



SUSSEX NEIGHBOURHOOD HOUSE Inc.

RISK MANAGEMENT POLICY

Sussex Neighbourhood House recognizes its responsibility to administer public funds and other resources in a responsible manner. This includes identifying, addressing, and appropriately managing any risks that may affect:

- the safety and well-being of the house participants, committee members, paid staff, volunteers, and other citizens; and or,
- the financial stability of this House: and or,
- the ability of this house to achieve its mission in the provision of community services: and or,
- the ability of this house to maintain quality programs and services for the local community.

The management committee of Sussex Neighbourhood House understands that any community organisation providing a range of services is likely to be engaged in activities that may carry significant risk. Although some risks may be unavoidable, the management committee of this house considers no loss of, or interruption to, services to be acceptable. In carrying out the business of this House, the long-term goal for everyone involved here (including committee members, paid staff, and volunteers) is to minimize harm to the physical human, fiscal and environmental resources of this house, and thus reduce the total costs of risk to it and the community.

The management committee of this Sussex Neighbourhood House acknowledges the following facts concerning the physical, human and environmental resources of this house.

- During the normal course of the operation and activities of this House, the resources of the organisation are routinely exposed to various risks that can result in losses to the House and the local community.
- These resources are valuable assets to this organisation and to the citizens of the neighbourhood.
- Because of the special value of these assets, they deserve reasonable protection consistent with the availability of funds and other resources in the most effective manner.
- Unless measures are taken to preserve/protect these assets, losses will occur.
- The provision of such protection requires a significant commitment of time and other resources to manage, preserve and protect these resources in the most effective manner.

- The discipline of 'risk management' is a specialized process that is aimed specifically at managing, avoiding and minimizing this House's potential exposures and losses.

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PROCEDURES

In recognition of the above facts, the management committee of Sussex Neighbourhood House, has established the following procedures concerning risk management.

1. A Risk Management Group consisting of the executive of the committee of management plus key staff members will report regularly to the committee of management meetings on the risk identification and analyses, and to take such action in the interim that may be necessary to manage, avoid and minimise imminent high impact risks. This Risk Management Group shall be responsible for planning, organizing, co-ordinating, implementing, monitoring and controlling the House risk management program.
2. Since a comprehensive risk management program touches all areas of the house, everyone involved in the House in any capacity whatsoever is required to cooperate fully with the Risk Management Group in the development and implementation of the risk management program. Risk management protocols will be negotiated and established as necessary by the management committee with visiting agencies and other business users/hirers of the house facilities.
3. To minimize harm and the costs of risks, all personnel (i.e. committee members, paid staff, and volunteers) involved at this House shall:
 - a) take all reasonable and practical steps to prevent harmful events and losses;
 - b) avoid unnecessary or unreasonable exposures as far as practicable;
 - c) attempt routinely to identify all significant known risks to which this House and its users may be exposed;
 - d) propose reasonable and appropriate loss control techniques to limit the frequency and severity of those losses that are unavoidable; and
 - e) ensure that all of Sussex Neighbourhood House, operations and activities are conducted in accordance with the current legislation of the State of Victoria and the Commonwealth of Australia.
4. To foster the necessity for teamwork as outlined above, the management committee of this house will facilitate ongoing access to professional development opportunities in the area of risk management.