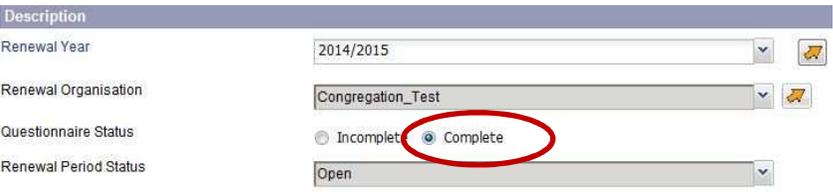
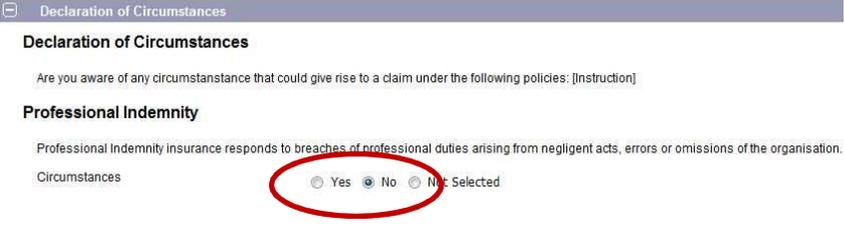
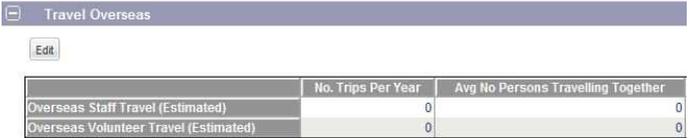


General Access & Navigation																				
1 Web address	a) For details of Browser settings, please refer to Appendix A of this guide b) Type in the following URL address: www.riskconsole.com																			
2 Logging on	a) You will then see a user name log-in box b) Type in your user log-in and password which was sent to you via e-mail by Aon eSolutions. c) Your log-in and password is case sensitive																			
3. Main Menu	a) After you have successfully logged into RiskConsole you will be greeted by the main menu screen showing five separate questionnaire forms namely; <ul style="list-style-type: none"> • 01 - Declaration • 02 - Operations • 03 - Financial • 04 -People • 05 -Sign-off b) The last form (05-Sign Off) must be completed last, whilst the others can be completed in any order.	 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Questionnaire Type</th> <th>Questionnaire Status</th> <th>Renewal Organisation</th> </tr> </thead> <tbody> <tr> <td>01 - Declaration</td> <td>Complete</td> <td>Congregation_Test</td> </tr> <tr> <td>02 - Operations - 3</td> <td>Incomplete</td> <td>Congregation_Test</td> </tr> <tr> <td>03 - Financial</td> <td>Complete</td> <td>Congregation_Test</td> </tr> <tr> <td>04 - People</td> <td>Incomplete</td> <td>Congregation_Test</td> </tr> <tr> <td>05 - Sign Off</td> <td>Incomplete</td> <td>Congregation_Test</td> </tr> </tbody> </table>	Questionnaire Type	Questionnaire Status	Renewal Organisation	01 - Declaration	Complete	Congregation_Test	02 - Operations - 3	Incomplete	Congregation_Test	03 - Financial	Complete	Congregation_Test	04 - People	Incomplete	Congregation_Test	05 - Sign Off	Incomplete	Congregation_Test
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4. Icons	<p>a) The on-line questionnaire uses standard windows functions, some of which will not be needed for the purpose of this exercise;</p>	<ul style="list-style-type: none"> • Save • Undo • Print • Email – ignore • Attach – ignore • Search - ignore <ul style="list-style-type: none"> • Preferences – ignore • Help • Close record 	
5. Description	<p>a) At the top of each Questionnaire will be a 'Description' section which will be automatically populated with the Renewal Year, your Organisation and the Status of the Questionnaire and Renewal Period.</p> <p>b) The only field you need to change is the 'Questionnaire Status' after you have completed the form. This will tell us that the questionnaire has been completed.</p> <p>c) Data can be saved at any time when completing the Questionnaire.</p>		
6. Instruction Text	<p>a) General instructions appear in red text at the top of the Questionnaire.</p>		<p style="color: red;"><i>Please provide updated information relating to your current financial year. When you have answered all the questions on this form please update the 'Questionnaire Status' field above to 'Complete'.</i></p>
01 Declaration Form			
1. Known Circumstances	<p>a) Please confirm whether there are any known circumstances (not previously reported to insurers) that could give rise to a potential claim for those policies specified. A summary description of each policy is provided.</p> <p>b) If there are any circumstances that could give rise to a claim, please provide details and report matter <u>immediately</u> to the UR Insurance Team.</p>		

	<p>c) If there are no known circumstances click 'no' and leave details field blank.</p>																	
02 Operations Form																		
<p>1. Business Activities</p>	<p>a) Please review the overall Business Description which is noted under the Synod's insurance policies. If you are aware of any other activities or services which you believe are not reflected within the current definition please click 'Yes' and specify details.</p>																	
<p>2. Types of Facilities</p>	<p>a) We need to advise insurers of the Synod's additional services and participants. This may include out of hours school care, child care centres and Men Sheds owned or operated by the Church for which insurance cover is required.</p> <p>b) Insurers will need to know whether such activities are increasing in size hence request to provide actual (current) and estimated (future) figures.</p> <p>c) Number of clients means the number of persons using the service (e.g. number of child care places or registered Mens Club members).</p> <p>d) Click the 'Edit' button when updating the information and then press 'Save' to update the table.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Type of Facilities</p> <p>Do you operate any of the Facilities below? If Yes please provide details of current and future service offering [Own and Operate]</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Selected </p> <p> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th></th> <th>Facility Owned Or Operated</th> <th>Actual No. Facilities</th> <th>Actual No. Clients</th> </tr> </thead> <tbody> <tr> <td style="background-color: #cccccc;">Out Of Hours School Care</td> <td>Yes <input type="button" value="v"/></td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td style="background-color: #cccccc;">Child-Care Centres</td> <td>Yes <input type="button" value="v"/></td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> <tr> <td style="background-color: #cccccc;">Mens Shed</td> <td>Yes <input type="button" value="v"/></td> <td style="text-align: center;">0.00</td> <td style="text-align: center;">0.00</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Edit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div>		Facility Owned Or Operated	Actual No. Facilities	Actual No. Clients	Out Of Hours School Care	Yes <input type="button" value="v"/>	0.00	0.00	Child-Care Centres	Yes <input type="button" value="v"/>	0.00	0.00	Mens Shed	Yes <input type="button" value="v"/>	0.00	0.00
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Child-Care Centres	Yes <input type="button" value="v"/>	0.00	0.00															
Mens Shed	Yes <input type="button" value="v"/>	0.00	0.00															

03 – Financial Form								
<p>1. Definitions</p>	<p>a) You will note we have provided definitions for revenue and payroll to guide you in completing this Questionnaire. These are the same definitions used by insurers.</p> <p>b) For the purpose of this exercise, ‘Declared’ means the same as ‘Actual’ for your last financial year ending 30th June.</p> <p>c) ‘Estimated’ means projected or forecast number for your current financial year end.</p> <p>d) ‘Payroll’ is salaries and wages. Number of employees, ministers, volunteers etc. is requested in Questionnaire ‘04-People’.</p> <p>e) Remember to update the ‘Questionnaire Status’ field after you have completed the form!</p>	<p>Definition <i>Monies paid or payable to the organisation for services rendered or goods sold including offertories, grants, donations, levies, rent received or any income arising out of the activities of your organisation.</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Gross Revenue</th> </tr> </thead> <tbody> <tr> <td>Declared</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>Estimated</td> <td style="text-align: right;">750,000.00</td> </tr> </tbody> </table> <p style="margin-top: 20px;">Questionnaire Status <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete </p>		Gross Revenue	Declared	0.00	Estimated	750,000.00
	Gross Revenue							
Declared	0.00							
Estimated	750,000.00							
04 – Employees & Volunteers								
<p>1. Definitions</p> <p>2. Working With Children Checks</p>	<p>a) You will note we have provided definitions of Employees and Volunteers. Volunteers should not be confused with participants.</p> <p>b) We also need to provide insurers with details of the number of persons who will be required by law to complete working with children checks. You will note we have included a link to the Synod’s Background Check Policy. Please familiarise yourself with this document before providing estimates of persons for each category.</p>	<div style="background-color: #e0e0e0; padding: 5px; border: 1px solid #ccc;"> <p>Working with Children Checks</p> </div> <p>Does your organisation either employ or engage persons required to undertake a ‘Working With Children Check’ as outlined within the Synod’s Background Check Policy below [Working With Children Check]</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Selected </p> <p>Working With Children Checks as defined with the attached Background Check Policy and supporting annexures dated 12th September 2013</p> <p>Background Check Policy Please click this link to view Background Check Policy Document.</p> <p>Annexure A Please click on this link to view AnnexureA.</p> <p>Annexure B Please click this link to view AnnexureB.</p> <p>Number of Ministers required to complete Working With Children Checks [Number of Ministers]</p> <p style="text-align: center;">3 <input style="width: 50px;" type="text"/></p> <p>Number of Volunteers required to complete Working With Children Checks [Number of Volunteers]</p> <p style="text-align: center;">10 <input style="width: 50px;" type="text"/></p> <p>Total Working with Children Checks [Total Children Checks]</p> <p style="text-align: center;">13 <input style="width: 50px;" type="text"/></p>						

<p>3. Travel Details</p>	<p>c) For the Synod’s Travel Insurers we need to provide estimates of trips which are intrastate (i.e within NSW or ACT border), Interstate (within Australia) and overseas. You will note that in addition to the number of trips, we must also provide approximate average and maximum number of persons travelling together plus the typical duration of trip in days.</p>	 <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>No. Trips Per Year</th> <th>Avg No Persons Travelling Together</th> </tr> </thead> <tbody> <tr> <td>Overseas Staff Travel (Estimated)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Overseas Volunteer Travel (Estimated)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>		No. Trips Per Year	Avg No Persons Travelling Together	Overseas Staff Travel (Estimated)	0	0	Overseas Volunteer Travel (Estimated)	0	0
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Overseas Staff Travel (Estimated)	0	0									
Overseas Volunteer Travel (Estimated)	0	0									
<p>4. Questionnaire Status</p>	<p>Please remember to update the Questionnaire Status from Incomplete to Complete after you have updated all the questions.</p>	 <p>Description</p> <p>Renewal Year: 2014/2015</p> <p>Renewal Organisation: Congregation_Test</p> <p>Questionnaire Status: <input type="radio"/> Incomplete <input checked="" type="radio"/> Complete ←</p> <p>Renewal Period Status: Open</p>									

05 – Sign Off												
<p>1. Sign-Off Declaration</p>	<p>a) Please ensure that you complete the final declaration of the Sign-Off form. The declaration does not have to be warranted, all that is required is for information to be completed to the <u>best of your knowledge at the time of writing.</u></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px;">Declaration</div> <p>I hereby declare that I am authorised to complete this questionnaire and that the statements made are true and complete to the best of my knowledge and that no material information has been withheld which could breach the Synod's duty of disclosure to its insurers. I also confirm that a copy of this completed questionnaire will be circulated for noting by the board, council or office that I represent. By ticking Yes, I agree to the above declaration</p> <p>By ticking yes to this box I declare <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Name <input type="text" value="John Smith"/></p> <p>Position <input type="text" value="Treasurer of ABC Congregation"/></p> <p>Date <input type="text" value="29-11-2013"/></p> <p>Contact Phone <input type="text" value="0457 750000"/></p> <p>Email <input type="text" value="johnsmith@abccongregation.uca.org.au"/></p> </div>										
<p>2. Questionnaire Report</p>	<p>b) After changing the 'Question Status' to complete you can then print off a single PDF report which will consolidate the information completed for all five forms.</p> <p>c) We recommend you circulate a copy of this report for noting by your board, council or office which you represent.</p> <p>d) Given the tight deadlines in completing this task we ask that you <u>do not wait</u> for internal noting of this questionnaire before it is submitted. Any material changes can be referred to the UR Insurance Team.</p>	<div style="border: 1px solid #ccc; padding: 5px;">  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Description</th> <th>Renewal Year</th> <th>Renewal Organisation</th> <th>Renewal Period</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01 - Declaration</td> <td>2014/2015</td> <td>School_Test</td> <td></td> <td>Open</td> </tr> </tbody> </table> <p>Declaration of Circumstances</p> <p>Are you aware of any circumstance that could give rise to a claim under the following policies:</p> <p>Professional Indemnity Professional Indemnity insurance responds to breaches of professional duties arising from negligent acts, errors or omissions of the organisation</p> <p>Circumstances <input type="text" value="Yes"/> Circumstance Details <input type="text" value="As reported to Risk & Insurance Team"/></p> <p>Directors & Officers Directors & Officers Liability indemnifies the directors, officers, employees and members of the church and committees for personal liability arising from wrongful acts committed in the course of their duties.</p> <p>Circumstances <input type="text" value="No"/> Circumstance Details <input type="text"/></p> <p>Employment Practices Employment Practices Liability indemnifies the organisation, its directors and/or past, present and prospective employees for employment related disputes which may include actual/wrongful dismissal, breaches of employment, misrepresentation and violation of employment discrimination laws including harassment.</p> <p>Circumstances <input type="text" value="Yes"/> Circumstance Details <input type="text" value="Please refer to V Roper"/></p> <p>Fidelity/Crime Crime Insurance (also referred to as Fidelity Guarantee) indemnifies the organisation against direct loss of money, securities or property resulting from theft,</p> </div>	Description	Renewal Year	Renewal Organisation	Renewal Period	Status	01 - Declaration	2014/2015	School_Test		Open
Description	Renewal Year	Renewal Organisation	Renewal Period	Status								
01 - Declaration	2014/2015	School_Test		Open								

	<p>e) Remember to check from the main menu that the status of all Questionnaires are shown as completed.</p>	<table border="1" data-bbox="1281 228 1966 472"> <thead> <tr> <th colspan="3" style="background-color: #4a69bd; color: white;">QA_Renewal Enhancements</th> </tr> <tr> <th style="background-color: #d3d3d3;">Questionnaire Type</th> <th style="background-color: #d3d3d3;">Questionnaire Status</th> <th style="background-color: #d3d3d3;">Renewal Organisation</th> </tr> </thead> <tbody> <tr> <td>01 - Declaration</td> <td>Complete</td> <td>Congregation_Test</td> </tr> <tr> <td>02 - Operations - 3</td> <td>Incomplete</td> <td>Congregation_Test</td> </tr> <tr> <td>03 - Financial</td> <td>Complete</td> <td>Congregation_Test</td> </tr> <tr> <td>04 - People</td> <td>Incomplete</td> <td>Congregation_Test</td> </tr> <tr> <td>05 - Sign Off</td> <td>Incomplete</td> <td>Congregation_Test</td> </tr> </tbody> </table>	QA_Renewal Enhancements			Questionnaire Type	Questionnaire Status	Renewal Organisation	01 - Declaration	Complete	Congregation_Test	02 - Operations - 3	Incomplete	Congregation_Test	03 - Financial	Complete	Congregation_Test	04 - People	Incomplete	Congregation_Test	05 - Sign Off	Incomplete	Congregation_Test
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	<p>f) Next year you will be able to view the information which was submitted for this renewal.</p>																						

Appendix A – Browser Settings

Important Notice

Please note that the on-line Renewal Questionnaire only support **Internet Explorer 7** and upwards only, it will not work on Google Chrome or Safari.

Please note that any problems relating to you accessing the internet must be referred to your Internet Service Provider and **not** Aon eSolutions or the Uniting Resources IT Help Desk. In the event that you encounter any problems after you have logged on to the Renewal Questionnaire (such as receiving a system generated error message) then this should be reported immediately to Aon eSolutions via the following Help Desk.

Help Desk Support	
E-mail Support	eSolutions.Australia@aon.com
Telephone Support Monday to Friday 8.30am to 5pm but excluding Public Holidays	(02) 9253-7575

You may need to check your browser settings as specified in Table 1 below by going to the menu at the top of your browser **Tools/Internet Options/Security/Custom Level** then check your **Security Settings** as shown below. Repeat process for **Privacy Settings** and then

Table 1 – Browser Settings

Minimum Specifications	Additional Details
Browser	
Internet Explorer 7 or 8	<p>Preferred: Internet Explorer 8</p> <p>Note: Only the versions listed are supported. Functionality can vary for other browsers and versions.</p>
Browser Encryption	
Only 128-bit SSL is supported	
Browser View Options	
<p>Text Size: Medium Encoding: Unicode (UTF-8) or Western European</p>	
Required Browser Settings	
<p>Browsing History: <input checked="" type="radio"/> Automatically check for newer pages. Recommend at least 1024MB of disk space to use</p> <p>Security Settings: Downloads: <input checked="" type="radio"/> Automatic prompting for file downloads <input type="radio"/> Disable <input checked="" type="radio"/> Enable <input checked="" type="radio"/> File download <input type="radio"/> Disable <input checked="" type="radio"/> Enable <input checked="" type="radio"/> Font download <input type="radio"/> Disable <input checked="" type="radio"/> Enable <input type="radio"/> Prompt Miscellaneous: <input type="checkbox"/> Allow script-initiated windows without size or position <input type="radio"/> Disable <input checked="" type="radio"/> Enable Scripting: <input checked="" type="radio"/> Active scripting <input type="radio"/> Disable <input checked="" type="radio"/> Enable <input type="radio"/> Prompt</p>	<p>Privacy Settings: Cookie settings other than "Block All" or "High Privacy"</p> <p>Advanced Settings: HTTP 1.1 Settings: <input checked="" type="checkbox"/> Use HTTP 1.1 through proxy connections</p> <p>Multimedia Settings: <input checked="" type="checkbox"/> Show pictures</p> <p>Security: <input type="checkbox"/> Do not save encrypted pages to disk <input type="checkbox"/> Empty Temporary Internet Files folder when browser is closed <input checked="" type="checkbox"/> Use SSL 3.0</p>
Browser Settings: Pop-Up Blocker	
<p>Add www.riskconsole.com to the list of Trusted Sites in Internet Explorer, and to the list of sites allowed to have pop-ups for any pop-up blocker software used. If Business Intelligence (Cognos) is used, add bi.riskconsole.com to the list of Trusted Sites in Internet Explorer, and to the list of sites allowed to have pop-ups for any pop-up blocker software used.</p>	