



**POLICY NAME:** Risk Management

**POLICY No:** AP04

## **PURPOSE OF POLICY:**

The purpose of this policy is to make sure that Council has appropriate risk management practices and procedures in place and that these are embedded in the organisations culture, activities and business processes.

Risk management involves adopting systematic procedures and practices to identify, evaluate, treat and monitor risk in all Council activities so that the risk associated with these activities are controlled and tolerable. It is an integral part of the continuous improvement process embraced by Council.

## **SCOPE:**

The Policy applies to all risk management activities undertaken by Council.

## **POLICY:**

Council recognises that risk management is essential for effective strategic and financial planning, and for the continuing operations of Council. Council will make sure that appropriate levels of financing will be maintained for risk management processes.

Council will ensure that the organisation, its employees and the wider community are protected against loss through the application of sound risk management practices and relevant training.

Council resources will be allocated effectively and efficiently to avoid unexpected and costly surprises in our operations.

Council will establish a risk management framework based on the principles of *AS/NZS: 31000:2018 Risk Management – Guidelines* and any supporting documents to that standard. The aim of this Framework is to provide a formalised process for identifying and managing risk in a consistent manner.

Active and ongoing assessment and review of all Council operations and work procedures will be undertaken to control and minimise risks in line with best-practice and this will enable risk to be embedded in our organisational culture.

The tolerance of risk for Council represents the types and degree of risk that it is willing to accept having regard to its strategic and operational business objectives or obliged to accept due to its statutory mandate. Due to Council having limited resources any risk identified as extreme and high will be addressed immediately.

Moderate risk will be assessed in terms of other competing needs and actions will be taken to reduce this risk if resources permit. Low risks require no immediate action but will be managed through routine procedures.

## **ROLES & RESPONSIBILITIES:**

Councillors, employees, contractors and volunteers are to be familiar with and competent in the application of Council's Risk Management Policy and Framework. Managers and supervisors are accountable for adherence to this strategy within their areas of responsibilities.

Council has an oversight of the risk management process through the General Manager and Councils Audit Committee.

The General Manager holds the ultimate responsibility for ensuring that risk is managed across the Council.

The Management Team is responsible for implementation and maintenance of risk management policies and process across the organisation. They are responsible for ensuring that strategic risks are regularly reviewed and accountable for implementing risk management practices in their area of responsibility in accordance with the Risk Management Framework. This ensures that risks are identified, managed, reviewed and updated regularly.

Through the Audit Committee process, systems and practices of risk management are monitored and should be reported to Council.

All employees are responsible for applying risk management practices in their area of work and escalating matters which are outside of their authority.

In order to enable individuals to carry out their obligations regarding risk management training and support will be provided as required.

## **MONITORING & REVIEW:**

Council will ensure there are ongoing reviews of the risk management policy and framework to ensure its continued suitability and effectiveness in satisfying the requirements of *AS/NZS ISO 31000:2018 Risk Management – Guidelines*.

## **REFERENCES:**

*Workplace Health & Safety Act 2012*

*Local Government Act 1993*

Brighton Council Work Health & Safety Policy

Australia/New Zealand Standard on Risk Management (*AS/NZS 31000:2018 Risk Management - Guidelines*)

## **ADMINISTRATIVE DETAILS:**

Policy compiled: January 2001

Adopted SMT: April 2001

Reviewed: October 2004, Feb 2006, Sept 2001, June 2015, June 2019

To be reviewed: June 2021

Responsibility: Manager Corporate Services



GENERAL MANAGER