



RISK MANAGEMENT

John Collins
Wahroonga



- You will learn
 - What the District processes are
 - Why safety is important to our partners (and ourselves)
 - How we apply this process



OBJECTIVES OF INITIAL ACTIVITIES

- To develop simple RM process for Club level
- Provide tools to assist in the risk assessment of events including
 - Review of overall risk of each project
 - Detailed review if necessary of each project
 - Provide instructions on controls that need to be applied



- It is the policy of District 9685 that all events and activities shall be reviewed to identify any risk issues that may impact on the reputation, finances, personal safety or other significant loss.
- This is a simple process that **must** be carried out by all Clubs.



INITIAL RISK ASSESSMENT

- The Club President **must** ensure that all events are listed in the Risk Management Workbook and an initial risk assessment is carried out. (This can be incorporated into a cost benefit analysis of the event or activity if required)



REGISTER & OVERALL RISK RANKING OF CLUB EVENTS & ACTIVITIES
Year

No	Name of event	Description of Event	Event Coordinator	Type of eve	Risk	Cost / Income	Trigger date	Date of event	ACTION	Actual Income & expenditure
1	Lifeline	Assisting moving books	John Collins	Community	Low	\$ -		1 July	Completed	None
2	St Jude Bridge Day	Assistance in set up and pull down	Dack Baweja	Community	Low	\$ -		2 Friday 29th August	Completed	None
3	Community awards night	Organisation of awards	John Julius	Community	Low	-\$ 1,000.00		5 November	Completed	-\$1,000.00
		Organising bursary & presentaion								
4	St Lucy bursary		Richard Pitt	Community	Low	-\$ 6,500.00		5 November	Completed	-\$5,400.00
5	Carols by candlelight	Collection & banking money	Richard webb	Community	Low	\$ 1,500.00		6 December	Completed	\$1,700.00
6	Wahroonga Fair	Club contribution to fair	Doug Reid / Carol Johnson	Community	Low	\$ -		6 December	Completed	-\$750.00
		Organising & selling raffle tickets								
7	Christmas raffle	Organising Rotary event	Doug Reid	Community	Low	\$5,000.00		6 December	Completed	\$6,544.20
8	Australia Day		David Cooper / Barry Edmondson	Community	High	-\$2,000.00		7 January	Presentaion to board in December agreed that this event will be postponed until next year	\$0.00
9	Vampire Club	Organising blood donation	Phil Comfort	Community	Low	\$0.00		8 February	As per previous years	\$0.00
		Organising bursary & presentaion								
10	St Edmunds bursary	Assisting with cycle classic	Richard Pitt	Community	Low	-\$6,500.00		4 October	Completed	-\$5,160.00
									We are meeting our commitments for this event regarding volunteers and activities. Ian Cameron has given an overview of options for the 2016 website and Doug Reid continues to work tirelessly to ensure that this event meets the deadlines set. I will update Chris closer to the board meeting as the details are changing quidly at this point in time.	No change at this point Nominal income is still possible but will depend upon a number of factors.
11	Cycle Classic		John Collins / Doug Reid	Community	Moderate	\$20,000.00		9 March		
12	Bowel Scan	Distributing leaflets	John Julius	Community	Low	\$0.00		9 March	As per previous years	No change at this point
		Assisting with collection							Ron Wainberg has been admitted to hospital and President David has organised this event. He can provide a more detailed update.	No change at this point
13	Clean Up Australia	Organisation of Fun Run for first year	Ron Wainberg	Community	Low	\$0.00		9 March		
									Jim has had a number of meetings with SAN personnel and has resolved that the SAN want to run this event themselves. Since it was unlikely that the event would have been profitable in the first year and had already been postponed until the next Rotary year this will have no real impact on our budgets but I have removed the nominal \$20,000 put into the accounts as we have no income and no liabilities associated with the event.	
14	San Fun Run		Jim Verco	Community	Moderate	\$0.00		12 June 14th		\$0.00



INITIAL RISK ASSESSMENT

- This initial risk assessment should be done by ideally three people in the club. The Club President, the Project Manager and the Chair / Director before any project is commenced. The event will be allocated the following ranking
 - High risk
 - Moderate risk
 - Low risk



INITIAL RISK ASSESSMENT

- High
 - Substantial exposure to the public
 - Overseas projects
 - Activity has obvious risky elements
 - Large amount/s of money involved
- Moderate
 - Some public exposure
 - Amount of money is not large but worthy of attention
 - Activity has some risks but only limited consequences can be foreseen
- Low
 - Others



DETAILED RISK ASSESSMENT

- Those events that are rated as a High or Moderate should be reviewed in detail by the Event Coordinator prior to the event taking place. High Risk events should also be discussed with the District Risk Coordinator or other District Officer after the detailed risk assessment has been completed



Risk Questionnaire

Score	Description	Cost	People	Environment	Legal Liability	Public Perception	Consequence Score	Description	Likelihood
5	Catastrophic	>\$1 million	Single fatality	Long term environmental harm	Officer gaoled or class action	Impacts on Rotary International	3	Frequent	High likelihood of occurrence. The consequences have occurred in the organisation in the past 10 years
4	Major	\$100,000 - \$1 million	Permanent Incapacity	Major environmental harm	Significant insurance claim	National adverse publicity campaign	2	Reasonably probable	Could occur in the next 10 years but no evidence at this stage of this level of occurrence in the organisation
3	Medium	\$10,000 - \$100,000	Serious injury	Measurable permanent harm	Potential fine	Local media coverage	1	Occasional	Has occurred in the industry
2	Low	\$1,000 - \$10,000	Non permanent injury	Transient release of pollutants	Third party claim of over \$10,000	Local user issue	0	Remote	Low probability that a situation with the defined consequences will occur
1	Negligible	<\$1,000	Minor injury	Brief transient pollution	Third party claim of <\$10,000	Minor Club	-1	Very unlikely	Possible but unlikely to occur

Risk Issue	Severity	Likelihood	Risk Rating	Requirement	Risk Information	Precautions	Comment
Financial							
Fraud	1	0	1	No Action	Fraud Fact Sheet		
Theft	1	0	1	No Action	Theft & Security of Money		
Loss	1	0	1	No Action	Basic security		
Public							
Food Safety	4	0	4	Add Risk Mitigation	Food Safety Fact Sheet	Ensure food handling rules enforced	
Public Safety	3	0	3	Add Risk Mitigation		Ku ring gai RM plan	
Security	3	0	3	Add Risk Mitigation		Ku ring gai RM plan	
Participants							
OHS	4	0	4	Add Risk Mitigation		Ensure electrical cables tagged	
Age issues	2	0	2	No Action			
Traffic	3	0	3	Add Risk Mitigation		Ku ring gai RM plan	
Reputation							
Failure to achieve objectives	1	1	2	No Action			
Detrimental impact on Brand	1	1	2	No Action			
Not in conformance with Rotary tes	1	0	1	No Action			
Other adverse publicity	2	0	2	No Action			
Legislation							
Privacy	1	0	1	No Action			
Child abuse	1	0	1	No Action			
Liquor licencing	3	0	3	Add Risk Mitigation		Enforce liquor licencing rules	
Security							
Crowd Control	2	-1	1	No Action		Ku ring gai RM plan	
External Security	3	0	3	Add Risk Mitigation			
Emergency							
Lack of ERP	3	0	3	Add Risk Mitigation			
Lack of communication	3	0	3	Add Risk Mitigation			
First Aid	1	0	1	No Action		Ku ring gai RM plan	
Communication							
Communication with stakeholders				0 No Action			
Risk Management plan not available				0 No Action			
Written procedures for high risk activities				0 No Action			
Insurance Cover							
Scope of cover does not cover event				0 No Action			
Training & Information							
Participants lack of information & training				0 No Action			
Lack of experience				0 No Action			
Weather							
Weather issues	2	2	4	Add Risk Mitigation		Wet weather plan required	

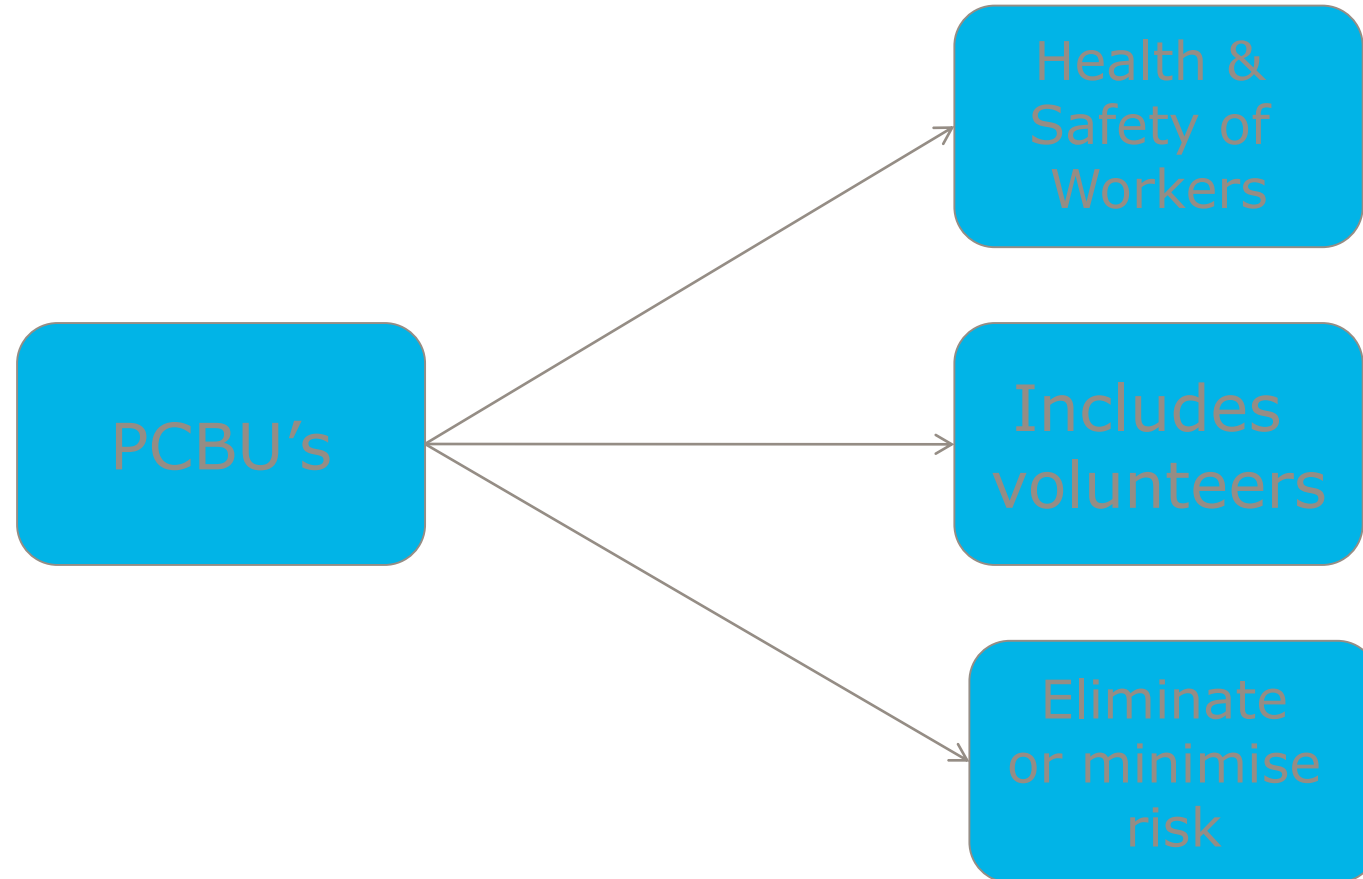


WHY OUR PARTNERS KEEP HASSLING US ON SAFETY?

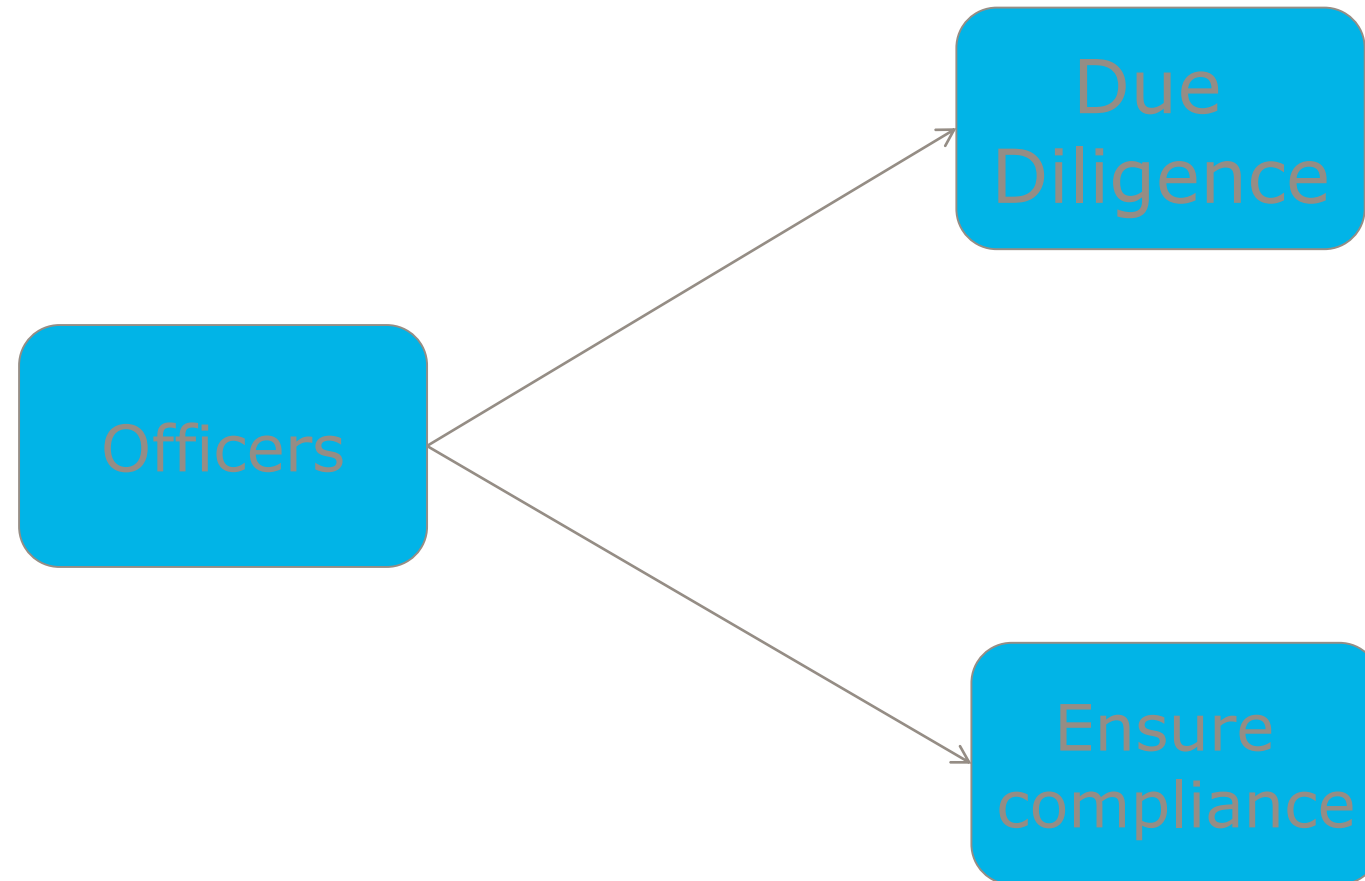
- Recent changes to WHS legislation mean that commercial organisations are now liable for volunteers.
- These changes reflect a modern approach to management of business entities
 - Person Conducting a Business Undertaking (PCBU)
 - Workers
 - Officers



Duty Holders - PCBU



Duty Holders - Officer



Definition of Officer

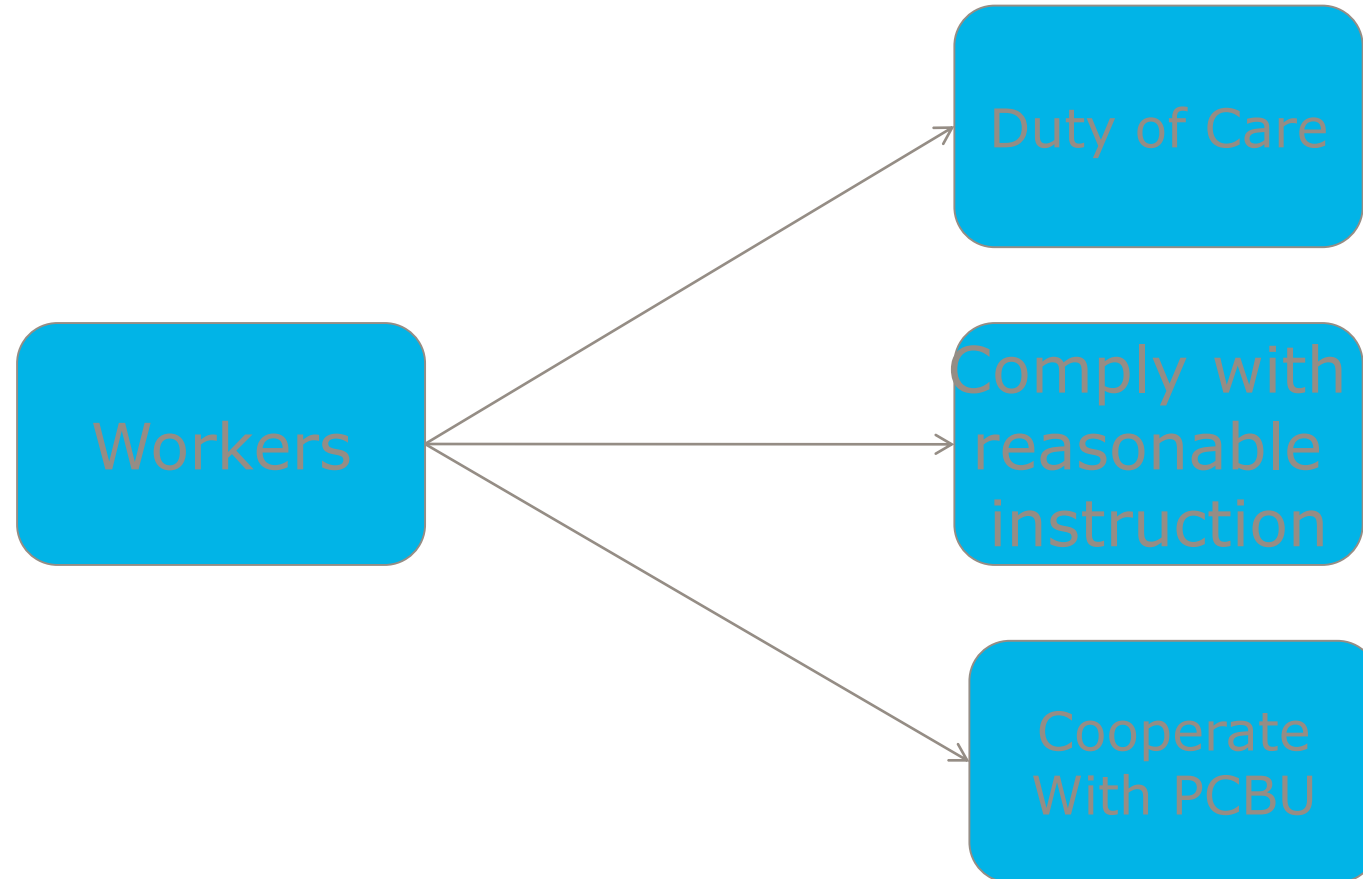
- A person who makes or participates in making decisions that affect the whole or a substantial part of the business or undertaking

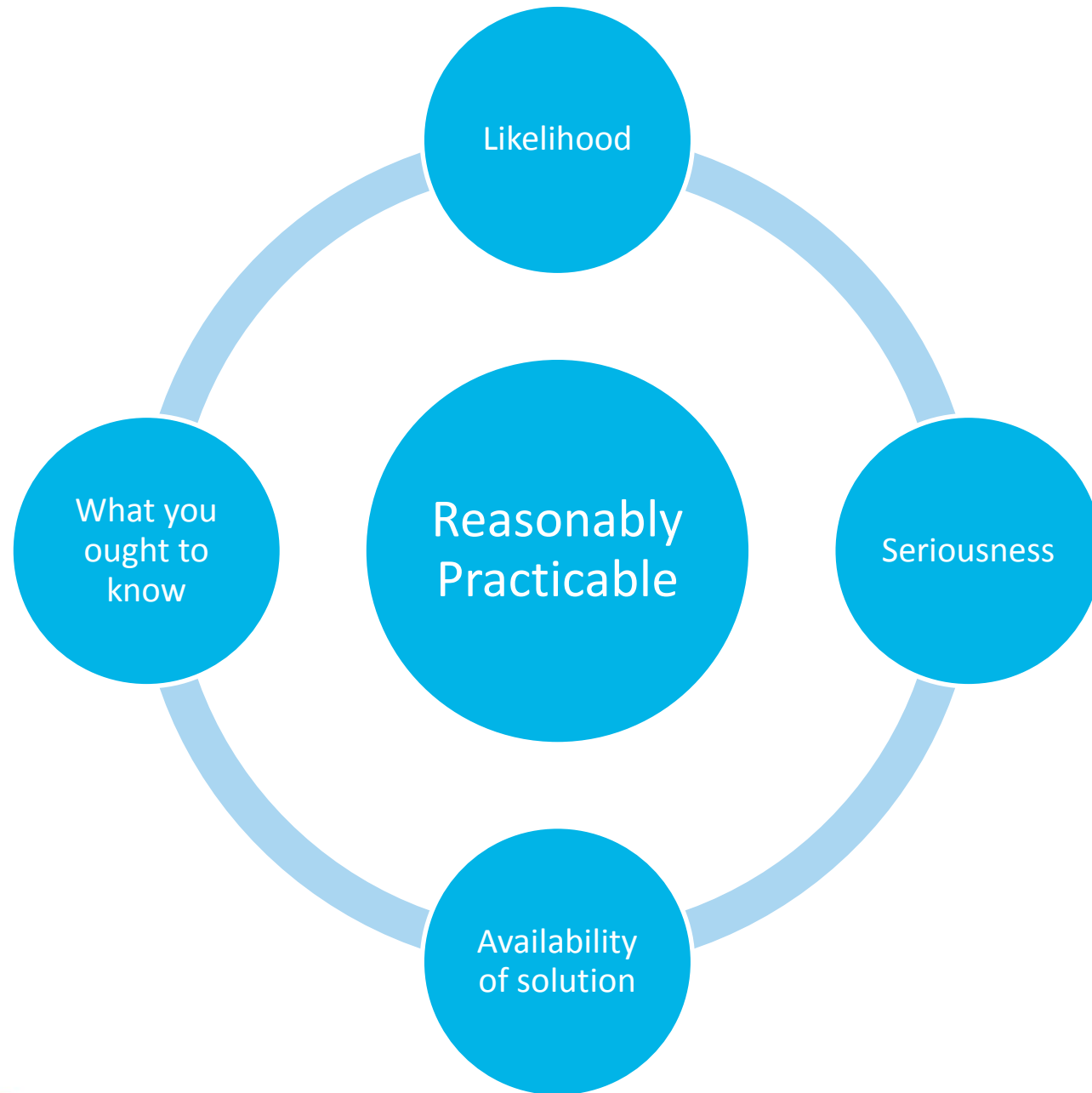


DUE DILIGENCE



Duty Holders - Workers





PENALTIES

Category	Individual	Officer	Body Corporate
Reckless conduct— Category 1	\$300,000 or 5 years imprisonment	\$600,000 or 5 years imprisonment	\$3,000,000
Failure to comply with health and safety duty— Category 2	\$150,000	\$300,000	\$1,500,000
Failure to comply with health and safety duty— Category 3	\$50,000	\$100,000	\$500,000



BE A GIFT TO THE WORLD



Be a gift to the world

