



# 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



## DISTRICT POLICY

- 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 event	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
4	St Lucy bursary	Organising bursary & presentaion	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
7	Christmas raffle	Organising & selling raffle tickets	Doug Reid	Community	Low	\$5,000.00		6 December	Completed	\$6,544.20
8	Australia Day	Organising Rotary event	David Cooper / Barry Edmundson	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
10	St Edmunds bursary	Organising bursary & presentaion	Richard Pitt	Community	Low	-\$6,500.00		4 October	Completed	-\$5,160.00
		Assisting with cycle classic							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
11	Cycle Classic		John Collins / Doug Reid	Community	Moderate	\$20,000.00		9 March		Nominal income is still possible but will depend upon a number of factors.
12	Bowel Scan	Distributing leaflets	John Julius	Community	Low	\$0.00		9 March	As per previous years	No change at this point
13	Clean Up Australia	Assisting with collection	Ron Wainberg	Community	Low	\$0.00		9 March	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
		Organisation of Fun Run for first year								
14	San Fun Run		Jim Verco	Community	Moderate	\$0.00		12 June 14th	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.	\$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 - \$1million	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

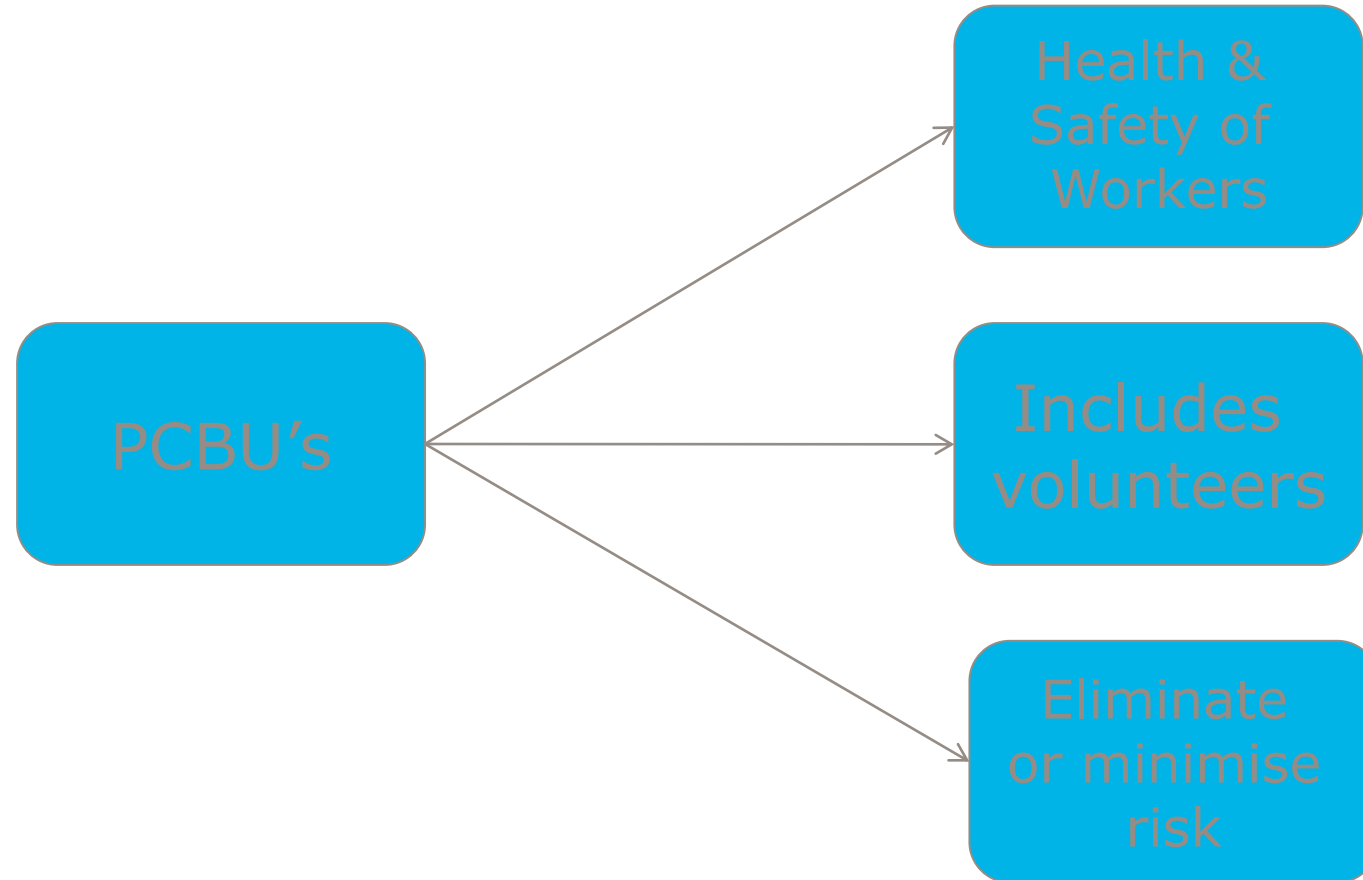
Risk Issue	Severity	Likelihood	Risk Rating	Requirement	Risk Information	Precautions	Comment
<b>Financial</b>							
Fraud	1	0		1 No Action	Fraud Fact Sheet		
Theft	1	0		1 No Action	Theft & Security of Money		
Loss	1	0		1 No Action	Basic security		
<b>Public</b>							
Food Safety	4	0		4 Add Risk Mitigation	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	
<b>Participants</b>							
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	
<b>Reputation</b>							
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			
<b>Legislation</b>							
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	
<b>Security</b>							
Crowd Control	2	-1		1 No Action		Ku ring gai RM plan	
External Security	3			3 Add Risk Mitigation			
<b>Emergency</b>							
Lack of ERP	3			3 Add Risk Mitigation			
Lack of communication	3			3 Add Risk Mitigation			
First Aid	1			1 No Action		Ku ring gai RM plan	
<b>Communication</b>							
Communication with stakeholders				0 No Action			
Risk Management plan not available				0 No Action			
Written procedures for high risk activities				0 No Action			
<b>Insurance Cover</b>							
Scope of cover does not cover event				0 No Action			
<b>Training &amp; Information</b>							
Participants lack of information & training				0 No Action			
Lack of experience				0 No Action			
<b>Weather</b>							
Weather issues	2	2		4 Add Risk Mitigation		Wet weather plan required	

## WHY OUR PARTNERS KEEP HASSLING US ON SAFETY?

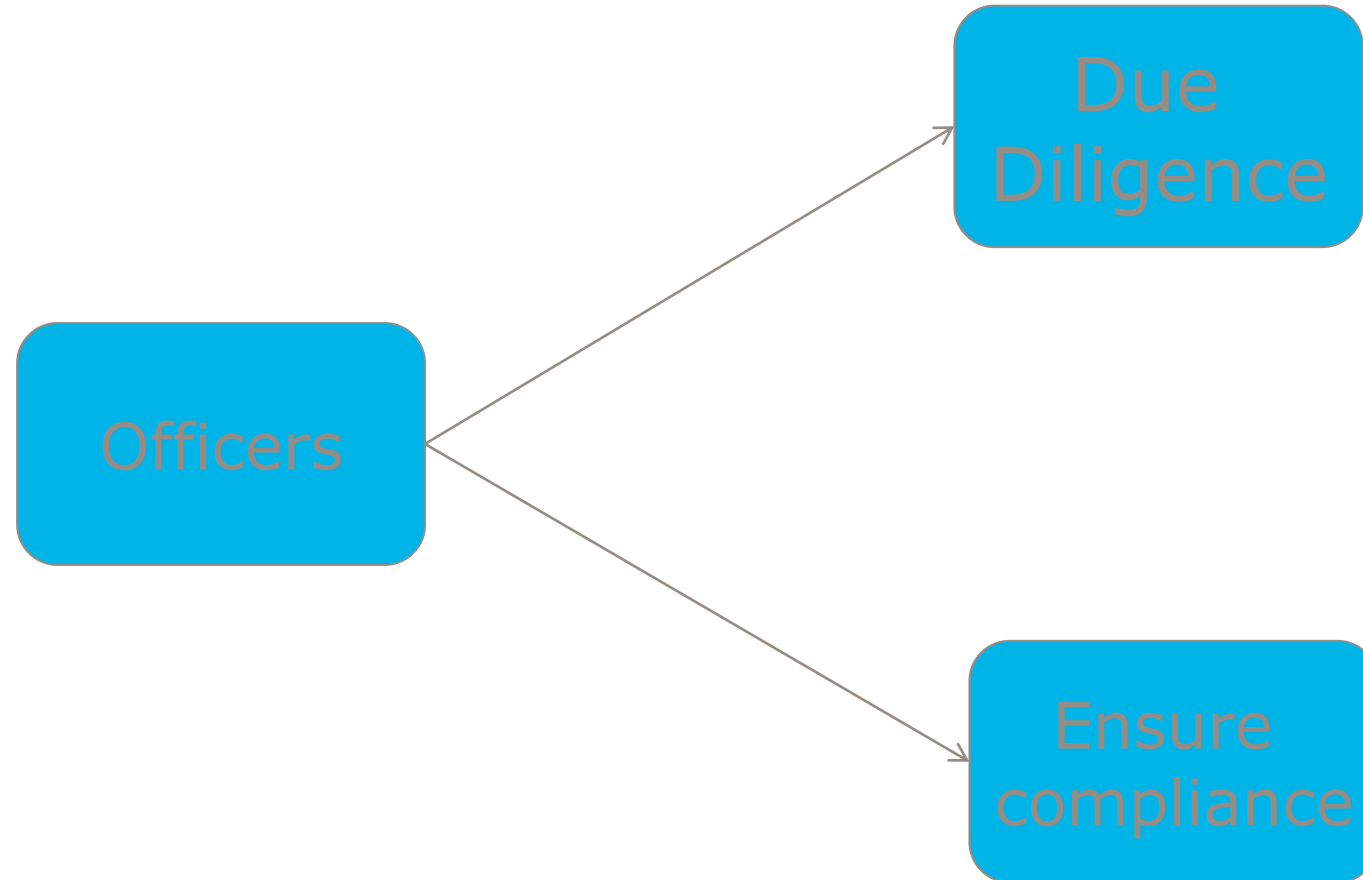
- Recent changes to WHS legislation mean that commercial organisations are now liable for volunteers.
- These changes reflect a modern approach to management of business entities
  - Person Conducting a Business Undertaking (PCBU)
  - Workers
  - Officers



# Duty Holders - PCBU

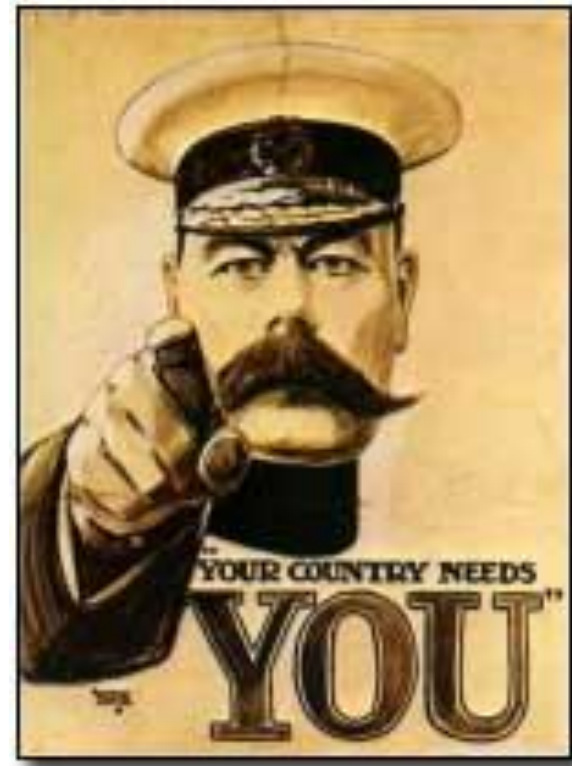


# Duty Holders - Officer



# Definition of Officer

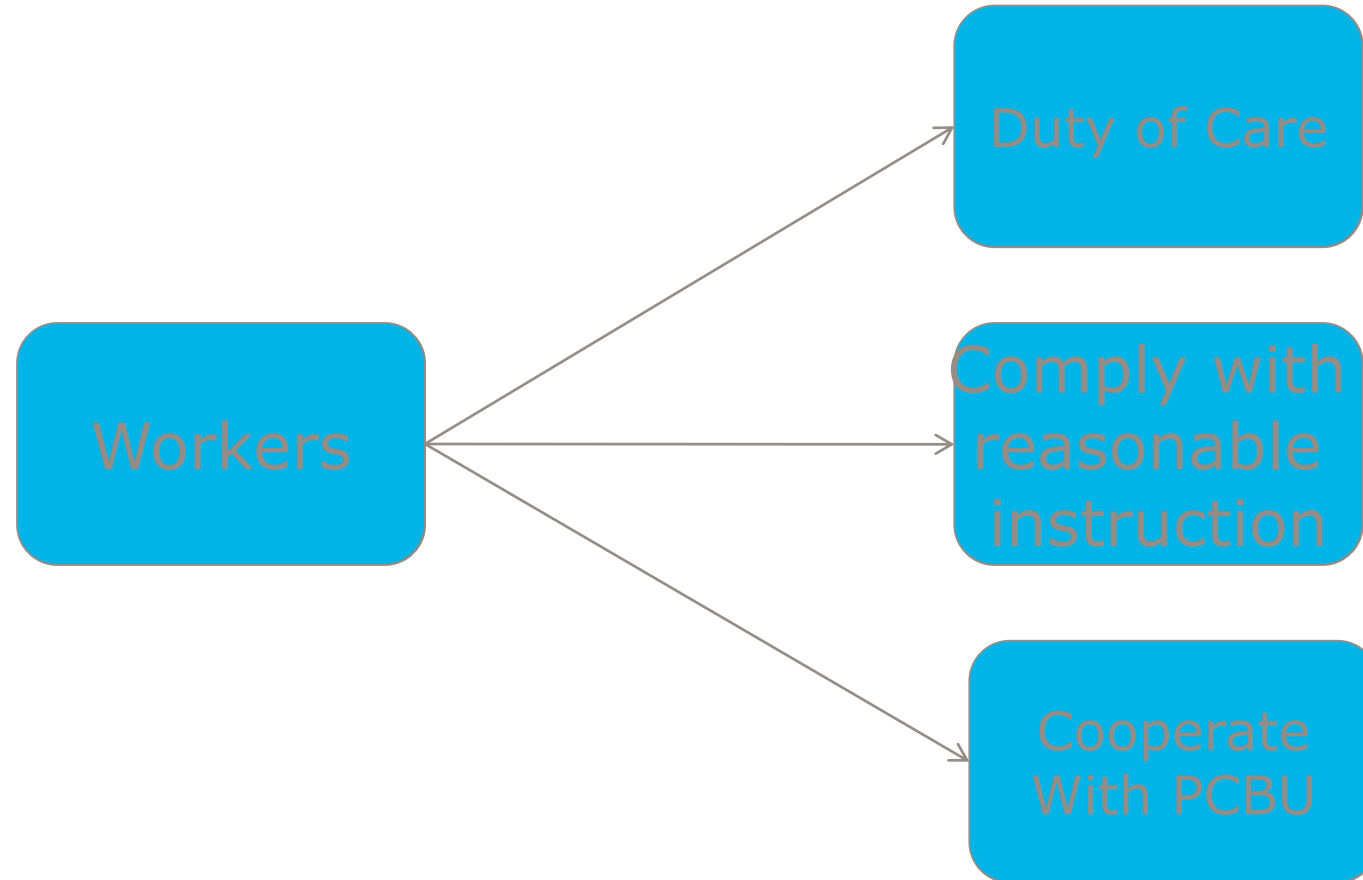
- A person who makes or participates in making decisions that affect the whole or a substantial part of the business or undertaking



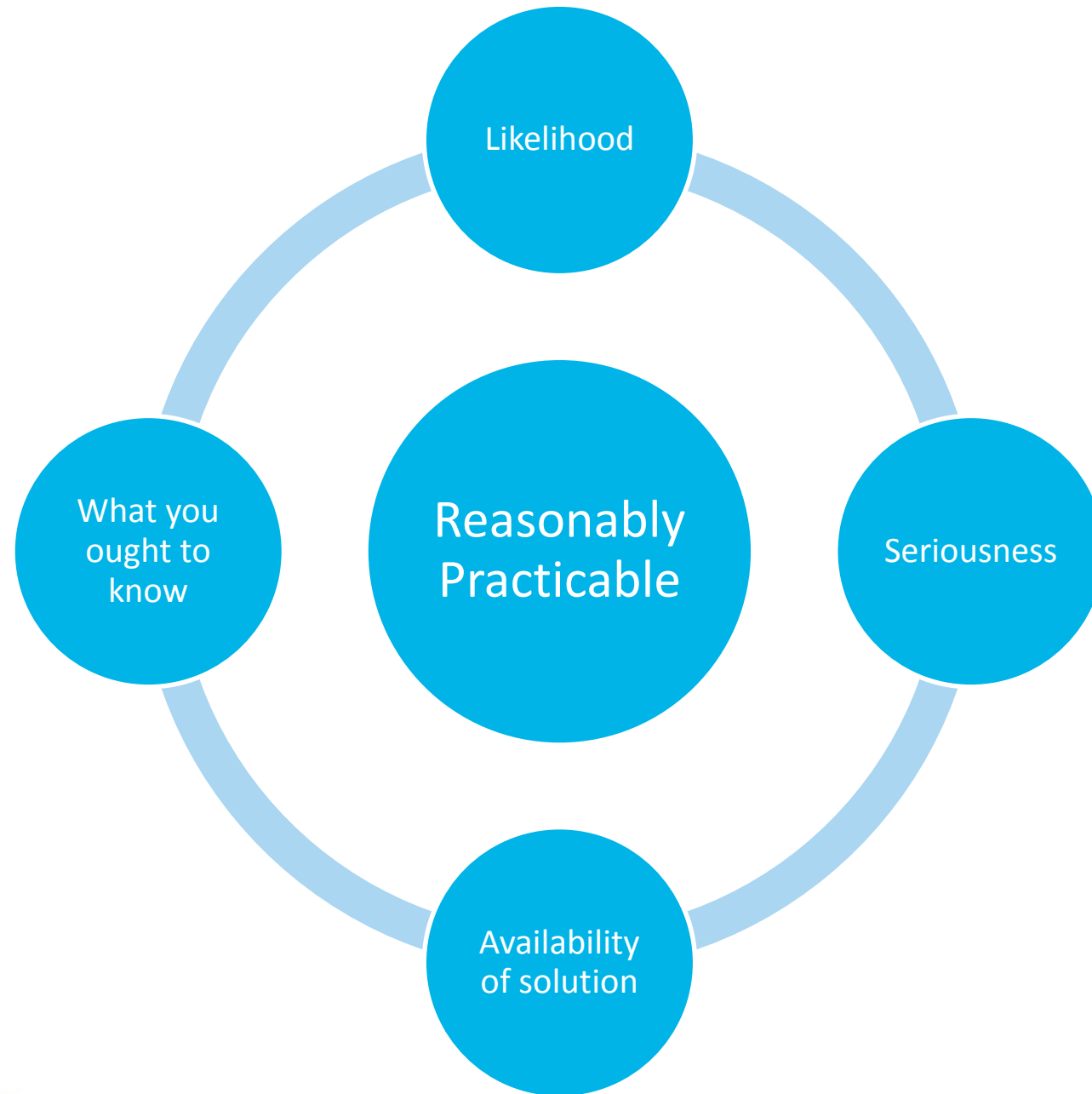
## DUE DILIGENCE



# Duty Holders - Workers







## PENALTIES

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



BE A GIFT TO THE WORLD



Be a gift to the world

