

Management of Risk Policy

Contents

<u>SECTION 1 - INTRODUCTION</u>	2
<u>PURPOSE</u>	2
<u>SCOPE</u>	2
<u>DEFINITIONS</u>	2
<u>ABBREVIATIONS</u>	2
<u>SECTION 2 - POLICY</u>	3
<u>SECTION 3 - PROCEDURE</u>	5
<u>SECTION 4 - GOVERNANCE</u>	7
<u>RESPONSIBILITY</u>	7
<u>VERSION CONTROL AND CHANGE HISTORY</u>	7
<u>POLICY & PROCEDURE DIRECTORY REQUIREMENTS</u>	7
<u>PUBLICATION</u>	7

SECTION 1 - INTRODUCTION

PURPOSE

The purpose of this Management of Risk Policy is to establish a framework for identifying, assessing, mitigating, and monitoring risk affecting St Alfred's Anglican Church (St Alfred's). St Alfred's understands that the management of risk is informed by the knowledge that the sovereign God deploys his witnesses in a risky world, until Jesus returns. We understand risk is inherent in everything we do.

SCOPE

This policy covers all events and managerial operations of St Alfred's, including all people involved and whether on or off-site.

DEFINITIONS

Word/Term	Definition
Attendees	An attendee is anyone who has attended a St Alfred's event, whose information is collected, including parents or guardians of minors.
Contingency Plan:	A predetermined course of action to be taken in response to a specific risk event or scenario.
Stakeholders	Individuals or groups who have an interest or involvement in St Alfred or its activities, including staff, volunteers, Members, and external partners.

ABBREVIATIONS

Word/Term	Definition
St Alfred's	St Alfred's Anglican Church, Blackburn North
PC	Parish Council
MRC	Management of Risk Committee

LEGISLATIVE CONTEXT

Name	Location
ISO 31000 series	ISO 31000:2018, Management of Risk - Guidelines
Parish Governance Act 2013	https://www.melbourneanglican.org.au/wp-content/uploads/2023/11/Parish-Governance-Act-2013-and-Parish-Governance-Regulations-231101.pdf

SECTION 2 - POLICY

2.	Policy
2.1	Principles The following principles shall guide the implementation of the Management of Risk Policy:
2.1.1	Proactive Approach: St Alfred's shall adopt a proactive approach to identify, assess, and mitigate risks, aiming to prevent incidents and minimise their potential impact.
2.1.2	Integration: Management of Risk shall be integrated into all aspects of St Alfred's operations, programs, and decision-making processes, ensuring that risks are considered and managed at every level.
2.1.3	Accountability: All staff, and leaders shall have responsibility to identify and report risks. All attendees and volunteers are encouraged to identify and report risks.
2.1.4	Continuous Improvement: St Alfred's shall regularly review and improve its Management of Risk processes, learning from incidents and near-misses, and adapting to the changing internal and external environment.
2.2	Objectives The objectives of the Management of Risk Policy are as follows, to:
2.2.1	Identify Risks: Identify and document risks across all categories, including communication, compliance, emotional, financial, governance and leadership, legal, operational, physical and safety risks, reputation, spiritual risks.
2.2.2	Assess Risks: Using the Risk Matrix (refer Appendix A) to assess the likelihood and potential impact of identified risks, categorise them based on their probability and potential impact, and apply appropriate guidelines and/or resources for risk mitigation.
2.2.3	Mitigate Risks: <ol style="list-style-type: none"> 1. Develop and implement risk mitigation strategies and control measures to minimise the likelihood and impact of identified risks. We acknowledge that training in how to undertake activities is significant in risk mitigation. 2. Assign responsibilities and provide resources for effective risk mitigation. 3. List training as a component of Professional Development in the calendar.
2.2.4	Monitor and Review Risks: <ol style="list-style-type: none"> 1. Annually and as necessary, monitor and review the identified risks, as well as the effectiveness of the implemented mitigation measures.

	<p>2. Annually assess the external environment for legislative or other changes that may impact risk levels.</p>
<p>2.2.5</p>	<p>Report:</p> <ol style="list-style-type: none"> 1. Maintain open channels of communication for reporting and discussing risks, including the provision of regular updates on Management of Risk activities to relevant Stakeholders, ensuring transparency and timely reporting of incidents and near-misses. The Management of Risk Committee is primarily responsible for raising awareness of risk. 2. Report any incidents and issues to PC, relevant ministry leaders and more widely if deemed appropriate.
<p>2.2.6</p>	<p>Education:</p> <p>Remind staff and volunteers to be risk aware and equip them with the necessary knowledge and skills to identify and effectively manage risks.</p>

SECTION 3 - PROCEDURE

Procedure	
3.1	<p>Management of Risk Committee</p> <p>St Alfred's shall establish a Management of Risk Committee (MRC).</p> <ol style="list-style-type: none"> 1. The MRC shall comprise a minimum of three people, at least one being a member of Parish Council and at least one being a member of staff. 2. The Parish Council appointment to the MRC shall be made at the first Parish Council meeting following the AGM each year. 3. The Senior Minister of St Alfred's shall ensure that at least one member of staff is appointed to the MRC each year. 4. Members of St Alfred's may also be co-opted as members of the MRC, which may include persons with specialist knowledge. 5. The members of the MRC shall appoint their own Chair and keep records of their meetings. The Parish Council representative shall report back to Parish Council at each meeting of Parish Council.
3.2	<p>Role of the MRC</p> <p>The MRC shall be responsible for:</p> <ol style="list-style-type: none"> 1. Circulating to, collecting and evaluating Management of Risk forms from Ministry Leaders for all ongoing ministries at St Alfred's. 2. Collecting and evaluating Management of Risk forms from event organisers for one off events. 3. Arranging for safety audits at least annually of all buildings and land owned or controlled by St Alfred's that is not covered in the Management of Risk forms of ministry leaders. 4. Preparing an annual report to be presented to Parish Council by 31 March each year in relation to risk at St Alfred's. The report shall include a summary of identified risks, their likelihood, potential impact and the steps taken to mitigate or avoid the risk if any. 5. Recommending to Parish Council any training, building or maintenance works or other undertaking that they consider desirable to minimise risk to St Alfred's.
3.3	<p>Management of Risk Forms</p> <ol style="list-style-type: none"> 1. A Management of Risk form shall be approved by Parish Council. 2. The Management of Risk form shall be completed annually by all Ministry Leaders in relation to their ongoing ministry activities and submitted to the MRC no later than January 31 each year. Where a Ministry Leader is responsible for more than one distinct ministry, they shall complete a separate form for each ministry. 3. For irregular ministries, such as one off or short duration events or activities, the organiser of the event or activity shall complete a Management of Risk form and submit it to the MRC at least two weeks before they wish to start advertising the event. Where events are organised on short notice with the approval of the Senior Minister, the organiser or Senior Minister shall complete the form as soon as possible and submit it for expedited processing.

<p>3.4</p>	<p>Processing Management of Risk Forms</p> <ol style="list-style-type: none"> 1. For each Management of Risk form submitted, the MRC will consider the risks identified and the steps outlined by the Ministry Leader or event organiser with respect to how comprehensive the assessment of risk is and the adequacy of the mitigation or minimisation steps outlined. 2. Where the contents of the form is judged by the MRC to represent an acceptable level of risk to St Alfred's, the MRC will approve the form. 3. Where the contents of the form is judged by the MRC to have not adequately considered the causes or quantum of risk of the ministry or activity they shall send it back to the Ministry Leader or event organiser for further consideration. The MRC may assist the Ministry Leader or event organiser by suggesting areas for attention or steps to minimise or mitigate the risk. The amended form shall then be resubmitted to the MRC. The form may be resubmitted a maximum of three times after which the ministry or event shall be considered to be too high risk. 4. Where the contents of the form is judged by the MRC to be adequate in detail but the ministry or event to be too high risk, the MRC shall notify the Ministry Leader or event organiser that it has not been approved. Where a ministry or event is not approved it shall not be conducted. 5. Where the MRC is uncertain how to proceed, they may call upon such expertise as they consider desirable. If still uncertain, the Management of Risk form may be referred to the Parish Council for discussion and decision. 6. Where a ministry or event has been denied approval the Ministry Leader or event organiser may appeal the decision to the Parish Council. <ol style="list-style-type: none"> 1. The appeal shall be heard at the next Parish Council meeting. 2. The Ministry Leader or event organiser shall be invited to be present or may present written reasons why they feel that the Management of Risk form should be approved. 3. Parish Council shall hear the argument of the Ministry Leader or event organiser and may ask such questions as they feel necessary to determine the matter. 4. Parish Council may approve the Management of Risk form, require further work on the Management of Risk form or deny approval of the form. Where additional work is requested, the Ministry Leader or event organiser shall have one more opportunity to submit the form for approval to Parish Council after which Parish Council shall either approve or deny the Management of Risk form. If the form is denied, there is no further appeal and the ministry or event shall not take place.
<p>3.5</p>	<p>Incident Register</p> <p>An Incident Register will be maintained and details reported to the Parish Council, monthly.</p>
<p>3.6</p>	<p>Continuous Improvement</p> <p>The MRC shall;</p> <ol style="list-style-type: none"> 1. Review the outcomes of incidents and near-misses to identify areas for improvement and implement necessary changes. 2. Encourage feedback and suggestions from staff, volunteers, and members to enhance Management of Risk practices.

SECTION 4 - GOVERNANCE

RESPONSIBILITY

Policy Owner	Parish Council
Policy Oversight	Senior Minister
Record Keeping	Business Manager

VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.0	November 2023	Parish Council	November 2025	

POLICY & PROCEDURE DIRECTORY REQUIREMENTS

CATEGORY
Management of Risk Governance and Leadership
KEYWORD or SUBJECT MATTER
Management of Risk policy; Church Management of Risk; Risk assessment procedures; Governance and leadership risks; Dwindling attendance and membership risks; Risk mitigation strategies; Risk monitoring and review; Communication and reporting of risks; Training and education on Management of Risk; Continuous improvement in Management of Risk

PUBLICATION

For Group	Location
All staff and Volunteers	https://stalfreds.elvanto.com.au/pages/governance/

Disclaimer: A printed or stored version of this document may be obsolete. The latest version is available in the church's document management system.