Information Documentation

Overview of documents identified to support the safe operations of Sailability Shorncliffe.

The documents identified are designed to support the statutory and regulatory obligations of the organisation, plus also provide assurance to clients who participate in Sailability Shorncliffe events as well as provide guidance to volunteers who support those events.

The documents are to be uploaded and available to all on the Sailability Shorncliffe website on the Information page – www.sailabilityshorncliffe.org.au/information

Many of the documents are iterative and all should be reviewed on a regular basis. To support this process, document management strategies have been applied such as identification of document ownership, authorisation and version control.

At this time many documents are under development or review and have been identified as such in the document status field.

CONTENTS

Summary of Current Documents

Table of documents currently in place and under development.

Action required to further documents with priorities identified.

Proposed Documents

Table of proposed documents.

SUMMARY OF CURRENT DOCUMENTS

Area	Category	Document	Owner	- Description > Action Required	WIP Status
Risk Management	Policy	Organisation Policy	Peter Tyrell, President	- Sailability Shorncliffe organisational policies to support safe operations. ➢ Peter Tyrrell to review/sign off	DRAFT – for sign off
		Risk Policy	Peter Tyrrell, President	- A summary of the operational elements that support the risk management strategy ➢ Peter Tyrrell to review/sign off	DRAFT – for sign off
		Risk Register	Peter Tyrrell, President	- A register of identified risks, consequences and the associated controls in place ➢ Committee members and leads to review and provide feedback	DRAFT – for leadership feedback
		Child and Youth Risk Management Strategy	Peter Tyrell, President	- Outlines Sailability Shorncliffe's strategy to protect all clients, including children and young people, from harm and to comply with Working with Children statutory and regulatory requirements. ➢ Peter Tyrrell to review/sign off	UPDATE – for sign off
		Incorporation Rules	Peter Tyrell, President	- Rules of incorporation as registered/amended 30th Oct 2019 with the Qld Associations Incorporation Act 1981	
	Procedures	Pontoon Boat Operational Management	Jonathan Routhan, Pontoon Boat Team Leader	- Pontoon Boat procedures to operate safely and respond in emergency situations.	
		Safety Boat Operational Management	Peter Mulcahy, Safety Boat Team Leader	- Safety Boat procedures to operate safely and respond in emergency situations.	
		Sailboat Operational Management	Andrew Milne, Sailing Team Leader	- Sailing procedures to operate safely and respond in emergency situations. ➢ Donna to develop for input from Andrew	TBD
		Land Based Operational Management	Peter Kearney, Vice President	- Land based activity procedures to operate safely and respond in emergency situations. ➢ Peter and leads to provide input	DRAFT – for leadership input

		Sailing Day Roles Summary	Peter Kearney, Vice President	- Overview of roles and responsibilities for the roles required at a Sailability Shorncliffe sailing day event. - Identification of volunteers nominated for roles.	
		Blue Card Process	Bill Sherwood	- A summary of Sailability Shorncliffe policy in respect to volunteers holding a Blue Card. - A summary of the Blue Card application process for volunteers to acquire a Blue Card. ➢ Cheryl to review/sign off	DRAFT – for sign off
		Sling and Crane Basics	Lyn Bow	- Guidance on how to use the slings and cranes ➢ Lyn to review/sign off	DRAFT – for sign off
		VHF and UHF Radio Basics	Peter Mulcahy	- Guidance on how to use VHF and UHF radios ➢ Donna to develop for Peter review/sign off	TBD
		Tractor Basics	Jonathan Routhan	- Guidance on how to use the tractor ➢ Donna to develop for Jonathan review/sign off	TBD
		Sailboat Rigging Basics	Andrew Milne	-	TBD
		Incident/Emergency Response Basics	Peter Kearney	-	TBD
	Learning	Sail Safe Program – Sailing Skipper	Andrew Milne, Sailing Team Leader	- Sailability Shorncliffe Sail Safe accreditation requirements and sign off for Sailing Skippers.	
		Sail Safe Program – Pontoon Boat Skipper	Jonathan Routhan, Pontoon Boat Team Leader	- Sailability Shorncliffe Sail Safe accreditation requirements and sign off for Pontoon Boat Skippers.	
		Sail Safe Program – Safety Boat Skipper	Peter Mulcahy, Safety Boat Team Leader	- Sailability Shorncliffe Sail Safe accreditation requirements and sign off for Safety Boat Skippers.	
		Sailing 101	Andrew Milne, Sailing Team Leader	- Overview of sailing and sailboat terminology and equipment. - Creator – Gordon Heath	
		Sailboat A303 Manual	Sailability Qld	- Manual providing details of the Access 303 sailboats, how to maintain and operate with safety and for pleasure.	

		How to Rig Sailboat A303 - YouTube	Sailability Bayside	- Tutorial video for Sailability volunteers on rigging an Access 303 sailboat.	
		Inflatable PFDs Inspection Instructions	Burke	- Instructions on how to conduct annual inspection and service of inflatable PFDs	
		About Sailability Clients	Sailability Qld/ Graceville	- Information to provide a better understanding of Sailability clients, their disabilities and how volunteers can better engage with them.	
Forms		Client Registration	Cheryl Garratt, Secretary	- Initial registration for client and carer to input required details and consent. - Details within form to be held and reviewed on an annual basis to ensure current and correct.	
		Volunteer Registration	Cheryl Garratt, Secretary	- Initial registration for volunteers to input required details and consent. - Details within form to be held and reviewed on an annual basis to ensure current and correct.	
		Media Consent	Cheryl Garratt, Secretary	- Consent from clients, carers and others who participate in events for Sailability to use their images.	
		Incident Report	Peter Tyrrell, President	- Form to record details of an incident for the purpose of a review to improve safety and the experience for all.	
		Incident Review	Peter Tyrrell, President	- Form to guide review of an incident to identify and analyse causal factors and risk, to then identify mitigating control measures and actions required.	

PROPOSED DOCUMENTS

Area	Category	Document	Owner	Description	WIP Status
		Sail Safe Register			
		Volunteer Induction Pack			
		Supporter Pack			