

# Club Administration 2016-2017

# Thank you and Good Morning

Mike Hallen  
Club Administration Chairman 2016-17

A key portfolio of a Rotary Club.

## THE PURPOSE?

- **To ensure:**
  - the effective functioning of the club
  - providing service to others; and
  - satisfaction and fulfilment to members
- **To Manage:**
  - unintended outcomes caused by routine and project activities of Rotary

## EFFECTIVE FUNCTIONING?

- **Developing a structured weekly meeting program**
- **Identifying and liaising with guest speakers**
- **Managing the weekly meeting through the Sergeant of Arms**
- **Keeping members informed of these matters**



## MANAGING UNINTENDED OUTCOMES?

Programs that mitigate unintended outcomes are:

- Risk Management
- Insurance, and
- The development and implementation of:
  - child protection policies; and
  - conflict resolution policies



## THE CLUB ADMINISTRATION TEAM

- Risk Management: John Collins (Wahroonga)
  - email: [jcollins@riskchase.com.au](mailto:jcollins@riskchase.com.au)
- Insurance: George Condell (Crows Nest)
  - email: [georgec@sterlinginsurance.com.au](mailto:georgec@sterlinginsurance.com.au)
- Child Protection: John Wakefield (Lower Blue)
  - email: [hensonb@bigpond.net.au](mailto:hensonb@bigpond.net.au)
- Conflict Management: Jennifer Scott (Central Blue) & Trish Wetton (Carlingford)
  - email (Jennifer) : [jennifer@scottadr.com](mailto:jennifer@scottadr.com)
  - email (Trish) : [Forsight@bigpond.com](mailto:Forsight@bigpond.com)



## GOOD GOVERNANCE

- You will hear mention today of “Good Governance”.
- It covers a number on important matters in relation to Club Administration.
- A club administration “Good Governance Checklist” has been prepared to assist you.
- It will be available on the D9685 website





## GOOD GOVERNANCE CHECKLIST 1

- Working With Children
- Risk Management
- Insurance
- Conflict Management
- Charitable Fundraising Authority
- Public Officer (Form A9)
- Certificate of Incorporation
- Annual Dues



## GOOD GOVERNANCE CHECKLIST 2

- Constitution and Bylaws
- Club Strategic Plan
- Club Annual Plan
- Club Annual Budget
- Club Annual General Meeting and Audit
- Annual Summary of Financial Affairs (Form A12)
- Rotary International Club Goals

# DAMN GOOD ADVICE FOR BOARD MEMBERS

- Available via the D9685 website and for download at:
  - [https://www.ourcommunity.com.au/financial/financial\\_article.jsp?articleId=6048](https://www.ourcommunity.com.au/financial/financial_article.jsp?articleId=6048)



## THIS SESSION

- Working With Children;
- Insurance;
- Risk; and
- Conflict Resolution;
- Followed by a Q&A session



- PDG John Wakefield will now bring you up to date with the relevant NSW legislation and associated Rotary International policies regarding Working With Children.

# Working With Children & Child protection

John Wakefield

- This policy has been developed to comply with the following:-
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013.
- Children and Young People (Care and Protection) Act 1998.



## OTHER LEGAL REQUIREMENTS

Rotary International Sexual Abuse and Harassment Prevention Policy.

Rotary Australia Youth Abuse and Harassment Prevention Policy and Certification Requirements.





# CONTENTS

Child Protection Policy

Reporting a Breach of the Child Protection Policy.

Identify Child Related Work Events and Activities.

Holding a Child Related Work Event or Activity. Who to notify – ensuring clearance

Volunteer Working with Children Check Application. (How to do it on line)

Working with Children Check Conscientious Objection.  
Complaint Procedure for Working with Children  
Check.

WWC Verification officers.

WWC records.

Selection Criteria, process and term.

Verify WWC clearance for Child Related Work Event or  
Activity.

## CONTENTS CONTINUED -

Notification of Volunteers without Clearance.

Updating a Change of WWC Status.

Compliance training for volunteers.

Who to notify in cases where there is an incident that needs to be reported.

It is a draft for the Rotary Club of the Lower Blue Mountains.

It will be placed on the District Website in Word format so that it can be downloaded and your own club name inserted in lieu of LBM.

# Insurance

George Condell



# COVER LIMITS

Type	Sum Insured	Excess
Liability	\$50M	\$1,000
Sub Limit – Molestation	\$2M	\$25,000

Claim Examples	Claim Amount
Volunteer injured hand in a log splitter	\$150,000
Tripped and fell at a Rotary organized market	\$50,000
Damage to Vehicle (falling of tree)	\$10,000
Tripped on Guy Rope	\$33,000
Damage to telephone cables	\$4,000

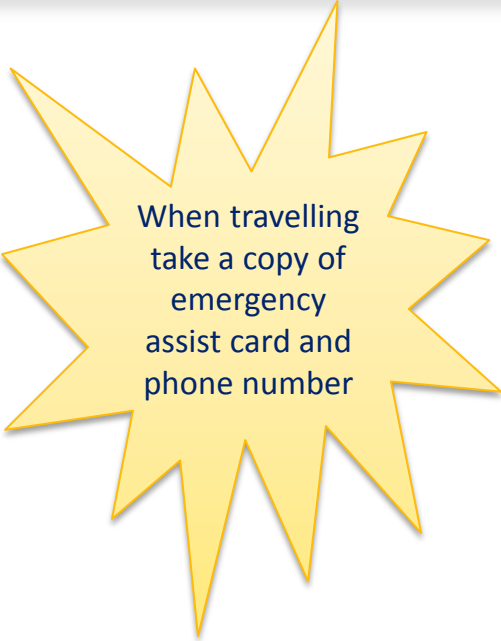
## Exclusions-

- Rodeos
- Trains
- Animal Rides
- Regular Childcare Services
- Martial Arts
- Firearms



# PERSONAL ACCIDENT/TRAVEL

Cover Type	Sum Insured
Death and Capital benefits	\$250,000
Motor vehicle accident	\$200,000



When travelling  
take a copy of  
emergency  
assist card and  
phone number

➤ Conditions:

- Maximum duration of the trip – 90 days
- Cover restrictions over age 79
- Pre existing conditions exclusion

➤ Personal accident in Australia involving Rotary member, the following limits and conditions apply:

- Medical expenses limit – SI \$5,000
- Covers non Medicare and medical expenses
- Excludes medical expenses prohibited by legislation (GAP)

# OTHER COVERS

- Industrial Special Risk

Cover	Sum Insured
Material Loss/Damage	\$500,000
Consequential Loss	\$25,000

- Others

Type	Sum Insured
Association Liability	\$10M
Caravan/Trailer	\$5,000
Trailer	\$10,000
Crime/Fidelity	\$50,000 per loss

# DUTY OF CARE

- Refer to risk management
- Complete an event organisers form for:

• Bike events	• Boating days
• Dragon boat rides	• Festivals
• Fireworks	• Fun runs/walks
• Santa runs	• Others

- Certificates of Currency – refer to District Insurance Officer



# CERTIFICATE OF CURRENCY & CLAIMS

- COC – Refer to District Insurance Officer

Lead Time	Form
Entry Form	Hazard Register

- Claims

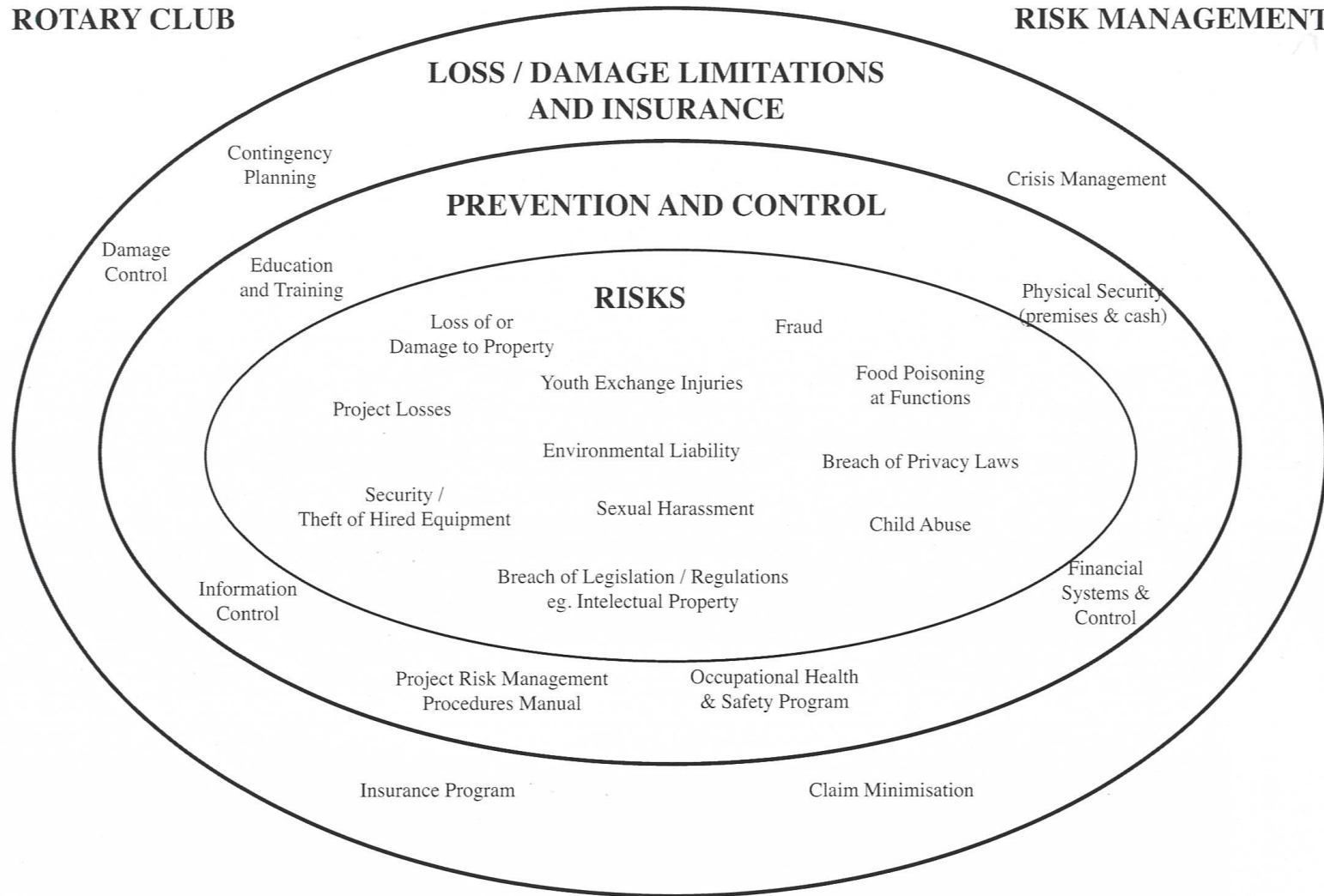
• Incident Report
• Entry Form
• Risk Management



# Risk

John Collins



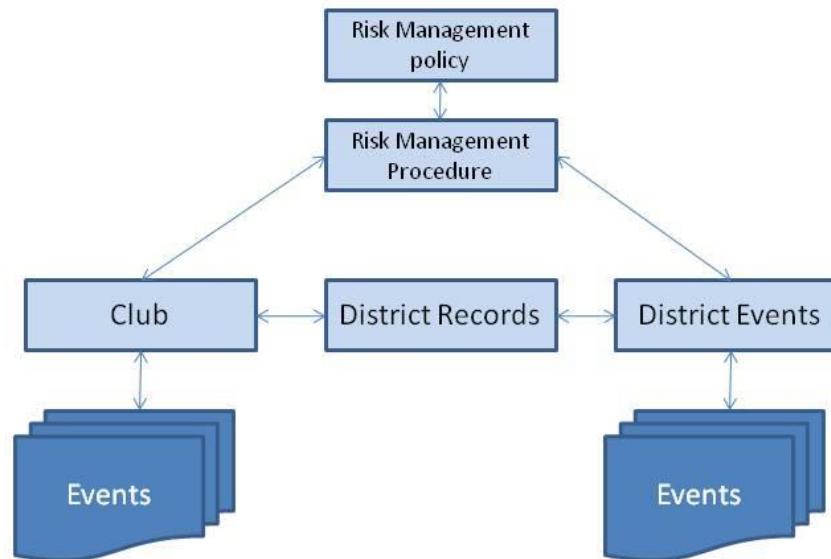


## POLICY

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



# SCHEMATIC



## INITIAL RISK ASSESSMENT

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

## INITIAL RISK ASSESSMENT

- This initial risk assessment should be done by ideally three people in the club. The Club President, his number 2 and a 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 by the Event Coordinator prior to the event taking place. High Risk events should also be discussed with the District Risk Coordinator after the detailed risk assessment has been completed



	Negligible	Low	Medium	Major	Catastrophic
Frequent	4	5	6	7	8
Reasonably probable	3	4	5	6	7
Occasional	2	3	4	5	6
Remote	1	2	3	4	5
Very unlikely	0	1	2	3	4

Risk Rating	Colour	Action Required
Extreme		Event not to go ahead without discussion with District
High		Written action plan required
Moderate		Existing precautions to be enforced
Low		No action required

### 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	



## TOOLS TO BE PROVIDED

- **Risk Management Presentation**
  - This can be provided particularly if the Club is developing a new activity that is High risk.
- **Risk Worksheet**
  - This allows each clubs events and activities to be prioritised for risk. For higher risk activities, it allows further review and control plans to be developed.
- **Control Fact Sheets**
  - These are simple risk control checklists that can be used by Club members to ensure that basic precautions are being followed for higher ranked risks. These will be developed in consultaion with experienced Rotarians over the next couple of years.

# Conflict Management

Jennifer Scott



# THE POTENTIAL FOR CONFLICT

- Voluntary organisations are strongly values-based
- Volunteers can assume a special “ownership” of a project or organisation
- Their interest can involve such dedication that it can become a passion ➡ obsession



# SCENARIOS

- Food
- Venue
- Cliques
- Religion or politics
- Finances
- “Ownership” of a project or job
- Bullying

# WHAT IS BULLYING

Repeated treatment of a person by other(s) which is unreasonable and inappropriate which is expected to intimidate, offend, degrade, humiliate, undermine or threaten.





## THE IMPACT ON CLUB

- Becomes focussed on conflict & not service
- Becomes divisive rather than inclusive
- Loses members
- Loses it vitality
- Fails to meet its reason for being

# CLUB CONFLICT MANAGEMENT SYSTEM

- Prevent and manage conflict
- Create a culture of conflict competence
- Provide training, and coaching
- Seek assistance from district team

# TYPES OF INTERVENTIONS

## ➤ Facilitative

Negotiation – Mediation - Facilitation

## ➤ Advisory

Counselling – Coaching - Investigation

## ➤ Determinative

Adjudication – Arbitration



# THE 4 WAY TEST

Of things we think, say or do:

- Is it the truth?
- Is it fair to all concerned?
- Will it build goodwill and better friendships?
- Will it be beneficial to all concerned?



# RESULTS

- Retention of members who may otherwise leave.
- Happier club atmosphere
- Better outcomes and mutual respect for all Rotarians

## ANY QUESTIONS?

- It has been a busy session with a lot of information presented by the Administration Team.
- If you have any questions now is the opportunity to ask and we shall do our best to answer them.

## PRESENTATIONS AVAILABLE ON-LINE

# Today's presentations

are available on the  
District 9685 website

Go to *District > District Training > District Assembly*  
or:

**[assembly.rotarydistrict9685.org.au](http://assembly.rotarydistrict9685.org.au)**



## YOUR EVALUATION



**Please evaluate today's  
presentations**  
on the  
District 9685 website

Go to *District > District Training > District  
Assembly* or:  
**[evaluate.rotarydistrict9685.org.au](http://evaluate.rotarydistrict9685.org.au)**





# DGE Bruce Lakin

## The D9685 Budget 2016-2017

