

## Appendix III

### **RISK MANAGEMENT POLICY**

#### **1.0 GENERAL STATEMENT**

The Asquith Mixed Probus Club Incorporated recognises the need to minimise potential risks to members and visitors, which may occur as a result of their participation in the activities of the club.

It is important to the overall enjoyment of the club that potential areas of risk be identified and controls put in place to reduce the risk of injury.

This policy is also designed to provide officers and group leaders of activities, tours and outings confidence in their administrative roles within the club.

Nothing in this policy is designed to restrict the enjoyment of member's or visitor's participation in the activities of the club.

#### **The purpose of this policy is**

- To reduce the risk of injury
- To protect the club and its members in the event of action being taken against the club, its officers, activity leaders or individual members.

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#### **2. DISCLAIMER**

The Asquith Mixed Probus Club Inc. in no way claims this manual to be a comprehensive document covering all aspects of "Risk Management", which is likely to affect the operations of the club.

The document suggests a number of important areas that should be covered in order that a safer environment may be provided for Members and Visitors.

Whilst every effort has been made to ensure issues related to Risk Management within the Asquith Mixed Probus Club Inc the Management Committee and the Risk Management Sub Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within in the document.

This Manual is provided on the basis that the Asquith Mixed Probus Club Inc shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

### **3.1 THE MEETING VENUE**

The committee shall ensure:-

- (a) A First Aid Kit is available for use at all meetings.
- (b) A record of members, guests or visitors attending meetings is maintained.
- (c) All power leads, microphone cables and other fittings are properly secured or covered.
- (d) All persons present are advised of the location of exits, evacuation assembly point and the procedures to be followed in the case of emergency.
- (e) A list of emergency numbers is kept and maintained at the registration desk at all times.
- (f) Normal/reasonable duty of care is undertaken and observed.

### **3.2 FOOD SERVICE**

The Hospitality Officer shall be responsible for:-

- (a) Club Managed food and beverage services.
- (b) Rosters for the setting up and cleanliness of facilities.
- (c) Good hygiene practices being undertaken and observed.

### **4.0 ACTIVITIES, OUTINGS AND TOURS**

- (a) The appointed leaders shall manage all approved club activities with the assistance of delegated subcommittee members.
- (b) Where possible a record of members, visitors and guests attending to be maintained.
- (c) Any incidents accidents/enquiries to be recorded and if necessary for insurance purposes be reported to PSPL

### **5.0 HANDLING OF MONEY**

The Treasurer shall be responsible for:

- (a) The financial management of club funds under the direction of the Management Committee.
- (b) The Treasurer may delegate the collection of monies being paid by members & guests for club activities to the payment desk.
- (c) The banking of all collected monies within two working days for insurance cover.
- (d) The Committee must approve financial transactions made by the Club and ensure *all* payments carry two authorised signatures.

- (e) The Committee shall ensure that no payments are made without evidence of the debt by way of invoice, voucher or receipt. Where a cash refund is made to a member that member shall sign for the refund.
- (f) A register of the Clubs assets shall be maintained.  
***Note: Cash based accounting system rather than an accrual system need not allow for depreciation of assets.***
- (g) A Budget setting out the anticipated Income and Expenditure, shall be at the November meeting.

## **6.0 ROLES AND RESPONSIBILITIES OF OFFICERS AND ASSISTANTS**

- (a) The President shall issue a statement of Roles and Responsibilities of elected officers and appointed leaders at change-over or on appointment in filling casual vacancies.
- (b) These statements will be based on published advice from PSPL, The NSW Office of Fair Trading and professionals such as the Auditor. They will be in accord with the Club Constitution, standing resolutions and appendices.

## **7.0 INTERNAL DISPUTES**

- (a) Where parties to a dispute are unable to reach an agreement in respect of item 13(b) of the constitution the parties should meet with Officers of the Management Committee. The purpose of this meeting is to mediate the dispute.
- (b) Where a member of the Management Committee is a party to the dispute that officer should not chair such a meeting.
- (c) Parties may be accompanied by a support person chosen from Club membership.

## **8.0 OTHER ISSUES**

The Management Committee shall endeavour to address issues related to:-

- (a) Risk assessment and management.
- (b) Privacy legislation.