

## Risk Management Plan – Model United Nations Assembly

### Introduction

1. The National Model United Nations Assembly (MUNA) has been facilitated by the Rotary Club of Canberra Sunrise (RCCS) for over 25 years. Many Rotary Districts facilitate their own MUNA event each year. National MUNA brings together winners of these District MUNA events and some other teams to debate United Nations-related issues in the National Capital. Each participating team is sponsored by a Rotary Club or District. This year's MUNA will be facilitated at the Museum of Australian Democracy on 16 – 17 August 2025.

2. Teams typically consist of two or three Year 11 or 12 students (occasionally Year 10 students as well), with each team representing a nation at MUNA. Teams debate topics of international concern such as world peace, environmental issues, and human rights. This Risk Management Plan has been developed from risk analyses conducted by RCCS.

### RCCS MUNA Management Structure

3. On behalf of the Board and President of RCCS, MUNA is managed by the MUNA Committee Chair and the MUNA Registrar. The MUNA Committee Chair and MUNA Registrar are responsible for the coordination of all MUNA activities. Both individuals are introduced to participants on the Friday evening and identified as primary points of contact for any issues regarding the event.

### Application of D9705 Youth Abuse and Harassment Prevention Policy

4. In this plan a **Volunteer** means anyone assisting at MUNA who is authorised by Rotary to be alone with a young person participant. This would include:

- The MUNA Committee Chair and MUNA Registrar.
- All Rotarians who are staying overnight at the designated accommodation venue.
- At least one nominated male and at least one nominated female Rotarian at MoAD (debating sessions), at the accommodation centre, and at the MUNA Dinner.

5. In consultation with District 9705 (D9705), the following National MUNA arrangements have been agreed as being compliant with the D9705 Youth Abuse and Harassment Prevention Policy.

- RCCS will ensure that all Volunteers for the MUNA event, as defined above, have current state government clearance (such as the ACT Working With Vulnerable People certification) and have been cleared and registered with D9705.
- Each venue for MUNA will have at least one male and at least one female Volunteer available to assist with pastoral issues. These Volunteers will have details of allergies and medications of the participant.

- The list of Volunteers for MUNA will be confirmed prior to the event.
  - Participants will be informed that they should contact one of the identified Volunteers at the venue if they have any pastoral needs or problems, and their Counsellor is not accessible. The Volunteers concerned will deal with such situations as needed, in agreement with the relevant Counsellor if that Counsellor is able to be reached in sufficient time.
  - All other “helpers” at MUNA (Club members, Rotaractors, etc.) will be informed of this procedure and warned that they are not to have one-on-one contact with any participant, instead referring them to one of the Volunteers if there is need for such contact.
6. RCCS will continue to encourage all members to have valid Working With Vulnerable People certification (WWVP) (or other state Government equivalent) and have had the relevant Rotary form submitted to and processed by the Club.

## Venues

7. National MUNA activities are currently conducted as below:
- Discovery Park, located on the corner of Old Well Station Road and Federal Highway, next to the EPIC complex, ACT. **All** participating students are required to be accommodated at the Discovery Park facility in single-sex shared rooms within a single ‘Lodge’ of multiple rooms (four students per room). Supervisor accommodation for members of RCCS and some team Counsellors is located in the same building.
  - The Museum of Australian Democracy at Old Parliament House (MOAD) where all debating sessions are held. Students and Counsellors are provided morning and afternoon teas and Saturday lunch at MOAD, with food provided by the MOAD catering service. MOAD is an Executive Agency within the Attorney-General’s portfolio.
8. Students are not permitted to attend any other location throughout the event, other than being transported between venues, without the specific authority of an RCCS National MUNA team member.

## Transportation

9. MUNA participants make their own way to and from the event from around Australia. This travel is arranged by either their sponsoring Rotary Club, their school, or a combination of these. The adult team Counsellor or another adult authorised by the sponsoring Rotary District or Club normally travels with the participants to and from MUNA. An exception to this is Canberra-based students, who may get themselves to the accommodation venue.
10. The Sponsoring Rotary District / Club Acknowledgement Form requires the sponsoring Rotary District or Club to acknowledge that they “have or will review the travel arrangements for the sponsored MUNA team and ensure that these arrangements are suitable and involve appropriate adult supervision to ensure the safety of participants”.
11. All participants are transported between venues using a commercially leased bus service. At least one Volunteer will be present on each bus who will count all on and off each bus at the start and finish of each trip. The Volunteer will be in control of people on the bus and driver on the bus. Student counts will be undertaken prior to MUNA transportation departing any location to ensure all students are accounted for.

## Team Counsellors

12. Each team is required to have an adult Counsellor, who is responsible for the team throughout the event, including during travel to and from their home location and Canberra. The Counsellor has the primary duty of care for their entire team throughout the MUNA event and will be on-call to support RCCS Volunteers in relation to issues with their team throughout the event.

13. To ensure Counsellors understand their responsibilities, they are required to sign a MUNA Counsellor Consent Form. The Counsellor Consent Form includes a declaration in relation to police checks and criminal history which will be used to confirm the suitability of the Counsellor. For clubs within D9705, a declaration in relation to compliance with District 9705 Youth Abuse and Harassment Prevention Policy and completion of documentation associated with that policy for Counsellors is also included on the Sponsoring Rotary District/Club Acknowledgement Form.

14. A briefing on Counsellor roles and responsibilities is conducted on the Friday night of the event. MUNA documentation includes the following guidelines for Counsellors:

*An important aspect of nominating a MUNA team is the identification of an adult Counsellor, who is expected to be the prime support person to the team, both with advice and supervision when MUNA proceedings are not 'in session'. Thus, a Counsellor will be expected to ensure that the participating students act responsibly over the event course of the event (including travel to and from) and adhere to the high standards of behavior that are expected from those representing their school and the Rotary Club/District. The counsellor MUST be an adult with "Working with Vulnerable People" credentials.*

*Counsellors MUST:*

*Be available in case of emergency over the weekend (we ask for a mobile phone number, at which we can be sure to contact you)*

- *Act as the prime support person to the team, both with advice (though NOT coaching during the debate) and supervision when MUNA proceedings are not 'in session'.*
- *Ensure students under their care act responsibly over the course of the weekend and adhere to the high standards of behaviour that are expected from those representing their school or Rotary Club / District.*
- *Attend the dinner on the Saturday evening (cost included in team package).*
- *In consideration of the Rotary Club of Canberra Sunrise's duty of care, each Counsellor should have an existing clearance for working with children and/or vulnerable persons or equivalent. As these clearances take some time to be approved through the Government, please ensure you commence the application as early as possible. Details of Counsellor's WWVP clearances are requested to be provided on the Counsellor Consent form as part of registration for teams.*
- *Counsellors are not required to stay at the same accommodation as students, but are encouraged to do so, at additional cost. Counsellors are strongly ENCOURAGED to attend the MUNA debating sessions on Saturday and Sunday.*

## **Safety and Security**

15. Safety and security of participants is paramount throughout the event. Some of the safety and security measures in place over the MUNA events include:

- Participants will always be accompanied by an adult, either a Counsellor or a Volunteer.
- Only Volunteers as defined above, or the team Counsellor are permitted to have one-on-one contact with team participants.
- Commercial security arrangements are in place at the accommodation venue (including an overnight security presence) and MOAD.
- At least two RCCS members (including at least one of each binary gender) will be always at the accommodation with students, including overnight. Some Counsellors may be accommodated in the same venue.
- Security guards will provide first aid services at MOAD. First aid boxes are at each venue.
- RCCS members will have conducted a survey and safety check of each venue before the event and addressed any anomaly with the owners of the facility.
- Students will not have access to alcohol throughout the event.

## **Social Media Risks**

16. National MUNA conducts a Facebook page and allows X (formerly Twitter) and other social media communication throughout the event. A Social Media Plan has been developed, with guidelines to participants for their use of social media throughout the event. Each participant and their parent are required to sign a consent form which confirms that the student may use social media, that photographs of the student may be used in social media covering the event and acknowledging the guidelines for MUNA social media use.

## **Medications and Special Dietary Needs**

17. The MUNA Registration Form includes questions for participants on special dietary requirements and any medications being brought to MUNA. The Registrar will have a list of those students with medications or dietary needs and ensure that list is made available to those involved in managing various aspects of the event, including caterers for dietary needs and RCCS members overseeing activities at any time.

## **Emergency Contact**

18. The Registration Form requires a contact phone number for a parent or guardian for each participant throughout the MUNA event. The Registrar is responsible for maintaining this list of emergency contact numbers and making it available to those running each element of MUNA.

## **Residual Risk**

19. In the event of an emergency affecting a participant, RCCS members will ensure that the team Counsellor is informed and assists with addressing the issue. A decision to contact the parent/guardian will be made between the RCCS members and Counsellor involved. There may be unforeseen risks which the MUNA Team will attempt to identify and mitigate during the MUNA Weekend. With the implementation of the mitigation procedures identified in this Plan, the residual risk for this event is Low-Moderate. RCCS considers this level of risk to be acceptable. A review of the contributing risks and risk mitigations is to be carried out each year at the commencement of planning for that years MUNA event.