

Risk Management Policy

Purpose

To meet organisation and community standards and to provide a place for all people to be safe and supported. All employees and the Board should consider the positive and negative risks associated with the decisions they are making and ensure that their decision include the implementation of appropriate controls to minimise the harm of negative risks and the practices that optimise the value of achieving positive risks for people and the organisation.

Policy Statement

To ensure that we can achieve our policy, Colony 47 **will**:

- Develop and maintain a risk management framework that communicates Colony 47's approach to risk management and is consistent with relevant standards, including Child and Youth Safe Organisations Framework and the Reportable Conduct Scheme.
- Undertake a risk appetite review to scope the levels of risk tolerance and their management across the organisation.
- Maintain a delegation manual that clearly identifies the roles and responsibilities for the management of risks.
- Document a process for the identification and management of risks.
- Document a process for the control and reporting of risks.
- Document a regular cycle of review and improvement of risks and risk management processes.
- Provide training for the management of risks for decision makers across the organisation.

Definitions

- Risk – a risk is a statement of the likelihood and consequence of a decision or action.
- Positive risk – is the likelihood of achieving a positive consequence or a benefit for a particular stakeholder.
- Negative risk – is the likelihood of achieving a negative consequence or a challenge for a particular stakeholder
- Risk tolerance – is the definition of the scope of the risks that can be effectively managed by the organisation.

Policy Management

- The policy **must** be included in the induction.
- Any breaches of the policy **must** be recorded and managed within the incident management system.
- Any breach of this Policy may result in disciplinary action in accordance with the Staff Disciplinary Policy and Procedure.

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- Any employee or contractor who becomes aware of a breach of this Policy **must** disclose this breach either to their manager or to the Manager People, Culture & Capability.
- In extreme circumstances, an individual may be concerned that a serious breach of this policy has occurred but considers that it would be personally damaging to report it through normal channels. In such a case they should report it under the Speak Up Policy.

Responsibilities

This policy applies to all Colony 47 Board Directors, Committee members, staff and contractors employed by Colony 47.

The risk management framework development and implementation is the responsibility of the Chief Executive and should be updated following an external review by a relevant independent organisation at least every four years.

The risk appetite review is the responsibility of the Board and should be conducted every year.

The maintenance of the delegations manual is the responsibility of the Chief Operating Officer.

The risk register and the regular cycle of identification and management of risks is the responsibility of the Chief Operating Officer.

The responsibility for the provision of relevant risk management training will be the responsibility of the Manager People, Culture and Capability.

Any employee is able to identify a risk and to communicate it through the completion of a relevant incident report in the Colony 47 incident management system or by sending a risk to their relevant supervisor for their consideration.

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