

SERVICE Above Self

ROTARY DISTRICT 9930

RISK MANAGEMENT

POLICY AND PROCEDURES

MANUAL

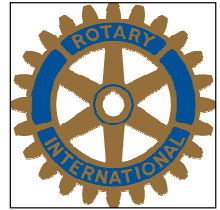
RECOMMENDED FOR ADOPTION

BY ALL CLUBS



ROTARY INTERNATIONAL DISTRICT 9930 – NEW ZEALAND

RON FINN - District Governor 2006 – 2007



Rotary Clubs
DISTRICT 9930

21st July 2006

RISK MANAGEMENT MANUAL

The management of Rotary events, and the conducting the affairs of our Rotary clubs – particularly the financial aspects, is becoming more and more complex and risky. As with the management of any business it is the responsibility of the Rotary Club, through its Board of Directors to do everything in its power to **minimise that risk.**

Thanks to the excellent work done by District 9940 in 2004 we now have this District 9930 manual of “Risk Management – Policy and Procedures”. The work done by District 9940 required to be validated to meet with our own district’s, and to that end I am grateful for the input from Past District Treasurer, Ken Iles, Youth Exchange Chairman Keith Owens and Past District Governors Ian Holyoake and Bruce Scott.

As with any guidelines or policy, this document will become dated and require revision from time to time. I am sure that my successors will ensure that the necessary amendments are made, and that clubs are notified through the District Governor’s Newsletter and/or direct notification to clubs.

This “Risk Management Manual” appears on our District website at; www.9930.rotary.org.nz

In planning events, and conducting the affairs of your club, I strongly recommend that you first look to the advice given in this manual.

Yours in Rotary,

Ron Finn

District Governor

ROTARY DISTRICT 9930

RISK MANAGEMENT MANUAL

INTRODUCTION

The objective of this manual is to provide risk management guidelines.

The use of this manual by District Committees will become a policy of District 9930 and its use will be recommended to all clubs.

Since Rotary's inception Rotarians have been involved in thousands of successful projects with minimal negative results or negative feedback. They are involved in youth activities worldwide with very positive results for the young people involved, for the community and for Rotary and Rotarians.

However, we are living in a world that sees (and perceives) the need for more accountability. The laws in most instances have not changed but there is now, more than ever, a need for audit trails of the decision making processes, particularly where there are risks, real or perceived.

By having a risk management process, based on an established Australian/New Zealand Standard, District Committees and Rotary clubs can better manage their projects and activities. They can be more comfortable that they have done their best to avoid, mitigate and/or manage risks and know that there is an audit trail proving this.

Members can be organisers and participants in projects and activities knowing that the likelihood of being involved in claims of any nature is minimal.

We have included sections in the manual related specifically to activities involving young people. Material has been obtained from the Ministry of Education, a primary school, the Wellington Kindergarten Association, the Police, some of our existing District Committees and clubs and sources from overseas Rotary Zones, Districts and clubs.

The New Zealand Standards Association has checked this manual and accepted that we have not infringed their copyright.

Version 1 June 2006

| Rotary International District 9930 | | Risk Management | |
|--|--|---|--|
| Previous Issue | | This Issue | |
| Ref Page Of Date | | Version 6, 1 June 2006 Ref Page Of Date | |
| Title | | Approved By | |
| Contents | | District Governor 2005-2006 | |
| | | District Governor 2006-2007 Date: 2006 | |
| <p>Introduction</p> <p>1.0 Risk Management Context of Rotary District 9930</p> <p>1.1 Rotary Defined</p> <p>1.2 Object of Rotary</p> <p>1.3 Risk Management context</p> <p>1.3.1 Introduction</p> <p>1.3.2 Background</p> <p>1.4 Definitions</p> <p>2.0 Risk Management Policy for Rotary District 9930</p> <p>2.1 Policy for District 9930 Committees</p> <p>2.2 Policy for Clubs in District 9930</p> <p>2.3 Policy Objectives</p> <p>2.4 Classification of Risks</p> <p>3.0 Guidelines</p> <p>3.1 Guidance of acceptable risk</p> <p>3.2 Responsibility for Managing Risks</p> <p>3.3 Support Structure</p> <p>3.4 Documentation</p> <p>3.5 Guidelines for managing Risk NZS 4360:1999</p> <p>3.5.1 Risk management overview</p> <p>3.5.2 Details of the risk management process</p> <p>3.5.3 Risk treatment</p> <p>3.6 Review Process</p> <p>4.0 Rotary Activities and Projects</p> <p>4.1 District Projects</p> <p>4.2 Club Projects</p> <p>4.3 Other projects with special links to Rotary</p> <p>4.4 Documentation</p> <p>4.4.1 RM 001 Risk Assessment form</p> <p>4.4.2 RM 002 Risk Control Action Record</p> <p>4.4.3 RM 003 Project/Activity Information sheet</p> <p>4.4.4 RM 004 Project Stakeholders</p> <p>4.4.5 RM 005 Project Outcomes</p> | | | |

- 5.0 Risk Evaluation and Documentation
 - 5.1 Identifying Risk Levels
 - 5.2 Reducing Risk: Management Action
 - 5.3 Risk Assessment Tables
 - 5.3.1 Likelihood of Occurrence Table
 - 5.3.2 Consequence or Impact table
 - 5.3.3 Level of Risk Matrix
 - 5.4 Risk Assessment example-Matched Student Exchange
 - 5.5 Risk Control Action Record example- Matched Student Exchange
- 6.0 Insurance and Incorporation
 - 6.1 Rotary Insurance
 - 6.2 Notes on Incorporation
- 7.0 Communications and Consultation
 - 7.1 Education and Training
 - 7.2 Complaints Handling Procedure
 - 7.3 Code of Good Conduct, Abuse Protocol
 - 7.3.1 Code of Good Conduct
 - 7.3.2 Abuse Protocol
- 8.0 Ministry of Civil Defence, Safety Planning for Events: forms
- 9.0 Youth
 - 9.1 Youth Exchange programmes
 - 9.2 Police Vetting
 - 9.3 Suggested Safety Guidelines for Volunteers in Schools
 - 9.3.1 Visitors to a school
 - 9.3.2 Safety Guidelines
 - NZ Rotary Youth Exchange Protection Policy
 - RI Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines
- 10.0 Acknowledgements and References

| Rotary International District 9930 | | Risk Management | |
|--|--|---|--|
| Previous Issue | | This Issue | |
| Ref Page Of Date | | Version 5, 1 June 2006 Ref Page Of Date | |
| Title | | Approved By | |
| 1.0 Risk Management Context for Rotary District 9930 | | District Governor 2005-2006 District Governor 2006-2007 Date 2006 | |
| <p>1.1 Rotary Defined</p> <p>Rotary is a voluntary organisation of business and professional leaders united world wide that provides humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world.</p> <p>1.2 Objects of Rotary</p> <p>The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:</p> <p>First</p> <p>The development of acquaintance as an opportunity for service.</p> <p>Second</p> <p>High ethical standards in business and the professions, the recognition of worthiness of all useful occupations, and dignifying of each Rotarian’s occupation as an opportunity to serve society.</p> <p>Third</p> <p>The application of the ideal of service in each Rotarian’s personal, business and community life.</p> <p>Fourth</p> <p>The advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.</p> <p>1.3 Risk Management Context</p> <p>1.3.1 Introduction</p> <p>There are a number of types of “risk” associated with Rotary’s activities, some of which are:</p> <ul style="list-style-type: none">• The risk that Rotary might injure someone, damage property or incur a liability through actual or perceived negligence (lack of due care) on the part of a Rotary Club, Rotary District or Rotary organisation or its members. Some but not all of this risk may be covered by the District Public Liability Insurance Policy.• The risk that a particular project does not achieve its desired goal-or worse, that money is actually lost on the venture-sometimes called business or opportunity risk.• The risk of personal injury or sickness for one or more of its members or associates whilst on Rotary duty either in New Zealand or overseas. | | | |

- The risk of damage to Rotary's reputation and loss of goodwill from the public at large.

1.3.2 Background

- Rotary has a duty of care to its members, to those associated with Rotary and, in certain circumstances, to members of the public and must make reasonable endeavours to ensure due diligence with respect to public safety.
- Statutory obligations and the common-law duty of care apply to all Rotarians, Rotary Districts and Clubs and other Rotary organisations in the conduct of any activity undertaken by them.
- There are no legal exemptions/protections for Rotarians just because they are well meaning volunteers doing good work for no personal profit.
- Until recently it was generally accepted that insurance provided the protection against the risk of public liability claims resulting from Rotary activities. However the inability to gain insurance at affordable rates or in some cases to insure against legal responsibility necessitates that Rotary must now re evaluate how we identify, define and manage the risks associated with our activities.
- All activities cannot be covered by insurance.
- Generally individual Rotarians are not personally named as defendants in claims for damages as a result of an alleged negligence. Nevertheless a claimant may believe that an individual or group of Rotarians are personally responsible and may name them as the defendant or joint defendants.
- To reduce the risk of a negligence claim being lodged against it, a Rotary District, Club or organisation should examine the health and safety requirements that apply to any specific activity.
- In view of the potential risk to them, other participants and members of the public an assessment should be made of the risks involved.
- In all situations, Rotary leaders of the activity should document the factors considered when making the assessment and the documents should be kept on file for legal and insurance purposes in the event of a claim being made at a future date. Production of these records may be required before a claim is accepted.
- In situations assessed as high risk, Rotary leaders must consider whether to cease, continue with some changes or continue and accept the resultant risk of a liability claim.
- **The process of examination and assessment is called Risk Management and this manual has been prepared to assist Rotary leaders in the District, in Clubs and other associated organisations to apply risk management procedures to all their activities.**

| | | | |
|--|--|--|--|
| Previous Issue | | This Issue | |
| Ref Page Of Date | | Version 2, 1 June 2006 Ref Page 1.... Of ...4..... Date | |
| Title | | Approved By | |
| 1.4 Definitions | | Date | |
| <p>1.4 Definitions</p> <p>For the purposes of this manual, the definitions below apply.</p> <p>1.4.1. Consequence The outcome of an event expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event.</p> <p>1.4.2. Cost Of activities, both direct and indirect, involving any negative impact, including money, time, labour, disruption, and goodwill, political and intangible losses.</p> <p>1.4.3. Event An incident or situation, which occurs in a particular place during a particular interval of time.</p> <p>1.4.4. Event tree analysis A technique that describes the possible range and sequence of outcomes, which may arise from an initiating event.</p> <p>1.4.5. Failure mode and effects analysis (FMEA) A procedure by which potential failure modes in a technical system are analysed. A FMEA can be extended to form what is called failure modes, effects and criticality analysis (FMECA). In a FMECA, each failure mode identified is ranked according to the combined influence of its likelihood of occurrence and the severity of its consequences.</p> <p>1.4.6. Fault tree analysis A system for representing the logical combinations of various system states and possible causes which can contribute to the specified event (called the top event)</p> <p>1.4.7. Frequency A measure of the rate of occurrence of an event expressed as the number of occurrences of an event in a given time. See also Likelihood and Probability</p> <p>1.4.8. Hazard A source of potential harm or a situation with a potential to cause loss.</p> <p>1.4.9. Likelihood Used as a qualitative description of probability or frequency.</p> | | | |

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|--|--|
| Previous Issue Ref Page Of Date | This Issue Version 2, 1 June 2006 Ref Page 2.... Of ...4..... Date |
| Title 1.4 Definitions continued | Approved By Date |
| <p>1.4.10. Loss Any negative consequence, financial or otherwise.</p> <p>1.4.11. Monitor To check, supervise, observe critically, or record the progress of an activity, action or system on a regular basis in order to identify change.</p> <p>1.4.12. Organisation A company firm, enterprise or association, or other legal entity or part thereof, whether incorporated or not, public or private, that has its own function (s) and administration</p> <p>1.4.13. Probability The likelihood of a specific event or outcome, measured by the ratio of specific events or outcomes to the total number of possible events or outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible event or outcome and 1 indicating that an event or outcome is certain.</p> <p>1.4.14. Residual risk The remaining level of risk after risk treatment measures is taken.</p> <p>1.4.15. Risk The chance of something happening that will have an impact on objectives. It is measured in terms of consequences and likelihood.</p> <p>1.4.16. Risk acceptance An informed decision to accept the consequences and the likelihood of a particular risk.</p> <p>1.4.17. Risk analysis A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences...</p> <p>1.4.18. Risk assessment The overall process of risk analysis and risk evaluation.</p> <p>1.4.19. Risk avoidance An informed decision not to become involved in a risk situation.</p> <p>1.4.20. Risk control That part of risk management, which involves the implementation of policies, standards, procedures and physical changes to eliminate or minimise adverse risks.</p> | |

| Rotary International District 9930 | | Risk Management | |
|--|--|--|--|
| Previous Issue | | This Issue | |
| Ref Page Of Date | | Version 2, 1 June 2006 Ref Page 3.... Of ...4..... Date | |
| Title | | Approved By | |
| 1.4 Definitions continued | | Date | |
| <p>1.4.21. Risk engineering The application of engineering principles and methods to risk management.</p> <p>1.4.22. Risk evaluation The process used to determine risk management priorities by comparing the level of risk against predetermined standards, target risk levels or other criteria.</p> <p>1.4.23. Risk financing The methods applied to fund risk treatment and the financial consequences of risk.</p> <p>1.4.24. Risk identification The process of determining what can happen, why and how.</p> <p>1.4.25. Risk management The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.</p> <p>1.4.26. Risk management process The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.</p> <p>1.4.27. Risk reduction A selective application of appropriate techniques and management principles to reduce either likelihood of an occurrence or its consequences or both.</p> <p>1.4.28. Risk retention Intentionally or unintentionally retaining the responsibility for loss, or financial burden of loss within the organisation.</p> <p>1.4.29. Risk transfer Shifting the responsibility or burden for loss to another party through legislation, contract, insurance or other means. Risk transfer can also refer to shifting a physical risk or part thereof elsewhere.</p> <p>1.4.30. Risk treatment Selection and implementation of appropriate options for dealing with risk.</p> | | | |

| | |
|---|---|
| Previous Issue Ref Page Of Date | This Issue Version 2, 1 June 2006 Ref Page 4 Of ...4..... Date |
| Title 1.4 Definitions continued | Approved By Date |

1.4.31. Sensitivity analysis

Examines how the results of a calculation or model vary as individual assumptions are changed.

1.4.32. Stakeholders

Those people and organisations who may affect, be affected by, or perceive themselves to be affected by, a decision or activity.

Note: The term stakeholder may also include interested parties as defined in ISO 14050:1998 and AS/NZS ISO 14004:1996.

| Rotary International District 9930 | | Risk Management |
|--|--|---|
| Previous Issue Ref Page Of Date | | This Issue Version 5, 1 June 2006 Ref Page Of Date |
| Title 2.0 Risk Management Policy for Rotary District 9930 | | Approved By District Governor 2005-2006 District Governor 2006-2007 Date: 2006 |
| 2.1 Policy for District 9930 Committees It is a policy of Rotary District 9930 to implement a formal process of examination, assessment and management of risks associated with Rotary activities at District Level to be called “Risk Management Procedures for Rotary District 9930.” | | |
| 2.2 Policy for Clubs in District 9930 It is the Policy of Rotary District 9940 to offer and strongly recommend the adoption by Rotary Clubs of this Risk Management Procedure for Club Projects and Activities. | | |
| 2.3 Policy Objectives The District 9930 Rotary Risk Management Policy has the following Objectives: - <ul style="list-style-type: none"> • To minimise the exposure of any person to personal and financial losses as a result of being involved in Rotary Activities. • To provide Rotary Members with an appropriate Risk management tool. • To protect and enhance the good name of Rotary throughout the community. • To ensure that Rotary Activities comply with the legal obligations imposed on such organisations by Government statute. • To ensure that Rotary Activities comply with the Objects Policies and Procedures of Rotary International. | | |
| 2.4 Classification of Risks There are a number of types (kinds) of “risks” associated with Rotary’s activities some of which are:- <ul style="list-style-type: none"> • The risk that Rotary might injure someone, damage property or incur a liability through actual or perceived negligence (lack of due care) on the part of a Rotary Club, Rotary District or Rotary organisation or its members. Some but not all of this risk may be covered by the District Public Liability Insurance Policy. • The risk that a particular project does not achieve its desired goal-or worse, that money is actually lost on the venture - sometimes called business or opportunity risk. | | |

- The risk of personal injury or sickness for one or more of its members or associates whilst on Rotary duty either in New Zealand or overseas.
- The risk of damage to Rotary's reputation and loss of goodwill from the public at large.

"Risk" can be best managed by the proper use of a formal risk management procedure.

A procedure manual will be issued to all District Officers, District Chairmen, Assistant Governors and Club Presidents.

The relevant contents of this manual are to be used to apply risk management procedures to all activities.

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|---|---|
| Previous Issue Ref Page Of Date | This Issue Version 5, 1 June 2006 Ref Page 1.... Of ...2..... Date |
| Title 3.0 Guidelines | Approved By District Governor 2005 -2006 District Governor 2006-2007 Date 2006 |

3.1 Guidance of Acceptable Risk

The level of acceptable risk will vary from activity to activity and from person to person. In general however Rotary and Rotary members should not accept any risk that is greater than that acceptable to that individual in normal life.

If you have any doubts, go with caution and seek the advice of others.

Section 4.0 of this Manual will help officers and members of Rotary carry out a Risk Management exercise for any activity they intend to be involved with.

For major events or activities there has been a booklet produced by the Ministry of Civil Defence and Emergency Management called "Safety Planning Guidelines for Events" This is an excellent publication containing detailed forms, copies of which are in section 8 of this manual. A copy of the booklet is available from the Ministry. More information is available on their web site www.civildefence.govt.nz as are the booklet and the forms.

Districts will set minimum criteria for managing risk in district activities and it is expected that the risk treatment recommended will be acted upon.

Clubs will set minimum criteria for their activities based on their assessments of the risks. For some Club level activities, Districts may recommend certain levels of risk acceptance, but final decisions are made at Club Board level.

3.2 Responsibility for Managing Risk

The responsibility for managing risk ultimately rests with the chief executive of the organisation.

In Rotary District 9930, that responsibility can lie in two areas.

For District Activities it is the District Governor

For Club Activities it is the Club President. Where more than one club is involved one president must take overall responsibility.

In reality the District Governor will delegate the responsibility for carrying out risk management to the relevant District Committee Chairman. This Chairman will in the first instance be responsible to the Chairman of the Risk Management Committee for preparing activity risk profiles.

At Club level the President may delegate risk management responsibilities to any member within the Club; however there is an expectation that a board member will be appointed to fulfil this role each year.

Section **5.0 Risk Evaluation and Documentation**, sets out the Quantitative Risk Analysis Matrix, which shows the level of risk for any given activity.

Responsibility for the sign-off of the Risk Assessments will be: -

| Level of Risk | District Activity | Club Activity * |
|------------------------|-----------------------------|------------------------|
| E Extreme risk | District Governor | President |
| H High Risk | District Committee Chairman | President |
| M Moderate Risk | Delegated Com. Member | Board member |
| L Low Risk | Activity Manager | Activity Manager |

* Recommended sign-off for Clubs.

3.3 Support Structure

The Risk Management Committee Chairman will provide assistance and support to all District Committee Chairman on an as required basis.

The District Governor will decide on priorities for risk management profiling where there is a conflict of time and resources within the Risk Management Committee.

All District Committees will receive a Risk Management Manual, which will include examples of typical activity risk profiling.

3.4 Documentation

District Committees will be required to complete risk analysis and management for their particular activities against a timetable agreed with the District Governor.

Documentation should consist of forms RM001 and RM 002 completed as per the example attached (See section 5). Also as required the Ministry of Civil Defence and Emergency Management Safety Planning Guidelines for Events : Forms (see section 8).

Risk Management carried out by experienced persons using documentation other than that contained in this manual will be acceptable, provided that in the opinion of the Risk Management Chairman it meets the needs of Rotary as set out in Section **2.0 and 3.0** of this manual.

3.5 Standards New Zealand, Guidelines for managing risk NZS4360:1999 Flow Charts

These flow charts provide structures for risk assessment:

3.5.1 Risk management overview

3.5.2 Details of the risk management process

3.5.3 Risk treatment

3.6 Review Process

This Risk Management Manual will be subject to continual review. Ideas, comments and suggestions are always welcome from Rotary Members.

These should be sent to the current chairman of the District Risk Management Committee

The Risk Management process and manual will be formally fully reviewed in the month of August every two years. Next full review will take place in August 2008

Risk analysis of activities must be reviewed annually by the incoming committee preferably before any activity takes place.

Where the review process has highlighted a high or extreme risk level the appropriate approval **MUST** be sought before proceeding with the activity.

Clubs will set their own review dates for their activities.

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| Previous Issue Ref Page Of Date | This Issue Version 1, 1 June 2006 Ref Page 1.... Of ...2..... Date |
| Title 3.5.1 Risk management overview | Approved By Date |

From AS/NZS 4360:1999

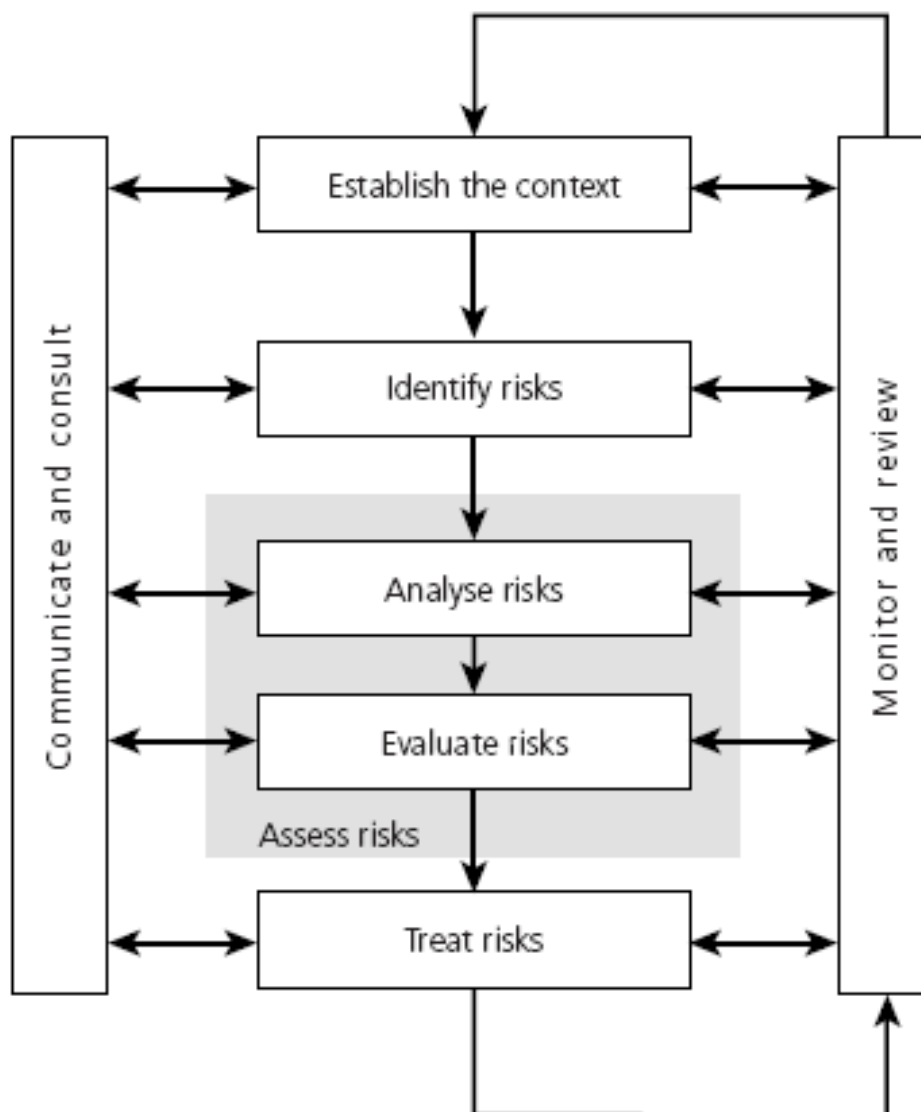
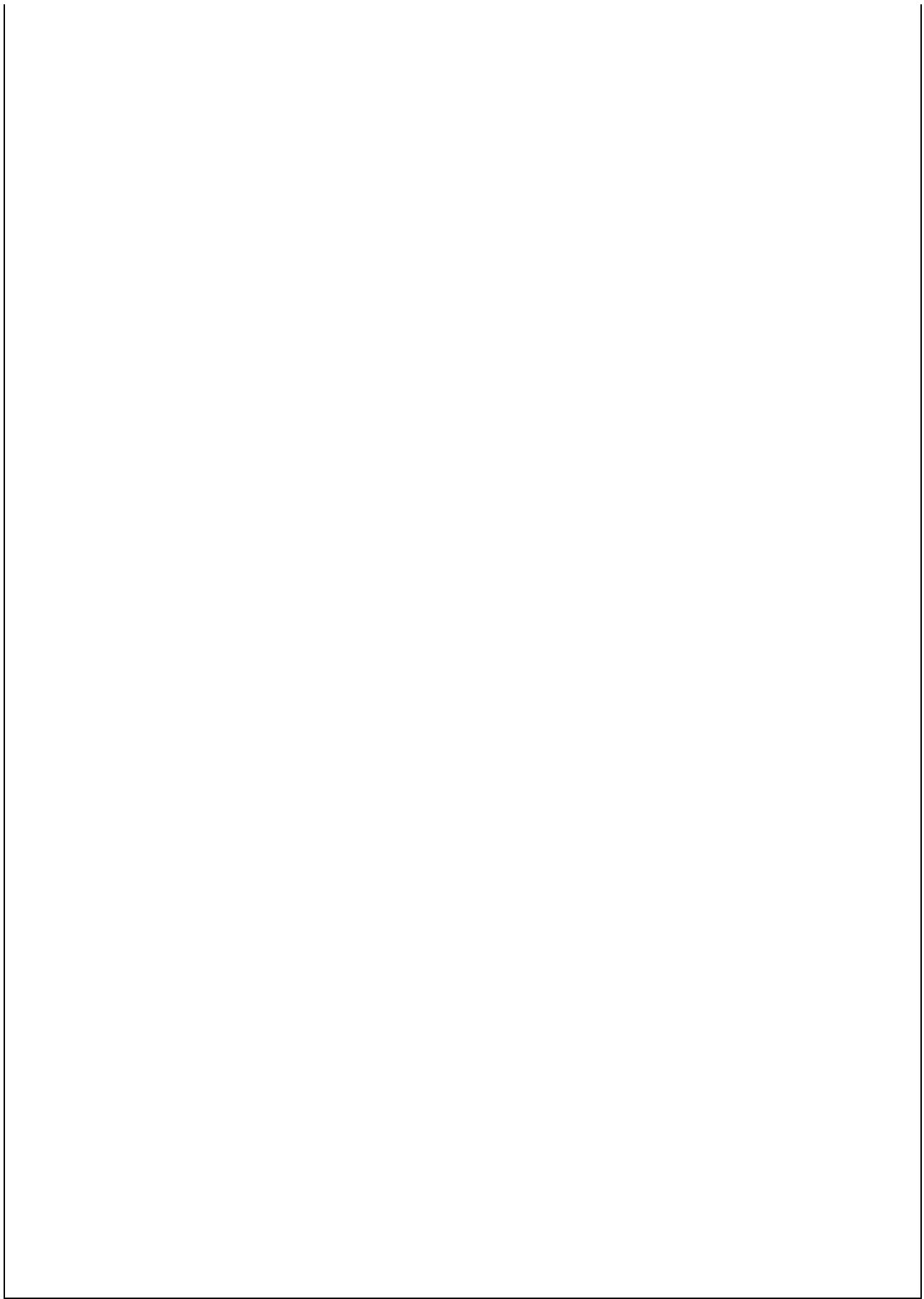


Figure 3.1 Risk management overview



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|---|--|
| Previous Issue | This Issue |
| Ref Page Of Date | Version 1, 1 June 2006 Ref Page 1.... Of ...2..... Date |

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|--------------------------------------|-------------|
| Title | Approved By |
| 3.5.2 Risk management process | Date |

From AS/NZS 4360:1999

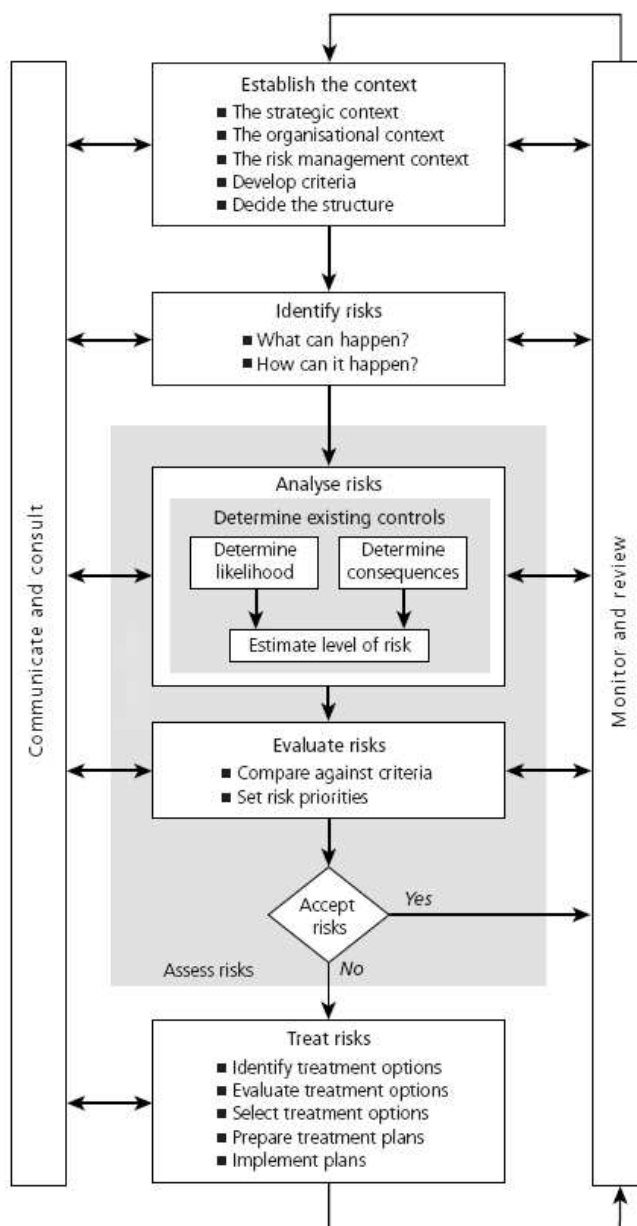


Figure 4.1 Risk management process

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|---|--|
| Previous Issue | This Issue |
| Ref Page Of Date | Version 1, 1 June 2006 Ref Page 1.... Of ...2..... Date |
| Title | Approved By |
| 3.5.3 Risk treatment process | Date |

From AS/NZS 4360:1999

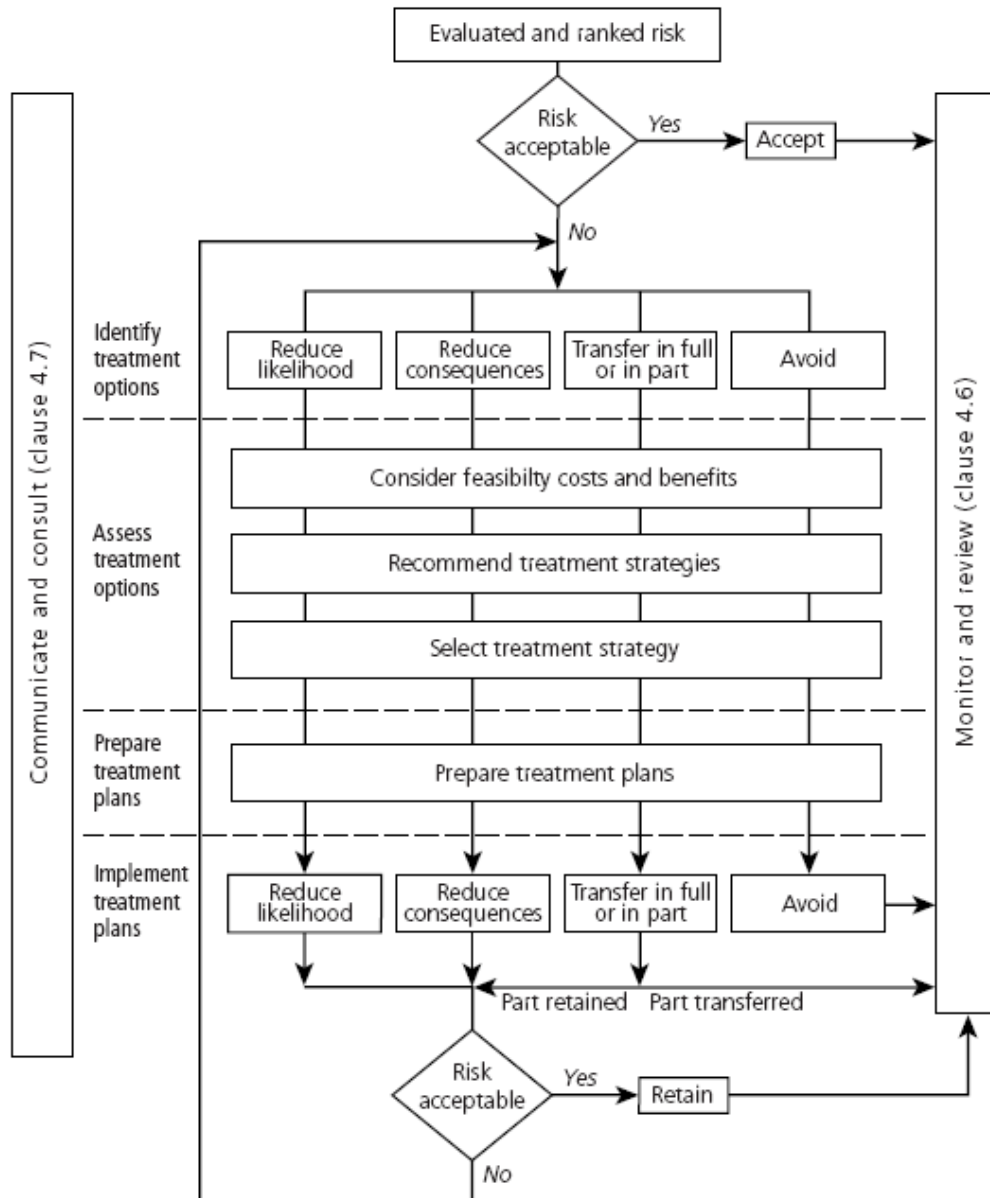


Figure 4.2 Risk treatment process

| | |
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| Previous Issue Ref Page Of Date | This Issue Version 6, 1 June Ref Page Of Date |
| Title 4.0 Rotary Activities and Projects | Approved By <div style="text-align: center;"> District Governor 2005-2006 District Governor 2006-2007 Date: 2006 </div> |

Rotary Activities can be broadly divided into three groups: -

- District Activities
- Club or Local Activities
- Other Activities with special Rotary Links

4.1 District Activities

These include, but are not limited to, any activity that is controlled by a District Committee:-

- International Student Exchange
- Australian-NZ Matched Student Exchange
- Ambassadorial Scholar Programme.
- District Conference
- GSE Teams, both inward and out.
- RYPEN
- RYLA
- Friendship Exchanges

4.2 Club Activities

These include all activities organised by Rotary Clubs that have little or no direct district involvement. E.g. Fairs; Garage Sales; Fun Runs; Auctions.

Note however that in some part each activity will rely on the Rotary Insurance Scheme.

4.3 Other Activities

Yet to be defined, but may include such things as collecting money on behalf of the Red Cross; tree planting on Mana Island; marshalling at a bike race.

4.4 Project/Activity Information sheet
 See the next sheet

4.4 Project/Activity Information Sheet

Starting point for all Projects/Activities

Rotary District 9930

PROJECT/ACTIVITY INFORMATION SHEET

Project Owners:.....

Name of Project:.....

Description of Project:.....

[illegible]

What are the dates or Timing of the Project.:

.....

.....

.....

Where will the project take place:.....

.....

.....

.....

Other Information or Comments:[illegible]

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|---|--|---|--|
| Previous Issue | | This Issue | |
| Ref Page Of Date | | Version 2, 1 June 2006 Ref Page Of Date | |
| Title | | Approved By | |
| 4.5 Setting up a Project or Activity | | Date | |
| File | | | |
| <p>The following may assist Rotary members in setting up an Project/Activity file</p> <p>Even though much of the work can be pc based, a hard copy file is essential for good project management.</p> <p>Use an A4 hard backed folder with a set of say 10 dividers</p> <p>Label Division 1 as the contents page, where you basically keep a list of all documents in the folder and their latest issue reference.</p> <p>Division 2 This has information on the Activity, what it is, where it is located, and as much information about the project so that someone reading it would understand it. See suggested format RM 003</p> <p>Division 3 Keep in this section a full contact list of all the stakeholders. Describe their relationship to the project, what arrangements are in place re payment or donations etc., or what care is needed or consideration is necessary. See suggested format RM 004</p> <p>Division 3 List here the specific outcomes that your committee or Rotary wants from the Activity. This can be monetary, goodwill, friendship or anything else. It is the reason you are doing it in the first place. See suggested format RM 005</p> <p>Division 4 Keep the hard copy of you risk assessment pages here (RM 001)</p> <p>Division 5 If you are going to use the 'Risk Control Action Record' (RM 002) keep copies of them in this division.</p> <p>Division 6 Print off hard copies of the Likelihood and Consequence Tables and the Risk Matrix and keep here for quick reference.</p> <p>Division 7 It may be appropriate to write a report on the activity when the project is complete or complete for that year. Keep that in this folder, so full use can be made of the experience gained from the successful (or otherwise) completion of the project.</p> <p>Use other divisions to keep any other relevant documents associated with the Activity / Project.</p> | | | |

4.5.1

Rotary District 9930

Risk Management

Risk Assessment RM 001

Version 5, 1 June 2006

Club/District Project

Project

Date

L = Likelihood Rating C = Consequence Rating

[illegible]

4.5.2

Rotary District 9930

Risk Management
Risk Control Action Record RM 002

Version 5, 1 June 2006

TASK REF.....
District Committee / Club..... Project / Activity.....
Project Manager..... Date.....
Insert task line from **Risk Assessment Sheet** for all **High** and **Extreme** Risks.(Use 1 Task per page and save under task ref no.)

| Ref no | Task | Risk | Potential Harm | Risk Type L C | | Risk Level | Method of Risk management |
|--------|------|------|----------------|-----------------------|--|------------|---------------------------|
| | | | | | | | |

List Specific Action Steps taken (or to be taken) to reduce risk to acceptable level: -

| Ref No | Action Steps | Who by | Comments |
|--------|--------------|--------|----------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Project / Activity Manager..... Date.....
Approved by Date..... Rotary Position.....
Review Date

Previous Issue

This Issue

Ref Page Of Date
.....

Version 2, 1 June 2006.

Ref Page Of Date

Title

4.5.3 RM 003 Project/Activity Information sheet

Approved By

Date.

Project Owners:

Name of Project:

Description of Project:

[illegible]

What are the dates or timing of the Project.:

.....

.....

.....

.....

Where will the project take place:

.....

.....

.....

.....

Other Information or Comments:[illegible]

| | |
|---|--|
| Previous Issue | This Issue |
| Ref Page Of Date | Version 2, 1 June 2006 Ref1 Page Of ...2..... Date 1 June 2006 |

| | |
|--|-------------|
| Title | Approved By |
| 4.5.4 RM 004 Project Stakeholders | Date |

Project Description:

List ALL the stakeholders and describe their relationship to the project.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Who has overall responsibility?.....

Who will manage the project?

Who will help?

[illegible]

RM 004 cont.

Who will benefit?

.....

.....

.....

Who will be consulted?

.....

.....

Are Govt or Local Govt people involved?.....

Who could be affected?

.....

.....

.....

.....

Who will participate?

.....

.....

.....

.....

.....

Keep contact details of all stakeholders.

A series of horizontal dotted lines for writing.

| |
|--|
| |
|--|

| | |
|---|---|
| Previous Issue | This Issue |
| Ref Page Of Date | Version 2, 1 June 2006 Ref Page Of Date |

| | |
|--------------------------------------|-------------|
| Title | Approved By |
| 4.5.5 RM 005 Project Outcomes | |
| | Date |

List the Outcomes required for the project to be a success: -

Primary reasons for carrying out the Project

.....

.....

Also consider the following: -

Monetary

Personal Growth

Friendships

Community help

Goodwill

Fun and Fellowship

Membership growth

Recognition

Etc

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|---|--|---|
| Rotary International District 9930 | | Risk Management |
| Previous Issue Ref Page Of Date | | This Issue Version 6, 1 June 2006 Ref Page Of Date |
| Title 5.0 Risk Evaluation Criteria | | Approved By District Governor 2005-2006 District Governor 2006-2007 Date: 2006 |

5.1 Identifying Risk Levels:

The basis of this Risk Management Process for Rotary is the AS/NZS 4360:1999 Standard.

Practical Risk Assessment and management initially involves 7 Stages (use blank document Risk Assessment (**RM 001**)).

1. Break the activity down into **Tasks**, these are the things that must be done or the things that will happen when this activity is performed. Some activities may only require 5 tasks other activities will need 30 or more and some of the tasks themselves will need to be further broken down. (Number each task for reference).
2. Decide on the **Risk** associated with each of these tasks. Some Tasks may have more than one risk. If there appear to be many Risks then it may be necessary to break the task up further.
3. For each **Risk** Factor there is a **Potential Harm**. Decide on what the potential harm might be if that risk materialised.
4. Using the **Consequences Table**, rate the risk in terms of the damage it might do if the Potential Harm from the task actually occurred.
5. Using the **Likelihood table**, now rate the risk in terms of the chances of it actually happening.
6. The **Level of Risk Matrix** will now show a rating of the level of risk. This process is subjective but with practice it will consistently highlight areas that may need special attention.
7. Once the level of risk has been assessed for all the tasks, it is recommended that those in the **Extreme** and **High** category receive further management attention using the **Risk Control Action Record (RM 002)**

This process is best understood when practically demonstrated, please refer to the example attached

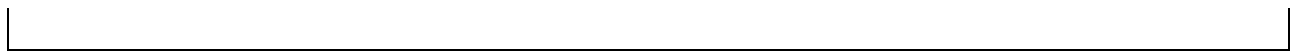
Tip!

When looking at **Risk** and **Potential harm**, consider using a ‘What If’ analysis and ask the questions,

‘What can Happen?’ And ‘How can it Happen?’

5.2 Reducing Risk: management action:

In many cases it is sufficient to simply identify the risk and ensure some action is taken during



5.5

Rotary District 9930 Risk Management Example

Version 5, 1 June 2006

Risk Assessment RM 001

Club/District Project:- Club

Project:- Matched Student Exchange.....

Date

L = Likelihood Rating C = Consequence Rating

| Ref No | Task | Risk | Potential Harm | Risk Type | | Risk Level | Method of Risk Management |
|--------|-----------------------------|--|---|-----------|---|------------|---|
| | | | | L | C | | |
| 1 | Notification to Clubs | Wrong Information or forms sent | Rotary members are confused and upset and complain to the DG | D | 1 | Low | Double check all information sent out. One contact person for information |
| 2 | Notification to Schools | Wrong Information or forms sent | Schools withdraw from scheme | D | 2 | Low | Double check all information sent out. One contact person for information |
| 3 | Clubs select interview Team | Person with child abuse or other inappropriate background selected | Injury to Child, Rotary receives bad press Police investigation | E | 5 | High | Selection Process must be open Needs to be a background check that is reliable, for all participants |
| 4 | Club selects Councillors | Person with child abuse or other inappropriate background selected | Injury to Child, Rotary receives bad press Police investigation | E | 5 | High | Selection process must be open Needs to be a background check that is reliable, for all participants. Councillor Training to be run by the District |
| 5 | Interview of applicants | Interviews not conducted to same standards | Children / families chosen who do not meet the required standards | B | 3 | High | Format of interviews to be produced with question guidelines. Specific Standards to be acknowledged |

| | | | | | | | |
|----|--|---|---|---|---|------|---|
| 6 | Final selection of candidates | Bias result, best child not chosen | Complaint to District Members unhappy No match for selected child Exchange does not work out | C | 2 | Med | Selection process open amongst panel. Result put to club before child informed. President or other non involved person to check procedure and sign off |
| 7 | Names and information forwarded to district com. | Information is not complete or not correct. | Deadline missed Child not selected Injury or Illness due to wrong or missing info. | C | 3 | High | Training of club coordinators Use of form index Double check medical requirements |
| 8 | Matching candidates | Trans Tasman Interviews not conducted to same standards | Inappropriate matching, child (ren) unhappy returns home early. | B | 3 | High | Common guidelines to be adopted Thorough process of selection with triple checks. |
| 9 | Notification to children and Parents | Parents find out at different times | Parents Unhappy with process. | C | 2 | Med | Process for ensuring notification is at same time. |
| 10 | Orientation | Poor presentation Issues not properly discussed | Rotary discredited Inappropriate behaviour by some students not highlighted or properly resolved. | D | 3 | Med | Good preparation use previous format and experienced people. Ensure ALL students understand and sign on to the required code of Conduct. |
| 11 | Issue Travel documents | Over complicated or hard to understand Incorrect | Student Parents loose confidence in Rotary. | D | 3 | Med | Keep to what works. Keep it simple. |
| 12 | Meet the Sponsoring Rotary Club | Club seen as unfriendly | Loss of confidence Rotary | D | 3 | Med | Plan for warm welcome |
| 13 | Assemble at airport | Student arrives late Student refuses to leave Student has no passport Student has hidden Drugs | All reflects poorly on Rotary organisation | D | 4 | High | Plan to meet early, have cell phone contact with each family group. Discuss homesickness with families. Families to have check list of essential items Ensure all students and families understand implications of 3 D's Police check the students? |

| | | | | | | | |
|----|--|--|---|---|---|---------|---|
| 14 | Keeping in touch with NZ Student | Student feels isolated from Rotary support. Student has a serious problem. | Student unable to deal with potential problem. Student may be at risk | D | 4 | High | Develop a code for Students to use with their counsellors, when they need help. |
| 15 | Meeting students on Return to NZ | Rotary not visible to Students and families on return. Aust. Students feel there is no Rotary support. | Family's loose confidence in Rotary. Early bond not made with Aust. Students. | D | 3 | Med | Have as many counsellors as possible at Airport. |
| 16 | Aust. Student First night with NZ Councillor | Aust Student feels threatened by situation. | Accusations made against Councillor Rotary Club Rotary District | D | 4 | High | Clear Communications. Advance warning of arrangements Gender balance maintained at all times |
| 17 | Keeping in touch with the Aust Student | Student hears from Councillor infrequently and inappropriately | Problems are not discussed or resolved, reflects badly on Rotary. May involve a serious problem | C | 4 | Extreme | Clear guidelines set by District for communications. Random checks to see process working. Serious Issues notified up chain. |
| 18 | Aust Student to school | School environment not suitable for student. | Student becomes Isolated, threatened or at risk. | D | 3 | Med | Communications between Student Counsellor and school must be open and regular. Serious issues notified up chain. |
| 19 | Acclimatising to NZ life | Student does not fit in becomes isolated. | Student becomes Isolated, threatened or at risk. | D | 4 | High | Communications between Student Counsellor and school must be open and regular. Serious issues notified up chain. |
| 20 | Safari | Accident Involved in an assault Goes missing | Personal Injury Stress to minders / Family Rotary criticised | D | 5 | Extreme | Separate Management plan required for safari. Activities MUST be professionally organised and run. |
| 21 | Visit to Sponsoring Rotary Club | Student not expected or made welcome. | Rotary seen in poor light Student does not want to re-visit. | D | 3 | Med | Student kept fully informed on what is required and when. |
| 22 | Presentation to Rotary Club | Student has not prepared an address | Student embarrassed gives poor presentation | C | 3 | High | Counsellor helps or ensures student is prepared prior to meeting |

| | | | | | | | |
|----|----------------------|--|--|---|---|---------|--|
| 23 | Dealing with issues. | Issues that arise are not resolved or rectified. | Student at risk of: - Personal Harm Loss of privacy Feeling Isolated Material losses | C | 4 | Extreme | Rotary to ensure that the program has sufficient safeguards and reporting requirement so that good communications and problem solving is always available. |
| 24 | Departure | Student arrives late Student has no passport | All reflects poorly on Rotary organisation | D | 4 | High | Plan to meet early, have cell phone contact with each family group. Families to have check list of essential items |
| 25 | Finalisation | Same problems occur each year | Loss of enthusiasm for exchange | D | 3 | Med | Committee to review each program and incorporate issues resolved or otherwise into planning. |

5.6

Rotary District 9930**Risk Management****Example**

Version 5, 1 June 2006

Risk Control Action Record RM 002**TASK REF.....**

District Committee / Club..... Project / Activity.....

Project Manager..... Date.....

Insert task line from **Risk Assessment Sheet** for all **High** and **Extreme** Risks.(Use 1 Task per page and save under task ref no.)

| Ref no | Task | Risk | Potential Harm | Risk Type | | Risk Level | Method of Risk management |
|--------|---|--|--|-----------|---|------------|---|
| | | | | L | C | | |
| 17 | Keeping in touch with the Aust. student | Student hears from the Councillor infrequently and inappropriately | Problems are not discussed or resolved, reflects badly on Rotary. May involve a serious problem. | C | 4 | Extreme | Lear guidelines set by District for communications. Random checks to see process working. Serious issues notified up the chain. |

List Specific Action Steps taken (or to be taken) to reduce risk to acceptable level: -

| Ref No | Action Steps | Who by | Comments |
|--------|--|----------|---|
| 1 | Draw up guidelines for communications, including reporting and checks by end September 2006. | John D | Ref Document Guidelines Matched Exchange 2006 |
| 2 | Issue referred document to all councillors and host parents at training November 2006 | Marion P | Add to kit list |
| 3 | Add question on communications to student de-briefing questionnaire | John D | Review at the next meeting April 2007 |

Project / Activity Manager..... Date.....

Approved byDate..... Rotary Position.....

Review Date

District has arranged a comprehensive group insurance to provide cover to District, Clubs, Rotarians, volunteer helpers and participants in Rotary programmes and activities against property loss or damage, personal injury, legal, statutory and officers' liability, and travel. The cover provided is relatively comprehensive and it is not possible to describe the detailed provisions of the policy in this directory, however, the following is a summary of the main features. As with all insurance there are conditions and exclusions, should there be any doubt as to whether the particular activity or circumstance is covered, inquiries should be made before the event through ABC Secretarial Services and clarification will be sought from the brokers. Extensions to cover particular events may be arranged.

Material Damage

Provides cover to property in the care or custody of Clubs/District located anywhere in New Zealand, Australia and the Pacific Islands and whilst in transit. There is an excess of \$100 or \$250 depending on the circumstances and a maximum liability of \$10,000 from any one event. Lower limits apply to other circumstances such as \$10,000 for property of members and volunteers. Exceptions apply to vehicle and watercraft racing or competitions, trains and building alterations costing over \$100,000.

Legal Liability

Provides cover up to \$20m for legal liability to pay compensation in respect of property damage and bodily injury anywhere in the world. Legal liability to pay compensation any one occurrence arising from one event is \$20m. There is an excess of \$500 each and every claim – refer to policy.

Officers Liability

Cover is held, (similar to Directors Liability in Companies) to indemnify Club Officers against statutory liability (other than criminal acts).

Personal Accident

Benefits are provided where an insured person suffers bodily injury as a result of an accident while engaged on an official Rotary activity worldwide. There are a range of benefits and lump sum payments from \$120,000 for death of an adult to \$350 per week for 104 weeks for total disablement. Exchange students and minors receive lesser amounts and for 13 weeks. Medical expenses arising from an accident are also recoverable if not subject to ACC rebate and were incurred with twelve months of sustaining injury.

Overseas Travel

Cover for travel similar to that available from other sources is available on a limited basis to Rotarians while on Rotary business. The arrangement must have the approval of the District Governor as official Rotary business and is processed through the District Office.

Administration and Claims

Premium costs are recovered by way of charge against Clubs on a per capita basis. All Club members involved in significant projects are wise to obtain (at no cost) a cover note for that project – in some cases parties with whom a Club works on major projects will require that. Claims should be notified for processing as soon as practicable.

For further information on administration and claims contact:

Wendy Maisey

ABC Secretarial Services
Rotary District 9930
PO Box 9486
HAMILTON

Phone: 07 855 1696
Fax: 07 855 1690
Mobile: 027 485 0259
Email: wendy@abcsec.co.nz

6.2 Notes on Incorporation – advantages and disadvantages

What is an Incorporated Society?

An incorporated society is a legal entity that can exist separately from its members. Creation of such societies occurs when a properly completed Constitution or Rules are filed with the Registrar of Incorporated Societies.

What are the advantages of incorporation?

One of the primary advantages of incorporation is the limited liability the society affords its members. Typically, members and the executive are not liable for the actions and obligations of the society; thus the creditors will not come knocking on the door asking members or executive members to pay debts of the society.

In a partnership or sole trader situation, the owner's personal assets may be used to pay debts of the business.

Maintaining the limited liability of an incorporated society requires that the members and executive are required to follow all the rules of the society, including holding annual meetings and maintaining meeting minutes.

The Club becomes a separate entity. An individual cannot be held responsible for the debts and liabilities of the Club.

Liability for any damages claimed are limited to the assets of the Club and the individual worth of a member cannot be attacked.

*Note: If a Club is not incorporated then all its members are personally liable for the activities or liabilities or debts of the Club – if a project went wrong for instance. Insurance and ACC may cover a number of contingencies but being incorporated will assist with liability not so covered. It is the strongly recommended by the Rotary District Administration, that clubs become incorporated if they are able to so do. However it should be noted that to become an Incorporated Society, a club must have **at least 15 members**.*

Other advantages:

The life of an incorporated society is not dependent upon its members so that a major feature of such a society is that it has an unlimited life. If a member dies or wishes to resign, the society will continue to exist and do business.

An incorporated society possesses centralised management.

There are some obligations on a Rotary Club that is an Incorporated Society:

Need to adopt the Standard Rotary Constitution as promulgated by RI (and which may be changed by the three yearly Council on Legislation.)

Must register under the Incorporated Societies Act 1908 and pay a (once only) \$100.00 fee.

Each year (after the AGM) – file the Club's financial statements with the Registrar of Inc. Societies or Charities Commission.

Note: A Rotary Club in itself may not be a charity and needs to register as a separate Charitable Trust or join the Trust Company scheme to give charitable effect to some of its projects.

| Rotary International District 9930 | | Risk Management |
|---|---|---|
| Previous Issue | This Issue | |
| Ref Page Of Date | Version 2, 1 June 2006 Ref Page 1. Of ...2..... Date | |
| Title 7.0 Code of Conduct, Abuse Protocol | | Approved By District Governor 2005-2006 District Governor 2006-2007 Date: 2006 |
| 7. Code of Good Conduct, suggested Wallet Card | | |
| <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">ROTARY DISTRICT 9930</p> <p style="text-align: center;">CODE OF GOOD CONDUCT</p> <p>Rotary Clubs place great emphasis on their work with young people, the elderly and people with disabilities. This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this good work to continue it is important that our Rotary Clubs protect the interests of everyone involved.</p> <p>It is the responsibility of every Rotarian to safeguard to the best of their ability the welfare of every person with whom they come into contact during their activities as a Rotarian. Special attention is to be given to children, the elderly, disabled and other vulnerable persons. This includes the identifying, preventing and reporting of physical, sexual, financial, political or emotional abuse.</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">THE OBJECT OF ROTARY</p> <p>Rotary is an organisation of business and professional persons united worldwide who provide humanitarian service, encourage high ethical standards and help build goodwill and peace in the world.</p> <p>THE FOUR WAY TEST</p> <ol style="list-style-type: none"> 1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3. Will it build GOODWILL and BETTER FRIENDSHIPS? 4. Will it be BENEFICIAL to all concerned? <p style="text-align: center;">ROTARY INTERNATIONAL</p> </div> | | |

7.0.2 Abuse protocol

ROTARY DISTRICT 9930

ABUSE PROTOCOL

ABUSE PROTOCOL

Rotarians encountering a possible case of abuse should:

- Remain calm and manage any need for confidentiality.
- Treat all allegations seriously.
- Let the person know they have done the right thing in telling you and that it has taken courage to do so.
- Reassure the person that it is not their fault.
- Report the issue to your club contact person and ensure it is taken seriously.
- Be honest about what you are going to do, who you are going to tell, and why.
- Keep the person fully informed about what is happening and Give them information about possible other sources of help.
- If you feel/display any anger, make sure the person understands it is directed towards the accused abuser.

DO NOT:

- Panic! Reacting inappropriately may cause other problems.
- Make promises that cannot be kept.
- Interview or even discuss the details of the incident or issue with the victim or accuser. Leave this to the professionals.
- Cast doubt on what is being said to you.
- Make the person feel that they are responsible for the alleged abuse in any way.
- Deal with the problem alone.

My club contact person is: _____

My contact can be reached at: _____



Safety Planning Guidelines for Events: Forms

[IS Rev. Dec 2003]



Te Rākau
Whakamarumarū

Ministry of Civil Defence
& Emergency Management

Safety Planning Guidelines for Events: Forms

December 2003
ISBN 0-478-25458-X

Produced by the Ministry of Civil Defence & Emergency Management, in conjunction with the New Zealand Police, New Zealand Fire Service, St John Ambulance and local government representatives.

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Contents

| | | |
|--|----------------------|----|
| Rotary International District 9930 | Risk Management..... | 20 |
| Rotary International District 9930 | Risk Management..... | 24 |
| Rotary International District 9930 | Risk Management..... | 25 |
| Rotary International District 9930 | Risk Management..... | 26 |
| Rotary International District 9930 | Risk Management..... | 28 |
| 7.0 Code of Conduct, Abuse Protocol | | 39 |
| Pre-Event Planning Stage Checklist | 45 | |
| SGE Form 3 | | 45 |
| Event Registration Information | 45 | |
| SGE Form 3.1.1 | | 46 |
| Discussion with Local Council Checklist | 47 | |
| SGE Form 3.1.2 | | 47 |
| Local Council Sign-off of Event Risk Management Plans | 48 | |
| SGE Form 3.1.4 | | 48 |
| Event Approval (indicative form for Council use) | 49 | |
| SGE Form 3.1.4a p.1 | | 49 |
| Event Approval (indicative form for Council use) | 50 | |
| SGE Form 3.1.4a p2 | | 50 |
| Event Safety Committee Role: Event Organiser | 51 | |
| SGE Form 3.3.1 | | 51 |
| Event Safety Committee Role: Logistics Manager | 52 | |
| SGE Form 3.3.2a | | 52 |
| Event Safety Committee Role: Marketing and Promotions Manager | 53 | |
| SGE Form 3.3.2b | | 53 |
| Event Safety Committee Role: Safety Manager | 54 | |
| SGE Form 3.3.2c..... | | 54 |
| Event Safety Committee Role: Legal Manager | 54 | |
| SGE Form 3.3.2d | | 55 |
| Stakeholder Contact List | 56 | |
| SGE Form 3.4 p1 | | 56 |
| Stakeholder Contact List | 57 | |
| SGE Form 3.4 p2 | | 57 |
| Police Checklist (Indicative) | 58 | |
| SGE Form 3.4.1 | | 58 |
| Security Arrangements | 59 | |
| SGE Form 3.4.2 | | 59 |
| Venue Assessment Checklist | 60 | |
| SGE Form 3.4.3 | | 60 |
| Event Development Stage Checklist | 61 | |

| | |
|---|-----------|
| SGE Form 4 | 61 |
| Site Map Checklist | 62 |
| SGE Form 4.1 | 62 |
| Security Checks | 63 |
| SGE Form 4.3.3 | 63 |
| Health and Safety Venue Assessment | 64 |
| SGE Form 5.1 | 64 |
| Site Access Checklist | 64 |
| SGE Form 5.2 | 65 |
| Traffic Management Form for Events | 65 |
| SGE Form 5.6 | 66 |
| Venue Vendor Information Sheet | 67 |
| SGE Form 5.8.1 | 67 |
| Waste Removal | 68 |
| SGE Form 5.10.1 | 68 |
| Lost Children Report | 69 |
| SGE Form 5.12 | 69 |
| Event Day Checklist | 70 |
| SGE Form 5.13 | 70 |
| Post-Event Stage Checklist | 71 |
| SGE Form 6 | 71 |
| Event Debrief Sheet | 72 |
| SGE Form 6.1 | 72 |

| Pre-Event Planning Stage Checklist | Completion Date |
|--|-----------------|
| Establish Event Organising Committee <ul style="list-style-type: none"> Identify delegated responsibilities | |
| Funding and sponsorship <ul style="list-style-type: none"> Ensure adequate funding allocation for emergency services and health | |
| Check local and regional event calendars | |
| Research events of a similar kind | |
| Select appropriate venue | |
| Apply for permits and licenses | |
| Contact emergency services i.e., police (district HQ), fire, etc | |
| Identify and contact key stakeholders | |
| Identify relevant laws and regulations | |
| SGE Form 3 | |

| Event Registration Information | |
|---|-------|
| Name of event | |
| Date of event | |
| Proposed venue | |
| Event manager's name | |
| Organisation name | |
| Address | |
| Phone | |
| Mobile | |
| Email | |
| Fax | |
| Target audience (children, youth, family, etc) | |
| Expected numbers | |
| Description of the event | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Alcohol to be supplied | |
| SIGNED: | DATE: |
| SGE Form 3.1.1 | |

Discussion with Local Council Checklist

| | | | |
|---|--------------------------|------------------------------------|--------------------------|
| Size of the crowd expected | <input type="checkbox"/> | Emergency vehicle access | <input type="checkbox"/> |
| Timing of the event (include set-up and pack out) | <input type="checkbox"/> | First aid provisions | <input type="checkbox"/> |
| Duration of the event | <input type="checkbox"/> | Noise assessment | <input type="checkbox"/> |
| Impact event will have | <input type="checkbox"/> | Food and liquor requirements | <input type="checkbox"/> |
| Location/venue | <input type="checkbox"/> | Toilets | <input type="checkbox"/> |
| Health & safety plans | <input type="checkbox"/> | Security | <input type="checkbox"/> |
| Traffic management plans | <input type="checkbox"/> | Parking | <input type="checkbox"/> |
| Public transport | <input type="checkbox"/> | Temporary structures incl. staging | <input type="checkbox"/> |
| Insurance – including public liability | <input type="checkbox"/> | Power and water | <input type="checkbox"/> |
| Number of participants | <input type="checkbox"/> | Parking restrictions | <input type="checkbox"/> |
| Parades and marches: route, assembly time, departure time, finish time, vehicles and floats | <input type="checkbox"/> | Generator and marquee permits | <input type="checkbox"/> |
| Special effects | <input type="checkbox"/> | Road closure required | <input type="checkbox"/> |
| Site plan | <input type="checkbox"/> | Regulatory licenses | <input type="checkbox"/> |
| Clean up | <input type="checkbox"/> | Charges for events | <input type="checkbox"/> |
| Consultation | <input type="checkbox"/> | Food and drinking water provision | <input type="checkbox"/> |
| Sewerage disposal | <input type="checkbox"/> | Waste disposal | <input type="checkbox"/> |

SGE Form 3.1.2

| | |
|---|--------|
| Local Council Sign-off of Event Risk Management Plans (example only) | |
| Name of event | |
| Date of event | |
| Proposed venue | |
| Activities to be undertaken | |
| Number of participants expected | |
| Type of event | |
| REVIEWED BY: | DATE: |
| NAME: | TITLE: |
| SGE Form 3.1.4 | |

Event Approval (indicative form for Council use)

Page 1 of 2

| Status Key | ✓ = Requirements Met | O = Additional information required | X = No information provided | N/A = Requirement does not apply for this event |
|---|----------------------|-------------------------------------|-----------------------------|---|
| Requirements | Status | Comments | | |
| Completed major events template or equivalent plan | | | | |
| Emergency services have been contacted and are involved in planning and running event | | | | |
| After hours emergency contact name and number | | | | |
| Designated emergency coordinator | | | | |
| Evidence of \$_____ of liability insurance | | | | |
| Documented emergency management | | | | |
| Documented evacuation plan | | | | |
| Documented site plan | | | | |
| <i>If any of the following are present then the organiser must include in the plan a written confirmation and signature noting that the structure complies with the relevant legislation.</i> | | | | |
| • Fencing (building regs) | | | | |
| • Stage > 150 sq. m - (building regs) | | | | |
| • Seating stand for > 20 people -(building regs) | | | | |
| • Amusement rides – (plant regs) | | | | |
| Risk assessment has been conducted & documented | | | | |
| SGE Form 3.1.4a p.1 | | | | |

Event Approval (indicative form for Council use)

Page 2 of 2

| | | | | |
|-------------------------------------|---|--|------------------------------------|--|
| Stat us Key | ✓ = Requirements Met | O = Additional information required | X = No information provided | N/A = Requirement does not apply for this event |
| | Requirements | | Status | Comments |
| | • Safe use of electricity e.g., for cooking and heating | | | |
| | • Appropriate waste management | | | |
| | • Adherence to New Zealand Food Safety Authority requirements | | | |
| | • Provision of safe water supply | | | |
| | • Crowd management | | | |
| | • Vehicle management | | | |
| | • Preventing and managing structure collapse | | | |
| | • Preventing damage to the venue facilities | | | |
| | • Lost persons | | | |
| | • Lost items | | | |
| | • Contingency plans for poor weather | | | |
| | • Management of alcohol | | | |
| • Human resource management | | | | |
| • Overall responsibility for safety | | | | |
| SGE Form 3.1.4a p2 | | | | |

| Event Safety Committee Role: Event Organiser | |
|---|--|
| Name of event | |
| Name of event organiser | |
| Contact details | |
| <i>Tasks (as below)</i> | |
| Overall management of the event including risk management | |
| Overview of all planning and organising | |
| Relationship management including stakeholders and emergency services | |
| Financial management | |
| Human resource management | |
| Overall responsibility for safety | |
| SGE Form 3.3.1 | |

| Event Safety Committee Role: Logistics Manager | |
|--|--|
| Name of event | |
| Name of logistics manager | |
| Contact details | |
| Tasks (as below) | |
| Emergency management | |
| Traffic management | |
| Site management | |
| Security management | |
| Communications and contacts | |
| Waste management | |
| Staff provisioning | |
| SGE Form 3.3.2a | |

| | |
|--|--|
| Event Safety Committee Role: Marketing and Promotions Manager | |
| Name of event | |
| Name of marketing and promotions manager | |
| Contact details | |
| <i>Tasks (as below)</i> | |
| Promotion | |
| Advertising | |
| Media releases | |
| Media management | |
| SGE Form 3.3.2b | |

| Event Safety Committee Role: Safety Manager | |
|---|--|
| Name of event | |
| Name of safety manager | |
| Contact details | |
| Tasks (as below) | |
| Health and safety guidelines | |
| Alcohol management plan | |
| Water supply management | |
| Food management | |
| Public safety management | |
| Public health management | |
| Evacuation scheme | |

SGE Form 3.3.2c**Event Safety Committee Role: Legal Manager**

Name of event

Name of legal
manager

Contact details

Tasks (as below)

Permits

Consents

Insurance

Finance

Contracts

Other legal
responsibilities**SGE Form 3.3.2d**

Stakeholder Contact List

| Stakeholder | Contact name | Phone/Email |
|--|--------------|-------------|
| Local council contacts (specify department) e.g., for road closure, waste, construction | | |
| Police | | |
| Fire Service | | |
| First aid and ambulance <ul style="list-style-type: none">• First aid• Ambulance• Medical/health care i.e., doctors, physiotherapists | | |
| Public health | | |
| Security Company | | |
| SGE Form 3.4 p1 | | |

| Stakeholder Contact List | | |
|--------------------------|--------------|-------------|
| Stakeholder | Contact name | Phone/Email |
| Hire company | | |
| Liquor licensing | | |
| Road authority | | |
| Local business | | |
| OSH | | |
| Media | | |
| Local bus company | | |
| Local taxi company | | |
| Residents | | |
| Business owners | | |
| SGE Form 3.4 p2 | | |

| Police Checklist (Indicative) | | |
|---|---|----------|
| Before Event | Task | ✓ |
| 5 months (large events) or at pre-event planning meeting in consultation with council | Contact police with event date and venue | |
| | Provide police with event details – type of event | |
| | Provide police with event organisers contact details | |
| | Send details of road closure (if applicable) | |
| 6 – 8 weeks (process ongoing through planning stage) | Meet with police | |
| | Discuss security details | |
| | Confirm emergency services provisions and risks | |
| | Review event risk management plan | |
| | Plan for road closure (if applicable) | |
| Week of event (as determined by police during planning stage) | Meet with police on site | |
| | Finalise traffic management plans and identify any issues | |
| | Finalise emergency and evacuation procedures | |
| | Confirm police headquarters onsite | |
| | Police to outline their staffing plan | |
| | Confirm communication channels | |
| | Confirm role of police in emergency | |
| | Develop procedure for confiscated, prohibited and left items | |
| Day of event | Police to attend event briefing the day of the event (ideal situation) | |
| | Police communication to key stakeholders | |
| | Police operational requirements: staff on duty during the event. Note: Police will NOT provide staff for security work. | |
| SGE Form 3.4.1 | | |

| Security Arrangements | | |
|---|-------|-------|
| Name of security company | | |
| Security required from | TIME: | DATE: |
| Security required to | TIME: | DATE: |
| Security staff number required | | |
| Security briefing | TIME: | DATE: |
| Present at briefing | | |
| | | |
| | | |
| | | |
| | | |
| Role of security | | |
| | | |
| | | |
| Special considerations | | |
| | | |
| | | |
| | | |
| | | |
| Have police and security been in contact? | | |
| SGE Form 3.4.2 | | |

| Venue Assessment Checklist | | |
|----------------------------|--------------------------|---|
| Before Event | Task | ✓ |
| Exit Doors | Adequate number | |
| | Appropriate locations | |
| | Appropriate size | |
| | Maintained and operating | |
| Exit Signage | Appropriate position | |
| | Clear and easily read | |
| | Adequate lighting | |
| | Appropriate position | |
| | Clear and easily read | |
| Fire Protection | Sprinklers | |
| | Hose lines | |
| | Fire extinguishers | |
| | Smoke detectors | |
| | Heat protectors | |
| SGE Form 3.4.3 | | |

| Event Development Stage Checklist | |
|---|-----------------|
| Name of Event: | Completion Date |
| Conduct pre-event planning <ul style="list-style-type: none"> • Core event team • Sub-group meetings (with liaison to core team members) | |
| Establish incident management team (large events) | |
| Develop site plan <ul style="list-style-type: none"> • Public open spaces identified • Open sites identified • Affected roading identified | |
| Develop hazard identification checklists | |
| Prepare risk management plans | |
| Prepare emergency plans | |
| Prepare evacuation plans | |
| Prepare crowd control plans | |
| Establish communication plans <ul style="list-style-type: none"> • Radio • Public • Media | |
| Other | |
| SGE Form 4 | |

| Site Map Checklist | | | |
|-------------------------------|---|-------------------------------|---|
| | ✓ | | ✓ |
| Entrances and exits | | Emergency access route | |
| Vehicle access paths | | Pedestrian routes | |
| Parking | | Stage location | |
| Food and liquor outlets | | Security and police locations | |
| First aid posts | | Rest areas | |
| Seating | | Toilets | |
| Lost children | | Water outlets | |
| Safety fencing | | Phones | |
| Rubbish bins | | Information centre | |
| Communication centre | | Media centre | |
| Centre for emergency services | | | |
| Notes | | | |
| SGE Form 4.1 | | | |

| Security Checks | |
|------------------|--|
| Name of Event | |
| Cash | |
| Prohibited items | |
| Equipment | |
| Crowd management | |
| Site management | |
| Other | |
| SGE Form 4.3.3 | |

Health and Safety Venue Assessment

| | | |
|--|-------|-------|
| Name and date of event | | |
| Building safety <ul style="list-style-type: none">• Stairs/ramps• Seating quality• Seating quantity• Handrails | | |
| Sanitation | | |
| Waste management | Type: | When: |
| Water <ul style="list-style-type: none">• Quality• Quantity• Source• Hot water | | |
| Pest control | | |
| Noise Control | | |
| Food safety <ul style="list-style-type: none">• Licenses• Refrigeration• Power supplies• Cooking devices• Removal of liquid waste• Food source assessment• Staffing assessment | | |
| SGE Form 5.1 | | |

Site Access Checklist

| | | | |
|---|---|---|---|
| | ✓ | | ✓ |
| Assigned supervisor | | Marshal's assigned and briefed on directing crowds | |
| Turnstiles, barriers, fences are all checked | | Adequate no. staff have been employed | |
| Staff are well trained and briefed | | Wheelchair access allocated | |
| Access has been allocated for emergency vehicles | | Entrance ways are clear – no activity, signage etc blocking entrances | |
| Areas are assigned for checking bags for prohibited items | | Storage for prohibited items | |

Notes

SGE Form 5.2

Traffic Management Form for Events

To be used for any event requiring traffic management plans, or involving large numbers of people – parades, fun runs, festivals, etc

| | | |
|---|-------|-------|
| Requested date and time of the event | Date: | Time: |
| Event location | | |
| Details of the event route or venue (attach map if relevant) | | |
| *****Site plan to be attached to this form where available | | |
| Event organiser contact details PRIOR TO THE EVENT | | |
| NAME PHONE EMAIL Event management contact details DURING THE EVENT | | |
| NAME PHONE EMAIL | | |
| Council contact details | | |
| Traffic contact details | | |
| <i>Council approval where required</i> Signed/approved: Date: | | |
| SGE Form 5.6 | | |

| Venue Vendor Information Sheet | | | |
|--------------------------------|----------------------------|--------------|------------------|
| Business Name/ Vendor Name | Contact Phone for Event | Type of Food | Event Permit No. |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| SGE Form 5.8.1 | | | |

| Waste Removal | | | | |
|--|-----------------------|------------|--------------|-------------------|
| | | Public Use | Food Outlets | Medical/First Aid |
| Number of bins available | Cans | | | |
| | Wheelie bins | | | |
| | Secured wheelie bins | | | |
| | Hazardous material | | | |
| | Other (describe type) | | | |
| Timetable for emptying bins | | | | |
| Timetable for removal of rubbish from site | | | | |
| Arrangements for site clean up | | | | |
| Arrangements for clean up of surrounding areas | | | | |
| Group responsible for setting out bins | | | | |
| Group responsible for emptying bins | | | | |
| Group responsible for clearing rubbish from site | | | | |
| Group responsible for final site clean up and clean up of surrounding area | | | | |
| SGE Form 5.10.1 | | | | |

| Lost Children Report | |
|---|-------|
| Date: | Time: |
| Report written by: | |
| Information about child (as known) | |
| Name | |
| Address | |
| Age | |
| Phone number | |
| Location child was found | |
| Who found child | |
| Description of child | |
| Gender | |
| Ethnicity | |
| Clothing description | |
| Unique physical features | |
| Information about Parents | |
| Name | |
| Address | |
| Phone Number | |
| SGE Form 5.12 | |

Event Day Checklist

| Date of event: | Notes |
|--|-------|
| Complete site check <ul style="list-style-type: none">• Food• Water• Toilets• General safety• Traffic/vehicle controls | |
| Brief emergency services | |
| Implement radio communications plan | |
| Brief Incident Management Team (large events) | |
| Information centre set-up complete and briefed | |
| General notes: | |

SGE Form 5.13

| Post-Event Stage Checklist | |
|---|-----------|
| Name of event | |
| Action | Completed |
| Post-event debrief and evaluation meeting | |
| Completion surveys | |
| Make recommendations for safety | |
| Compile evaluation report | |
| Notes | |
| SGE Form 6 | |

Event Debrief Sheet

Name of event:

Attendance Number:

Comments:

Number of Incidents:

Event Manager comments

Police Report

First Aid officer's report

Number of casualties treated:

If transport to hospital was necessary explain why:

Numbers transported to hospital by ambulance:

General breakdown of injuries or illnesses treated (e.g., 40% headaches, 10% sprained ankles etc):

Numbers referred to doctor on and off site:

Security report

Venue/site owner report

Media feedback

Local council report (if appropriate)

SGE Form 6.1

| | | |
|--|---|--|
| Rotary International District 9930 | | Risk Management |
| Previous Issue | This Issue | |
| Ref Page Of Date | Version: 16 July 2006 Ref Page 1.... Of ...8..... Date | |
| Title <div style="text-align: center;">9.0 Youth</div> | | Approved By <div style="text-align: center;">District Governor 2005-2006</div> <div style="text-align: center;">District Governor 2006-2007</div> Date 2006 |

YOUTH EXCHANGE PROGRAMMES

In Rotary International District 9930 the Rotary International Youth Exchange Programme provides young people with the opportunity to experience in short term and long term exchanges the cultures, problems and accomplishments of people in other countries. To ensure the long-term success of this Programme, the District 9930 Youth Exchange Programme (YEP) is committed to the protection of participants from harm, including exploitation and abuse.

The Programme participants include students (short term and long term), host family members, Rotarians, Rotary Club student Counsellors, sponsoring and hosting Rotary Club members and the members of the District 9930 YEP Committee and their partners.

This statement sets out to detail the District 9930 YEP Committee's pro-active approach in dealing with aspects to reduce risk of harm to the participants.

While a risk management program cannot guarantee elimination of all risk, the following outline attempts to:

- Systematically identify and evaluate the exposures to loss in the Programme.
- Identify actions that will prevent or mitigate the possibility of loss.
- Outline the implementation of procedures to address these possibilities of loss.
- Periodically monitor the results, and where necessary, revise to ensure the Programme remains relevant to the changing dynamics of the society.
- Review the Programme as a regular agenda item questioning its operation, improvement and analyse feedback from the participants.

9.1 OUTBOUND EXCHANGE STUDENTS FROM DISTRICT 9930

9.1.1. Promotion of the Programme- this involves:

- a. Information meetings.
- b. Advertisements in schools.
- c. Information from the District YEP Committee to Rotary Clubs.
- d. Information from Rotary International.
- e. Use of available media.

9.1.2. Student Selection- this involves:

- a. Rotary Club interview processes.
- b. The District 9930 YEP Committee interview processes.

9.1.3. Preparation of Outbound students- this involves:

- a. Briefing weekends (the nature varies for short term and long term exchanges).
- b. The Group of previous year returned youth exchange students.
- c. The current inbound youth exchange students being hosted by District 9930 Clubs.
- d. The members of the District 9930 YEP Committee, partners and invited speakers.

9.1.4. Overseas Districts with which we exchange- this involves:

- a. Exchange arrangements with overseas Districts that conduct their Youth Exchange Programme in accordance with Rotary International guidelines.
- b. Developing established lines of communication between District Youth Exchange Committees.
- c. Developing new exchanges in accordance with Rotary International guidelines.

- d. Systematic processing of youth exchange documentation prior to the exchange to determine suitability and placement of students.

9.1.5. Insurance-

The District 9930 YEP Committee ensures that all students in the Programme are covered for personal injury and property damage from when they leave home for their exchange to when they return home after their exchange, in accordance with Rotary International guidelines.

9.1.6. Travel to overseas destinations- this involves:

- a. Students are accompanied to the departure airport by parents and friends.
- b. International travel is facilitated by the District YEP Committee through its agent.
- c. The meeting of the students by the host Clubs/ Districts is made at the nominated arrival airport according to the arrangements made prior to the departure of the students.
- d. The students are instructed to notify their natural family on arrival.

9.1.7. Difficulties that may arise during the exchange

To minimise difficulties that may arise, the members of the District 9930 YEP Committee are to be in contact with the students regularly. The following procedures are in place.

- a. Students are required to send to the District 9930 YEP Committee a quarterly report.
- b. The maintenance of contact with the parents of the exchange students.
- c. Regular contact with Youth Exchange Programme counterparts in overseas Districts.

9.1.8. Return trip to New Zealand

All District 9930 YEP students are contracted in the exchange Programme to return to New Zealand by the most direct method.

9.1.9. Reintegration into the New Zealand Community

- a. The District 9930 YEP Committee acknowledges the difficulties that the exchange students have in reintegration into their family, with their friends and their future career and life.
- b. A debriefing program is conducted to enable returned exchange students and their families to discuss all aspects of the Youth Exchange Program and processes to facilitate reintegration and focus on future life.

9.2 INBOUND EXCHANGE STUDENTS TO DISTRICT 9930

9.2.1. Suitability of Inbound Overseas Exchange Students

- a. It is recognised that the District 9930 YEP Committee does not have the control over the selection of exchange students from overseas Districts.
- b. The District 9930 YEP Committee can choose the Districts with which youth exchanges are organised.
- c. If there are a number of unsuitable students from any particular District over a period of time the District 9930 YEP Committee would choose to suspend exchanges with that District.
- d. Documentation received from overseas Districts provides information about the potential exchange students, the family situations, health, education standards, career prospects and recreational pursuits.

9.2.2. Student Placement in a District Rotary Club

- a. Host Clubs are notified at the earliest possible date of their proposed host exchange student.
- b. Host Clubs are encouraged to write to the inbound students to establish communication prior to arrival.
- c. The students are notified of their host Rotary Club.

- d. The sponsoring Rotary District is notified of the hosting and the exchange procedures and processes.
- e. The students and families are required to complete an Inbound Student Agreement before the exchange will be finalised in District 9930.

9.2.3. Information for Rotary Clubs in the Youth Exchange Program.

- a. To assist Rotary Clubs, the District 9930 YEP Committee publishes and distributes the following documents:
 - *A Rotarian's Guide To Sponsoring a Youth Exchange Student.*
 - *A User Friendly Guide for the Inbound Student Counsellor.*
 - *A Host Family Guide to Rotary Youth Exchange.*
 - *Host Club Guide to Youth Exchange in District 9930, New Zealand*
 - *Inbound and Outbound Student Agreements.*
- b. Host Rotary Clubs are required to appoint a student Counsellor for the duration of the exchange
- c. Seminars are conducted to prepare Rotarians, Club Counsellors and host families for the exchange.

9.2.4. Preparation of Host Families.

- a. The District 9930 YEP Committee sends to each host Club, the publication, "A Host Family Guide To Rotary Youth Exchange".
- b. It is the host Club's responsibility to ensure that each prospective family is counselled in relation to the issues that arise in the above- mentioned publication.
- c. Host Clubs are also asked to invite prospective host families to the preparation seminar mentioned in Item 9.2.3.c above.
- d. Advise the host families of the requirement for police vetting as per the Police Vetting Guidelines in the Risk Management manual.
- e. Proceed with the police vetting after agreement from all parties

9.2.5. After the Overseas Students Arrive

- a. Briefing meetings are conducted to identify the standards that the students are expected to maintain during their exchange in District 9930 .by the YEP Committee.
- b. There is an ongoing encouragement from the District 9930 YEP Committee to the participating host Clubs to adhere to the established youth exchange program guidelines, guarantees and agreements.

9.2.6. If The Student Is Not Settling In Or Is Home-sick- this involves:

- a. Liaisons with the host Club Counsellor and the District Youth Exchange Officer responsible for the student's country.
- b. Liaisons with the host District and sponsor District Chairpersons.
- c. Where appropriate, arrangements are made for students to be counselled to assist in Overcoming difficulties currently being experienced.

9.2.7. If Students Wish To Travel- the following procedures are required:

- a. All proposed travel by exchange students in District 9930 must be approved by the host parents and the host Club Counsellor prior to travel.
- b. Overnight travel or travel requiring one night or more away from the host home will require the approval of the host parents and the Club Counsellor prior to travel.
- c. All Out of District travel within New Zealand will require the approval of the host parents, the Club Counsellor and a member of District 9930 YEP Committee prior to travel.
- d. In addition to the above approvals, Overseas travel requires the written approval of the applicant/student's natural parent(s) or guardian(s) **AND** the written approval of the Chairman of the District 9930 YEP Committee.

9.2.8. Alcohol

- a. Students under the age of 18 must not drink alcoholic beverages in public places or on licensed premises.
- b. Students 18 years or older should not drink alcoholic beverages in a public place.
- c. Students under any circumstances must not drink alcoholic beverages to excess.
- d. Should problems arise, host families are advised to consult with the host Club Counsellor.

9.2.9. Drugs

- a. Students must not use, possess, cultivate or manufacture any illegal drugs or prohibited or restricted substances.
- b. Students must not use cultivated, manufactured or any legal drugs or prohibited or restricted substances unless prescribed by a Registered Medical Practitioner.
- c. If there is any suspicion of a breach of these terms, host families should immediately report this to the host Club Counsellor.

9.2.10. Driving.

Students are not permitted to drive a motorised vehicle or vessel of any kind during the exchange.

9.2.11. Promiscuity/Romance

- a. Students should avoid romantic attachments.
- b. If it is considered that any student is promiscuous or developing romantic attachments, the matter must be discussed with the appropriate student and the host Club Counsellor.

9.2.12. Schooling

It is a requirement of the New Zealand Overseas Student Visa that youth exchange students attend a secondary school on each day of operation unless engaged in an approved activity.

9.2.13. Financial Matters

- a. Host families are encouraged to help students with their budget.
- b. The host Rotary Clubs provide the youth exchange students with a monthly allowance according to the Rotary International guidelines.
- c. Students are required to have their own funds including a separate emergency fund. The emergency fund is established with the host Club Counsellor as the co-signature.

9.2.14 Security

For the duration of the exchange period, the host Club Counsellor will collect from the youth exchange student in that Club the student's passport, return air ticket and any other travel documents and send them to District 9930 YEP Committee for safekeeping.

9.2.15. Requirements for the protection of Students in the Case of Complaints of Physical or Sexual Harassment.

- a. Student protection to be as advised by the Department of Child, Youth and Family Services.
- b. Student protection to be as advised by the New Zealand Police.
- c. Student protection to be as advised under guidelines of the Ministry of Education.
- d. Rotary District 9930 YEP Committee members are required to sign a Prohibited Employment Declaration. The originals are lodged with the Secretary.
- e. Generally, in the event an incident or complaint, the welfare and safety of the young person is the initial priority. The matter must be reported to Rotary District 9930 YEP Chairman, the District 9930 Governor, and the District 9930 Legal Advisor. The contact details of these officers are listed in the District 9930 Year Directory.

- f. The District YEP Chairman will notify and seek direction from the appropriate Authority in accordance with the requirements of the above guidelines.
- g. Rotary District 9930 YEP Committee is advised by District 9930 Legal Advisers in matters of procedure in reported matters. It is recognised that procedures may vary according to the circumstances / reporting of the incident or complaint.
- h. A record of the proceedings initiated shall be recorded in the minutes of the District 9930 YEP Committee at the earliest opportunity.
- i. All records to be kept indefinitely.

9.2.16. International Tensions

The District 9930 YEP Committee is aware that from time to time international situations may occur that may cause concern to parents, students and Rotarians. Members of the District 9930 YEP Committee monitor, from time to time, the official web site of the New Zealand Government, Department of Foreign Affairs seeking information on international situations. If the student and parents formally indicate concern about an overseas country involved with an exchange, the District 9930 YEP Committee Chairman and the Youth Exchange Officer for that country will liaise with the parents to gather information from that web site and from the overseas District Chairperson in order to reach an appropriate outcome.

9.3 YOUTH PROTECTION

9.3.1 Pastoral Care - Code of Practice.

Rotary International and the Rotary Clubs of New Zealand, assist young people throughout the world to experience the culture of different countries as well as benefiting from district and club initiated youth programmes. Within District 9930 it would include but not be limited to programmes such as ROTARACT, INTERACT, IYE, ANZ MATCHED STUDENT EXCHANGE, RYLA, RYPEN, PEER SUPPORT AND SUMMER SCIENCE SCHOOL.

The personal safety and well being of all young people involved in these programmes is of paramount importance to Rotary. Accordingly, Rotary is a signatory to the Pastoral Care Code of Practice. This Code of Practice has been introduced by the Ministry of Education under legislation from the New Zealand Government. While the code of practice is designed to protect the interests of students studying in New Zealand, it has wider implications for Rotary, and its application is mandatory where youth programmes are conducted for young people, 18 years and under. Where the young people engaged on the programme are older than 18 years, it is recommended that the spirit and intention of the Pastoral Care Code of Practice be applied.

9.3.2 Police Vetting.

To ensure that application, and that any “live in” environment is a safe one, Rotary is required to conduct a Police check on all persons who are 18 years of age or older, who may have unsupervised contact with, or access to young people over an extended period. This policy has no application to casual contact with young people in a club, or IYE selection process, but would have direct application where a club or district committee was conducting a weekend activity such as IYE or ANZ Matched Student Exchange Orientation, or a RYLA or RYPEN weekend. The policy applies to both Rotarians and non-Rotarians who have contact with young people in these circumstances.

The vetting process remains valid for 2 years, unless there is good reason to seek a fresh clearance within that period. There is no requirement to duplicate vetting for people such as bus drivers, school and kindergarten teachers, police officers and Scout and Guide leaders who will have already been “Cleared”.

9.3.3 Purpose of Police Vetting.

The purpose of vetting is to minimise the likelihood of the more vulnerable members of society (children, older people and those with special needs) being put at risk by individuals who may have displayed behaviour that could be detrimental to others’ safety and well being.

9.3.4 The Process.

The attached application in the form of a “**Consent to Disclosure of Information**” must be completed for every person going through the Police vetting process. Each Club President and District Chair has the responsibility for ensuring that the completed forms are forwarded **direct** to:

The Manager,
Police Licensing & Vetting Service Centre.
P. O. Box 3017
WELLINGTON

In keeping with the Police Vetting Procedure, the results of the vetting will be forwarded to a “designated person” – who in the case of District 9930 is the **Youth Protection Officer**, not the District Committee or Rotary Club forwarding the vetting applications. The Police must be given a **stamped and addressed envelope** in the name of the District Youth Protection Officer.

9.3.5 The results of Vetting.

The Youth Protection Officer will securely and confidentially store the resulting information until it is no longer required. Any adverse result to a Police check will be dealt with in accordance with the following District policy on “Adverse Police Checks”

It is the duty and responsibility of the District Chair or Club President of the committee or club making the vetting applications to ensure that each individual applicant is aware of the process described herein.

9.3.6 Adverse Police Checks.

The following procedure must be adhered to where an adverse police check is received in respect of any person involved with any **youth activities** as defined in paragraph 9.3.1 above, and initiated by a District Committee or Rotary Club within Rotary District 9930.

- (a) Where there is advice of a sexual offence or other offences of violence, however old, the applicant must not have any further involvement with the designated activity.

- (b) Where there is a minor offence or where there are offences more than ten years old and which would have resulted in no criminal record had those offences occurred in the last ten years, then no further action will be taken and the Committee Chair or Club will be advised accordingly
- (c) In all other instances the **Youth Protection officer will advise the District Governor of the situation.** If the District Governor wishes the application to proceed, the Youth Protection Officer will discuss the issue with the District Chairman or Club President concerned, who will proceed in the following way:
- Discuss the issue face to face with the applicant
 - Ask the applicant if the record is correct
 - Obtain written permission to make further specific checks if the applicant wishes to continue with their involvement in the youth activity. Written references from people of standing in the community must be obtained.
 - All information together with a recommendation, which should include any limitations, must be forwarded to the Youth Protection Officer for a final decision by the District Governor.
- (d) If the recommendation is to proceed with the application, then the approval of the Committee Chair or Club President is required before the application is referred to the District Governor.

9.3.7 References.

For details on the Pastoral Code of Care, see Ministry of Education website:

http://www.minedu.govt.nz/index.cfm?layout=search_results&criteria=pastoral%20care

For further information on the New Zealand Police Vetting process, see the website at;

<http://police.govt.nz/service/vetting/guidelines>.

The District Youth Protection Officer is:

PDG Bruce Scott
16 Kahurangi Drive
Lynmore
ROTORUA.

9.4 Suggested Safety Guidelines for Volunteers in Schools.

9.4.1 Visitors to a school

- (a) Visitors should report to the office on arrival at the school.
- (b) Emergency information for visitors should be explained by Administration staff.
- (c) Police vetting of volunteers is normally at the discretion of the school.
However it is recommended that the Rotary club proactively have volunteers, who may be in a position of one to one interaction with a student, police vetted.

9.4.2 Safety Guidelines

- (a) Do not transport a child on your own (except in emergencies)
- (b) Ensure that whatever the situation you are not alone with a student
- (c) Physical contact can occur in coaching and comforting situations, ensure that it is appropriate.
- (d) Gently dissuade the demonstrative behaviour of special needs students.
- (e) Acknowledge every student's right to personal space.
- (f) Ensure that an adult-child relationship is maintained and discourage over familiarity.
- (g) For transporting students ensure that all cars are warranted and all children seat belted.

ROTARY DISTRICT 9930

DISTRICT COMMITTEE.....

ROTARY CLUB OF.....

CONSENT TO DISCLOSURE OF INFORMATION

The Manager
Licensing & Vetting Service Centre
PO Box 3017
WELLINGTON

I,.....
(Surname) (Fore Names)

.....
(Maiden or any other names used)

Residential address.....

Suburb..... City.....

New Zealand Driving Licence number.....

Hereby consent to the disclosure by the New Zealand Police of any information they might have pursuant to this application to:-

Either: - The Chairman, Rotary District Committee.....

Or: - The President, The Rotary Club of: -

Signed..... Date.....

COMMENTS OF THE NEW ZEALAND POLICE

The New Zealand Police require a stamped self- addressed envelope to accompany all requests.

| Previous Issue | | This Issue | |
|--|--|---|--|
| Ref Page Of Date | | Version 3, 16 June 2006 Ref Page 1.... Of ...8..... Date | |
| Title | | Approved By | |
| 9.0 Youth (Cont) | | Date | |
| 9.4 Suggested Safety Guidelines for Volunteers in Schools | | | |
| 9.4.1 Visitors to a school | | | |
| 9.4.1.1 Visitors should report to the office on arrival at the school | | | |
| 9.4.1.2 Emergency information for visitors should be explained by Administration staff. | | | |
| 9.4.1.3 Police vetting of volunteers is normally at the discretion of the school. However it is recommended that the Rotary club proactively have volunteers, who may be in a position of one to one interaction with a student, police vetted. | | | |
| 9.4.2 Safety Guidelines | | | |
| 9.4.2.1 Do not transport a child on your own (except in emergencies). | | | |
| 9.4.2.2 Ensure that whatever the situation you are not alone with a student. | | | |
| 9.4.2.3 Physical contact can occur in coaching and comforting situations, ensure it is appropriate. | | | |
| 9.4.2.4 Gently dissuade the demonstrative behaviour of special needs students. | | | |
| 9.4.2.5 Acknowledge every student’s right to personal space. | | | |
| 9.4.2.6 Ensure that an adult-child relationship is maintained and discourage over familiarity. | | | |
| 9.4.2.7 For transporting students ensure that all cars are warranted and all children seat belted. | | | |

| Previous Issue Ref Page Of Date | This Issue Version 2, 1 June 2006 Ref Page ...1. Of ...1..... Date |
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| Title 10.0 Acknowledgements and References | Approved By District Governor 2005-2006 District Governor 2006-2007 Date: 2006. |
| <p>Rotary District 9930 would like to acknowledge the following organisations and their documentation that have been of invaluable help in preparing this manual. In particular, for those organising events, the Ministry of Civil Defence and Emergency Management booklets would be of great assistance..</p> <ol style="list-style-type: none"> 1. Australian/New Zealand Standard AS/NZS 4360:1999 2. OSH: Department of Labour, Occupational Safety and Health booklets: <ol style="list-style-type: none"> 2.1. Working Safely for your Community, Health and Safety Guidelines for community and voluntary organisations. 2.2. Are you ready? Voluntary work and workplace health and safety. 3. Ministry of Civil Defence and Emergency Management booklets: <ol style="list-style-type: none"> 3.1. Safety Planning Guidelines for Events. 3.2. Safety Planning Guidelines for Events: Forms. http://www.civildefence.govt.nz 4. Ministry of Education <ol style="list-style-type: none"> 4.1. Education Gazette notice 7 July 2003, re New Zealand Teachers Council and the responsibilities of the School as employers of Non-Teaching staff and Contractors at schools. 5. New Zealand Police, Licensing and Vetting Service Centre <ol style="list-style-type: none"> 5.1. Vetting Procedure Guidelines 5.2. Criminal Record requests http://www.police.govt.nz/service/vetting/guidelines 5.3. Rata Street School, Naenae : Volunteer Guidelines 6. New Zealand Federation of Voluntary Welfare Organisations manual <ol style="list-style-type: none"> 6.1. RISK MANAGEMENT Managing Legal Risks for Voluntary Organisations. 7. New Zealand Mountain Safety Council book: <ol style="list-style-type: none"> 7.1. Managing Risks in Outdoor Activities. 8. Sports and Recreation New Zealand <ol style="list-style-type: none"> 8.1. Common legal obligations and liabilities of sports clubs and recreation organisations in New Zealand. http://www.sparc.org.nz/research/liability 9. Various Rotary International Zones, Districts and Clubs, both in New Zealand and overseas. Information is available through Rotary International web sites. Particular acknowledgement of the input of various District 9940 committees. David Butler of Gillespie, Young, Watson, Barristers and Solicitors, Lower Hutt. | |

