RGSQ   TAAC (Committee) Administration and Procedures Manual.

The Committee operates under the authority of the Council

Purpose.

To identify, organise and conduct events (as defined) for Members' participation which support furtherance of the objects of the Society to promote the study of geography.

Committee processes.

1. The Committee shall be comprised of a minimum of four (4) and a maximum of eight (8) Society Members. The Committee, in association with the Council, will endeavour to ensure that at least one (1) Committee Member is also a serving Member of the Society Council.
2. There shall be two (2) Committee Office Holders:
    (a) Chairperson; appointed by the Committee
    (b) Minute Secretary; appointed by the Committee
3. The Committee shall meet not fewer than four (4) times per year
4. A written agenda, and other supporting material as required, will be provided to all Committee Members prior to each meeting. Minutes of each meeting will be provided to all Committee Members within a reasonable period after each meeting.
5. A report of the Committee's meetings and activities will be provided to the Council.

Events identification, organisation and conduct.

Events are categorised as either:
- Activities. Events of a duration of a half day, full day, and /or evening with geographical as well as social content. Participation is open to RGSQ Members and non Members.
- Treks. Events of duration longer than one day involving overnight accommodation with geographical discovery as the primary content.   Participation is open to RGSQ Members only.

Unless otherwise arranged between the Committee and the Council, Scientific Expeditions do not fall within the scope of the Committee.

Events selected will provide the opportunity for broad member participation, and take into account the age profile of the membership.

1. The Committee will develop an annual (January – December) program of events planned, or being planned, which is to be available for publication to Members in the (prior) December Newsletter. The program may be issued as 'draft / indicative' if insufficient planning has been completed on some events to be confident that the event(s) will proceed.
2. The Annual Program should provide for at least one (1) event each month (other than January), and include:
    (i)   A Members' 'Welcome' function in February, and
    (ii)   A Members' Christmas function in December.
    (iii)   At least one (1) event as a Trek
3. For each event, one (1) Committee Member will be designated as the Event Co-ordinator. Depending on the nature of the event, consideration will be given to designation of a second Committee Member as Support Event Co-ordinator for the purposes of:
    - Assisting with event organisation and conduct

- Providing 'coverage' to ensure continuance of an event where the designated Event Co-ordinator becomes unavailable.
4. Timing of events should be planned, wherever possible, to avoid clashing with other RGSQ events and activities that involve Member participation.
5. Individual events in the Annual Program will be announced to Members progressively during the year, supported where necessary with additional promotional material aimed at encouraging maximum Member participation.
6. Ideas for events, drawn from Committee Members' own experiences, feedback from Members and other sources should include identifiable geographic content.
7. For some event ideas, it may be appropriate to elicit 'Expressions of Interest' from members to determine the level of support prior to incorporation into the annual program of events. This would most likely apply to events (eg. Treks) involving considerable planning.

Event Registration.

Subject to one (1) position being held for the Event Coordinator / Event Leader, Event registrations will not be accepted prior to publication of a Notice of Event.

Payment of the Event Participation Fee is required before a registration is confirmed. Payment will be via credit/debit card, or bank transfer.

Registration applications will be accepted on a first in- first served basis. Where an Event open to registration has been subject to an Expression of Interest process, members who have registered interest will be given priority to registration acceptance.

Where registration applications exceed the number of participants determined for an Event, a wait list will be maintained.

Event Participation Fees will not be collected on wait list applications.

Entries to the wait list will be on a first in-first served basis, and transfers from the wait list to the confirmed participation list will be on the same basis. Event Participation Fees become payable on entry to the confirmed participation list.

It is a condition of acceptance of an application for an Event registration that the participant acknowledges that:
(i) they will act responsibly and follow all reasonable directions of the Event Leader
(ii) they are aware of the general nature of the Event, and that physical requirements for participation are within their capability
(iii) there is no underlying medical condition likely to emerge which could adversely impact on conduct of the Event
(iv) they will withdraw from participating in the Event should they develop Covid symptoms, or symptoms of any other condition with high transmission potential to other participants.

The name, relationship to, and mobile phone number of an emergency contact, other than another Event participant, who can be contacted on the day of, or during the Event is to be provided at the time of registration.

Roles and Responsibilities.

Chairperson.

. To call meetings of the Committee as required
. To prepare and distribute an agenda for each meeting and distribute, or arrange for distribution of any required supporting material
. To conduct meetings of the Committee and assist Committee Members outside meetings where required.
. To contribute input to the report to the Council on the activities of the Committee.
. To act as an Event Co-ordinator as required.

Minute Secretary.
. To compile, and distribute minutes of each meeting to Committee Members within a reasonable period after each meeting.
. To act as an Event Co-ordinator as required.
. To report to the Council on the activities of the Committee.

Committee Members.
. To attend meetings, contribute ideas for future events, and generally assist with the organisation and conduct of planned events.
. To encourage Members' participation in events and where appropriate, Members' participation in the Committee.
. To be alert to, and communicate to the Committee, Members' feedback concerning events conducted, and ideas expressed by Members for future events.
. To act as an Event Co-ordinator as required.

Event co-ordinator.
. Principal responsibility for researching, organising and conducting an event, including preparation of detailed written outline and costing of a proposed event, and liaising with other Committee Member(s) as required.
. To prepare promotional material on an event, for publication in the Newsletter and Web site.
. To monitor the RGSQ Web site to ensure content reflects the status of a proposed event.

Support Event co-ordinator.
. Liaise with the Event Co-ordinator during organisation and planning for an event, such that the Support Event Co-ordinator is able to proceed with conduct of the event if necessary. This includes acting as Event Leader should the Event Co-ordinator be unable to fulfill this function.

Event Leader.
Any Society Member, sanctioned by the Committee, who has the skill and willingness to work with the Committee, may act as an Event Leader, and will assume the principal responsibility for the conduct of an event. In most circumstances, the Event Coordinator will act as Event Leader.

The Event Leader must be appropriately trained and capable of providing basic first aid in an emergency situation.

Event participation Pricing and Costing.

As a general principle, Events will be conducted on break even / cost recovery basis, with any surplus retained as sundry income of the Society.

Event costs will include:
- (i) Costs directly incurred in the researching, planning, organisation and conduct of an event, (but not including time/ labour costs of Committee Members, unless for specific work undertaken with the prior approval of the Committee.)
- (ii) Administration Recovery Charge (ARC) (per event) of $10 for members ($15 non-members) where the total event participation fee is up to $100. Where a total event participation fee is greater than $100, the ARC is 10% of the total event participation fee up to a maximum ARC of $50.
  The ARC will be reviewed periodically and amended as appropriate in consultation with the Council.

Committee members (or other RGSQ member) fulfilling the role of Event Co-ordinator / Leader will pay the same Event Participation Fee as other members.

Invited guides / lecturers etc who provide a service for an Event will not be required to pay a participation fee.

If appropriate, donations / gratuities may be provided to third parties providing (free) services to an Event, and such costs will be included as a cost directly incurred in conduct of the Event.

An Event Participation Fee is payable, via credit / debit card, or bank transfer, at the time registration for the Event accepted.

Refund of Event Participation Fees.

Where an Event Participation Fee has been paid, and
- (a) the Event is cancelled prior to completion (by RGSQ / the Committee) for any reason, a refund will be offered to the Members affected, via:
  - (i) Bank / credit card refund
  - (ii) Offset against the Event Participation Fee of a future Event.
- (b) a Member notifies the Event Coordinator / RGSQ,
  - (i) not less than 48 hours before the date of the Event of that Members' withdrawal from participation, and a replacement participant is able to be found (by either the Member or Event Coordinator) and the replacement participants pays the Event Participation Fee, a refund as set out in (a) above will be offered.
  - (ii) less than 48 hours before the date of the Event of that Members' withdrawal from participation, no refund will be offered.

Individual circumstances may require flexibility and discretion in the implementation of these arrangements.

Travel (or other related) Insurance.

The need for travel (or other related) insurance as applies to any Event will be assessed by the Event Coordinator / Committee as part of the Event planning process, and suggestions / recommendations to Members included in Event promotional material issued.

Event Planning / Organisation.

Principal responsibility for Event planning and organising rests with the Event Coordinator.

The need for appointment of a Support Event Coordinator will be determined by the Committee at the commencement of the Event planning process.

Procedures will include: *(possibly to be used as a 'check list')*

(i)   preparation of a detailed itinerary / program together with a detailed budget, and presentation to the Committee in a reasonable time before the event. This will typically involve:
- visiting a location(s), traversing a route, checking possible accommodation locations/ types, arranging group functions etc, and generally identifying all activities that involve costs of conducting the event that are common to all participants, and which will be reflected in the Event participation fee
- identifying any aspects / components of the Event that involves requiring participants having particular physical capabilities, or which may present difficulties / excessive challenges (see (iii))
- undertaking a risk assessment of the Event (see Risk Assessment section)
- proposing to the Committee the Administration Recovery Fee to apply.

(ii)   determination (in collaboration with the Committee if necessary) of the number of participants to be accommodated on an Event, and any 'wait list' conditions or arrangements, and the closing date (if any) for acceptance of registrations.

(iii)   preparation of a proposed Notice of the Event (for publication in the Newsletter / Web site), and presentation to the Committee for endorsement prior to publication (or if insufficient time, to the Chairman of the Committee). Notice of an Event is to be published in at least two (2) issues of the Newsletter (= two (2) months), and on the Web site**,** prior to the closing date for registrations for the Event.
The Notice of Event, including Event ideas subject to an Expression of Interest process, should include a description of the Event in sufficient detail to enable (intending) participants to assess whether any aspect of the Event is likely to present any difficulties to participation. Eg: long walks; lengthy period of standing; etc. or whether particular physical capabilities are required.

(iv)   establish (through the RGSQ Office) and become familiar with, the list of participants registered for the Event.

(v)   ensuring that basic first aid response coverage is available during the Event.
In circumstances where an Event Leader does not possess the required first aid competency, establish arrangements with a suitably qualified event participant to provide basic first aid response coverage if required during the Event.

(vi) determination of, and assembly of (through the RGSQ Office) all information about individual participants necessary for the effective, safe and smooth conduct of the event. THIS MUST INCLUDE OBTAINING AN EMERGENCY CONTACT INFORMATION WHICH CAN BE ACTIVATED DURING THE EVENT IF NECESSARY. THIS MUST INCLUDE:

-The name, mobile phone number, and relationship to at least one person who is not a participant of the Event.

(vii) give consideration to including in the information assembled under (vi), information concerning specific health / medical conditions of participants. Should the Event Coordinator judge it appropriate to activate this provision:

-the Committee (or at least the Chairman) will be consulted

-privacy considerations will be paramount.

The Event Coordinator will determine the manner in which this information is assembled.

This clause is specifically relevant to Trek events.

(viii) periodically liaising with the RGSQ Office to ensure that the list of participants is up to date and that the status of wait-listed members is known.

(ix) where required, liaise with the RGSQ office for the payment of deposits or other outlays required to secure commitments from third parties for provision of services etc which form part of the Event.

(x) Consider any special measures, equipment, procedures required for safe and effective completion of the Event. (eg: First Aid Kit; Defibrillator**)**

(xi) provide periodic update to the Committee on the status of Event organisation (at each Committee meeting, unless circumstances require otherwise) and, on completion of an event, provide a summary report on the Event, including the financial outcome of the Event.

(xii) Liaise with the Support Event Coordinator (where appointed) and maintain sufficient records of Event arrangements to enable the Support Event Coordinator to assume the role of Event Coordinator if required.

(xiii) Create and retain a written record of the Risk Assessment processes adopted for the Event.

(xiv) Provide a summary of the Event for publication in the Newsletter.

Leading an Event

The Event Leader's primary role is to facilitate completion of the Event, as planned:

- ensuring the group's safety
- maintaining peace and harmony amongst the group
- respecting the rights and opinions of individuals, and involving the group in decision making where necessary
- responding to any emergency (health or otherwise) involving any participant

The composition of a group participating in an Event is likely to include some individual(s) who have apparent, or latent special health needs. The response provided by an Event Leader to a health type emergency must be within the scope of the capability of the Event Leader, and within the Event Leaders confidence level to deliver that response. To the extent that another participant(s) in the group has capability to (confidently) deliver more comprehensive response than the Event Leader, that response can be provided.

In most circumstances, it is likely that the most appropriate response to a health emergency will be to:
- administer first aid
- call an ambulance
- make the affected participant as comfortable as possible.

Should an emergency (health or otherwise) occur during conduct of an Event, the circumstances are to be advised to the RGSQ President (or RGSQ Secretary) as soon as possible.

Risk Assessment.
All Events will be subject to Risk Assessment prior to being publicised, and any resulting risk minimisation actions incorporated into the Event planning and conduct.

The addendum included at the end of his document **(RGSQ TAAC Risk Assessment)** sets out the process for meeting this requirement.

Incident Reporting.

Should an incident* occur during conduct of an Event, an Incident Report must be prepared (by the Event Leader) and provided to the Society Administrative Officer. The Report must include:
- details of the person(s) affected
- the nature of the incident
- a description of the occurrence and any follow up actions taken
- details of persons involved as witnesses, aid givers, etc.
- any other relevant information

*includes injury requiring medical treatment, property damage, any issue disrupting the conduct of the Event.

RGSQ. TAAC. Risk Assessment   **Addendum to Administration and Procedures Manual**

Scope of risk assessment.

(i)   Potential risk to the successful conduct and completion of the Event
(ii)   Potential risk of injury to Event participants

Where a third party (Service Provider) is involved / engaged for all or part of an Event, and that third party operates in the public domain and under some level of licence or regulatory control, the Risk Assessment does not require independent assessment of the risk profile of that party. (eg: the currency of any licence or permit; the safety record of bus charter operator engaged to provide transport etc, can be accepted without the need for further enquiry)

Process outline.
Identification and evaluation of hazards.
'Walk through' the Event program / itinerary sequentially, (physically, prior to conduct of the Event if this can be arranged, or notionally based on the expectations of how the Event would proceed), and identify what might occur (ie, an 'occurrence') in those stages / components / activities which could be the source of potential negative impact on conduct of the Event, or harm to Event participants.

For each occurrence, using the definitions and templates below,:
  (i)   Evaluate the probability / likelihood of the occurrence happening (**A**)**,** and
  (ii)   Assess the severity of the consequences / impact of the occurrence happening **(B)**
  (iii)   Determine the risk rating of each occurrence **(C)**

A. Evaluate the probability / likelihood of the occurrence happening:

Assessment.	Defined as.	
Almost certain. (5)	Can be expected to occur.	> 75% chance of happening
Likely (4)	Will quite commonly occur.	50-75% chance of happening
Possible (3)	May occur occasionally.	25-50% chance of happening
Unlikely (2)	Occur infrequently.	10-25% chance of happening
Rare (1)	Occur in exceptional circumstances	<10% chance of happening

B. Assess the severity of the occurrence happening.

Assessment.	Defined as:	
	Participant safety related.	Event completion related.
Substantial (5)	Fatality.	Cause Event abandonment.
Major (4)	Permanent or severe injury.	Significant disruption to Event schedule.
Moderate (3)	Short term impairment.	Limited effect on Event schedule
Minor (2)	Little inconvenience / basic first aid.	Minor effect on Event schedule
Negligible (1)	No or simple first aid.	No / minimal effect on Event schedule

C. Determine risk rating of each occurrence using the following matrix and record outcomes on the Risk Assessment Summary.

Consequences (Impact)

		Negligible	Minor	Moderate	Major	Substantial
		1	**2**	**3**	**4**	**5**
Probability	Almost certain **(5)**	Moderate (5)	High (10)	Very high (15)	Extreme (20)	Extreme (25)
	Likely **(4)**	Moderate (4)	High (8)	Very high (12)	Extreme (16)	Extreme (20)
	Possible **(3)**	Low (3)	Moderate (6)	High (9)	Very high (12)	Very high (15)
Likelihood	Unlikely **(2)**	Low (2)	Moderate (4)	Moderate (6)	High (8)	High (10)
	Rare **(1)**	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

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Risk Assessment Summary.   (*Example shown in italics*)

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Event title: *Binna Burra excursion*   **Event date………………………..**

Occurrence assessed: *Participant falls on walking track*
Risk rating: *Probability (2): Consequences (2). = (4)*
Risk mitigation actions: *Recommendation that participants wear suitable footwear*

Occurrence assessed: *Participant gets lost.*
Risk rating: *Probability (1): Consequences (5). = (5)*
Risk mitigation actions: *Participants instructed to stay with group on formed tracks.*

Occurrence assessed:………………………………………
Risk rating:…………………………………………………………
Risk mitigation actions:……………………………………..

Complete the format for all occurrences assessed for the Event.

Conclusions to be drawn from risk ratings:
Ratings range 1-6:   Acceptable.
               7-11:   Acceptable with strict control measures, or short duration.
               12-25:   Unacceptable. The Event needs to be restructured to avoid this occurrence.

Where risk mitigation actions are required, these need to be determined and built into the program for conduct of the Event.

Specific / Additional considerations concerning Risk Assessment of Treks (or Events other than those conducted over a single day)
Factors to consider in assessing risk:
-   likely weather conditions (eg. major rain events)
-   road conditions, including the possibility if water over the road
-   driver fatigue
-   participant separation from the group
-   vehicle breakdown response
-   accommodation fire, campground flooding

Factors to consider in risk mitigation measures:
-   access to First Aid Kit; Covid RAT kit.
-   determine First Aid training status of each participant
-   briefing of all participants on itinerary and Event program
-   periodic 'roll call' / head count of participants during the course of the Event
-   establish 'Buddy' system amongst Event participants

Other elements relevant to Treks.
-   Event leader will carry:

- the names of all occupants of each vehicle, their mobile phone numbers, and name and mobile phone number (and relationship to) of a designated emergency contact.
-the make, model, registration number of each vehicle
-the CB radio status of each vehicle
-information concerning health issues of any participant(s) likely to create a health emergency during the Event (See (vii) -Event Planning/Organisation - p6).
-hospitals and health care centres, and RACQ and vehicle service centres along the Trek Route

Convoy Management Procedure.

The Event Co-ordinator / Event Leader will become familiar with all traffic regulations relating to conveys of the number of vehicles participating in the Event and inform all participants of associated requirements.

For tag-along treks, a Convoy Management System will be established and communicated to all participants. In particular;

- A Tail-end Charlie will be identified for every leg / day of the trek. A CB radio and/or mobile phone will be carried by each of the Trek Leader and Tail-end Charlie. The Trek Leader will carry a list of mobile phone numbers for all vehicles
- Every driver (Participant) will maintain visual contact with the vehicle behind
- At intersections or other places of directional ambiguity, each driver will ensure the vehicle behind is following the correct direction
- The Trek Leader will be the first to leave any stop. No vehicle shall pass the Trek Leader
- The Tail-end Charlie will be the last vehicle to leave from any stop. No vehicle shall drop behind the Tail-end Charlie
- Speed limits will be adhered to. The speed of the convoy will be determined by the slowest vehicle
- If any vehicle stops, the Tail-end Charlie will advise the Trek Leader promptly by radio or phone, and the Trek Leader and the rest of the convoy will stop as soon as it is safe to do so.
- on busy roads, vehicles in convey should spread out to facilitate passing by other vehicles.
- Where suitable, alternatives to travelling in convey should be considered. eg meet at place X by time Y.

14.10 2022