



**DATE ADOPTED: 28 APRIL 2015**

**VERSION: 1.0**

## **POLICY OBJECTIVES**

The objectives of this policy are to:-

1. Promote a holistic approach to risk management and to develop an Integrated Risk Management System that addresses enterprise risk management being all risks that could affect the achievement of objectives.
2. Integrate risk management into our decision making to assist in making informed choices for the benefit of Council, our community and our stakeholders.
3. Promote an atmosphere of risk awareness and willingness to manage risk at all levels of the organisation

## **POLICY STATEMENT**

Risk exists in all aspects of Council's business. Risk can be described as any threat or occurrence that can potentially prevent Council from meeting its planned objectives.

Risk management plays a key role in ensuring that Council achieves those objectives.

The level of risk that Council faces at any one time is the combination of the likelihood of an event happening and the consequences if it happened. Risk for Council is likely to occur in two areas:-

**Strategic risk** – risks that relate to doing the wrong things in pursuit of Council's objectives. These risks are mainly directly related to Council functions and objectives and include the following risk areas:-

- impact on reputation;
- managing stakeholder expectations;
- customer service delivery; and
- asset and resource management

**Operational risk** – risks that relate to doing the right things the wrong way. These risks arise directly from activities undertaken by Council and include but are not limited to the following:-

- Corporate governance
- Financial management
- Legal and regulatory compliance
- Community consultation
- Employee education, training and competency testing

- Managing and maintaining physical assets
- Managing community services
- Managing human resources
- Information management and technology
- Contracting and purchasing
- Regulatory enforcement

## Objectives and Scope

Through the application of this Policy, Council will ensure:

- the Council, Councillors, General Manager and senior management will be in a position to confidently make informed strategic, business and operational decisions based on risk assessment;
- all reasonably foreseeable risks will be systematically identified, assessed, analysed, prioritised and considered for appropriate treatment;
- better identification and exploitation of opportunities;
- compliance with relevant legislation;
- reduction of costs and improved use of resources through more targeted and effective controls;
- improved protection of the public, our employees, volunteers, our assets and our financial integrity.

## Responsibilities

The Council, Councillors, the General Manager, Group and Executive Managers, Managers, Coordinators and Employees are to be familiar with, and competent in, the application of the Risk Management Policy, and are respectively accountable for the delivery of the Policy within their areas of influence and responsibility.

In specific terms the responsibility for the management of risk can be described as follows:

- the Council, Councillors, General Manager, Group and Executive Managers are responsible for ensuring that the Risk Management Policy is introduced across the whole of Council, and that the General Manager, Group and Executive Managers, regularly report on its implementation, improvement and operational effectiveness.
- the General Manager is responsible for the co-ordination of the Risk Management Policy, and ensuring appropriate key personnel within the organization are kept up to date with developments, and that each respective Group and Executive Managers, Manager and Supervisor is responsible for the implementation of risk management processes throughout the organisation.
- the General Manager is responsible to ensure that risk management is integrated into all policies, procedures, instructions, and education and training course modules and like documents.
- Managers and Coordinators at all levels, are required to create, promote and maintain an environment where managing risk is accepted as the personal responsibility of each employee in the achievement of their organizational and operational responsibilities;
- all employees are responsible for promoting and maintaining sound risk management practices within their job specification and particular area of responsibility; and
- an internal audit program to ensure compliance against the Policy and provide regular reports to the General Manager through the respective Group and Executive Managers.



## POLICY ADMINISTRATION

BUSINESS EXECUTIVE:	Administration and Governance
RESPONSIBLE OFFICER:	Group Manager Administration and Governance
COUNCIL REFERENCE:	Ordinary Council Meeting 28 April 2015 – Item 10.1
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	81/17
RELEVANT LEGISLATION	<ul style="list-style-type: none"> <li>Australian/International Standard on Risk - ISO 31000:2009, <i>Risk Management – Principles and Guidelines</i></li> </ul>
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> <li>Best Practice Manuals</li> </ul>

## POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1	28.04.15	New policy adopted

