



WARBY RANGE  
BUSHWALKERS Inc.

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[www.warbybushwalkers.org.au](http://www.warbybushwalkers.org.au)

# Procedures

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### Policies

September 2018



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# Procedures

- The purpose of the Warby Range Bushwalkers Inc is:
  - Primarily to conduct bushwalks in North East Victoria and elsewhere as decided by members
  - To encourage a wider appreciation and better understanding of the natural environment, and to assist in its conservation
  - To foster safe and responsible bushwalking practices
  - To promote social activity amongst its members.
- The Club Committee comprises President, Secretary, Treasurer, Vice President, Walks Coordinator, Assistant Walks Coordinator and an unspecified number of Committee members.
- The Committee meets quarterly to finalise the forthcoming Walks Program followed by a General Committee meeting – both of which all Club members are welcome to attend.
- Membership is offered for Single, Family, Associate, Life Member and Casual. The subscription amount is set at the Annual General Meeting with memberships due as at 31 March in any year. The following points are applicable:
  - **Family membership** covers all immediate family members, including grandchildren, and any overseas exchange students staying temporarily with the family.
  - **Associate membership** does not give access to walks, unless also a member of a Club affiliated with Bushwalking Victoria, but does provide the quarterly newsletter and entitlement to attend Club social events. Also non-walking Social members (per household) and Junior members.
  - **Casual** walking up to three times per year before full membership is required.
  - **Junior** under 18 years of age and must be accompanied on walks by a responsible adult.
  - **Life Member** pays a concessional subscription.
  - If a member joins after the 1<sup>st</sup> of October in any year, then the membership fee is discounted, currently set at \$20 for a Single and \$40 for a Family.
  - If a member joins after the 1<sup>st</sup> of February in any year then the full subscription is payable, however this will be regarded as a subscription lasting until the following year (ie approximately 14 months as compared to the normal 12 month subscription).
  - Any Casual walker's fee/s will be deducted from the membership if that walker decides to join the Club.
- A walk is offered every second weekend (Saturday or Sunday to suit the Walk Leader) and a midweek walk once per month. The Club conducts an annual week away and at least one weekend in the High Country each summer.
- Resolution of Conflict issues are addressed following the procedures outlined in the Constitution (Associations Incorporation Reform Regulations 2012).
- The Club maintains an extensive website (including all Health and Safety Information) and a Facebook page, and produces a quarterly Newsletter and Walks Program that is distributed to all members.
- Mileage costs are calculated at 8c per kilometre and car-pooling is utilised at all times. A review of the cost per km is conducted periodically

# Risk Management Strategy

Warby Range Bushwalkers Inc offers walks taking into account location, distance, time of the year and time of day and follows guidelines to ensure the safety of all participants. However it is an expectation that all walkers will comply with documented procedures and take responsibility for their own actions and safety.

To minimise risk on all walks and activities, the following apply:

## Roles & Responsibilities:

### Walk Leaders

Walk Leader's Responsibilities (WLR) form is available to all walk leaders, is in the walks folder and is on the Club website. It details procedures:

- Prior to the Walk
- At the Meeting Point
- The Walk; and
- After the Walk.

The WLR form has been designed to assist walks leaders with their duties, and to ensure all safety aspects of activities are covered. A checklist is also available in the walks bag and on the website, and both documents are updated on an as needs basis.

Walk Leader to arrange for Club safety equipment to be carried on all walks, ie an appropriate number of first aid kits (up to four), Personal Locator Beacon, Walkie Talkies and GPS if necessary.

### Members

All walkers sign the Acknowledgement of Risk form for every walk, and provide an emergency contact number. This acknowledgement includes that the activity is within their capabilities, advising the Leader of any medication being taken or of any physical or other limitation that may affect their participation, they will make every endeavour to stay with the group, to advise the Leader of any concerns and to comply with all reasonable Leader instructions. The Sign in Sheet is carried on the walk by leader or delegate.

Each and every club member and a visitor/casual walker has a duty of care to other club members and to the public at large.

### Visitors/Casual Walkers

- Must sign the Acknowledgement of Risk form and pay the casual membership fee.
- Are briefed on protocols of the Club and expectations on the walk.
- Generally, one or two delegated walkers will assist and mentor the Casual Walker.

## General

The Club does not conduct a walk on a day of Total Fire Ban. Also if weather conditions are unsuitable and/or unsafe prior, a Walk Leader has the discretion to substitute another walk or cancel it altogether. If on a walk the weather deteriorates, eg impending electrical storm, the Walk Leader can use discretion to abort the walk and return to safety.

- A minimum of three walkers to form any “break away” group, but where possible four is desirable. This also applies if a walker is injured or has to return before completion of the walk.
- Children under the age of 18 are welcome to walk with the Club, but must be accompanied by a responsible adult.
- Walkers are strongly encouraged to carry a completed Personal Health Details form in their backpack for use by first responders in the case of an emergency, and their own first aid kit.
- Bushwalking Victoria’s Walking with Older People has been expanded to include vulnerable people, ie those affected by physical, emotional or mental medical conditions that may affect their ability to undertake a walk, and the following rules are applied:
  - Leaders should, when concerned about a group member’s functioning, seek to have another walker take responsibility for keeping the group member in sight at all times; and
  - That if a leader is concerned that a member of the groups’ behaviour is causing a risk to them and the group, the leaders have the authority to not permit them to participate in a walk.
- First Aid training is conducted by the Club as a group exercise periodically, but individual club members are encouraged to keep their First Aid Certification current.
- Club members are encouraged to have the Emergency+ app on their mobile device (details available on the Club website).
- New members are provided with a welcome letter, name badge, Guide to Safe Bushwalking, Checklist Ordinary & Alpine Day Walk and an excerpt from the Acknowledgement of Insurance Cover form.

## **Communication**

The Risk Management Strategy and safety issues are communicated to members through the Website and Newsletter, with where possible and appropriate, consideration is given to periodic informal talks at social or specific gatherings.

## **Privacy Statement**

The information the Club collects is the name, address, telephone number and email address for its Member’s List that is distributed to Committee members for Club only use. An Emergency Contact number is recorded at the start of each walk for use only in an emergency.

## **Risk Management Strategy Review**

The Risk Management Strategy is reviewed on an as needs basis, and at the discretion of the Risk Management Co-ordinator.

# Walks Grading System

The Club tries to make sure that there is a mix of walks on offer in its annual program, which hopefully accommodates all Club members' interests.

## **Easy Walk**

Usually about 10 km or less, suitable for beginners and usually on graded, well formed tracks in open terrain

## **Medium Walk**

Usually between 10 km and 15km, where medium fitness is required. Perhaps some bush, minor scrub, some rock hopping or scrambling.

## **Hard Walk**

Greater than 15 km, a hard and strenuous walk for fit walkers only. There may be bush, thick scrub, major rock and creek crossings, rock hopping, scrambling and use of hands.

## **Family Walk**

We plan to add a new category to encourage current members to bring along their children, or grandchildren, in order to try to promote a healthier life style, and encourage an interest in nature and our environment. Between 5-10kms, suitable for our younger members with small legs, or even those still in prams.

## **We are transitioning to use of the Australian Walking Track Grading System:**

**Grade 1.** No bush walking experience required. Flat even surface with no steps or steep sections. Suitable for wheelchair users who have someone to assist them. Walks no greater than 5km.

**Grade 2.** No bush walking experience required. The track is a hardened or compacted surface and may have a gentle hill section or sections and occasional steps. Walks no greater than 10km.

**Grade 3.** Suitable for most ages and fitness levels. Some bush walking experience recommended. Tracks may have short steep hill sections a rough surface and many steps. Walks up to 20km.

**Grade 4.** Bush walking experience recommended. Tracks may be long, rough and very steep. Directional signage may be limited.

**Grade 5.** Very experienced bush walkers with specialised skills, including navigation and emergency first aid. Tracks are likely to be very rough, very steep and unmarked. Walks may be more than 20km.

# Safety and Protection

The safety and protection of all our members whilst undertaking a club activity, is of paramount importance.

The Warby Range Bushwalkers Inc pay substantial insurance to cover the Club against legal liability, and public liability, as well as to cover a walker who may be injured during a walk.

At the start of every walk all participants sign in with their address, and contact person in case of an emergency. This signing in procedure protects the club against legal liability, but also means that we can contact someone at home if there is an emergency. The sign in sheet is carried by the Leader on the walk.

The Leader of every walk either carries a comprehensive First Aid kit, or asks another walker to do so. Club members are offered updates on First Aid training by accredited presents at periodic intervals as part of our Walks Program.

All walks are led by experienced leaders, who are asked to reconnoitre their walk before they undertake the walk officially with the group. The Leader usually distributes maps of where the walk will occur.

At the start of the walk there is always the introduction of all members to new members, as well as a discussion of any pertinent points relevant to that particular walk.

During a walk, an experienced bushwalker is always given the role of "Tail-end-Charlie) and discussions occur between the Leader and the "Tail-end-Charlie" about whether the speed of walking is appropriate for the group as a whole.

If a walker is injured then there are always at least two walkers who remain with, and assist, that injured person to ensure that they return to base camp safely.



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## **Life Membership Guidelines**

Any member of the Warby Range Bushwalkers Club may nominate another member for Life Membership of the Club.

The nominated member must have made a significant contribution to enhance the Club's Statement of Purpose over a continuous period of at least 10 years.

The nomination is to be sent to the Secretary of the Club, detailing how the nominee meets one or more of the following eligibility criteria:

- acted in an executive role and exhibited exemplary leadership qualities
- served on the Club's Committee and contributed to the betterment of the Club
- maintained Club membership, taking a leadership role and/or significantly enhancing the wellbeing of the Club.

A Sub-Committee comprising a current Life Member, the President and one other Committee member decides whether Life Membership will be bestowed.

Life Membership will be awarded at the Annual General Meeting and recipients will receive:

- a framed Certificate
- a name badge, including Life Membership status
- concessional membership to the Club, as reviewed each year.



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## **SUBSCRIPTION FOR MEMBERSHIP – 2018/19**

Name(s) .....

Address .....

.....Postcode .....

Telephone ..... Mobile .....

Email .....

### **Type of Membership** (Please circle)

Single (\$35)

Family (\$65)

Associate (\$10)

Life members receiving Newsletter (\$10)

Casual (\$5)    1<sup>st</sup> Walk

Subsequent Walk No. .... (maximum of 3 before joining)

### **Notes:**

- Fee is \$20 for Single or \$40 for Family if joining after 1<sup>st</sup> October in any year.
- If joining after 1<sup>st</sup> February in any year full subscription is payable giving 14 months' membership.
- Associate membership provides Club Newsletter & social event entry, but does not cover walks.
- Please return this form to PO Box 974, Wangaratta 3676 with payment - either:
  - cheque to Warby Range Bushwalkers Inc
  - cash - or
  - our preferred method - Bank Transfer:  
**BSB 633 000 Account No. 110647799 Reference (Your name).**



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## Private & Confidential – Personal Health Details

### Emergency Information

The purpose of this form is to contain basic but crucial and potentially lifesaving information. It is to be used by medical personnel in the hopefully unlikely but always possible situation where you may require urgent treatment but be unable to convey this information yourself. You may be unconscious, unable to speak or have lost your memory. Having this information could save your life or at least make it easier to treat you quickly and effectively.

What To Do With The Card: Put the completed card/form in a small waterproof plastic bag (a small size 'Glad' type snaplock bag from any supermarket would be ideal or an empty film canister) and carry it in an outside pocket of your backpack. That way it will be easily accessible to any helper and if we all adopt this convention he/she will always know where to look first.

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**Note1** Please complete, sign and put this form in an envelope, inside a zip seal plastic bag which must be carried, at all times, in an outside pocket of your pack.

Name: .....

Address: .....

Home Phone: .....

Date of Birth: ..... Car Registration No: .....

Medicare No. .... Private Health Ins No. ....

My doctor: ..... Doctor's phone: .....

Medical conditions: .....

Medication taken: .....

Medication carried: .....

Allergies: .....

.....

**Note 2** Club policy requires persons participating in a club activity, to advise the leader in private before commencing the activity, about any personal health, medication carried and or health care situation that could arise or be necessary to address, during the activity.

Next of kin and/or persons to contact in an emergency:

1. Name	.....	Relationship	.....	Contact Nos	.....
2. Name	.....	Relationship	.....	Contact Nos	.....
3. Name	.....	Relationship	.....	Contact Nos	.....

**Note 3** Your personal, medical and “contact” list should be reviewed regularly.

The above information is private and confidential and shall only be used, to assist me, in an emergency.

Signed .....

Date .....

**Warby Ranges Bushwalkers Inc**

**INCIDENT REPORT FORM**

To be completed by activity organisers / walk leaders as soon as practical after the incident. This report should be kept by the club secretary as a formal club record.

In the event of any serious injury (an injury requiring medical treatment) copies of the incident report must be forwarded to the BWV Insurance Convener [insurance@bushwalkingvictoria.org.au](mailto:insurance@bushwalkingvictoria.org.au) or mail to Bushwalking Victoria, PO Box 1007, Templestowe Vic 3106

**Part 1**

<i>Report Prepared By</i>	<i>Date Prepared</i>
<i>Date of Incident</i>	<i>Time of Incident</i>
<i>Type of Event: Day walk, canoe trip, bike ride etc</i>	
<i>Location</i>	
<i>Type of Incident: Injury, missing person, damage to property, theft, fire, etc.</i>	
<i>Incident Details</i>	
<i>Actions Taken</i>	

## Part 2

**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:** Can this incident be prevented at future Club activities? If so, how?

**Supplementary Information:** This section can include a list of attachments, such as a map, witness statements etc.

### **Privacy Note**

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.

# Death on a Bushwalk – Protocols to Follow

## At the Scene

- Establish exact location, either by Phone App, Emergency+ App, GPS or other. If it is necessary to walk out to contact the Emergency Services, a small group (minimum of three but preferably four) should go carrying written location details.
- Walk Leader to immediately contact Emergency Services – Police – via Emergency App or dialing 000 or 112 and liaise with emergency personnel.
- Cover the body of the dead person for protection.
- All walkers to record accurate information about the incident as it may be required for Police evidence or for the Coroner's Court.
- Walk Leader to delegate tasks to other responsible members of the group and to treat those with symptoms of shock appropriately.
- In the unlikely event of a media presence, only the Walk Leader to speak and to give basic facts only, and to avoid any speculation.

## The DO NOT LIST

1. Do not notify next of kin of a death – the Police will do this.
2. Do not use social media, smart phones or text messages to inform others about an incident until advised that this is appropriate.
3. Do not move a body unless it is necessary to secure it against tides, currents, gravity or animals and it is safe to do so.
4. Do not admit to any liability, negligence or culpability. This is a condition of the insurance policy. If concerned about legal issues seek legal advice.
5. Do not tell the media where a body is, or assist them to go into the area.

## After the Incident

- The Walk Leader should provide accurate information to the Club President on return home and then to the Club Committee by completing an Incident Report form.
- The Club President should deal with any ongoing media attention and liaise with next of kin so their privacy and wishes are respected.
- The Club Committee should advise other Club members who were not involved. The Committee should decide on the method of informing members after having consulted with, and sought permission from, next of kin.
- Club President should advise BWV President. If the incident is reported in the media the BWV President should be fully informed immediately after the incident.
- Club President should advise BWV Insurers and Insurance convenor. BWV insurance policies require that an Incident Report must be sent to the insurers and a copy sent to the BWV Insurance convenor.
- If required the Club President should arrange a debriefing and/or counselling session with those on the walk. Remember that the best sources of support are friends and family.
- The Club Committee should refer members to the excellent list on the Bushwalking Victoria website of organisations which provide counselling and assistance ([www.bushwalkingvictoria.org.au](http://www.bushwalkingvictoria.org.au) / what we do / policies / guidelines / critical incident and recovery guidelines).