



RISK MANAGEMENT POLICY

INTRODUCTION

BVCG recognises 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:

- (i) Safety and well-being of Bass Valley Community Centre participants, committee members, paid staff, volunteers, and others in the community; and/or,
- (ii) Financial stability of the Bass Valley Community Centre; and/or,
- (iii) Ability of the Bass Valley Community Centre to achieve its mission in the provision of community services; and/or,
Ability of the Bass Valley Community Centre to maintain quality services for the local community.

RISK

Bass Valley Community Group Inc. understands that any community organisation providing a range of services is likely to be engaged in activities that may carry significant risk and that are also subject to disruption. Although some risks may be unavoidable, Bass Valley Community Group Inc. considers no loss of, or interruption to, services to be acceptable. In carrying out the business of the Bass Valley Community Centre, the long-term goal for everyone involved here (including committee members, paid staff, and volunteers) is to contain harm to the physical, human, fiscal and environmental resources of the Bass Valley Community Centre, and thus reduce the total costs of risk to it and the community.

RESOURCES

Bass Valley Community Group Inc. acknowledges the following matters concerning the physical, human, fiscal and environmental resources of the Bass Valley Community Centre:

- During the normal course of conducting its operations and activities, the resources of the agency are routinely exposed to various risks that can result in losses to the Bass Valley Community Centre and the local community.
- These resources are valuable assets to this agency and to the community.
- Because of the special value of these assets, they deserve reasonable protection consistent with the availability of funds and other resources.
- Unless measures are taken to preserve/protect these assets, losses may 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 the Bass Valley Community Centre's potential exposures and losses.

PROCEDURES

In recognition of the above matters, the Bass Valley Community Group Inc. has established the following procedures concerning risk management.

1. Risk management touches all areas of the Bass Valley Community Centre operations. Everyone involved in any capacity whatsoever is required to cooperate fully in the development and implementation of risk management program. Risk management protocols will be negotiated and established as necessary by management processes with visiting agencies and other business users/hirers of Bass Valley Community Centre facilities.
2. To minimize harm and the costs of risk, all personnel (ie committee members, paid staff, and volunteers) involved at the Bass Valley Community Centre shall:
 - a) Take all reasonable and practical steps to prevent harmful events and losses;
 - b) Avoid unnecessary or unreasonable exposures to the extent practicable;
 - c) Attempt routinely to identify all significant known risks to which the Bass Valley Community Centre 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 Bass Valley Community Group Inc. operations and activities are conducted in accordance with current and future legislation that may from time to time be in force in the State of Victoria and the Commonwealth of Australia.
3. To foster the necessity for teamwork as outlined above, Bass Valley Community Group Inc. will facilitate ongoing access to professional development opportunities in the area of risk management for all personnel in line with the Bass Valley Community Centre's Training Policy.

Authorised by: Bass Valley Community Group Incorporated

President: _____

Date: April 2018

Date of Policy March 2016
Date of Review April 2018
Date of Next Review June 2020