



Tours and Related Activities Policy	
Publication date: 10 February 2015	Applies to: Tours Officer and Assistant Tours Officer and all proponents and facilitators of tours and related activities
Responsible person: Tours Officer and Assistant Tours Officer	Scheduled review date: Every three years as determined by the Committee
Approved by: Committee meeting on 6 June 2016	Author: Tours Officer

RATIONALE.

The Objects of U3A-ACT Inc. identify that the broadest range of opportunities be provided for members learning (Object 3 (3)) and that they be subject to overall guidelines developed by the committee.

This policy has been developed to assist and guide those U3A members who either:

- propose to include excursions as part of a U3A course that they are offering; or
- propose to offer walks and/or tours (or extra places on course excursions) to the U3A membership at large.

DEFINITIONS.

Tours and Related Activities: means all activities that are related to U3A-ACT Inc. organised tours, walks or excursions that are stand-alone activities or are attached to a U3A-ACT Inc. courses.

Proponent: The person offering, managing and facilitating a tour or related activity.

POLICY

1. U3A-ACT Inc. members may propose, manage and facilitate tours, excursions, walks and associated activities that are either attached to courses or are offered as stand-alone activities for the interest and participation of members.
 - 1.1. Such courses are covered by U3A-ACT Inc. Public Liability Insurance if they are noted as registered activities.
 - 1.2. Tours Officer and Assistant Tours Officer will maintain the Register of Authorised U3A Excursions, Walks and Tours
2. Where tours or other activities are deemed significant, proponents must submit a broad proposal for approval to the Tours Officer or Assistant Tours Officer prior to submission to the editor for publication to members.

- 2.1. Activities are considered significant if:
 - 2.1.1.1. the tour price exceeds \$100 per person
 - 2.1.1.2. the activity is open to the general U3A membership;
 - 2.1.1.3. there will be substantial reliance on private suppliers;
 - 2.1.1.4. there is a significant potential risk of personal injury (e.g. tripping); and/or
 - 2.1.1.5. the proponent seeks to factor into the tour price the cost of a free place.
- 2.2. Low-cost excursions or those run as adjuncts to courses can be registered by a phone call or email to the Tours Officer or Assistant Tours Officer.
3. Individual tours and related activities are required to operate from a financial basis that it is at least break-even.
4. The Tours Officer and the Assistant Tours Officer are authorised to make commitments and payments relating to U3A-ACT Inc monies held in the Tours Account for all tours and related activities where all individual payments to participate in an activity are also paid into that account.
5. Low-cost excursions where the total commitment does not exceed \$2000 can be managed by a cash in-out flow, overseen and accounted for by the course proponent.
6. Each proponent is solely responsible for all documentation involved in delivering tours and related activities. This documentation must be available to the Tours Officer and/or the Assistant Tours Officer on demand.
7. Tours and related activities which pass through the Tours account must be acquitted to the Treasurer at the completion of each tour, walk or excursion.
8. The Tours Officer and the Assistant Tours Officer will be issued with a Credit Card on the Tours account allowing for an alternate payment method to EFT and the use of cheques.
 - 8.1. The holders and limits of these cards will be set by committee decision and reviewed annually under PO20141.
9. U3A-ACT Inc. may from time to time advertise walks and tours in which members may be interested and that are conducted by other organisations. The U3A-ACT Inc. accepts no liability for a member's involvement in such activities.
10. Proponents may seek reimbursement of reasonable out-of-pocket expenses incurred in organising associated activities.
11. Persons handling applications for walks and tours, etc, need to be mindful of their obligation
 - 11.1. not to use personal information of members for any purpose other than that for which it was collected;
 - 11.2. not to pass such information to any unauthorised person;
 - 11.3. to amend personal information if found to be out of date or incomplete or where requested by a member; and

11.4. to avoid the storing of extra-sensitive material, such as passport numbers.

RELATED DOCUMENTS

Objects and Rules of U3A-ACT Inc.

The ACT Associations Incorporation Act 1991

Financial Commitments and Payments by-law (BL20141)

Financial Commitments and Payments Policy and associated templates (PO21041)