

Risk Register

Category	Risk ID	Risk Summary	Risk Description	Inherent Likelihood	Inherent Impact	Inherent Risk Rating	Controls	Residual Likelihood	Residual Impact	Residual Risk Rating
Compliance	C1	Non-compliance with Corporations Act and Australian Business Register requirements	Failure to comply may lead to court imposition of heavy fines if, e.g., a Director is convicted of an offence/is a declared bankrupt; or ASIC initiates deregistration if, e.g., annual review fees are not paid within 12 months of due date or required documents are not lodged in 18 month period.	Low	Medium	Yellow	1. Treasurer to maintain the Corporate Register of Directors, Secretaries, Registered Office, Directors Interests and Minutes; lodge ASIC forms within timeframes. 2. Induction session by Board for all new directors to ensure awareness and understanding of Directors' duties and responsibilities and company procedure.	Very Low	Medium	Green
	C2	Breach of Privacy - refer to Australian Privacy Act and its principles Australian Privacy Act and Principles and ZI Privacy Policy	Club Members' information may be inadvertently shared resulting in a privacy breach.	Medium	High	Red	1. Open and transparent management of personal information - e.g. include email addresses for group emails in the 'BCC' field rather than the 'To' field so recipients can't see other recipients' email addresses 2. Member Clubs' information on District Website is secured via password protection	Low	Medium	Yellow

	C3	Conflict of interest - refer to Corporations Act S191 et seq and Directors Duties under the Corporations Act Manual and ZI Conflict of Interest Policy	A conflict of interest may occur if a person's personal interests conflict with their responsibility to act in the best interests of the organisation, e.g. matter relates to a family member or membership of of their Zonta Club or another like-minded club when working in partnership.	Low	Medium		1. All Directors shall give a Standing Notice of all Personal Interests to the Board in writing (email) at the beginning of a biennium, or when taking office, and notify all other Directors in writing of further or changes to material personal interests when conflict arises.	Very Low	Very Low	
						2. Register of Interest maintained by Treasurer which records any relevant interests that may give rise to a conflict now or in the future.				
						3. Chair to invite directors to declare any conflicts of interest at the beginning of each meeting.				
	C4	Auditor's Report is qualified	The auditor may identify areas not meeting requirements resulting in a qualified audit or refusal to complete the audit.	Low	Medium		1. Transparent financial reporting and authorisation of payments is undertaken as a matter of priority at Board meetings.	Low	Low	
	C5	Loss of corporate register and financial records	Financial and other records are destroyed, lost or become inaccessible.	Medium	High		1. Locations of all physical and digital records are identified at all times. Current cloud backups are maintained.	Low	High	

FINANCIAL

FINANCIAL	F1	Claim for loss, accident or injury including to a Board Member	Failure to keep appropriate Liability and Voluntary Workers insurances current may result in financial loss to the organisation.	Low	High		1. Liability and Voluntary Workers insurances are current.	Very Low	Low	
		Member clubs not cognisant of consequences of event accident/injury may result in a significant insurance claim.	Medium	High		2. Treasurer to regularly brief Member Clubs on insurance policy procedures/requirements.	Low	Low		
					3. Risk assessment undertaken for each planned event to identify venue safety, appropriateness for purpose and currency of public indemnity insurance.					
	F2	Loss of dues	Failure of a Member Club to remit dues may result in a financial loss to the District.	Low	Medium		1. Treasurer to provide Member Club Treasurers with a pro forma dues invoice in late April/early May each year. Membership to be monitored throughout the year to ensure all dues are received.	Low	Very Low	
	F3	Potential major financial loss on District Conference and other Board organised events	Lack of appropriate planning and governance will result in a major financial loss.	Medium	Medium		1. Board to oversee all planning and approve budgets, expenditure and contracts for all events.	Low	Low	
							2. A District Conference Committee is established with well-articulated remit and responsibilities identified and ongoing reporting and review dates set.			

	F4	District expenditure exceeding budget	Expenditure exceeds approved budget resulting in financial loss for a biennium.	Medium	Low		<p>1. An expense claims approval process is put in place for expenditures with payment ratified by the Board. Reimbursement of expenses to Board Members to be confirmed as in accordance with the Guidelines and approved by two other Board Members. Other expense items to be pre-approved before incurred.</p> <p>2. Financial Reports to Board Meetings to include YTD and biennium to date figures with comparison to Budget.</p>	Low	Low	
	F5	Loss of Investments	Loss or partial loss of funds and accumulated interest in an investment.	High	High		<p>1. Funds are invested only with Authorised Deposit Taking Institutions as Guaranteed under the Australian Government Financial Claims Scheme and as determined by the Board after due diligence.</p>	Medium	Medium	

GOVERNANCE

G1	Loss of Corporate Knowledge	Lack of succession planning and/or inability to source Board officers with necessary skills, knowledge, experience and/or qualifications and awareness of roles and duties may result in lack of relevant knowledge.	High	Medium		1. Board succession plan developed which includes identified transition activities.	Low	Low	
						2. Nominating Committee actively seeks Directors with relevant knowledge, experience and/or qualifications and awareness of duties and responsibilities.			
G2	Unlawful action or maladministration by a Board member	Lack of understanding of duties and responsibility may result in a Board member acting unlawfully or to the detriment of the governance of the Board.	Medium	Medium		1. Board members participate in collegiate work practices and are provided with opportunities to enhance their understanding of roles and responsibilities thorough scheduled Board meeting sessions, e.g. engagement with ZI website; updates by Treasurer.	Low	Low	
						2. Board members report their activities openly and transparently to the Board at each Board meeting and when requested by the Board Chair.			

Operational	O1	Poor procedures being followed by Board or Member Clubs	Board, Committees and/or Member Clubs don't follow the Company objects and procedures or ZI vision, mission, and protocols as per ZI Governing Documents and operate outside ZI goals.	Medium	Low		<p>1. Area Directors provide guidance to Member Clubs and assist with club planning.</p> <p>2. Annual Area Meetings address identified areas of procedure/protocol etc</p> <p>3. District Committee Chairs to provide support information e.g. encourage participation in Awards programs and participation in Leadership activities.</p>	Medium	Very Low	
	O2	Loss of physical assets	The loss of physical assets will result in a financial cost to the District	Medium	Very Low		1. Treasurer to keep and maintain asset register to ensure currency.	Low	Very Low	
Reputation	R1	Public cloud-based social media	Unauthorised use of cloud-based social media accounts and inappropriate sharing of content such as information that is not consistent with Zonta's ideals of being non-partisan and non-political.	Medium	Medium		<p>1. Security protocols developed and used by District team regularly reviewed and updated.</p> <p>2. Regular monitory/review of visitor posts on District cloud-based platforms.</p>	Low	Low	
	R2	Private cloud-based storage	Unauthorised use or loss of information saved in private cloud-based storage.	Low	Medium		1. Security and privacy protocols regularly reviewed and updated by user group.	Very Low	Medium	
	R3	Public Website	Unauthorised use or loss (hacking) of information resulting in damage to reputation.	Low	High		<p>1. Restrict members' website access to approved members of District clubs.</p> <p>2. Rolling backups undertaken by domain provider/website host.</p>	Very Low	High	

							3. Website shut down immediately if hacked to assess damage and vulnerability.			
	R4	Misuse of Zonta branding	Unauthorized use of Zonta branding will result in misrepresentation as to the intent, source and authority of the material.	Medium	Low		1. District uses only District logos and Member Clubs use only Member Club logos and comply with branding guidelines.	Low	Low	
	R5	Damage to Zonta reputation	Inaccurate messaging is published/shared by an unauthorized member resulting in damage to reputation.	Low	Medium		1. Authorised spokesperson approach to representing Zonta to be used.	Low	Low	

Risk Chart – IMPACT

Level	Impact on service and reputation
Very low	<ul style="list-style-type: none"> No impact on service No impact on reputation Complaint unlikely Litigation risk remote
Low	<ul style="list-style-type: none"> Slight impact on service Slight impact on reputation Complaint possible Litigation unlikely
Medium	<ul style="list-style-type: none"> Some service disruption Potential for adverse publicity – avoidable with careful handling Complaint probably Litigation possible
High	<ul style="list-style-type: none"> Service disrupted Adverse publicity not avoidable (local or national media) Complaint probable Litigation probable
Very high	<ul style="list-style-type: none"> Service interrupted for significant time Major adverse publicity not avoidable (international media) Major litigation expected Resignation of senior management or Board Loss of partner or donor confidence

Risk Chart – LIKELIHOOD

Level	Example
Very low	May only occur in exceptional circumstances
Low	Expected to occur in a few circumstances
Medium	Expected to occur in some circumstances
High	Expected to occur in many circumstances
Very high	Expected to occur frequently and in most circumstances

Risk Matrix

		I M P A C T				
		Very Low	Low	Medium	High	Very High
L I K E L I H O O D	Very High					
	High					
	Medium					
	Low					
	Very Low					