

Risk Management

Corangamite Shire

January 2024



**CORANGAMITE
SHIRE**

Council Policy



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, minimise 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 effect of uncertainty on objectives whether positive or negative.

References

- Local Government Act 2020
- AS/NZS ISO 31000:2018 *Risk management – Principles and guidelines*
- Corangamite Shire Council Plan 2021-2025
- 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.
- identifying opportunities for continual improvement.
- 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.

The Risk Management Framework 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, including risk appetite, as defined in the Risk Management Framework and at Appendix 1.
- **Audit Committee.** Ensure that independent risk advice is provided to Council in accordance with Division 8, Section 54 of the Local Government Act 2020. (Audit and Risk Committee responsibilities are detailed in 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 a biannual review of the Risk Framework to the Executive Leadership Team (ELT). Provide a strategic risk report to Council and the Audit and Risk Committee biannually.
- **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 as required by changed circumstances, including changes to legislation and policies and the policy review schedule.

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

No significant or direct public impact – No GIA undertaken.

The *Gender Equality Act 2020* requires Council to undertake gender impact assessments when developing or reviewing any policy, program or service that has a direct and significant impact on the public. This policy **will not** have a direct and significant public impact and a Gender Impact Assessment has not been undertaken.