

**THE COMBINED PROBUS CLUB
OF COONARA - CHERRYBROOK INC.
INC. NUMBER 592480**



CLUB NO. 592480
DISTRICT NO 9685

**RISK MANAGEMENT
POLICY**

RISK MANAGEMENT POLICY

CONTENTS

GENERAL STATEMENT OF POLICY

DISCLAIMER

RESPONSIBILITIES

SAFETY AND PROTOCOLS

PRIVACY

PROBUS FORMS

RISK MANAGEMENT POLICY

GENERAL STATEMENT

This policy was adopted by the members of the Combined Probus Club of Coonara- Cherrybrook inc. ("The club") at the members meeting held on 21/03/2026

The club recognises the need to ensure the minimisation of the 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 possibility of injury and health risk as well as unauthorised access to members personal and banking records

DISCLAIMER

The Combined Probus Club of Coonara - Cherrybrook Inc. ("The Club") 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.

Whilst every effort has been made to ensure issues related to "Risk Management" within The Club, the Management Committee does not accept any responsibility for any errors, omissions or inaccuracies whatsoever within the document.

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that The Club shall not be liable for any loss, damage or injury whatsoever arising from any incorrect, incomplete or out of date information contained within the document.

This Manual is to be used in association with the
PSPL publications
Handbook Guidelines for Club Officers
PSPL Risk Assessment Guidelines

RISK MANAGEMENT POLICY

RESPONSIBILITIES OF THE MANAGEMENT

The Management Committee shall:

Appoint a Risk Management Committee Officer

Approve and document all Meetings, Activities, Events that are being arranged or operated under the name of the Club. The approval process should include a Risk Assessment Checklist and Management of the Meeting, Activity and Event

Maintain a Register of members, visitors and guests attending each Meeting or Activity. This Register is to be held with all historical records of the Club.

Maintain a Register of Emergency Contacts for each member of the Club. This information provided should be kept private and confidential within the confines of the Club and should only be used in the event of an emergency.

Maintain a Register of Incident Reports and documentation associated with each reported incident. Register is to be held with all historical records of the Club.

Review & assess aspects relating to members Safety & Protocols in the operation of Club activities

Review & assess matters relating to Privacy legislation including members personal details and bank accounts and any implications for the Club in regard to "Risk Management" matters including Website and Documentation security

Regularly receive reports on risk management activities relating to the Club and take appropriate action where necessary

The Committee & Group Activity Coordinators to refer to the Probus South Pacific Web Site under Forms & Templates relating to

Membership Application
Risk Management Checklist
Registration for Outings, Activities & Tours
Incident Report

RISK MANAGEMENT POLICY

SAFETY AND PROTOCOLS

MEETINGS

The Risk Management Committee shall ensure:

All power leads, microphone cables and other fittings are properly secured and adequate Exit access is available at the meeting venue

A record of all members, guests or visitors attending meetings to be maintained.

A list of emergency contact numbers is always kept and maintained at the registration desk

Reasonable duty of care is undertaken and observed.

The Chairman of the meeting should advise at the commencement of each meeting:

The procedures to be taken in the case of evacuation of the meeting venue.

The necessity of ensuring that each person attending the meeting has been registered at the registration desk.

FOOD SERVICE PROVIDED FOR THE CLUB AT THE MEETING VENUE

The Castle RSL (CHRG) has the responsibility to set up & provide all food & beverage services in the hall for morning tea at the club's monthly meetings as well as the subsequent cleaning after the meeting

A monthly roster of members will assist in checking that all morning tea facilities are set up appropriately

The serving of hot liquids is the responsibility of each member attending

Where a separate meal & beverage function is held in the hall, this is provided by the RSL(CHRG) and all aspects concerning food handling and safety are the responsibility of the RSL(CHRG)

The RSL (CHRG) has a responsibility to ensure that all Exit locations are functioning & accessible to members

Good hygiene practices are to be undertaken by the members & all reasonable care is to be undertaken & observed

RISK MANAGEMENT POLICY

ACTIVITIES, OUTGOINGS AND TOURS

The Management Committee will approve all activities, outings & tours:

The appointed events and Activities Officer will manage all approved club activities with the assistance of delegated members.

Members attending activities, outings & tours to sign the attendance form & to acknowledge the Participant's Declaration

The attendance of each club member or visitor attending any approved meeting or activity of the club is recorded.

Any incidents/accidents/injuries occurring at meetings or activities approved by the club to be noted and recorded on the dated record of attendance by leaders of the activity or meeting.

If it is considered necessary, an Accident/Injury/Incident Report form should be completed. The coordinator of the event should also ensure that the health and well-being of the injured person is managed to the best of his/her knowledge and ability.

The pursuit of any insurance claims is the responsibility of individual members.

HEALTH

The Management Committee to consider Health risk matters relating to:

COVID / RSV / INFLUENZA

Vaccinations are a personal choice that depends on the members own individual health and overall circumstances and each member is encouraged to seek their own medical advice in relation to vaccinations.

To minimise the risk to fellow members, the Club should consider setting reasonable conditions for all participants (both members and/or guests) who wish to attend a Probus meeting, outing, activity or tour in the interests of health and safety.

The Club is to consider the Risk Management Policy Guidelines Assessment Checklist and Incident Response Plan that PSPL has developed for Clubs and Associations.

RISK MANAGEMENT POLICY

PRIVACY POLICY

Probus South Pacific Limited requires that information collected in relation to members complies with the Privacy Act and conforms with the General Data Protection Regulations as applicable.

Refer to the Privacy Policy of Probus South Pacific Limited.https://www.probusouthpacific.org/pages/probus_privacy_policy

The Combined Probus Club of Coonara-Cherrybrook Incorporated is directed primarily to providing friendship, fellowship and fun. The Management Committee recognises the need to respect and protect the privacy of the members.

Personal Information

The Club collects information provided through the membership application form as well as information obtained from activity records documents and these are retained by the Membership Officer

The information is used to maintain a list of the Club members and to record the level of member activity and meeting participation during the year.

Name, phone number and e-mail address & emergency contact details are distributed only to committee & group activity coordinators

The members name on the Club membership application form is provided to Probus South Pacific Limited.

The member may request access to the members' personal information that the Club holds, and the member may ask the Membership Officer to correct personal information details

Members accept that the Club will regard their having consented to the publication of photographs of the members in the Club Chatter and Club website and PSPL publications/websites unless the member personally informs the Club Secretary as outlined in the membership application form.

RISK MANAGEMENT POLICY

BANK ACCOUNTS/FINANCE

The Management Committee to mitigate the risk relating to access to Club and members financial documentation

Probus Club bank details (BSB /Account Number) are not to be included in the Probus Chatter newsletter or the Probus Web site for public access

Access to Club and members bank details relating to receipts and refunds to be restricted to the Treasurer or a nominated member approved by the management committee and require adequate password security

The Management Committee must approve all financial transactions and should ensure that all payments are authorised by at least two people in accordance with the Club or Association's Constitution and/or Standing Resolutions.

The Treasurer may, with the approval of the Management Committee, delegate the collection of monies being paid by members and guests for activities to a designated organiser.

The Treasurer, or a delegated officer appointed by the Management Committee, may be authorised to bank monies. All monies should be banked within two working days in accordance with the conditions of the Money Cover insurance provided by PSPL.

TECHNOLOGY / WEBSITE SECURITY

The Management Committee to mitigate the risk of Ciber security breaches relating to Club electronic data and Website usage:

Members use of Public WiFi to access Club electronic data to be avoided unless the Club has a Virtual Private Network (VPN)

Anti-Malware/Anti-Virus software packages are advisable and regular software updates & backups are to be implemented

Management to ensure that current and future Website systems provide substantial data protection

Access to Club Chatter newsletter (redacted copy), Factbook page including member photos of outings and meetings as well as Club and member contact details require adequate security protocols

Information capturing and amendments on the Website to be authorised by the Management Committee

RISK MANAGEMENT POLICY

DOCUMENT ARCHIVAL

The Management Committee to minimize the risk of unauthorised access to Club and member personal historical documentation by adequate secure archiving:

Document Retention Period

All Probus related documentation to be held & maintained by the relevant Committee/Coordinator during their capacity as Committee/Coordinator members

Once a Committee /Coordinator resigns, all Probus related documentation to be handed over to the replacement member

Membership Documentation

Archiving of Club & membership historical documentation including monthly meeting & AGM minutes, special resolutions, membership application forms, activity attendance records, 10 year & life membership and member personal particulars and other relevant Club and member documentation to be safely stored for the specific recommended period and access restricted to authorised club personnel

Finance Documentation

All documentation to be retained for the required statutory period under the Not- For-Profits Commission Act 2012 and changes to the Privacy Act 1988 and any other relevant updated legislation to be security archived

RISK MANAGEMENT POLICY

FORMS

MEMBERSHIP APPLICATION

RISK MANAGEMENT CHECKLIST

REGISTRATION FOR OUTINGS, ACTIVITIES & TOURS

INCIDENT REPORT

DOCUMENT

PSPL RISK ASSESSMENT POLICY GUIDELINES