



RISK COMMITTEE CHARTER

1. Purpose

The purpose of this charter is to set out the authority, duties & responsibilities, meetings, composition and reporting of the Risk Committee of the City on a Hill Movement Ltd. (COAHM) and related or controlled entities including: City on a Hill Authorised Anglican Congregations (AACs), City on a Hill Creative, the City on a Hill Foundation, and Many Rooms Ltd.

2. Authority

The Risk Committee is established as a sub-committee of the COAHM board and has delegated authority to assist the board to discharge their governance responsibilities specifically with respect to risk and compliance.

3. Duties and Responsibilities

Subject to any resolution of the board, the duties of the Risk Committee are to:

- a) Prayerfully and practically support the mission and vision of City on a Hill.
- b) Oversee risk management across City on a Hill within the risk appetite as approved by the COAHM board.
- c) Review the major risks register, and support the operations team in ensuring appropriate controls and mitigant strategies in support of the mission and vision of City on a Hill.
- d) Receive reports from the operations team concerning significant risk events, and monitor their management and resolution.
- e) Receive reports from the operations team concerning any major or severe reports or complaints, and monitor their progress and outcome.
- f) Oversee compliance with statutory and other external reporting requirements, including but not limited to: Australian Charities & Not-for-profits Commission, Workcover, Anglican Diocese of Melbourne, Register of Cultural Organisations, grant and funding organisations.
- g) Oversee safe ministry policies and procedures with respect to children and other vulnerable person.



- h) Oversee adherence with significant laws and statutes relevant to the ministry and operations of City on a Hill, including but not limited to: Child Safe Standards, Professional Standards, OH&S, Privacy, Fairwork, Parish Governance Act and other diocesan regulations.
- i) Review and approve significant risk or compliance related operating policies of City on a Hill.
- j) Review and approve major contracts and licensing or partnership agreements.
- k) Ensure appropriate insurances are active and maintained across City on a Hill.

4. Meetings

- a) The Risk Committee should meet regularly enough to undertake its role effectively and provide timely reporting to the COAHM board. This should not be less than quarterly.
- b) Meeting procedures should be in accordance with the terms in the [City on a Hill Movement Constitution](#).

5. Composition

- a) Members of the Risk Committee are appointed by the COAHM board. The chair of the Risk Committee may recommend members to the board.
- b) The Risk Committee must consist of a minimum of three members, and a majority of lay members.
- c) The Risk Committee should include:
 - i) At least one member holding the office of director of the COAHM board.
 - ii) At least one member holding the office of warden of the COAH AACs.
 - iii) Other suitably skilled members of the church.
 - iv) Diversity in representation from across City on a Hill (including church location & gender).
- d) The chair of the Risk Committee is appointed by the COAHM board.
- e) The Compliance Director will attend Risk Committee meetings as a non-voting attendee.

6. Reporting

- a) The chair of the Risk Committee will report to the board on the activities of the Risk Committee.
- b) Meeting minutes should be kept and made available to the COAHM board.