| KEY AREAS  | RISK REDUCTION/REMOVAL STRATEGIES |
| --- | --- |
| INCORPORATION NEEDS | * Pay annual incorporation fee.
* Forward audited statements annually.
* Implementing requirements of the rules of association
* Informing Department of Fair Trading of changes to “positions or capacity” annually
* Maintaining, reviewing and keeping records of necessary insurances (including public liability; building and contents, EA and affiliation).
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| HANDBOOK, RULES OF ASSOCIATION & BY-LAWS  | * Our Handbook, Rules of Association and By-Laws include such items as below:
* Financial dealings, budgets, records and management
* Administration, reporting, recording and management
* Electing Committees & Committee Management
* Meeting Procedures
* Codes of Behaviour
* Privacy
* Risk Management
* Alcohol prohibited
* Safety Dress Standards
* Protection of Children
* Legal Waiver for Dangerous Activity
* Caring for Environment
* The President, with the Management Committee, are to review the handbook (including by-laws), rules of association and strategic plan at least every two years. Any proposed amendments of the Rules of Association need to be voted in at an AGM or an SGM. Management Committee also need to ensure club handbook (including by-laws) and strategic plan are not in conflict with our rules of association.
* Our membership form has all members sign off that they have read and agree to abide by our handbook (including by-laws) and rules of association.
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| Lease | * Review and know what our club’s requirements and responsibilities are under our lease with LCC
* Nurture the relationship with our Council representatives.
* Abide by terms of lease, ensure the club is not breaching any requirements.
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| Bio-Security | A biosecurity plan and necessary contact information and personal protection equipment is held in the clubhouse. The plan consists of such things as: * veterinarian contact information
* a plan to minimise public access to biosecurity area
* separate vehicle parking for competitors and spectators
* clean and dirty entry and exit points
* adequate hand-hygiene facilities
* designated isolation area for sick horses
* good hygiene practice between horses for officials/stewards

Club requires all event participants to provide a completed horse health declaration (declarations include information about such as name and contact details including address and property pic and for the participants and name, identification and health status of the horse). |
| SUPERVISION & CONTROL OF CHILDREN | * Under EA Affiliation and Insurance all committee members must hold current Blue Cards and follow the legislation requirements of the “Blue Cards”-Children and Young People Legislation.
* Ensuring children are with no less than 2 adults if in a single situation.
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| ENVIRONMENTAL CONDITIONS & WEATHER | * Abide by EA Hot Weather Policy
* If events organised in extreme heat (as allowed under EA hot weather policy), events are organised early morning or late afternoon (with higher, more demanding tests to be ridden during cooler times of the event)
* Communications with members via facebook and web page to ensure:
* if they are riding/training at the grounds during times of excessive heat, to ensure they put their and their horses’ health first and ensure all are hydrated and cooled (and preferable to ride on grassed areas, not sand (as sand retains heat).
* In wet conditions no riding is allowed and grounds are closed (communications then when rideable again).
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| FUTURE PLANNING | * Management team annually reviewing Strategic Plan, planning for short, medium and long term goals
* Monthly updates of Logan City Council Tool Kit – action plans to maintain and track progress of goals
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| COMMUNICATION, MARKETING & MEDIA STRATEGY | * Monthly management meetings
* Regularly Discipline / Operations meetings
* Mass communication for members and general public by way of newsletters, Facebook, and social media and website and traditional marketing through local and industry related bodies
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| GENERAL MAINTENANCE & CLEANLINESS | * Ensure all used areas are cleaned, mowed and kept tidy regularly.
* Ensure that waste management is carried out regularly and increased for special events.
* Ensure all requirements under the lease are adhered to
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| FOOD MANAGEMENT | * Canteen coordinators to have relevant food handling and safety certificate.
* Advise helpers in canteen of good food handling strategies.
* Place signage to remind food handlers of their responsibilities.
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