Related procedures, documents, and applicable regulations/ legislation

Refer p-01 (insurance policy)

Refer p07(AGM policy) and p10 (committee process)

Policy P-	Approved By: Committee
Date of original policy: March 8 2011	Committee, meeting February 9 2021
Review frequency: 4 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-28****TRANSPORT COST POLICY****Purpose of the policy:**

To ensure an equitable sharing of car-pooling expenses. Car pooling is encouraged to reduce costs and minimise the carbon footprint

Policy statement:

Car pooling costs will be shared equally and managed by the leader

Notes:

3. Designated drivers need to be conscious of other member needs in the car .
4. Passengers need to be considerate of the designated driver
5. The leader manages calculation and disbursement of travel costs
6. Transport cost calculation is done for the whole group and is not specific to the type of vehicles
7. \$0.35 per km is the current overall levy. Which is assessed at policy review frequency 2 yearly.
8. Entry fees e.g., Falls Creek are added to the transport costs
9. A member can elect to travel by themselves and are not included in travel cost calculations

Definitions:

1.10 Designated driver the driver of the vehicle used in the car pool

1.11

Related procedures, documents, and applicable regulations/ legislation

Policy P-28- Transport Cost Policy	Approved By: Committee
Date of original policy: April 10 2012	Committee, meeting February 9 2021
Review frequency: 2 yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-29****WEBSITE SCOPE POLICY****Purpose of the policy:**

To provide members with up to date news and activity programs

Policy statement:

The club will maintain a website

Notes:

10. A committee member will be assigned responsibility for web site maintenance
11. The following will be posted:
 - Footprints, including the Activities Program.
 - The Members' Handbook.
 - Club photographs
 - Club documentation and upcoming events
- 3 As appropriate the committee will have expanded access to website files
- 4 The website manager and committee have the power to veto content
- 5 Policy P-06 considers privacy issues.

Definitions:

1.12

1.13

Related procedures, documents, and applicable regulations/ legislation

Refer p-06 (Privacy Policy)For privacy information
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Policy P-29 Website Scope Policy	Approved By: Committee
Date of original policy: April 10 2012	Committee, meeting February 9 2021
Review frequency: 5 Yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies



POLICIES

Policy Title**Policy#:****P-30****YOUNGS HUT SUPPORT POLICY****Purpose of the policy:**

To select opportunities to support bushwalking activities

Policy statement:

The club will support maintenance of Youngs Hut

Notes:

12. All reasonable costs and manpower will be supplied by the club

Definitions:

1.14

1.15

Related procedures, documents, and applicable regulations/ legislation

Policy P-	Approved By: Committee
Date of original policy: March 8 2011	Committee, meeting February 9 2021
Review frequency: 5 Yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

POLICIES

Policy Title**Policy#:****P-31****Border Skiers****Purpose of the policy:**

To facilitate short term notice for ski trips in the absence of full risk assessments and other club requirements

Policy statement:

The club will support skiing activities in our area as long as activities coordinator is advised

Notes:

- 1 This policy is in line with anyone in the public planning a ski trip

Definitions:

- 1.16 Trip ,....to established ski areas. Does not include individual off mountain trips.
- 1.17

Related procedures, documents, and applicable regulations/ legislation

Policy P-31 border Skiers	Approved By: Committee
Date of original policy: March 8 2011	Committee, meeting February 9 2021
Review frequency: 5 Yearly	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies

ADDENDUMS

Purpose of addendum

Consistent format for policy and procedure

A-01

POLICY TEMPLATE

Purpose of the policy:

Consistent format for policies

Policy statement:

To produce all policies on a consistent template to document reviews

Notes:

13. Refer template attached.

Definitions:

1.18

1.19

Related procedures, documents, and applicable regulations/ legislation

Policy A01- Policy Template	Approved By: Committee
Date of original policy: April 2021	Committee, meeting February 9 2021
Review frequency: as required	

CHANGE LOG

Reviewed by	Date	Changes made
Ken Tooley	10/1/2021	New template. general update as part of plan to review all policies



POLICIES

Policy Title

Policy#:

P-##

Title

Purpose of the policy:

Policy statement:

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Notes:

1.1

1.2

1.3

Definitions:

1.1

1.2

Related procedures, documents and applicable regulations/ legislation

Policy P-##	Approved By: Committee
Date of original policy: #####	Committee , meeting #####
Review frequency:	

CHANGE LOG

Reviewed by	Date	Changes made

Addendum 02

Procedure to review or add policies

INFORMATION:

The master policy manual is on the Club website and is the only controlled copy

REVIEW POLICY

Step #	Step description	Notes
1	Refer the policy review schedule to determine which policy needs review as per the review schedule p-23	The committee will coordinate the required annual reviews.
2	Request website manager to send you a copy from the web	
3	Make appropriate edits if required	
4	Put to committee for approval	Email proposed changes 1 week prior to meeting
5	When approved update change log at the bottom of the policy and update committee approval date	If any changes please not in change log to keep track of change history
6	Email to website manager who will replace the reviewed and approved policy on the website	

ADD NEW POLICY

Step #	Step description	Notes
1	Committee decides to add a new policy in consultation with members or to comply with regulatory changes	
2	Go to templates folder and "save as" a file "NEW POLICY INTERIM"	This file will be used to produce the new policy. It can renamed and numbered later to fit into the table of contents
3	Produce new policy. Update change log box with "NEW POLICY" and date etc	
4	Send to committee for approval	Send one week prior to meeting
	Update Table of content page with title and number and complete change log at the bottom	
	Update change log with committee approval date	

responsibilities about:

- Risk management