

1 PURPOSE

Council's operating environment exposes it to many different types of risk with varying potential impacts. Understanding Council's risk exposure and developing tools to manage risk are necessary tasks to support good governance

Council is committed to implementing a strategic, consistent and structured corporate-wide approach to risk management in order to achieve an appropriate balance between realising opportunities for gains and minimising losses.

This policy outlines Council's commitment to good corporate governance through risk management and to establish the Council's approach to managing risk within its operations to ensure that Council makes informed decisions with respect to the activities that it undertakes by appropriately considering both risks and opportunities.

2 OBJECTIVE

Establish and articulate the principles that Council will apply in managing risk and considering opportunities as they arise.

The application of the policy and related procedures will provide the framework for:

- The organisation's risks to be identified and understood; resulting in more rigorous decision making and improved identification of opportunities and threats;
- Improving the quality of decision making in relation to the allocation of resources;
- A more pro-active approach to risks likely to impact on the strategy and operational objectives of the Council;
- Effective corporate governance and compliance with relevant legislation;
- The development of a more risk aware organisational culture through enhanced communication and reporting of risk.
- Management of risk and insurance
- To minimise any disruption to Council's functions and operational processes by initiating the Business Continuity Plan.

3 SCOPE

This policy applies to all staff and to all current and future activities of Council. All activities of Council will comply with the broad directions detailed in this policy.

Risk Management is everyone's responsibility and our aim is to ensure that Risk is integrated into all our management systems and core operations so that it becomes an integral part of our organisational culture.

4 POLICY

Risk management involves establishing an appropriate risk management framework and culture, and applying logical and systematic risk management processes to all stages of the life cycle of any activity, function or operation that includes risk. By minimising losses and maximising gains, risk management enables Council to best meet its organisational objectives.

Council will utilise the framework provided by the Risk Management Standard ISO 31000:2009 and its successors, to develop and implement its approach to:

- Risk identification
- Risk analysis
- Risk evaluation
- Risk treatment
- Monitoring and review
- Communication and consultation

Risk management is incorporated into the strategic and operational planning processes at all levels within Council. Risk management forms part of how we do our work and deliver services to our community on a day to day basis.

Appropriate risk assessments will be conducted in relation to all Council functions, new activities and projects to ensure opportunities and threats are identified and managed.

4.1 Risk Register

Risks are identified and documented in a central corporate Risk Register based on the key functions of Council, which represent its core business functions

Risks and any associated risk treatment plans will be assigned to a risk owner (responsible officer) who will be responsible for managing, monitoring and ensuring that adequate controls and treatments are being applied so that risks are brought within tolerable levels.

All risks identified in the Risk Register will be reviewed at least annually as part of the organisation's business planning and budget process.

Procedures will be maintained appropriately.

4.2 Risk Appetite

Risk management must be reasonable and pragmatic so as to avoid an environment of risk aversion and unrealistic expectation for risk control becoming a constraint on the operation and performance.

It is prudent for Council to provide guidance on the level of risk it is prepared to accept; and for how it proposes to address the risks to which it may be exposed. This assists to integrate risk management into the business practices of Council.

5 BUSINESS CONTINUITY PLAN

Council recognises the importance of maintaining the uninterrupted availability of all key resources necessary to support essential and critical Council operations. A major disruption to operations is an event that is extraordinary and that causes interruption to, or loss of, key business resources.

Council aims to ensure an ongoing capacity to fulfil its obligations under the *Local Government Act 1993* and other relevant legislation.

6 RISK REPORTING

Reporting of high level risk will be provided to Council from the Risk Committee.

7 RELATED DOCUMENTS

Risk Management Framework	GL-OGM-HR-001
Business Continuity Plan	GL-OGM-RM-002

8 LEGISLATION

AS/NZS ISO 31000 Risk Management
Work Health and Safety Act 2012
Work Health and Safety Regulations 2012



COUNCIL POLICY

Risk Management

Approved By: **Council**
Doc Controller: **General Manager**
File: 4/14/2

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Policy Endorsement

Responsibility:	It is the responsibility of the General Manager to ensure appropriate procedures and practices are implemented to support this policy. It is the responsibility of the Manager People and Safety to review this policy every two years in accordance with the Risk Management Framework. It is the responsibility of the Governance and Strategic Unit to maintain this policy in the Corporate Document Register.
Minute Reference:	Item AO315-17
Council Meeting Date:	12 December 2017
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	This policy replaces the previous Risk Management Policy CP-CBS-SG-027 version 2.1 dated 8 December 2015 (Item AO309-15, 8 December 2015).
Date of Commencement:	13 December 2017
Publication of policy:	Members of the public may inspect this policy at the City Offices where copies can be obtained free of charge. Alternatively it can be accessed on Council's website (www.burnie.net)