

## ORGANISATIONAL RISK MANAGEMENT POLICY

ORGANISATION:	Kokoda Track Foundation
ACN:	103 660 948
PROCEDURE TITLE:	Organisational Risk Management
VERSION:	2.0
STATUS:	Final
ALLIED POLICIES / PROCEDURES:	Program & Project Guidelines Program Risk Management Project Risk Management In Country Safety & Security Policy
OWNER:	CEO
APPROVED BY:	Board, FARM Committee
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## INTRODUCTION

Kokoda Track Foundation (KTF) endeavors to minimize the risk any particular operation poses to our organisation, our personnel, our partners, our program beneficiaries, our donors, the environment, or the general public. Making risk management an integral part of organisational culture is essential to improving the organisation's strategic planning and decision making. This involves ensuring that risk management is embedded into business as usual and not seen as distinct from day to day activities.

## PURPOSE

This policy sets out the way in which risks facing KTF should be assessed, mitigated, monitored, and reported and details the responsibilities within the organisation for risk.

## DEFINITION

"Risk" is the probability that an occasion will arise that presents a danger to our organisation, our personnel, our partners, our program beneficiaries, our donors, the environment, or the general public. It includes, but is not limited to:

- Physical hazards
- Financial hazards
- Reputational hazards
- Legal hazards
- Security hazards
- Travel hazards

## POLICY

KTF has a duty to provide a safe workplace for its staff and volunteers, a safe environment for its program beneficiaries, and a reliable development path for the organisation. KTF will put procedures in place that will as far as possible ensure that risks are minimized, managed and their consequences averted.

## RESPONSIBILITIES

It is the responsibility of the Board, with the assistance of the CEO, to carry out risk management analyses of the organisation, and to take appropriate measures.

In its governance role, the Board of KTF assumes ultimate responsibility to ensure that adequate risk management procedures are adopted to protect the assets and undertaking of the organisation. Underpinning this policy, the Board adopts an active approach to risk management on the basis that KTF is a risk-aware organisation, rather than a risk-averse one.

The Board recognizes that prudent risk management does not require that all risks be identified and eliminated, but that procedures are in place to identify material risks arising out of the day to day operation of KTF and, where the likelihood and/or consequences of such a risk occurring demand that steps be taken to minimize, eliminate or transfer that risk, that such steps are indeed taken.

It is the responsibility of the CEO to ensure that:

- effective risk management procedures are in place, applicable to all relevant areas;
- risk management procedures are reviewed regularly;
- recommendations arising out of the risk management process are evaluated and, if necessary, implemented;
- employees and volunteers are aware of all applicable risks and familiar with the organisation's risk management procedures; and
- risk management analyses are carried out for all relevant sectors of the organization (including but not limited to child protection and environmental risk assessment).

It is the responsibility of all employees and volunteers to ensure that:

- they are familiar with the organization's risk management procedures applicable to their section;
- they observe those risk management procedures; and
- they inform their supervisor if they become aware of any risk not covered by existing procedures.

## PROCEDURE

### Managing Risk

The CEO shall nominate appropriate personnel in each section of the organization to carry out risk assessment at project and program levels and for key development areas (such as child protection and environmental impact). This should involve:

- identifying the risks attached to every element of their operation and the likelihood of that risk eventuating;
- identifying practices to avert those risks;
- identifying practices to mitigate the effects of those risks; and
- recording those risks, precautions and mitigation strategies.

### Risk Management Log

The CEO will ensure that:

- each section of the organization has available to it all relevant risk management recording schedules (for example, issues and changes logs, security incident reports);
- each risk management log is reviewed by the organization at least once a year to ensure that no risks have been overlooked;
- each risk management log is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact.

END