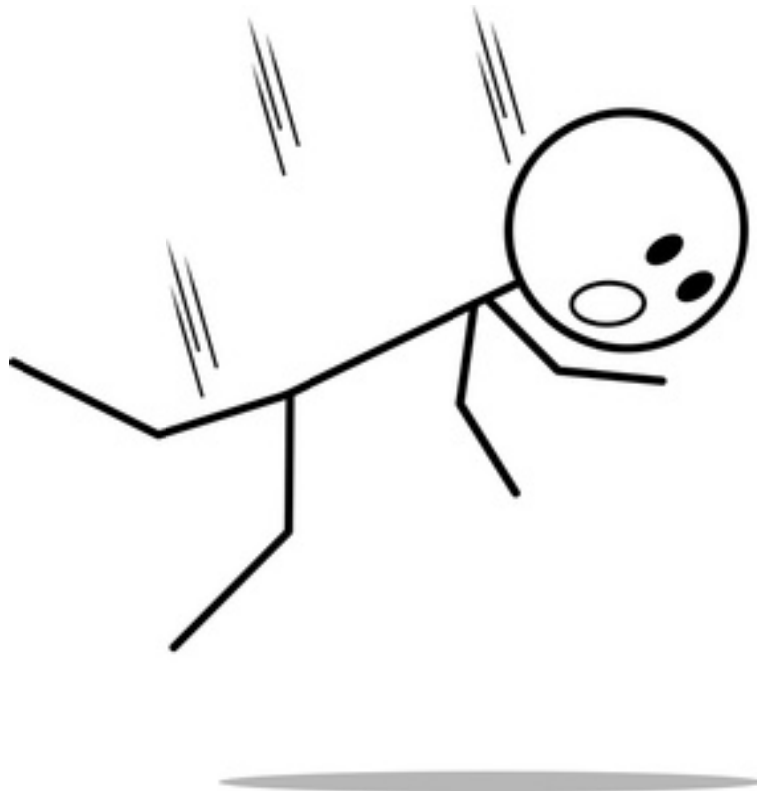




RISK MANAGEMENT GUIDELINES

1st February 2017
Amended 1st February 2020



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1. INTRODUCTION

This document aims to help WEA Ramblers Sydney provide participants in the Clubs' activities with an experience that is as safe as reasonably possible. It also aims to minimize the risk of legal actions and to demonstrate that we are managing risks to a reasonable extent, thus reducing the likelihood of a rise in insurance premiums.

This document:

- establishes a risk management framework for WEA Ramblers Sydney
- formulates standard documents
- formulates standard procedures, and
- complements the Bushwalking NSW 'Bushwalkers' Code' (revised February 2004) which covers ethical considerations.

These guidelines cover only risks to health, safety of persons and damage to property, i.e., those events that fall within the ambit of public liability. They do not, for instance, cover risks associated with any financial mismanagement. As a result, the risk management processes outlined in this document are the minimum that a prudent Club should adopt.

2. DUTY OF CARE

Duty of Care is your legal duty to take reasonable care so that others are not harmed. Duty of care requirements relevant to New South Wales are set out in the *Civil Liability Act 2002 (NSW)*¹.

This Act describes duty of care as a legal duty to take precautions against risk of harm to others. The Act also set some limits on duty of care obligations. The risks need to be foreseeable and significant, and precautions need only be those that a reasonable person in the person's position would have taken. In any claim, the onus of proof is on the claimant.

The Act exempts volunteers from personal liability for harm or omissions, provided the volunteer did not act dishonestly, recklessly or in a defamatory manner, was not drunk or using drugs, and acted within the organisation's scope and instructions². The liability for any harm or omissions thus normally falls on to the Club, rather than on the leader or committee member or other volunteer.

The Act provides Clubs with a greater range of defensive arguments against a liability claim³. One of these defensive arguments is that the Club warned the claimant of the risks involved in the Club's activities⁴ – hence the importance of requiring participants to sign a statement that acknowledges risks.

¹ The full text of the NSW Act is at www.legislation.nsw.gov.au/maintop/view/inforce/act+22+2002+cd+0+N

² *Civil Liability Act 2002 (NSW)* - Sections 59 to 66. *Civil Law (Wrongs) Act 2002 (A.C.T)* Sections 6, 7 and 8.

³ Including *Civil Liability Act 2002 (NSW)* – Sections 5F, 5G, 5H, 5I

⁴ *Civil Liability Act 2002 (NSW)* – Section 5 M

3. AIMS OF A RISK MANAGEMENT PROGRAMME

A risk management programme aims to ensure the safety and wellbeing of all participants in all activities, and that:

- all participants understand their roles and responsibilities
- all participants are aware of the risk management strategies
- risk management guidelines are adhered to, and improved and revised after any near misses
- risk management guidelines are reviewed on a regular basis
- training and/or mentoring needs are identified and implemented as necessary, and
- emergency plans are formulated and communicated to members.

These aspects are addressed in the relevant sections of these guidelines.

4. SETTING UP A RISK MANAGEMENT PROGRAMME

Risk Management is a four step process:

Step 1: Identify hazards

Step 2: Assess risks

Step 3: Manage risks

Step 4: Review.

4.1 Identifying hazards

A hazard is a situation with the potential for harm to life, health or property – for example bushfire, extreme heat and flooded rivers.

4.2 Assessing risks

A risk is the chance of this potential for harm being realised. Risk can be assessed by identifying the risks that arise from a hazard, considering the likelihood of a risk occurring and, if it does occur, what the likely consequences of it might be. This process of assessment can be documented formally by rating the likelihood of risks and their consequences. While this is not absolutely necessary, it assists and documents the identification of hazards relevant to activities and helps when deciding if and when appropriate risk management strategies are necessary. Documentation of the identification of hazards, risks, likelihood of the risk and the consequences of the risk assist when reviewing risk management guidelines at a later date.

Appendix 1 gives the Risk Management table prepared by WEA Ramblers Sydney for use by its members. The risks identified are a sample of those encountered but cannot be deemed to include all possible risks, many of which may be unforeseen at this stage.

4.3 Controlling and managing risks

Risk management methods include assigning responsibilities, developing procedures, addressing particular circumstances such as the presence of children on activities, analysing incidents, and training. These methods are outlined below.

4.4 Reviewing risks

It is recommended that WEA Ramblers Sydney reviews its Risk Management plans regularly, preferably on an annual basis.

5. ROLES AND RESPONSIBILITIES WITHIN WEA RAMBLERS SYDNEY

5.1 Club office bearers

To minimise risks:

- promote to members the importance of managing risk and of developing a culture of safety within the Club
- implement a risk management plan, taking into account the recommendations provided in the Bushwalking NSW Risk Management Guidelines document and make all members aware of the plan
- minimise risks by using documented procedures and standard forms
- remind participants of their responsibility for their own safety and their duty of care to others
- provide encouragement and assistance to leaders in minimising risks
- provide Bushwalking NSW with suggested improvements to risk management practices and share information
- consider documenting particular aspects of participants' responsibilities, for example, towards children on Club activities
- consider assigning particular responsibilities to members covering, for example, Member Induction, Leader Training and Incident Review
- schedule a meeting after club office-bearers change to hand over risk management to incoming officers, and
- schedule a review annually of the club's risk management procedures and forms, and refresh all office-bearers' awareness of risk management plans.

5.2 Walk leaders

To minimise risks:

- assess the risks relating to their activity and comply with the Club's risk management requirements and operating procedures
- provide information to all potential participants in an activity to assist them in assessing their ability to complete the walk safely
- ensure that all walkers complete the appropriate *Attendance Sheet: Acknowledgement of Risks and Obligations*

- explain procedures and risks to new members and help them to select walks suitable to their abilities, and
- have a knowledge of the contents of the document *Leading Walks: A Guide for New and Existing Leaders* and follow its advice.

5.3 Club members, including temporary members

To minimise risks:

- inform the leader of any medical condition which may affect their participation in a walk
- take responsibility for their own health and safety
- exercise a duty of care to all other participants
- ensure that they have the capacity, health and fitness levels, and equipment appropriate to the walks they undertake
- follow all Club operating procedures
- assist leader to minimise risks
- sign a risk waiver form on joining and prior to each walk (see Section 7), and
- read and follow the advice contained in the document *Walking with Ramblers: A Guide for Members*.

WEA Ramblers Sydney allows Temporary Members to participate in 3 walks within an 8 week period before being required to become a full member by paying the appropriate membership fee.

The Club's Temporary Members are covered under the current Public Liability policy, provided the Temporary Members have signed the recommended *Attendance form for Temporary Members: Acknowledgement of Risks and Obligations* (Appendix 3). The insurer requires that the constitution or rules of each insured member Club contains a provision for Temporary Membership.

6. CLUB PROCEDURES

To minimise risk:

- minimum requirements for content of walk descriptions include grading, length in kilometres and/or time, height gained and lost (where relevant and available), terrain, exposure and risks associated with a particular walk. An example 'Good Walk Description' may be a helpful guide for leaders
- walkers to wear appropriate footwear and carry food, water, clothing and equipment appropriate for the particular walk
- guidelines for leaders and participants, including advice on the roles of both leaders and participants in keeping a party together. Refer to:
 - *Leading Walks: A Guide for New and Existing Leaders*
 - *Walking with Ramblers: A Guide for Members*

- rules on which types of activity should be cancelled and when e.g. the Club may require all non-urban activities to be cancelled during a Total Fire Ban – refer to above guides
- pre-walk registration
- an approval/mentoring process for new walk leaders
- procedures for *Acknowledgement of Risks and Obligation* forms (see Section 7)
- incident reporting procedures and training (see Sections 9 and 10).

7. ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

In line with Bushwalking NSW recommendations, WEA Ramblers Sydney requires participants in walks to sign the appropriate *Attendance Sheet: Acknowledgement of Risk and Obligations* form shown in Appendices 2, 3, 4 and 5. These forms are to be signed prior to each walk.

This recommendation aims to help:

- participants understand that the walks they undertake with the Club carry risks
- participants understand the nature of the risks that a walk poses, allowing them to voluntarily accept those risks
- protect the Club against a liability claim, and
- demonstrate to insurers that the Club manages risks through standard procedures, thus reducing the likelihood of a rise in insurance premiums.

The inclusion of an emergency contact column in the *Attendance Sheet for Members and Acknowledgement of Risk and Obligations* form and in the similar form for Temporary Members is provided so that emergency contact information is immediately available to the leader if necessary.

8. GUIDELINES ON SOME SPECIFIC MATTERS

8.1 Minimum numbers

As indicated in *Leading Walks: A Guide for New and Existing Leaders*, there must be a minimum of **three (3)** (including the leader) in urban areas, **four (4)** walkers in bushland if there is known mobile phone coverage and **five (5)** where mobile phone coverage is either absent or unknown. **Unless these conditions are met, the walk will not be regarded as an authorised Club walk, and so will not be covered by the Club's public liability insurance.**

8.2 Children on Club activities

Bushwalking NSW recommends that, if a child is accepted on a Club walk, the Club requires the child to be accompanied by a responsible adult.

Leaders of Club walks have a higher duty of care to children because children can't fully understand the risks of an activity and therefore can't minimise them. Leaders must keep in mind that there will be a significant range of physical ability, fitness, experience and common sense across a range of different minors. Leaders should gain an

understanding **before** commencing any activity of the level of experience, fitness, etc, of any child undertaking the walk. If any issues are identified in respect to the child's suitability for a particular walk then either the child should not be allowed to participate, or additional risk mitigation measures should be taken to protect the child. For example, on a particularly challenging section, an experienced walker might walk in front and another behind the child.

Children cannot enter into contracts, so a legal guardian must sign the *Attendance Sheet for a Child: Acknowledgement of Risks and Obligations* (Appendix 4) on behalf of the child.

With respect to the relevant legal, insurance, and Club governance context the following points are relevant:

- the Working with Children checks are not required for activities where the child is accompanied by a parent or guardian
- WEA Sydney has no objection to under 18s joining a WEA Ramblers Sydney walk
- our CBW insurance covers under 18s, provided a specific risk waiver form is signed on behalf of the child by their parent or guardian, and
- the WEA Ramblers Constitution states 'Membership of the Club is open to any person over the age 18 who agrees to be bound by this Constitution.' (S.3.1) There are no other written references to age in either this document, or in the Club's policy documents, *Walking with Ramblers: A Guide for Members* and *Leading Walks: A Guide for New and Existing Leaders*.

8.3 People with disabilities

Bushwalking NSW encourages member Clubs to welcome walkers with a disability to join activities provided that their safety and that of the group is ensured and they are accompanied by a carer if necessary. Some Club walks will be unsuitable for people with some disabilities. It is not considered discrimination to refuse participation to someone a leader believes cannot safely complete an activity. Clubs are under no obligation to provide carers for participants with a disability, though individual Club members may choose to do so.

In addition, some people with an intellectual disability attending walks may have difficulty in providing their informed consent through the standard *WEA Ramblers Sydney Attendance Sheet Acknowledgement of Risks and Obligations* process for Members or Temporary Members. Where this is the case, the person's guardian or other substitute decision-making 'person responsible' will be required to sign, on their behalf, the *WEA Ramblers Sydney Attendance Sheet and Acknowledgement of Risks and Obligations: Adults who are unable to give informed consent themselves* (Appendix 5) for each walk attended.

8.4 Communication

WEA Ramblers should develop tools to ensure effective communication of the risk management programme to all members. The Club should consider encouraging formal or informal discussions among members on topics related to risk management.

8.5 Non-insured activities

When WEA Ramblers undertakes activities that are not covered by their insurance policy they are advised to consider what additional or special actions might need to be taken to manage the risk.

One example is overseas trips. Bushwalking NSW strongly recommends that Clubs require leaders and participants of any overseas trip to self-insure for the trip, choosing a policy that includes public liability coverage as well as medical coverage.

8.6 Privacy of information

WEA Ramblers needs to collect information on its membership but respects and protects the privacy of this information as required by law. (See *Appendix 8 for Privacy Policy*).

9. RESPONDING TO INCIDENTS

Walk leaders should report incidents, in writing, using the *Incident Report Form* (Appendix 6) to the Club's President. 'Incidents' include accident and injury to persons requiring medical attention, missing persons, theft, fire and damage to property. The Committee should review all incident reports and should consider whether anything can be done to reduce the likelihood of similar incidents in future. Wider discussions between Clubs may be useful.

10. TRAINING

The Training Officer is in charge of the organisation of training for the club. Training is an important way of managing risk. Navigation ability at a level appropriate to the activity and first aid knowledge are two important types of training. Mentoring of new leaders and new Club members by experienced leaders and long-time members is the most common method of training. Relevant guidelines should be provided to new members and leaders. Training sessions for leaders are to be held when required.

Training given by Club members is unlikely to become a basis for a liability claim provided:

- the training or mentoring was provided by Club members for Club purposes
- there was no charge for the training, other than recovery of any costs such as transport or materials
- the trainers did not represent themselves as qualified or professional, and
- the trainees received no accreditation or certification.

11. MEMBER EMERGENCY MEDICAL INFORMATION

Some Club members may wish to carry information about their medical conditions. This is entirely optional. For those members who wish to do this, a suitable form is provided in Appendix 7.

Appendix 1: Steps 1 to 3 of Risk Management

WEA Ramblers Sydney

Hazard/Risk Management Chart

Hazard	Risk	Likelihood	Consequence	Risk rating	Examples of Risk Mitigation
Bushfire	Injury or death	Moderate (midsummer-walk in bush or forest for example) Unlikely in winter or wet conditions	Extreme	High Low	<ul style="list-style-type: none"> Walk leader to check with authorities before starting a walk in a fire prone area during fire season. Carry a two-way communication device, such as mobile or satellite phone, 2-way communicating GPS, or radio on extended walks during the fire season to check daily fire status. Research the walk area in terms of fire zone, emergency exit routes & safe places. Consider cancelling the event. No walks in forest areas on days of total fire ban.
Extreme cold	Frostbite Hypothermia Death	Likely in alpine areas and wet windy conditions with high wind chill factor	Extreme	High	<ul style="list-style-type: none"> Clothing and gear checklist appropriate for remote areas, mountain areas. Leader must confirm that party members are carrying minimum clothing requirements (include day walks if cold conditions and off trail). Research the area in terms of shelter and exit routes. Club provides health/safety & emergency-response training /education.
Extreme heat	Dehydration Heat stroke	Moderate in summer	Medium Extreme	Medium High	<ul style="list-style-type: none"> Clothing checklist. Club provides health/safety & emergency-response training/education. Gear checklist (all types of walk) includes water container. Leader must confirm party members are carrying adequate water for the activity and the conditions.

Hazard	Risk	Likelihood	Consequence	Risk rating	Examples of Risk Mitigation
					<ul style="list-style-type: none"> Leader (remote and extended walks) must make every attempt to confirm water availability and inform party members if special measures required e.g. carry extra water.
Snake bite	Injury Death	Unlikely Unlikely	Medium Extreme	Low Low	<ul style="list-style-type: none"> Gear checklist includes gaiters (if necessary for terrain), snake bite bandage. Club provides health/safety & emergency-response training /education.
Uneven Ground	Injury	Unlikely	Low	Low	<ul style="list-style-type: none"> Pre-advice in Circle
Slippery surfaces	Injury	Unlikely	Low	Low	<ul style="list-style-type: none"> Pre-advice in Circle
Insect Bites	Injury	Unlikely	Low Extreme	Low Extreme	<ul style="list-style-type: none"> Protective clothing Repellent Epi-Pen (for those known to be at risk of anaphylaxis)
Ticks	Discomfort Swelling	Unlikely Moderate in season	Low Extreme	Low Extreme	<ul style="list-style-type: none"> Wearing protective Clothing Insect Repellent Epi-Pen (for those known to be at risk of anaphylaxis)
Roads	Injury Death	Low	Low	Low	<ul style="list-style-type: none"> Cross together Cross at appropriate position (Clear vision) Observe traffic Rules Keep to the right where no footpath

Hazard	Risk	Likelihood	Consequence	Risk rating	Examples of Risk Mitigation
Trip Hazards	Injury	Low	Low	Low	<ul style="list-style-type: none"> • Pre-Advice in Circle
Getting Lost	Inconvenience and concern to leader Anxiety to all	Unlikely	Medium	Low-Med	<ul style="list-style-type: none"> • Provide Navigational Skills training • Group Discipline • Keeping strictly together – be aware of those behind • Looking out for each other
Inappropriate clothing	Injury	Low	Low	Low	<ul style="list-style-type: none"> • Members not to carry handbags on walks • Avoid wearing of open shoes/sandals in the bush
Sudden changes in weather	Injury Death	Moderate Low	Low Extreme	Low High	<ul style="list-style-type: none"> • Consider cancelling walk • Take alternative route • Cancel walk in case of extreme weather events.
Crossing golf courses	Injury	Low	Low	Low	<ul style="list-style-type: none"> • Keep to marked path where present • Avoid walking past tee when players teeing off • Make golfers aware of your presence

Appendix 2:

WEA RAMBLERS SYDNEY ATTENDANCE SHEET FOR MEMBERS ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

NOTE: Visitors are to sign the separate form for Temporary Members ONLY

WALK: _____

DATE: _____ GRADE: _____ APPROX KMS: _____ LEADER: _____

In case of emergency, telephone 000

In voluntarily participating in the above activity, I am aware that I am risking injury, illness and death, and loss of or damage to my property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drowning, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activity and ensure that it is within my capabilities
- wear appropriate footwear and carry food, water, clothing and equipment appropriate for the particular walk
- advise the leader of any pre-existing conditions, physical or other limitations, or any dependence on medication that may require urgent attention during the activity
- make every effort to remain with the rest of the party during the activity
- advise the leader of any concerns I am having; and
- comply with all reasonable instructions of the leader.

I understand these risks and requirements.

NAME (Please print)	SIGNATURE	*PHONE NUMBER (Mobile Preferred)	*EMERGENCY PHONE CONTACT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

*Optional, but recommended to assist communication

MEMBERS: PLEASE MAKE SURE YOU HAVE READ THE ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS ON THE 1ST PAGE OF THIS ATTENDANCE SHEET.

NAME (Please print)	SIGNATURE	*PHONE NUMBER (Mobile Preferred)	*EMERGENCY PHONE CONTACT
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			

*Optional, but recommended to assist communication

Walkers who leave before the completion of the walk should sign off below noting the time of departure.

NAME	SIGNATURE	TIME LEFT

PLEASE MAIL TO WALKS CO-ORDINATOR, P.O. Box Q1687, Queen Victoria Building NSW 1230

Appendix 3:

WEA RAMBLERS SYDNEY

ATTENDANCE SHEET FOR TEMPORARY MEMBERS ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

WALK: _____

DATE: _____ GRADE: _____ APPROX KMS: _____ LEADER: _____

In case of emergency, telephone 000

In voluntarily participating in the above activity, I am aware that I am risking injury, illness and death, and loss of or damage to my property. Typical risks may include but are not limited to hyperthermia, hypothermia, slipping on loose or icy surfaces, slipping on rocks, falling rocks, exposure, snake bite, bee stings and other insect attacks, burns, drowning, stepping into unseen holes, accidents during vehicle travel to walks, navigation errors and becoming lost.

To minimise risks I will:

- inform myself of the nature of the activity and ensure that it is within my capabilities
- wear appropriate footwear and carry food, water, clothing and equipment appropriate for the particular walk
- advise the leader of any pre-existing conditions, physical or other limitations, or any dependence on medication that may require urgent attention during the activity
- make every effort to remain with the rest of the party during the activity
- advise the leader of any concerns I am having; and
- comply with all reasonable instructions of the leader.

I understand these risks and requirements.

I am aware that I can be a Temporary Member for 3 walks only and that these 3 walks should be taken in an 8 week period.

In signing this form I acknowledge that I have been granted temporary membership of the above named club.

NAME (Please print)	SIGNATURE	*PHONE NUMBER (Mobile Preferred)	*EMERGENCY PHONE CONTACT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

*Optional, but recommended to assist communication

Walkers who leave before the completion of the walk should sign off below noting the time of departure.

NAME	SIGNATURE	TIME LEFT

PLEASE MAIL TO WALKS CO-ORDINATOR, P.O. Box Q1687, Queen Victoria Building NSW 1230

Appendix 4:

WEA RAMBLERS SYDNEY ATTENDANCE SHEET FOR A CHILD ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

(To be signed by parent or guardian and given to the Leader prior to the beginning of the walk)

Part A

I am the parent/guardian of (name of child)
whose date of birth is / / .

I consent to..... (name of child) participating in the
activities of WEA Ramblers Sydney on(date of activity).

I understand that my child may be exposed to risks that could lead to injury, illness or death or to
loss of or damage to my child's property.

Those risks may include but are not limited to slippery and/or uneven surfaces, rocks being
dislodged, falling at edges of cliffs or drops or elsewhere, risks associated with crossing creeks,
crossing roads, hypothermia and heat exhaustion.

To minimise these risks I will endeavour to ensure that any activity in which my child participates
is within his/her capability; that she/he is carrying food, water and equipment and wearing
clothing and footwear appropriate for the activity, that she/he will obey the directions which are
given by the leader. I will advise the activity leader if the child is taking any medication or has any
physical or other limitations that might affect his/her participation in the activity.

I have read or heard and understand these requirements; I have considered the risks before
choosing to sign this form. I still wish my child to participate in the activities of WEA Ramblers
Sydney. I agree by signing this form to waive any claim for damages arising from this activity that
I or my child may have against the club, the leader or other participant.

Signed: (PARENT/GUARDIAN)

..... (PRINT NAME)

..... (ADDRESS)

..... (PHONE) (DATE)

PART B. To be completed in the event that another adult is to be responsible for the child on the
day.

I authorise (name of responsible adult) to be responsible
for my child during this activity.

Signed:..... (PARENT/GUARDIAN)

I (name of responsible adult) am over the age of 18 and
agree to

be responsible for (name of child) on (date)

Signed:..... (RESPONSIBLE ADULT)

Appendix 5:

**WEA RAMBLERS SYDNEY
ATTENDANCE SHEET FOR AN ADULT UNABLE TO GIVE INFORMED CONSENT
THEMSELVES**

ACKNOWLEDGEMENT OF RISKS AND OBLIGATIONS

(To be signed by guardian or decision-making 'person responsible' and given to the Leader prior to the beginning of the walk)

Part A

I am the guardian/person responsible for (name of adult)

I consent on behalf of (name of adult) participating in the activities of the WEA Ramblers Sydney on (Date of activity).

I understand and have explained to that she/he may be exposed to risks that could lead to injury, illness or death or to loss of or damage to their property.

Those risks may include but are not limited to: slippery and/or uneven surfaces, rocks being dislodged, falling at edges of cliffs or drops or elsewhere, risks associated with crossing creeks, crossing roads, hypothermia and heat exhaustion.

To minimise these risks I will endeavour to ensure, together with, that any activity in which she/he participates is within his/her capability; that she/he is carrying food, water and equipment and wearing clothing and footwear appropriate for the activity; that she/he understands she/he must obey the directions which are given by the leader. I will advise the activity leader if is taking any medication or has any physical or other limitations that might affect his/her participation in the activity.

I have read or heard and understand these requirements; I have considered the risks together with before choosing to sign this form on my and his/her behalf. She/he and I still wish that she/he participates in the activities of the WEA Ramblers. I agree by signing this form to waive any claim for damages arising from this activity that I or may have against the club, the leader or other participant.

Signed: (GUARDIAN/PERSON RESPONSIBLE)

..... (PRINT NAME)

..... (ADDRESS)

..... (PHONE) (DATE)

PART B. To be completed in the event that another adult is to be the person's carer on the day.

I authorise (name of adult) to be responsible for during this activity.

Signed:..... (GUARDIAN/PERSON RESPONSIBLE)

I (name of carer) am over the age of 18 and agree to be

responsible for (name) on(date)

Signed:..... (CARER)

Appendix 6:

WEA RAMBLERS SYDNEY

INCIDENT REPORT FORM

In the event of a significant incident or injury, complete this form and forward it to the President as soon as practical with a copy to the Walks Co-ordinator. In the event of serious injury, or if the injured walker indicates a wish to make an insurance claim, inform the President by phone or e-mail:

wearamblerssydney1@gmail.com as soon as possible. This is to ensure that Ramblers complies with the timelines as set out in its insurance policies.

An **incident** is where an event takes place which may result in a claim being made, such as serious injury, death, damage to third party property or loss of possessions.

An **accident** is where a person is injured. A **serious injury** is one requiring medical attention.

Name of injured person or person suffering loss:	
Address of injured person or person suffering loss:	
Report prepared by: Contact details:	Date prepared: Signature:
Date of Incident:	Time of Incident:
Name of walk and grade:	
Location:	
Type of Incident: Injury, missing person, damage to property, theft, fire, etc.	
Incident Details:	
Actions Taken:	

Witnesses (including names and addresses):	
External Involvement: Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?	
Final Outcome: What was the final outcome of the incident? When was it resolved?	
Future Prevention: Could the likelihood of this incident be reduced at future Club activities? If so, how?	
Supplementary Information: This section can include a list of attachments, such as a map, witness statements etc.	

Appendix 7:

This form is provided for those who may wish to carry such information in case of an emergency. It is NOT obligatory to do so. Some members may choose to carry a small card in their wallet or purse listing relevant information which could be useful to Emergency Service Personnel.

WEA RAMBLERS SYDNEY

MEMBER EMERGENCY CONTACT AND MEDICAL INFORMATION

Name: _____

Home Address: _____
_____ Post Code _____

Telephone: Home _____ Mobile: _____

Medical Condition: _____

Current Medications: _____

Allergies: _____

Do you have current immunisation against Tetanus: Y / N Blood type: _____

Medicare Number: _____ Ambulance subscriber: Y / N

Private Health Insurance Fund (name and membership number):

Emergency contact name: _____

Emergency contact address: _____

Emergency contact phone: _____ Mobile: _____

Emergency contact relationship: _____

Signed: _____ Date: _____



Privacy Policy

1. INTRODUCTION

This policy describes WEA Ramblers Sydney's policies and procedures for managing the personal information that we collect and retain about our members, temporary members and enquirers¹.

WEA Ramblers Sydney is a WEA Sydney bushwalking club. Our principal activities are:

- organising walking trips in the bush and other outdoor areas, and arranging social activities for our members;
- promoting the conservation of native flora and fauna

As a club of WEA Sydney, WEA Ramblers Sydney complies with the Australian Privacy Principles [APPs] contained in the *Privacy Amendment [enhancing Privacy Protection] Act 2012* which amends the *Privacy Act 1988*. The APPs set out the obligations of an organisation in relation to its collection, storage, use and disclosure of personal information.

In summary 'personal information' is information relating to an individual which identifies, or can be used to identify, that individual.

2. What kinds of personal information does WEA Ramblers Sydney collect and retain?

In general, the type of personal information that WEA Ramblers Sydney collects, holds and uses includes names, addresses, signatures, phone numbers and e-mail addresses of WEA Ramblers Sydney members and temporary members. Phone numbers for emergency contacts are optional.

Our Policies and Procedures together with our Risk Management Guidelines further detail the nature, purposes and management of information collected.

3. How does WEA Ramblers Sydney collect, store and manage personal information?

WEA Ramblers Sydney collects personal information from enrolment and renewal forms, from enquiries, from Attendance Sheets at WEA Ramblers Sydney walks and from bookings for social events. Enrolment and renewal forms are filled out by temporary and current members in hard copy then [1] mailed or [2] scanned and e-mailed to WEA Ramblers Sydney. People make enquiries to Ramblers by e-mail or phone. Members book for social events by e-mail or phone. Members and temporary members⁵ sign on at the start of a walk by completing the relevant WEA Ramblers Sydney Attendance Sheets and Acknowledgement of Risks and Obligations ['Attendance Sheets']. Signing the Attendance Sheet is compulsory in line with recommendations set by Bushwalking NSW.

Information from enrolment forms is entered onto an electronic database. Enquiries are stored on a server. Attendance Sheets are mailed to the WEA Ramblers Sydney Walks Co-ordinator at our PO BOX and are stored temporarily at their residence. Members who lead walks also provide their names and phone numbers for publication in WEA Ramblers Sydney Walks Programmes and Short Notice Walks e-mails which are sent to members.

4. How does WEA Ramblers Sydney protect personal information?

In accordance with the APP, WEA Ramblers Sydney is required to take reasonable steps to protect the security of personal information. Committee members are required to respect the confidentiality of personal information and the privacy of individuals as part of their volunteer role with WEA Ramblers Sydney. WEA Ramblers Sydney takes reasonable steps to protect personal information held from misuse and loss and from unauthorised access, modification or disclosure, for example, by use of restricted access to electronic records and limited access to physical records. Where personal information is no longer required, WEA Ramblers Sydney will take reasonable steps to destroy it. Certain designated committee members have a secure gmail account for internal communications.

⁵ The Policy also applies to children who participate in walks in accordance with WEA Ramblers Sydney Policies and Procedures.

5. For what purposes does WEA Ramblers Sydney collect and use personal information?

In general we collect personal information for the primary purpose of organising walking trips in the bush and other outdoor areas, and arranging social activities for our members.

We use this information to register and communicate with our members, to record [a] their participation on a walk and [b] their acknowledgement of the risks of walking and their obligation to minimise those risks. We also

- prepare and distribute Walks Programs and Short Notice Walks emails including phone and/or e-mail contact details of walks leaders
- prepare summary statistics of walks and participant numbers

In addition we use this information to comply with our legal obligations, to manage risk and improve our activities.

WEA Ramblers Sydney does not distribute third party promotional or marketing material to members.

6. How might WEA Ramblers Sydney disclose personal information and to whom?

WEA Ramblers Sydney will not disclose personal information unless authorised by the person or required by law.

WEA Ramblers Sydney will not disclose personal information about members or temporary members for the purpose of direct marketing.

7. How can an individual access the personal information held by WEA Ramblers Sydney about that individual, and seek to correct that information?

Members and temporary members have the right to gain access to their personal information subject to the exceptions set out in the *Privacy Amendment [Enhancing Privacy Protection] Act 2012*. We will ask members to verify their identity.

WEA Ramblers Sydney will endeavour to ensure that the personal information it holds is accurate, complete and up-to-date. We encourage members to update personal information at the WEA Ramblers Sydney address below.

8. How can an individual complain if they feel that WEA Ramblers Sydney has breached any of the Australian Privacy Principles?

Complaints should first be directed to WEA Ramblers Sydney. If unanswered or unresolved, the complaint should be referred to WEA Sydney. If still unanswered or unresolved, the complaint should be referred to the Office of the Australian Information Commissioner. Addresses for these three organisations are below.

WEA Ramblers Sydney:
P.O. Box Q1687
Queen Victoria Building NSW 1230
E-mail: wearamblerssydney3@gmail.com

WEA Sydney:
72 Bathurst Street
SYDNEY NSW 2000
Tel: 9264 2781
E-mail: info@weasydney.nsw.edu.au

Office of the Australian Information Commissioner:
GPO Box 5218, Sydney NSW 2001
Tel: 1300 363 992
E-mail: enquiries@oaic.gov.au