RISK MANAGEMENT POLICY

Policy Category: Governance & Risk Management	**Version: Four**
Drafted By: M. Smith, updated by M. Graetz	**Reviewed: 20 November 2025**
Responsible Person: Board Chair	**Scheduled Review Date: 20 November 2027**

Introduction

One Foundation International (OFI) is committed to proactively identifying, assessing and managing risks that may affect our people, beneficiaries, partners, operations, finances or reputation. Risk awareness and responsible decision-making form part of our organisational culture.

Purpose

The purpose of this policy is to ensure that risks are managed in a consistent, structured and informed manner that supports organisational stability, safety and sustainability.

Scope

This policy applies to all Board directors, staff, volunteers, contractors and partner organisations acting on behalf of OFI.

Definitions

Risk refers to the possibility that an event, decision or circumstance may adversely affect OFI's ability to achieve its objectives. Risks may relate to:

- Health and Safety (staff, volunteers, beneficiaries, public)
- Operational Systems and Delivery
- Financial Sustainability and Integrity
- Legal and Regulatory Compliance
- Organisational Reputation and Relationships

Policy Statement

OFI will maintain a systematic approach to identifying, assessing, controlling and monitoring risks. Risk controls will be implemented *so far as is reasonably practicable* to reduce likelihood or impact.

A central Risk Register will be maintained, reviewed and updated regularly.

RISK MANAGEMENT PROCEDURES

Roles and Responsibilities

Role	Responsibilities
Board (Collectively)	Provides governance oversight of OFI's risk management framework. Reviews strategic and material risks. Ensures adequate resources and systems are in place to effectively manage risk.
Management (Executive Officer or Equivalent)	Coordinates the risk management process across the organisation. Maintains the Risk Register and monitors risk controls. Ensures risk information is reported to the Board in a timely manner. Supports staff and volunteers to understand and apply relevant risk procedures.
Staff and Volunteers	Follow risk management procedures applicable to their role. Report new, emerging or changed risks promptly. Participate in training as required.

Risk Management Process

1. **Risk Identification**
   Potential risks are identified during planning, delivery and review of activities, programs and operations.
2. **Risk Assessment**
   Risks are assessed for likelihood and potential consequence.
3. **Risk Control**
   Strategies are applied to eliminate risks or reduce impact or likelihood to an acceptable level.
4. **Recording**
   All identified risks and controls are recorded in the central Risk Register.
5. **Monitoring and Review**
   - Operational risks are monitored and reviewed quarterly.
   - Strategic risks are reviewed by the Board bi-annually.
   - Risk controls are updated where circumstances change or improvements are identified.

Training

OFI will ensure staff and volunteers receive appropriate guidance or training to support safe and informed decision-making in their roles.

Review

This policy will be reviewed every two years, or earlier if required due to changes in legislation, organisational structure or operating context.

Related Documents

- Risk Register
- Program and Activity Risk Assessments
- Incident and Hazard Reporting Procedures

AUTHORISATION

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