



Willoughby North Probus Club Inc.

Risk Management Policy

This is the Risk Management Policy of Willoughby North Probus Club Inc. (WNPC), an incorporated association in New South Wales accredited to Probus South Pacific Limited (PSPL).

1. Purpose

The purpose of this Policy is to protect the wellbeing of all members and guests by identifying, assessing, and managing risks associated with WNPC activities - ensuring the Probus values of friendship, fun, and fellowship are upheld in a safe and responsible manner.

2. Scope

This Policy applies to all members and guests involved in any WNPC organised, managed, or sponsored activity.

3. Objectives

- Foster a culture of safety, awareness, and shared responsibility;
- Reduce physical, financial, reputational, and operational risks;
- Align with PSPL guidelines and meet insurance obligations including limiting activities to approved club events, assessing possible risks, and keeping accurate records; and
- Support operational continuity and resilience.

4. Risk Categories (Examples)

- **Physical:** Injury, health emergencies, unsafe venues;
- **Financial:** Fraud, loss of funds, budgeting errors;
- **Reputational:** Misconduct, breaches of privacy;
- **Operational:** Event disruption, technology failures;
- **Environmental:** Weather hazards, transport incidents; and
- **Wellbeing:** Mental distress, exclusion, or unsafe social conduct.

5. Risk Management Process

- Consider risks related to each activity;
- Where needed assess likelihood and impact as: Low / Medium / High;
- Control risks with appropriate measures e.g., sign-in sheets, safety checks, financial oversight;

- Monitor effectiveness and update as needed; and
- Report incidents using the official PSPL Incident Report Form.

6. Roles and Responsibilities

Management Committee

- Promote risk awareness;
- Ensure compliance with PSPL and insurance requirements; and
- Provide risk awareness briefings for new Committee members and event organisers.

Event Organisers

- Conduct pre-event risk checks; and
- Confirm emergency procedures and contact details are in place.

Members

- Follow safety guidelines and PSPL procedures;
- Report hazards, incidents, or concerns promptly; and
- Respect the PSPL Code of Conduct and promote a supportive environment.

7. Incident Reporting, Complaints and Review

- All incidents must be documented and reported to PSPL ideally within 3 business days
- Maintain up-to-date and confidential emergency contact lists;
- Escalate serious incidents to the Committee and PSPL as required; and
- Members may submit written complaints or concerns regarding safety, wellbeing, or conduct. These will be handled confidentially by the Committee with appropriate follow-up.

8. Communication and Notifications

- Members will be informed of any last-minute event changes e.g., cancellations due to weather via email or SMS; and
- Emergency procedures and contact details should be shared with event organisers prior to each activity.

9. Risk Controls by Activity Area

Meetings

- Maintain attendance records;
- Display emergency exits; and
- Ensure clear walkways and safe seating arrangements.

Outings and Tours

- Consider transport and venue risks in advance;
- Encourage members to carry medical cards; and
- Identify a backup organiser for each event.

Food Service

- Observe hygiene protocols and use PPE when appropriate; and
- Serve hot drinks safely to prevent spills or burns.

Finance

- Require dual signatories for payments;
- Verify all invoices and receipts; and
- Follow safe cash handling procedures and prefer digital payments.

Privacy and Technology

- Safeguard member data and emergency contact details;
- Use official WNPC email addresses and strong password practices;
- Avoid using public Wi-Fi for sensitive communications; and
- Promote awareness of scams and phishing attempts.

10. Inclusion, Behaviour and Wellbeing

- All members and guests are expected to uphold respectful and inclusive behaviour in line with the WNPC's values;
- Discrimination, harassment, or disruptive behaviour may result in exclusion from activities; and
- WNPC aims to support social inclusion and emotional wellbeing, particularly for new or vulnerable members.

11. Policy Review

This Policy will be reviewed annually, or after any significant incident, member complaint, or operational change, to ensure its continued effectiveness and relevance.

Policy adopted by WNPC Committee on 12 November 2025.

Review Date: