

Operation Hope Australia Ltd

ACN 627 532 790

ABN 166 275 327 90

Policy Document Number: A02

Title: Risk Management

Date: 7 January 2019

Purpose and objectives of this policy:

This policy describes the requirements for risk management for volunteers, beneficiaries and operations of Operation Hope Australia Ltd.

1. Introduction

The scale of the projects of Operation Hope Australia is small and easily managed by a small team. Effective contributions at a small scale requires the Operation Hope works through overseas project partners and contributes to projects already established by our project partner. Generally, Operation Hope will be contributing and supporting activities already commenced by our partner(s).

In this context, risks to Operation Hope Australia Ltd can be classified as;

- Project Partners
- Project (Operational) Risk
- Personal Risk
- Liability
- Financial

A risk assessment of operations needs to be conducted prior to project establishment to identify and manage these risks.

1. Project partners

Project partners need to be selected on the following basis;

- Appropriate registration in their home country as a charitable organisation.
- Established operational project(s) in the target country.
- On-going plans and funding (aside from Operation Hope) to continue to deliver services to the beneficiaries.
- An established relationship with Operation Hope director(s) which ensures that the project objectives and expectations are aligned and agreed.
- Compatibility of organisational philosophy and objectives aligned with the Vision, Mission and Values of Operation Hope.

2. Project (Operational) Risk

A project plan must be developed for all projects that considers the effectiveness, and proper management of projects to ensure the maximum benefit can be delivered to recipients within the financial and resource budget allocated to the project. Projects must be clearly specified using the Operation Hope Australia Project Plan template.

Projects must be assessed and agreed by a majority of directors.

3. Personal Risk

Prior to implementing a project in the target country, risks to personal safety are to be assessed using reliable sources of information. Risks and any actions required to mitigate risks to personal safety are to be documented and communicated to volunteers. This document must include the response required from individuals to local customs, including religious, cultural and personal relation aspects. This document must be updated prior to the commencement of each project or overseas visit of volunteers to ensure it is up to date with current risks, and relevant to the area volunteers will be travelling in.

4. Liability

Volunteers working for Operation Hope must be made aware of their responsibilities to Operation Hope and to the beneficiaries of their work through the agreement to the Operation Hope Volunteer Code of Conduct. Any volunteers who work with children must hold a current Working With Children Check (NSW) or other states equivalent.

Signed agreement to the code of conduct and a copy of the WWCC must be provided to directors before departure of volunteers to a project.

5. Financial

Management of financial risk is covered by Policy F01: Finance.