

From: Martin Thearle

Sent: Wednesday, 24 August 2015

Subject: Parish Risk Management Program & 2015 Questionnaire

IMPORTANT

"The original of this email, which was sent to each parish and warden for which Registry has an email address, on 24 August 2015, contained the unique user name and password for each parish."

Dear Minister and Wardens

Program

The Parish Risk Management Program available on the secure SDS Extranet has recently been extensively reviewed and updated and the 2015 Questionnaire is now available for parishes to complete on-line. The completed Questionnaire is due to be submitted by **30 September 2015**.

While much of the detailed material in the Program in relation to identifying and managing specific risks (things such as emergency evacuation procedures, managing contractors, food safety, etc) is unchanged, the structure and presentation of the whole program has been updated in order to -

- Make it easier to negotiate and find things by subject/topic.
- Clearly identify the framework settings (things like parish council responsibilities, importance of maintaining and reviewing the risk register at least annually, recording and reporting incidents, etc).
- Give prominence to the new child protection responsibilities.
- Create a clear link between the parish's ongoing responsibilities in risk management and completing the annual questionnaire.

As a minimum we would strongly encourage the minister, wardens and risk management coordinator to familiarise themselves with the Framework section of the new material and ensure there is regular reporting to parish council on these issues.

Questionnaire

Your risk management coordinator will then also need to refer to the 2015 Questionnaire and complete this on-line by **30 September 2015**. The format of the 2015 Questionnaire has been amended to more closely reflect the material in the revised Parish Risk Management Program. The Questionnaire is designed to assess your parish's 'risk profile' and provide the parish with feedback on what risk areas it is managing well and those areas that need more attention. As soon as you submit your Questionnaire you can review your parish's Risk Profile Chart and compare your results this time in each of the major risk areas with those from previous years. The Risk Profile Chart also shows you a measure of your parish's overall score against the Diocesan profile and a 'target' score.

Completion of the Questionnaire is an important opportunity for you to assess how well your parish is managing risk. The information from these Questionnaires also helps SDS to ensure that the Parish Risk Management Program is appropriately targeted, and being able to demonstrate appropriate risk management practices are in place at both the individual parish and the broader Diocesan level is something our insurers expect. This year the Questionnaire consists of 42 multiple choice questions, each with 4 options - No action taken (Nil) / Some progress (<50%) / Substantial progress (>50%) / Completed (100%). There is also opportunity in each section for general comments (optional).

Access

To access both the Parish Risk Management Program material and the 2015 Questionnaire you will need to go to the secure SDS Extranet -

<https://secure.anglican.asn.au/Extranet>.

and then enter the user name and password (sent in the original email)

If your parish has changed and then misplaced its password you will need to contact SDS to have this reset.

Once you are connected to the secure website you click on "Parish Risk Management" and then either refer to one of the 6 sections of the Parish Risk Management Program itself using the links on the Home page, or go to the "Questionnaire" on the separate tab.

(This email has been sent to the main email address nominated by your parish, plus where Registry has the information, the email address of each of your wardens. Following feedback from parishes earlier this year we are still working to refine our database to better target the relevant parish officers, so please accept our apologies if you receive this more than once.)

If you have any questions in relation to the revised Parish Risk Management Program, or if you need assistance in completing the 2015 Questionnaire, please contact the writer.

Kind regards

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