



# AKA EVENTS CHECK LIST & PROCEDURE

For Webinars, Workshops & Other Events

## Abstract

A guide to assist with organizing webinars, workshops and other events Hosted by the  
Australian Kinesiology Association Inc.

Version: 1.3 May, 2023



# AUSTRALIAN KINESIOLOGY ASSOCIATION INC.

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A Document Revision & Version Control Record holds details of all edits to the document. Revisions are made to reflect new or updated business requirements, methods or legislation and/or improved quality practices. The Revision Record indicates all revisions (edits) to the latest version of the document. General formatting and styling is not considered a part of revision.

The following “Conditions of Use” apply to the Document Revision & Version Control Record:

1. Each revision is identified by a revision number and the date of revision.
2. After 5 revisions to any version, or where a revision includes a major portion of the document (more than 20%), the document is to be re-issued with a new version number.
3. Each new version cancels and replaces all previous versions and revisions.

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## REVISION TABLE

Version		Version Date	Document Writers	AKAMC Ratification Date	
1.3		May, 2023	Elizabeth Guida & Gail Medland	23/05/2023	
Revision No	Revision Date	Page Number	Revision Description	Revised By:	AKAMC Ratification Date
1	22/04/2022	All	Include header page, consistent with AKA Policies and Procedures. Add Contents Page. Remove numbering system and replace with headings and paragraphs. Rewording of paragraphs for ease of understanding.	Gail Medland	17/06/2022
1	26/04/2022	3	Under Responsibilities - Office Staff, add information relating to having a current (within the last 12 months) Confidentiality Agreement on file and steps to issue the Confidentiality policy if required.	Gail Medland	17/06/2022
1	26/04/2022	4	Under Responsibilities - Host and Events Personnel, add information relating to the requirement to read and sign the Confidentiality Policy, Procedure, & Agreement.	Gail Medland	17/06/2022

Revision No	Revision Date	Page Number	Revision Description	Revised By:	AKAMC Ratification Date
1	26/04/2022	6	Remove the Events Information Form to the end of the document as an Appendix, and make reference to completing the form under Host and Events Personnel Responsibilities	Gail Medland	17/06/2022
2	16/08/2022	10, 11, 12	Add Appendix B: Responsibilities Checklist for Office Staff, Host & Personnel	Gail Medland	23/05/2023
2	16/08/2022	9	Update Appendix A: Event Information Form	Gail Medland	23/05/2023
2	01/05/2023	4	Add Definitions pages at the end of the document	Gail Medland	23/05/2023
2	01/05/2023	4	Change heading "Bookings via AKA website" to "Event Bookings" Delete the information relating to bookings via the AKA Website and replace with information regarding bookings to be made through TryBooking or similar online platform. Responsibilities: AKA Office: 4 <sup>th</sup> Paragraph: Remove "by <b>3:00pm on the previous working day,</b> " to read "AKA Office staff are to send the Host and Events personnel, the event registration list prior to the event.	Gail Medland	23/05/2023
2	01/05/2023  17/05/2023	5	Responsibilities: AKA Office: 5th paragraph, add "If necessary" to the beginning of the sentence. Responsibilities: Host and Events Personnel: Paragraph 3: Add "is a volunteer and" to read "The Host is a volunteer and is usually...". Responsibilities: Host and Events Personnel: Dot points 2 & 3. Change wording of Confidentiality Agreement requirement to sign annually, to be signed whenever the document is updated, or upon request	Gail Medland	23/05/2023
2	01/05/2023	7	Advertising of the Event: Remove the wording "Please also refer to" and have the sentence follow on from the previous paragraph to read "See the AKA Advertising Policy..." Change this last sentence to read: "See the AKA Advertising Policy for advertising waivers and more information..."	Gail Medland	23/05/2023
2	01/05/2023	8	Refund Policy, paragraph 3, last sentence: Change "are not" to "may not be" in the sentence "...Workshops are not..."	Gail Medland	23/05/2023
2	17/05/2023	All	CPE is to be changed to CPD	Gail Medland	23/05/2023

Revision No	Revision Date	Page Number	Revision Description	Revised By:	AKAMC Ratification Date
2	17/05/2023	7	Surveys & Certificates: Change wording for CPD Certificates to reflect they will be uploaded to the member profile and not emailed if applicable.	Gail Medland	23/05/2023
2	17/05/2023	5	Under Responsibilities: AKA Office Staff: add (if required) after dot point referring to gmail account. Under Host & Events Personnel: information relating to Event Information Form in Appendix A: change "...is completed and a copy provided..." to "...is completed either online via the AKA website or a copy is completed and sent via email..."	Gail Medland	23/05/2023
2	17/05/2023	6	Under Host & Events Personnel: Change the layout of the paragraph: "The Host will introduce the presenter and run through housekeeping requirements for all attendees." To "At the event, the Host will: followed by dot points for the remainder of the sentence and include new dot points for *Admit participants from the waiting room on Zoom *Welcome participants and *Read an acknowledgement of country. <b>Also</b> add these additional dot points to Appendix B for Host & Events Personnel. Under the Host & Events Personnel are required to: 1 <sup>st</sup> dot point add "(if applicable)" at the end of the sentence. Under Setting up the Online Event: 5 <sup>th</sup> dot point, remove ""Passcode" and"	Gail Medland	23/05/2023
2	17/05/2023	8	Under Refund Policy: Last paragraph refers to Media Release Policy on the AKA Website. This wording is to be changed to "...Media Release Policy listed below in this document."	Gail Medland	23/05/2023

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# Process and Check List for AKA Events

This document has been created to assist with webinars and workshops held online, but can also be used for any other AKA events whether in person or online.

## Event Bookings

### Close of Bookings

**Bookings for any event will be through an online platform such as TryBooking, Eventbrite or similar.**

At the time of writing, bookings will be completed through TryBooking. Information regarding the event booking registration platform is to be included in all communications.

Should a contract, terms of reference, memorandum of understanding or similar agreement document be utilised in the forming of an event (e.g. Conference), the booking platform is to be stipulated in that agreement.

### Distribution Lists

A list of registrants is to be uploaded to the associated mailing platform (e.g. Mailchimp) and tagged accordingly for reminder emails, links, surveys, etc.

Registrants are to be sent an email with the Zoom link for the event and scheduled at the following times:

- 9am on the day of event; and
- 15 minutes prior to the event taking place.

## Responsibilities

### AKA Office Staff

Upon identification provided for who the Host and Events Personnel are, check to see that a record has been kept of any previously signed **Confidentiality Agreement** within the previous 12 months.

If there is no record of a signed Confidentiality Agreement, or the Confidentiality Agreement has expired, or is due to expire within the period of the event taking place, please issue the current Confidentiality Policy, Procedure, & Agreement to any personnel, as required.

Once the signed Confidentiality Agreement has been received, or is current and already on file, provide access to the Host and Events Personnel for:

- Online Platform (e.g. Zoom)
- gmail account (if required)

AKA Office Staff are to send the Host and Events Personnel, the event registration list prior to the event.

If necessary, an “Out of Office” automated email is to be set up for the Enquiries Email address by the Office Staff prior to close of business on the previous working day prior to the event. The email is to read as follows, or something similar:

[Thank you for contacting the Australian Kinesiology Association Inc.](#)

[Information for upcoming AKA Workshop](#)

[With regards to the xx Workshop dd/mm, 2022:](#)

1. If you haven't received your email 2 hours before the event, please check your junk/spam, and then contact event admin via the dedicated email address below for support.
2. Please ensure the name on your Zoom screen name is the same name you registered with so we can admit you into the event from the waiting room.
3. Please log into the event 15 minutes prior to the event to ensure we start on time.
4. If you are still needing assistance, please contact the AKA events personal via the following email [akaeventspersonnel@gmail.com](mailto:akaeventspersonnel@gmail.com).

Warmest regards,

AKA Office Admin

## Host and Events Personnel

The Host and Events Personnel are required to have read and signed the current **Confidentiality Policy, Procedure, & Agreement**, before gaining access to any information, email accounts, or other platforms such as Zoom, or Meetniq, or similar:

- If any personnel have signed an agreement due to a previous project, a new Confidentiality Agreement may need to be signed.
- If any personnel are currently active on a Committee or sub-Committee and have previously signed a Confidentiality Agreement, they need to ensure that this is still active.
- **It is a requirement that Confidentiality Agreements are to be signed whenever the policy is updated or upon request.**
- There may also be a requirement for an Event Specific Confidentiality Agreement to be signed, and if this is the case, a second Confidentiality Agreement may be required to be signed.
- All signed Confidentiality Agreements are to be sent to the AKA Office via [enquiries@aka.asn.au](mailto:enquiries@aka.asn.au) email address within three days of the document being signed.

### **All Host and Events Personnel are to be organised prior to the event.**

The Host is a volunteer and is usually the person who has organised the speaker and event.

Events Personnel are volunteers who assist the Host with holding the event online and are responsible for assisting with the delivery of the event. Tasks may involve back-end technology, Q&A, muting/unmuting, etc.

Ensure the **Event Information Form in Appendix A** is completed either online via the AKA website or a copy is completed and sent via email to: [enquiries@aka.asn.au](mailto:enquiries@aka.asn.au) with the subject line being the name of your event and the date it is to be held e.g. ***Healing with Crystals Webinar 12<sup>th</sup> April, 2022.***

The event registration list will be created as participants register. This registration list is to be used by the Host/Events Personnel to check off people in the online platform (e.g. Zoom) waiting room before allowing entry.

The Host will need to ensure the presenter is in attendance and ready at least 30 minutes minimum, prior to the event.

At the event, the Host will:

- Admit participants from the waiting room in Zoom;
- Welcome participants to the event
- Read an Acknowledgement of Country;

- Introduce the presenter; and
- Run through housekeeping requirements for all attendees.

The Host and Events Personnel are required to:

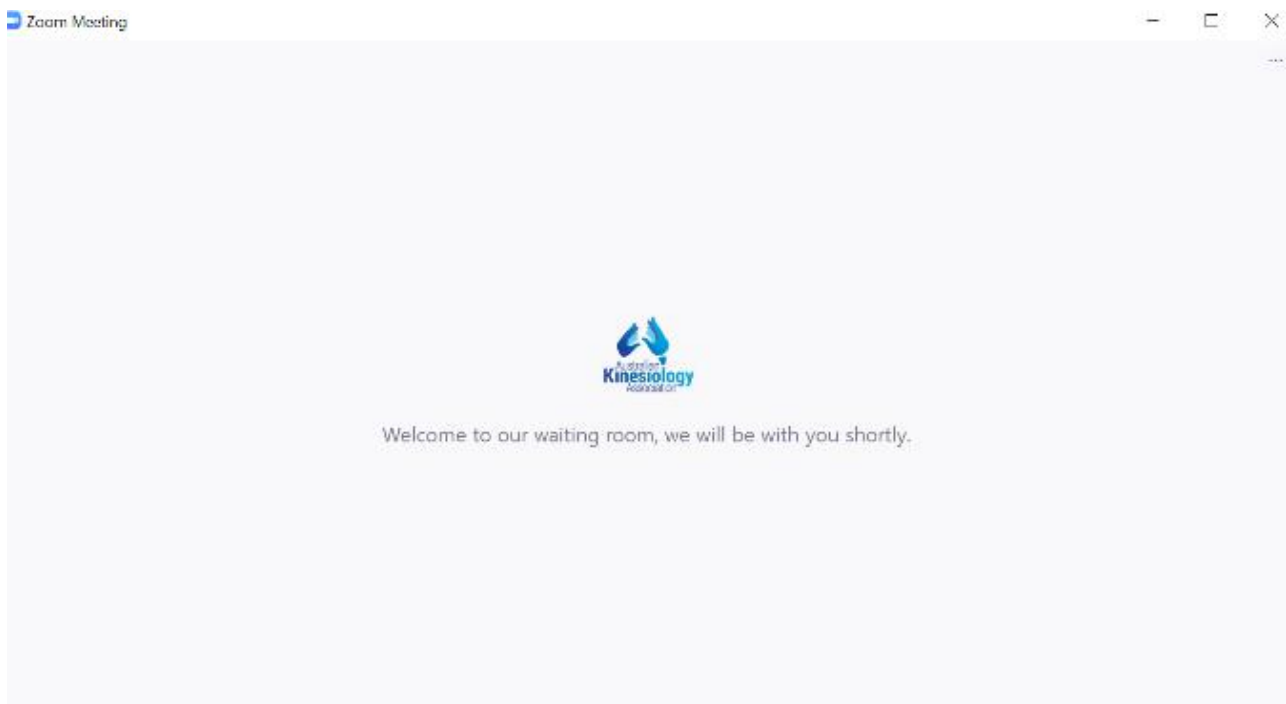
- ensure they can access the gmail account and have received the password from Office Staff (if applicable);
- respond to any enquiries that have come through the **gmail account:** akaeventspersonnel@gmail.com;
- verify and admit registrants using the registration list provided.

## Setting up the Online Event

The online platform for events at the time of writing this document is Zoom. Access to Zoom will be provided by the Office Staff.

Log into Zoom:

- Click on “Meetings” from the side menu
- Click on “Schedule a Meeting” and follow the prompts to set the date and time for the scheduled event.
- “Registration” - leave the box blank for “Required”
- “Meeting ID” - Click on “Generate Automatically”
- “Security” - Click on “Waiting Room”. This will ensure that the Host/Events Personnel can check off registrants, while they wait to be entered into the event. See diagrams below.



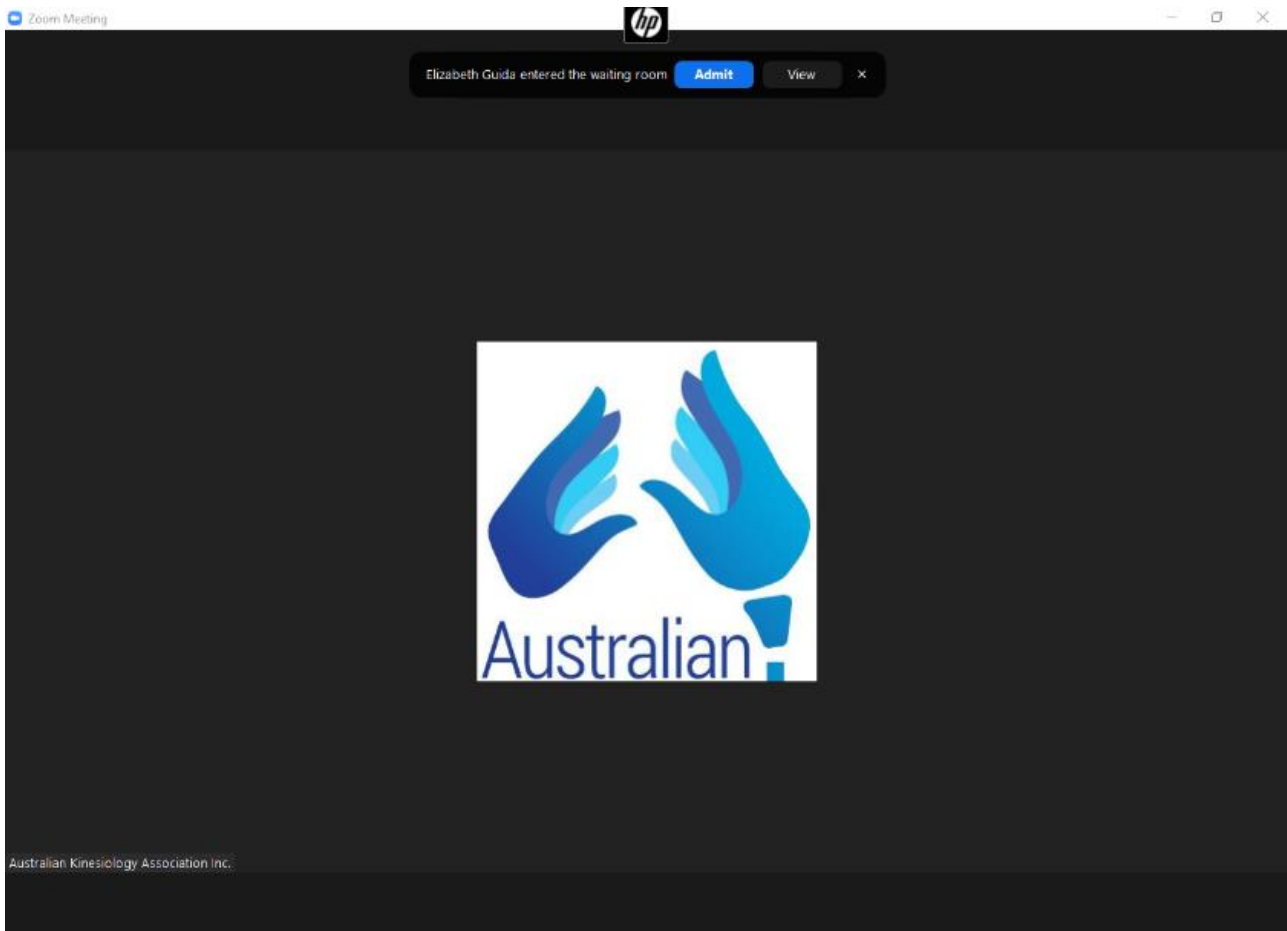
The host will let you in soon.

Australian Kinesiology Association Inc.'s Personal Meeting Room

Test Speaker and Mic

The following screen will be seen by the Host/Events Personnel:





Click on Save to obtain the link for the Meeting.

Back in the Meetings page, you will see your scheduled event. Click on this to obtain the link for the meeting.

## Advertising of the Event

The Host and Presenter are to collaborate on the advertising/marketing of the event. Confirmation by date and signature is to be received from the Presenter that they agree to the advertising/marketing before publishing on any of the Australian Kinesiology Association Inc. advertising mediums. See the AKA Advertising Policy for advertising waivers and more information on advertising on Australian Kinesiology Association Inc. mediums.

## Surveys and Certificates

Within two working days after the event, a survey is to be sent to all attendees.

For all AKA approved events, CPD points will be uploaded to the Member's profile if applicable.

## Terms and Conditions

### Refund Policy

Tickets purchased for AKA events are strictly non-transferrable and non-refundable if you change your mind after purchase.

Refunds will only be applicable if the event is cancelled by the Australian Kinesiology Association Inc. For extenuating circumstances, an application may be made for a refund, however a refund is not guaranteed. Any refunds will be for the ticketed price only. Any other fees or charges outlaid in the purchase of your ticket will be forfeited (not refunded).

Ticket purchase includes access to a recording of the event, if one was made, which will remain valid for 12 months from the scheduled date of the event. **Please note Workshops may not be recorded.**

By purchasing a ticket, you agree to be recorded as outlined in our Media Release policy listed below in this document.

## Copyright

The event recordings are copyright; all rights reserved and remain the full property of the Australian Kinesiology Association Inc. and the authors. The recordings may not be reprinted, copied, or reproduced without the written permission from the authors. Recordings will be accessible for 12 months from the date of the event.

## Media Release Policy

By attending this event via video, audio, or chat, you grant permission to the Australian Kinesiology Association Inc. and its agents and employees, the irrevocable and unrestricted right to reproduce the chat, photographs and/or video images and audio taken of you. These images may be used in all forms of media (including printed materials) for art, promotional purposes (including, but not limited to, advertising, publicity, commercial, or display use), illustration, exhibition, editorial, trade, or in any other manner or in any medium. This right extends to both domestic and foreign markets.

You therefore release the Australian Kinesiology Association Inc. and its legal representatives from all claims and liability relating to said images or video. Furthermore, you waive your right to any compensation.

**For Aboriginal and Torres Strait Islander people:** It is important for you to understand that images of Aboriginal and Torres Strait Islander peoples may appear in printed and electronic material for several years. With respect to Aboriginal or Torres Strait Islander beliefs, the Australian Kinesiology Association Inc. will take reasonable steps to prevent the images from appearing on material published after notification has been received of the death. However, you understand and agree that, despite those efforts, the images may still be published or disseminated.

## Related Documents

- AKA Confidentiality Policy, Procedure, & Agreement
- AKA Code of Conduct
- AKA Advertising Policy
- AKA Webinar & Workshop Policy
- Media Relations Policy & Procedure

# APPENDIX A

## EVENT INFORMATION FORM

Event Type:	Webinar	Workshop
Title of Event:		
Presenter Name:		
Presenter Mobile:		
Presenter Email address:		
Date of the Event:		
Time (AEST/AEDT):		
Duration of event ( <b>excluding Q &amp; A</b> ):		
Q & A:	At the end of the presentation? Yes/No	Estimated Q&A <b>Start time</b> : : Estimated Q&A <b>End time</b> : :
CPD Points: (AKA Use Only)	Yes/No If Yes, Points allocated:	
Handouts:	Yes/No If Yes: Given at the same time as Zoom link sent out Or Sent via email post event	
Registration: (AKA Use Only)	AKA Members \$	Non-members \$
Presenters Fee:	<i>Please indicate if your services are free of charge or if you will be charging the Australian Kinesiology Association a fee:</i> Free or \$	
Recorded: Yes/No		
Refund available: Yes/No (AKA Use Only)		

## APPENDIX B

### RESPONSIBILITIES CHECKLISTS

<b>AKA OFFICE STAFF</b>	
<b>CHECK</b>	<b>TASK</b>
	Check for previously signed confidentiality agreements (CA) for host and events personnel.
	If no current confidentiality agreements are in place or CAs are about to expire, please send CA to relevant personnel.
	Once confidentiality agreement has been signed provide access to host and events personnel for gmail account ( <a href="mailto:akaeventspersonnel@gmail.com">akaeventspersonnel@gmail.com</a> ) and password.
	Promote the event on the AKA Website with a link for registration.
	Create a “Meeting” or “Webinar” in Zoom for the event at the scheduled date and time of the event.
	Send the link for the “Meeting/Webinar” to the host, personnel, and Presenter within 2 days of the event date, or the last working day prior to the event date (whichever provides the longest amount of time for the host and Presenter to have a rehearsal prior to the event).
	Send event registration list to host and events personnel prior to the event date.
	Send link to the event to all registrants prior to the event date.
	If necessary set an “Out of Office” automated email for <a href="mailto:enquiries@aka.asn.au">enquiries@aka.asn.au</a> by close of business on the last working day (for office staff) prior to the event date.
<b>POST EVENT</b>	
	Change the password for the gmail account.
	Remove the automated “Out of Office” email.
	Send a survey to attendees/participants regarding event within 2 working days after the event.
	For approved AKA events CPD points will be uploaded to the Member’s profile.

## RESPONSIBILITIES CHECKLISTS (Cont...)

HOST & EVENTS PERSONNEL	
CHECK	TASK
	Read the current Confidentiality Policy, Procedure, & Agreement.
	Sign the Confidentiality Agreement, if there is not a current one in place. (Confidentiality Agreements are required to be signed whenever the policy is updated or upon request).
	A second specific Event Confidentiality Agreement may need to be signed also.
	Send signed Confidentiality Agreements to <a href="mailto:enquiries@aka.asn.au">enquiries@aka.asn.au</a> within three days of signing the document.
	Ensure access has been received to the gmail account: <a href="mailto:akaeventspersonnel@gmail.com">akaeventspersonnel@gmail.com</a> and respond to any queries received regarding this event, up to an including the day of the event.
	Liaise with relevant personnel and entities to ensure event is marketed and advertised on platforms such as: AKA website, In Touch Magazine, Monthly Newsletter, Social Media outlets, etc.
	Send a copy of the AKA Advertising Policy to the Presenter to read and request that they sign the AKA Advertising Agreement and Waiver Form.
	The Presenter is to complete the Event Information Form on the AKA Website (Appendix A).
	Ensure the AKA Office: <a href="mailto:enquiries@aka.asn.au">enquiries@aka.asn.au</a> is included on all correspondence. If the AKA Office has not been included on correspondence, forward the information to the AKA Office and remind the Presenter to include the AKA Office in their communications.

**Host and Events Personnel Allocated Tasks. List name of person responsible in the check box**

	Ensure Presenter is ready on the day/night of the event 30 minutes prior (to go through any last minute issues).
	<p>Admit participants into the Zoom event at the appropriate time.</p> <p>Welcome participants to the event.</p> <p>Read an Acknowledgement of Country.</p> <p>Introduce the Presenter/Speaker (this involves obtaining information about the presenter).</p> <p>Advise housekeeping information for participants (including use of mute/unmute, chat box, Q&amp;A, etc.).</p> <p>Participants are to be advised that should they have any issues with the presentation, presenter and/or content presented at the event, they are to email the AKA Office at enquiries@aka.asn.au</p>
	<p>Check attendees at the event against the event registration list before entering participant into the event.</p> <p>Ensure gmail account has been checked for any late registrations and whether or not they have been accepted to register.</p> <p><b>DO NOT ALLOW ENTRY</b> for any registrants who are not on the registration list.</p>
	Monitor chat box.
	Screen Q & A in chat box. Ask Presenter Questions from participants (if applicable).
	Check participants are muted (if applicable).
	Technical issues/trouble shooting.

## Definitions:

Definitions and wording below are stated in the singular and apply to the plural.

**AKA** is an acronym for the Australian Kinesiology Association Inc.

**AKA Witness** means any person employed by the Australian Kinesiology Association Inc. or a current member of the AKA Management Committee, authorised to witness another person's signature.

**Association** means the Australian Kinesiology Association Inc.

**Australian Kinesiology Association Inc.** is the Association of Members who practice kinesiology. Also referred to as Australian Kinesiology Association, the Association, AKA, or AKA Inc.

**Breach of Confidentiality** means restricted and/or sensitive information or material has been shared outside of the boundaries set by the Australian Kinesiology Association Inc.'s policies and documents including the Confidentiality Policy, Procedure, & Agreement, and any Memorandum of Understanding, Terms of Reference, or Contract between the Australian Kinesiology Association Inc. and any engaged entity.

**Complaint** means an expression of dissatisfaction made to, or about the Association, its Members, Staff, or its services, or the handling of a complaint where a response or resolution is explicitly or implicitly expected or legally required. (AS/NZ 10002:2014).

**Complaint Handling Management System** means all policies, procedures, practices, staff, hardware, and software used by the Association in the management of complaints.

**Conference** refers to an event to be delivered for the Australian Kinesiology Association Inc. This event may be face-to-face, online, or a combination of both.

**Conference Coordinator** means the person/s responsible for the management and delivery of both in person and online conferences for or on behalf of the Australian Kinesiology Association Inc.

**Confidential Information** means all data and business relating to the Australian Kinesiology Association Inc., that is understood to be of private nature, that is shared with any other entity. Information considered private includes, but is not limited to:

- Member information;
- Association information including membership information, business operations and financial information;
- Intellectual property;

**Consequences** (as applicable to Workplace Health & Safety Risk Management) refers to outcomes outlined in the Risk Assessment Rating Table.

**Contract** means an agreement between the Australian Kinesiology Association Inc. and any other entity outlined in writing in any capacity, including but not limited to:

- Minutes of a General Meeting;
- A contract;

- Email correspondence between the parties.

**Contractor** means a person or entity engaged by the Australian Kinesiology Association Inc., for the purposes of completing a project for an on behalf of the Association. This role may be in a paid or unpaid capacity. May also be referred to as a Service Provider, entity, sub-contractor, business, organisation, etc.

**Correspondence** means any written communication, including but not limited to, emails, notes, letters, texts, electronic communications, social media comments, etc.

**Current Year** refers to the year specified for the date that an event, such as the annual conference, is to be held as outlined in a document, such as a Memorandum of Understanding, Terms of Reference, etc. It is understood that for some events, preparation may take more than one year to organise.

**Data Breach** means a security violation wherein sensitive and/or confidential data is stolen, copied, altered, transmitted, etc., by unauthorised individuals or entities.

**Dispute** means an unresolved complaint, escalated either within or outside of the Association.

**Electronic Vote** – see Technology Vote.

**Engagement of Services** relates to the engagement of an entity to perform a task, project, or event, etc., or form a sub-Committee, for defined purposes, for and on behalf of the Australian Kinesiology Association Inc.

**Entity** means an individual, a group of individuals, Member, business, agency, contractor, sub-Committee, etc., engaged in services for or on behalf of the Australian Kinesiology Association Inc. May also be referred to as a Service Provider, contractor, sub-contractor, business, organisation, etc.

**Feedback** (as applicable to Complaints Handling) means opinions, comments, and expressions of interest or concern, made directly or indirectly, explicitly or implicitly, to or about the Association, its services, or complaint handling system, where a response is not implicitly or explicitly expected or legally required.

**Grievance** (as applicable to Complaints Handling) means a clear, formal written statement by an individual staff member about another staff member, or a work-related problem.

**Hazard** (as applicable to Workplace Health & Safety Risk Management) refers to a situation or thing which has the potential to harm a person.

**Hierarchy of Risk Control** (as applicable to Workplace Health & Safety Risk Management) refers to the priority order for the types of measures to be used to control risks.

**Injury Management** (as applicable to Workplace Health & Safety) includes workers compensation, claims management, recovery, and return to work activities that are covered by the Return-to-Work legislation.

**Likelihood** (as applicable to Workplace Health & Safety Risk Management) refers to how likely something is to happen, as a result of a hazard.

**Management Committee** refers to the Committee that Manages the affairs of the Australian Kinesiology Association Inc. Also referred to as the MC, or the Committee.



**Mediums** (as applicable to Advertising) refers to In Touch magazine, social media outlets, Australian Kinesiology Association Inc. website, or similar platforms that are governed, managed, or administered by the Association, its staff, volunteers or other entities engaged in projects for or on behalf of the Association.

**Member** means an individual or entity who has a membership with the Australian Kinesiology Association Inc.

**Memorandum of Understanding** means an agreement that is signed between the Australian Kinesiology Association Inc. and the entity it engages for a task, project, event, sub-Committee, etc. This agreement outlines the requirements and expectations of all parties in the undertaking and delivery of a project or task.

**Non-Member** refers to anyone who does not have a membership with the Australian Kinesiology Association Inc.

**Occupational Violence** (as applicable to Workplace Health & Safety) refers to any incident where a person is physically attacked, abused, assaulted, or threatened in the workplace.

**Office Manager** refers to the person employed by the Australian Kinesiology Association Inc. to manage and oversee the administrative affairs of the Association. Also referred to as OM, or Staff.

**Officer** (as applicable to Workplace Health & Safety) refers to a person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking.

**PCBU** (as applicable to Workplace Health & Safety) is an acronym for Person Conducting a Business or Undertaking as defined in the Work Health and Safety (WHS) legislation.

**Policy** means a statement of instruction that sets out the parameters of the Association's vision, mission, and goals.

**Procedure** means a statement or instruction that sets out how the Association's policies will be implemented and by whom.

**Project** means an undertaking for or on behalf of the Australian Kinesiology Association Inc. Also referred to as a task, or event.

**Purpose of Engagement** relates to the task, project, event, sub-Committee or similar, that is the reason for engagement of services, for or on behalf of the Australian Kinesiology Association Inc.

**Residual Risk** (as applicable to Workplace Health & Safety Risk Management) refers to the risk rating, based on the risk matrix, after recommended control measures have been implemented.

**Restricted and/or Sensitive Material** means material considered confidential by the Australian Kinesiology Association Inc. Dependent upon the nature of the task, project, event, or sub-Committee, etc. restricted and/or sensitive material requirements will be assessed by the Australian Kinesiology Association Inc. and outlined in the Memorandum of Understanding, Terms of Reference, or Contract.

**Risk** (as applicable to Workplace Health & Safety Risk Management) refers to the possibility that harm (death, injury, or illness) might occur when a person is exposed to a hazard.

**Risk Assessment** (as applicable to Workplace Health & Safety Risk Management) refers to the process of evaluating the likelihood and consequences (or severity) of injury, illness or disease arising from exposure to an identified hazard.

**Risk Control** (as applicable to Workplace Health & Safety Risk Management) refers to the process of implementing measures to eliminate or minimise the risk associated with a hazard so far as is reasonably practicable.

**Risk Management** (as applicable to Workplace Health & Safety Risk Management) refers to the process of hazard identification, risk assessment, implementation of appropriate risk control measures, and monitoring and review of their effectiveness.

**Service Provider** means person/s engaged in performing a service for the Australian Kinesiology Association Inc. May also be referred to as a volunteer, contractor, sub-contractor, entity, worker, etc.

**Staff** means persons employed and paid a wage by the Australian Kinesiology Association Inc. for administration purposes. Also referred to as Office Staff, Staff, Employees, or Service Providers.

**Sub-Committee** refers to a group of people engaged to perform a task as delegated by the Management Committee.

**Technology Vote** refers to a vote that has been completed on a form (either physically completed or electronically completed) either online, or sent via email to the Australian Kinesiology Association office for the purposes of voting on agenda items at a specified meeting. Also referred to as an Electronic Vote.

**Terms of Reference** refers to an agreement between the AKA Management Committee and a sub-Committee, wherein the Management Committee have delegated duties/tasks, etc., to be performed by that sub-Committee.

**Volunteer** means persons donating their time without expectation of payment of any sort, (e.g. wage, one off payment, payment in kind, etc.) to work on projects, Committees, sub-Committees, events, etc., for and on behalf of the Australian Kinesiology Association Inc. May also be referred to as a Service Provider, entity, worker, etc.

**Worker** A person who carries out work in any capacity, whether on-site or off-site, for the Australian Kinesiology Association Inc. including all volunteers, staff, contractors and sub-contractors and their employees, suppliers, labour hire company employees, trainees, persons gaining work experience and volunteers. Also referred to as an entity, Service Provider, or Staff.

**Workplace** refers to places where people work in connection with the Australian Kinesiology Association Inc., whether on-site or off-site, including work-related conferences, functions, client events, retreats, and social events.

