border bushwalking cLUB INC A5665

POLICY MANUAL

January 1, 2023

Border Bushwalking club INC

**purpose of this manual**

This 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.

POLICIES

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**Note:** Policies are divided into categories for more efficient understanding
C = Compliance with legislation
Op = Operational
RM = Risk management
F = Financial

**Policy Title** **Policy#:** C - 01

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:**

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

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

**Policy statement:**

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

1. **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 you 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.

1. **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.
3. **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.***

1. **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.
8. **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.

1. **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.

1. **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.

1. **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.

1. **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](http://www.borderbushwalkingclub.com.au)

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| **Related procedures and applicable regulations/ legislation** |
| The 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.  |

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| --- | --- |
| **Policy #:C-01** | **Approved By: BBC Committee****Date:02-02-20** |
| **Date of original policy: 2/2/20**  |  |
| **Review frequency: annually** |  |

**CHANGE LOG**

|  |  |  |
| --- | --- | --- |
| **Reviewed by** | **Date** | **Changes made** |
| **Ken Tooley/Sandy Kaitler** | **2/2/20** | **New** |
| **A Friedersdorff** | **11/10/22** | **Reclassify** |

**Policy Title** **Policy#:** C- 02

Code of Conduct

**Purpose of the policy:***.*

*To articulate the values that the Border Bush Walking Club wishes to foster in leaders, members and visitors, and in so doing, defines desired behaviour.***Definitions:**

**Policy statement:**

The Border Bushwalking Club Inc is operated by volunteers for the benefit of members.

All members of the Club have an individual and collective responsibility to contribute in a positive way to the operations of the Club. Membership of the BBC is a privilege and carries with it a responsibility to uphold our reputation and not engage in conduct that is unbecoming, contrary to the laws of Australia, brings the BBC and its members into disrepute or is contrary to the Rules of Association.

**Members and Visitors agree to abide by the Member’s Code of Conduct:**

* To respect the rights, dignity and worth of others, regardless of their gender, ability, cultural background, political beliefs or religion;
* To be fair and considerate in all dealings with others;
* To behave in a manner that ensures the reputation and standing of BBC;
* To behave in a manner that ensures the health and safety of volunteers, members and visitors;
* To behave in a manner that respects the physical property and facilities provided by BBC;
* At all times parent and guardians shall be responsible for the behaviour of their children.

**Complaints and Disputes**

All complaints should be brought to the attention of the President or to the Committee in writing.

If applicable, disciplinary action may be taken, including termination of membership with the Border Bushwalking Club Inc. in accordance with the Club Rules of Association.

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| **Related procedures and applicable regulations/ legislation** |
| **Club Rules of Association; Rules 15.1 to 15.15 and 16.1 to 16.9** |

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| **Policy #:C-02** | **Approved By: committee****Date:03-02-20** |
| **Date of original policy: new** | **New 14-02-22**  |
| **Review frequency: annually** |  |

**CHANGE LOG**

|  |  |  |
| --- | --- | --- |
| **Reviewed by** | **Date** | **Changes made** |
| **Ken Tooley** | **02-02-20** | **Initial formatting requires procedure development** |
| **A Friedersdorff** | **14.02.2022** | **Complete rewrite** |

**Policy Title** **Policy#:** Op-01

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 (ECP) 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.

**Definitions:**

1.1 ECP. Emergency contact person

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| **Related procedures, documents and applicable regulations/ legislation** |
| **Booking record form, Activity coordination procedures** |

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| **Policy P-12 to be known as Op-01** | **Approved By: Committee** |
| **Date of original policy: July 2017** | **Committee , meeting February 9 2021** |
| **Review frequency: 2 yearly** | **8/2/2022** |

**CHANGE LOG**

|  |  |  |
| --- | --- | --- |
| **Reviewed by** | **Date** | **Changes made** |
| **Ken Tooley** | **10/1/2021** | **New template - general update as part of plan to review all policies** |
| **Alwyn Friedersdorff** | **8/2/22** | **Reclassify as Op-01** |

POLICIES

**Policy Title** **Policy#:** **Op-02**

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:**

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| **Related procedures, documents and applicable regulations/ legislation** |
| Participants guidelines 4.17 to 4.20 |

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| **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** |
| **A Friedersdorff** | **14/3/22** | **Rename Op-02** |

POLICIES

**Policy Title** **Policy#:** Op-03

CAR POOLING POLICY

**Purpose of the policy:**

 Car pooling is encouraged to reduce costs, minimise the carbon footprint and to ensure fair and equitable contributions of car-pooling expenses.

**Policy statement:**

Car pooling costs will be shared equally and managed by the leader. All participants will pay the same amount and each driver will receive the same amount. Children/minors will pay the same amount as adults. The amount charged is designed to cover fuel costs and wear and tear on vehicles.

**Notes**:

1. Participants who elect to travel by themselves are not included in travel cost calculations.
2. Designated drivers need to be conscious of passengers’ needs in the car.
3. Passengers need to be considerate of the designated driver.
4. The leader manages calculation and disbursement of travel contributions. 5. Calculation of contributions is done for the whole group and the whole journey and is not specific to the type of vehicle or the fuel used. At the discretion of the leader and if there is room, passengers who live along the route can travel with the group for part of the journey and pay a *pro rata* amount.
6. Contributions are calculated by using a set formula (see below) that includes distance travelled, number of cars and number of participants.
A standard dollar/km amount is used for all calculations. The rate is determined by the committee each quarter/year (delete one, specify dates), and must be announced in *Footprints* and circulated to current leaders in an email. From 01 August 2023 this rate will be $0.50 per km.

7. Where entry fees are charged (e.g. Falls Creek in winter) these are included in calculation of costs.

**Definitions:**

* 1. Designated driver: the driver of the vehicle used in the car pool
	2. Participants: All people undertaking the activity including leader, drivers and passengers
	3. Calculation of contribution (worked example follows):

Leader uses Google Maps or prior knowledge to get accurate estimate of the distance to be travelled from agreed meeting place (e.g. Bunnings, Wodonga) to the start of the walk and doubles this for round trip. This distance is multiplied by number of cars needed and current dollar/km rate:

Distance x number of cars used x dollar/km

The calculated number is then divided by the total number of participants to give an amount in dollars and cents.

Round to nearest dollar and collect this amount from each **participant.**

Divide this amount equally between drivers.
Example:

Seven people book in for a walk at Falls Creek from Cope Hut car park to Ryders Yards. They meet at Bunnings in Wodonga. The distance to start of walk is 122 km, making it 244 km for round trip. Two cars are needed.

Distance x number of cars x dollar/km: 244 x 2 x 0.50 = $244

Divide by number of participants (7) = $34.86 Round up to $35.00

Leader collects $35.00 from each participant including drivers ($245.00)

Two cars were used; leader gives $122.50 to each driver

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| **Related procedures, documents, and applicable regulations/ legislation** |
|  Handbook p. 8 |

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| **Policy P-28- Transport Cost PolicyPolicy Op-03 Car Pooling** | **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** |
| **A Friedersdorff** | **14/6/2022** | **Clarity on #5** |
| **E Clark** | **11/7/2023** | **Rewrite for greater clarity** |

**Policy Title** **Policy#:** Op- 04

PRIVATE LAND POLICY

**Purpose of the policy:**

To maintain respect for private land and landowners

**Policy statement:**

Private landowners must be consulted, and agreement obtained in relation to any club activities on private land

**Notes**:

1.1 Trip leader must 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:**

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| **Related procedures, documents, and applicable regulations/ legislation** |
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| **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** |
| **A Friedersdorff** | **16/6/2022** | **12/7/22 Minor word changes** |

POLICIES

**Policy Title** **Policy#:** OP-05

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 designed to provide members with up-to-date news and activity programs

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

**Notes**:

*WEBSITE*

* 1. The committee will appoint a web site manager
	2. The following will be posted:
* Footprints, including the Activities Program.
* The Members’ Handbook.
* Club photographs
* Club documentation and upcoming events
	1. As appropriate the committee will have expanded access to website files
	2. The website manager and committee have the power to veto content
	3. Policy C-01 considers privacy issues.

 *FOOTPRINTS*

2.1 produced each month except for a January edition

2.2*Footprints* is available on the website

2.3The Newsletter Editor emails the finalised copy of *Footprints* to the Web Site Administrator for posting on the Club web site

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

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| **Policy Op -06** |  |
| **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** |
| **A Friedersdorff** | **9/01/24** | **Reclassify/Add Web policy** |

POLICIES

**Policy Title** **Policy#:** Op - 06

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:**

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

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| **Policy OP-05** 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** |
| **A Friedersdorff** | **11/05 2023** | **Category change** |

POLICIES

**Policy Title** **Policy#:** OP-07

LIFE and HONORARY MEMBERSHIP

**Purpose of the policy:**

To recognise those members who have provided exceptional and outstanding service or benefit to the Club over an extended period of time, as described below.

**Policy statement:**

Life and Honorary Members are appointed at the discretion of the committee based on nominations
received.

**Definitions:**

* 1. **Life Members**: Those members who have been recognised for exceptional service to the Club as defined in the criteria below. Life members are no longer required to pay subscriptions but have full membership rights
	2. **Honorary Members:** Persons, who are not current or former members but who, through their professional or personal activities, have provided exceptional benefit to the Club. Honorary members shall not pay any subscription and their membership shall be for a fixed or renewable term. Honorary members shall not have voting rights but shall have other membership rights.

**Criteria**

Granting Life Membership is a balancing exercise, with the following criteria being provided as guidance:

The nominee will:

* be a currently active, financial member
* have demonstrated an exceptional contribution of service that is of measurable benefit to the Club
* have provided valued leadership and/or been an outstanding role model to the members in general. These roles may include, but not be restricted to – service on committees, fund raising activities, participation as a Walks Leader, environmental protection or any such activities that promote and benefit the club and its members

**Process**:

1.1 Nomination for Life Membership

1. Any current fully financial member can nominate any member with the nomination seconded by at least one member. Nominations must be on the approved form (see addendum) and will be called for once a year in the March issue of *Footprints* and on the Club’s Facebook page. This timeline may be varied in exceptional circumstances at the discretion of the committee
2. Nominations in writing should outline the nominator’s reasons for proposing
the candidate and stating how the candidate meets the criteria.
3. Nominations will be reviewed by a sub-committee comprised of 2 Life Members and the President of BBC or their nominee. The sub-committee will decide who should receive awards from among those nominated and make recommendations to the BBC committee.
4. Not more than one Life Membership will be awarded each calendar year, although this may be varied in exceptional circumstances on the recommendation of the sub-committee.
5. The Club President will announce the award at the Annual General Meeting.
	1. Nomination for Honorary Membership

Any current fully financial member can nominate a person for Honorary Membership in writing at any time. The BBC Committee will decide on the appointment and fix the term, which may be renewed. The award will be announced at the AGM or other suitable occasion.

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| **Related procedures, documents and applicable regulations/ legislation** |
| **Club Constitution: Life Members 7.3 Honorary Members 7.4 Addendum 4: Nomination Form** |

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| **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** |
| **A Friedersdorff** | **13/6/23****20/02/24** | **Rewrite & classify****Update for clarity** |

POLICIES

**Policy Title** **Policy#:** RM - 01

RISK MANAGEMENT

**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 participants acknowledge the risks involved

1.4 Other club policies contain mandatory requirements to minimise risk.

**Definitions:**

* 1. *AS:* Australian Standard
	2. *Risk* – The chance of something happening that will have an impact on objectives.
	3. *Risk Assessment* – The overall process of risk identification, risk analysis and risk evaluation.
	4. *Risk Management* – The culture, processes and structures that are directed towards realising potential opportunities, whilst managing adverse effects.
	5. *Risk Reduction* – Actions taken to reduce the likelihood, negative consequences or both,
	 associated with a risk.
	6. *Risk Treatment* – The process of selection and implementation of measures to modify risk.
	7. *Risk Transfer* – The process of selection and implementation of measures to modify risk.
	8. *Risk Acceptance* – Risk acceptance is the acknowledgement that there is a risk and of the consequences that may result, which is accepted.

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| **Related procedures, documents, and applicable regulations/ legislation** |
| Refer policies and procedures for protective and safety equipment.AS4360, AS 1801 |

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| **Risk Management RM 01**  | **Approved By: Committee** |
| **Date of original policy:14/2/2012**  | **Committee, meeting February 9 2021** |
| **Review frequency: Annual**  |  |

**CHANGE LOG**

|  |  |  |
| --- | --- | --- |
| **Reviewed by** | **Date** | **Changes made** |
| **Ken Tooley** | **10/1/2021** | **New template. general update as part of plan to review all policies** |
| **A Friedersdorff** | **13/09/22** | **General update and reclassify** |

**Assessing Potential Risk**

Once risks are identified, they are evaluated on a matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

**Likelihood**

|  |  |  |
| --- | --- | --- |
| **Level** | **Descriptor** | **Description** |
| A | Almost certain | Expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Moderate | Should occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May occur only in exceptional circumstances |
| F | Never | It is not foreseeable that this will occur |

**Consequence**

|  |  |  |
| --- | --- | --- |
| **Level**  | **Descriptor** | **Description** |
| 1 | Insignificant | No Injuries |
| 2 | Minor | First Aid treatment |
| 3 | Moderate | Medical treatment required |
| 4 | Major | Extensive injuries |
| 5 | Catastrophic | Death |

|  |  |
| --- | --- |
| **Likelihood** | **Consequence** |
|  | **1** | **2** | **3** | **4** | **5** |
| **A** | S | S | H | H | H |
| **B** | M | S | S | H | H |
| **C** | L | M | S | H | H |
| **D** | L | L | M | S | H |
| **E** | L | L | M | S | S |

**H**igh risk **S**ignificant risk **M**oderate risk **L**ow risk

**RISK MANAGEMENT REGISTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazard** | **Likelihood** | **Consequence** | **Risk** | **Some examples of controls** **(Not exhaustive)** | **Comments** |
| Building (premises) fire or other emergency | Unlikely  | Critical  | Low | • Club meetings start with a reminder about emergency exits and evacuation procedures |   B2S |
| Bush fire | Moderate(Mid summer -activity in remote bush for example)(Each time will be different) | High | High | • 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 C5H |
| Extreme Cold | Likely (overnight forecast below 0%) for example | Critical | High | • Clothing checklist for remote areas, mountain areas. |   |
| • 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). |  B3S |
|   |   |   |   | • Club provides health / safety emergency-response training /education |   |
| Extreme heat |   |  |   | • Clothing checklist. |   |
|   |   |  |   | • Club provides health / safety emergency-response training /education |   |
| Dehydration |   |   |   | • 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 eg. carry extra water. |   |
|   |   |   |   | • Club provides health / safety emergency-response training /education. |   |
| Extreme terrain or activities |   |   |   | • 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 | • Leader must warn participants of danger |   |
| Snake bite |   |  |   | • Gear checklist includes gaiters, snake bite bandage |   |
|   |   |  |   | • Club provides health / safety emergency response |   |
|   |   |   |   | training /education |   |
| Flooded rivers, seas, tides |   |  |   | • 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 |   |   |   | • 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 |   |  |   | • Participants must inform leader in advance of any condition or disability that may affect their ability to participate safely in the activity. |   |
| Children |   |   |   | • 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 |   |  |   | • 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. |   |

**Policy Title** **Policy#:** **RM-02**

INCIDENT AND ACCIDENT REPORTING

**Purpose of the policy:**

To capture unplanned events, investigate incidents and accidents in order to allow 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 a 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:**

|  |
| --- |
| **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** |
| **A Friedersdorff** | **25/2/2022** | **Name change to RM-02** |

POLICIES

**Policy Title** **Policy#:** RM-03

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#: RM - 04**

**Activity Cancellation**

**Purpose of policy**

**To detail conditions where it is:**

1. Mandatory to cancel a BBC organised activity
2. Reliant on risk considerations for cancellation of BBC activity

**Policy statement**

Safety of our members is 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** requires the activity to be cancelled.

**Notes**:

* 1. Adverse weather ie: abnormal high or low forecast temperatures, snow, fog, winds and wind chill factors can impact risk to conduct and activity
	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 will also affect decision making

1.7 Communication or lack of, are key criteria effecting cancellation decisions

1.8 Consult as required with regulatory authorities, Police, CFA, EPCA, 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:**

EPCA: Environmental Pollution Control 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** |
| * Leader and activity procedures
* Fire restrictions and ratings and directions from emergency services
* EPCA air quality index
* State emergency websites
 |

|  |  |
| --- | --- |
| **Policy Event cancellation #:RM-01** | **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** |
| **Alwyn Friedersdorff** | **8/2/2022** | **Grammar x4; Category Name; EPA to EPCA** |

**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** |
| **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** |

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** |
| 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 premotion of commercial business and activities

**Policy statement:**

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

**Notes**:

* 1. There are sufficient avenues available to commercial enterprises to promote their products
	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** |
| 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#:** F-1

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:**

|  |
| --- |
| **Related procedures, documents, and applicable regulations/ legislation** |
|   |

|  |  |
| --- | --- |
| **Policy P- 11 to become F1**  | **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** |
| **A Friedersdorff** | **12/9/23** | **Re- classify** |

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. GPS Global positioning system
	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-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 handbookClub 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-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:**

|  |
| --- |
| **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-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**:

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

**Definitions:**

|  |
| --- |
| **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 facililiate short term notice for ski trips in the absence of full rick 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. Trip ,….to established ski areas. Does not include individual off mountain trips.

|  |
| --- |
| **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** |
|  |  |  |

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ADDENDA

**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**:

1. Refer template attached.

**Definitions:**

|  |
| --- |
| **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:**

.

**Notes**:

1.1

1.2

1.3

**Definitions:**

|  |
| --- |
| **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 Addendum 03 | 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 |  |

 Addendum 03

POLICY REVIEW SCHEDULE

**Purpose of the Schedule:**

Ensure up to date procedures are used.
The club will review policies over a 5-year period according to the review frequency noted on the policy. A policy can be updated at any time depending on changes and relevance.

**CHANGE LOG**

|  |  |  |
| --- | --- | --- |
| **Reviewed by** | **Date** | **Changes made** |
| **Ken Tooley** | **10/1/2021** | **New template. general update as part of plan to review all policies** |
| **A Friedersdorff** | **8/2/2022** | **Placed as an addendum** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 2021 | 2022 | 2023 | 2024 | 2025 | Policy Title |
| p-01(5yr) |  |  |  |  | **x** | Insurance Accident and injury |
| p-02(4yr) |  |  |  | **x** |  | Commercial advertising |
| **RM-01(2yr)** |  | **x** |  | **x** |  | Event cancellation  |
| p-04(2 yr) |  | **x** |  | **x** |  | Child safety  |
| p-05(1 yr) | **x** | **x** | **x** | **x** | **x** | Code of conduct |
| p-06(2 yr) |  | **x** |  | **x** |  | Privacy |
| p-08(4yr) |  |  |  | **x** |  | Canoeing and Kayaking |
| p-09((5yr) |  |  |  |  | **x** | Commercial activities  |
| 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 |
| Op02(2yr) |  | **x** |  | **x** |  | First Aid Kits |
| P-15(1yr) | **x** | **x** | **x** | **x** | **x** | Incident and accident reporting |
| Op-0(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 |
| Op-05 (3yr) |  |  | **x** |  |  | Membership list |
|  |  |  |  |  |  |  |
| **Op-04 (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 |
| **Op-03 (2 yr)** |  | **X** |  | **X** |  | Car Pooling Policy |
| p-29 (3 yr) |  |  | **X** |  |  | Website |
| p-30 (5yr) |  |  |  |  | **X** | Youngs Hut |

Addendum 04

**Nomination Form for Life Membership**

Name of person Nominated:

Proposed by: (Block letters)

Date: Signature:

Seconded by: (Block letters)

Date: Signature:

Details of how the nominee has rendered sustained outstanding service to the Club including positions held and activities undertaken with relevant dates, any media evidence or supporting reference to the level of commitment:

Date Approved by sub-committee:

Date Confirmed by full U3AAW committee: