



**CORANGAMITE
SHIRE**

Risk Management Policy

Corangamite Shire Council

February 2018

Council Policy



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Risk Management

Introduction

Integrated risk management of all Corangamite Shire Council operations is a key objective of the Council management system. This policy provides the guidance for management of risk across Council.

Purpose

The purpose of this policy is to manage the organisation's risks, protect our employees, assets and the community against potential losses, minimize uncertainty and maximise opportunities when achieving Council's goals and objectives.

Scope

This policy applies to all activities, decisions and operations of the Corangamite Shire.

Definitions

- **Risk** – The chance that an event will occur that will impact upon the Council's objectives as defined in the Council Plan. It is measured in terms of consequence and likelihood.

References

- Local Government Act 1989
- AS/NZS ISO 31000:2009 *Risk management – Principles and guidelines*
- Corangamite Shire Council Plan 2013-2017
- Corangamite Shire Risk Management Framework

Policy Detail

Corangamite Shire Council is committed to managing risk and continuously improving risk management through:

- impediments to delivering benefits from Council Plan objectives being identified and addressed (downside risk).
- identifying opportunities for continual improvement (upside risk).
- an integrated risk management approach where risk is consciously addressed prior to making decisions with the view to adding value.
- all proposals and business cases identifying risks and treatment strategies to enable effective decision making.
- risk being acknowledged, communicated and reviewed across Council.
- risk being accepted by those with the appropriate authority.
- Strategic and Operational risks being MONITORED, REPORTED, and CONTROLLED.
- Contingency planning, including Business Continuity, and the establishment of a Council risk profile.
- all operational tasks and supporting activities being carried out using the systematic, structured approach within the Corangamite Shire Risk Management Framework.

This will be achieved through the Risk Management Framework which will provide:

- Confident and rigorous decision making and planning;
- Better identification of opportunities for improvement;
- Pro-active rather than re-active management;
- More effective allocation and use of resources;
- Improved incident management and reduction in loss and the cost of risk, including commercial insurance premiums;
- Improved stakeholder confidence and trust;
- Improved compliance with relevant legislation; and
- Better corporate governance.

Policies and Procedures. This policy should be read in conjunction with the Corangamite Shire Council Risk Management Framework along with health, safety and risk related policies and procedures.

Accountabilities and responsibilities

- **Council.** Approve the Strategic Risk Profile at appendix 1, including risk appetite, as defined in the Risk Management Framework.
- **Audit Committee.** Ensure that independent risk advice is provided to Council in accordance with Section 139 of the Local Government Act 1989. (Audit Committee responsibilities are detailed at the Audit Committee Charter.)
- **Chief Executive Officer.** Provide overall direction for the management of risk across all areas of Council's business.
- **Directors.** Act as Strategic/Operational Risk Owners in accordance with the Risk Management Framework.
- **Director Corporate & Community Services.** Monitor the implementation of the Risk Management Policy and Framework and provide advice and assistance to all areas on risk management matters through the Human Resources/Risk Management Unit. Provide support to the Audit Committee and coordinate internal audits.
- **Manager HR/RM.** Maintain and provide an annual review of the Risk Framework to the Senior Officer Group (SOG).
- **Risk Management Coordinator.** Coordinate risk management awareness and training throughout the organisation to address the needs of management and staff. Maintain the Corporate Risk Register and provide risk related reports.
- **Managers.** Implement the Risk Management Policy in their areas of responsibility and create an environment where each staff member is responsible for and actively

involved in managing risk. Act as Operational Risk Owners in accordance with the Risk Management Framework.

- **Staff.** Be actively involved in identifying, reporting and managing risks in the workplace.

Review Date

This policy will be reviewed in January 2020, or earlier as required by changed circumstances, including changes to legislation and policies.

It is considered that this Policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006).