

11. APPENDICES TO SAFETY MANAGEMENT PLAN

11.1 ORGANISATION RISK AUDIT - CHECKLIST

Governance/Management	YES	NO
Is your organisation incorporated?		
Does your organisation have an up-to-date constitution?		
Is the person listed with Consumer and Business Services as your public officer up to date (as required under <i>the Association Incorporation Act 1985 (SA)</i>)?		
Have you reviewed your constitution within the last twelve months?		
Have you registered your current constitution with Consumer and Business Services (as required under the <i>Association Incorporation Act 1985 (SA)</i>)?		
Does your organisation have any policies or procedures to guide its decision-making (code of conduct for the board, conflict of interest policy, etc.)? Are these policies communicated to all affected?		
Do you have position descriptions for all office bearers/staff?		
Does your board meet regularly and document all decisions and actions?		
Is the annual report circulated to all members?		
Are your rules, by-laws and practices non-discriminatory?		
Do you have a clear plan for the future that describes what you want to do and how you are going to do it?		
Does the organisation have or has considered the need for the following insurance covers: public liability, professional indemnity and directors and officers liability?		
Does the organisation have a register of insurance policies detailing all current insurance policies?		
Does your organisation meet the terms of any contracts with which it is involved?		

Legal	YES	NO
When your organisation is entering into a major contract, does it seek legal advice?		

Financial	YES	NO
Are all financial transactions accurately recorded (receipted, banked)?		
Do you have a realistic budget and do you present regular financial reports that identify how you are going against that budget?		
Is an annual audit required and conducted of your financial records?		
Is all expenditure authorised through an identified process?		

Risk Management Policy

Financial	YES	NO
Do you have financial policies and procedures in place to guide officers of the organisation/treasurer/general members?		
Do your financial policies and procedures ensure that each step in financial handling (receipt, recording, banking, reporting) is not completed by one person?		

Human Resources	YES	NO
For paid staff, does your organisation comply with the minimum conditions for employment and/or the applicable modern award? Is your organisation able to present documentary evidence in support of this compliance?		
Are procedures in place to ensure the security of staff and volunteers' information and compliance with privacy legislation if applicable?		
Do you have a set of standard human resource policies and procedures in place to help guide behaviour and decision making to manage the human resource risk associated with the paid staff and volunteers within your organisation?		
Do you have a volunteer management plan?		
Do you have proper induction processes for all new paid staff and volunteers who have a specific role and responsibility?		
Do you have position descriptions for all key paid and volunteer positions in your organisation?		
Do you have written and signed agreements/contracts in place for each paid staff member?		

Member Services	YES	NO
Are procedures in place to ensure the security of membership information and compliance with privacy legislation if applicable?		
Does your organisation communicate regularly and effectively with its members?		
Do you have a procedure for dealing with complaints?		
Has everyone (staff, volunteers and participants) agreed to a code of behaviour or conduct?		
Do members understand the extent of their duty of care?		
Do you require participants to sign a membership application or registration form prior to participating?		
Are all applications for membership vetted and approved by the Board?		
Do all coaches/instructors/leaders have appropriate and current accreditation?		
Do you promote education and training opportunities for members?		
Do you conduct risk assessments on all programs, activities and events?		

Risk Management Policy

Member Services	YES	NO
Are risk assessments documented?		
Have you considered whether the use of a recreational services waiver under the <i>Fair Trading Act</i> would be the appropriate for your organisation to manage risk to participants?		
Is there a clear procedure for reporting accidents/injuries?		
Are regular safety inspections made of buildings, grounds and equipment?		
Do you ensure the recommended rules of play and protocols are followed for your activity?		
Do you have an emergency plan?		

Compliance	YES	NO
Do you have a mechanism in place to periodically review and assess whether your organisation meets the definition of a 'prescribed organisation' as per section 35 of the <i>Association Incorporation Act 1985 (SA)</i> ?		
Is your organisation eligible for income tax exemption? YES - Has your organisation conducted a self-review of its continued entitlement to income tax exemption within the past 12 months or applied for a private ruling? NO - Your organisation may need to lodge an income tax return. Does your organisation have a process for meeting its ongoing taxation obligations?		
Is your organisation an exempt employer for payroll tax purposes? YES (exempt) - Have you applied to Revenue SA for a decision on the exempt status and is this exemption current? NO (not exempt) - Have you established whether the level of wages paid or payable requires you to register for payroll tax with Revenue SA?		
Have you considered the health and safety of everyone in the organisation and do you meet work health and safety regulations?		
Do you meet the legislative requirements (for example PAYG, super contributions) for paid employees?		
If you provide services to children, have you lodged or had lodged on your behalf, a child safe environment compliance statement and are you aware of the organisation's requirements under the <i>Children's Protection Act 1993 (SA)</i> ?		
Are you aware of the legislation or local government by-laws that could apply to your activities?		
Are you aware of the industry standards that apply to your operations?		

Risk Management Policy

Other	YES	NO
Does your organisation have a social media policy and procedure?		

Once you have determined what may constitute a risk (generally the questions that you have answered 'No' to), insert these into a Risk Management Action Plan Template.