| Council Policy CP006 Risk Management | | | |
|---|---|---|---|
| **Officer** | Manager Corporate Services | **Owner** | Director Corporate & Commercial Services |
| **Review Frequency** | Biennially | **Next Review** | 2018 |
| Agenda Item number | CCS163 | **Date** | 22 March 2016 |
| **Chief Executive Officer** | | **Mayor** | |

## OBJECTIVE

The purpose of this Policy is to state the City of Greater Geraldton's commitment to managing risk to its ongoing operations.

## SCOPE

This Policy applies to all City of Greater Geraldton operations.

## DEFINITIONS

**City** means the City of Greater Geraldton.
**Councillor** means a person who holds the office of councillor on a council.
**CEO** means the Chief Executive Officer of the City.
**Employee** means a person employed by the City under section 5.36 of the LGA.
**Risk Management** is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, and analysing, evaluating, treating, monitoring and communicating risk.

## POLICY

1. The City recognises that risk is inherent in all of its operations and that effective management of risk is necessary in order to protect its people, assets, liabilities and community against potential losses and negative consequences.

2. The City will maintain the City of Greater Geraldton Risk Management Framework consistent with the guidelines and principles of risk management as set out in the Australian Risk Management Standard AS/NZS ISO3100

3. The City will utilise the City of Greater Geraldton Risk Management Framework which details the process that the City will follow when undertaking risk management within the organisation.

4. The City will communicate with the Community about the City's approach to managing risk.

5. The City will integrate risk management into its corporate culture and its everyday business operations at the strategic, project, operational and emergency risk levels.

6. The City will develop and implement a Strategic and Operational Risk Management Plans to ensure the ongoing management of City risk exposures.

## ROLES AND REPONSIBILITIES

The CEO is responsible for the implementation of this Policy.
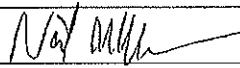
The City of Greater Geraldton Risk Management Framework outlines in detail all roles and responsibilities associated with managing risk within the City.

## WORKPLACE INFORMATION/REFERENCES

City of Greater Geraldton Risk Management Framework

Department of Local Government & Communities Risk Management Resources

AS/NZS 31000:2009 Risk Management – Principles and Guidelines

| Council Policy CP 006 Risk Management Policy | | | |
|---|---|---|---|
| Officer | Manager Governance and Risk | Owner | Director Organisational Performance |
| Review Frequency | Biennially | Next Review | 2015 |
| Council Resolution number and date | | OP0002 – 24 July 2012 | |
| Mayor | | Chief Executive Officer | |

## OBJECTIVE

To establish the City's compliance with best practice risk management principals.

## SCOPE

This policy covers all the operations of the City of Greater Geraldton.

## DEFINITIONS

**CEO:** Means the Chief Executive Officer of a local government;

**Councillor** means a person who holds the office of councillor on a council;

**Mayor** means a mayor elected by the electors to hold the office of Mayor;

**Employee** means:
    a) A person by whom work is done under a contract of employment;
    b) An apprentice or trainee;
    c) A person employed as a contractor

## POLICY PRINCIPLES

1. The City of Greater Geraldton is committed to managing risk in the organisation and will implement the AS/NSZ ISO 31000:2009 Risk Management, as the minimum standard.

   It is understood by the organisation that Risk Management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, and analysing, evaluating, treating, monitoring and communicating risk.

   The City will utilise Operational Policy 005 Risk Management Framework which details the process that the City will follow when undertaking risk management within the organisation.

2. The City will determine its tolerance to risk and communicate it throughout the organisation. The City will also utilise Council Policy 036 Risk Tolerance & Appetite Policy to establish risk tolerance.

3. The City will communicate with the community about the organisation's approach to risk.

4. This policy aims to protect the reputation of the organisation and develop a culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

5. The City will develop a Risk Management Plan that is aligned to the Strategic planning process.

6. The City will endeavour to reduce the potential costs of risk by reducing liability, preventing litigation and improving loss control.

## ROLES AND RESPONSIBILITIES

The CEO is responsible for the implementation of this policy.

Managers and Directors are responsible for the implementation of the Risk Management Framework.

The Risk Management Committee is responsible for developing and reviewing the Risk Management Framework.

Management is responsible for identifying and assessing all the potential risks in their area of responsibility and implement treatment plans for the mitigation of those risks.

Employees are responsible for identifying and treating all risks in the workplace to comply with the organisation's Risk Management Policy and Procedure.

## WORKPLACE INFORMATION

AS/NZS 31000:2009 Risk Management – Principles and Guidelines.

Operational Policy 005 Risk Management Framework

Council Policy 036 Risk Tolerance & Appetite Policy

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**APPENDIX**

**Risk Management Workers Group Terms of Reference**

Risk Management Committee is responsible for:
1. Developing a risk management framework for the organisation.
2. Establishing the risk tolerance level of the organisation for adoption by Management.
3. Reporting to EMT on the implementation progress of the risk management standard on a monthly basis.
4. Communicating the policy to all employees.
5. Displaying a copy of the policy on staff notice boards.
6. Ensuring that Risk Management is a standard agenda item at all meetings including toolbox meetings.
7. Development of Risk Management skills through training and education.
8. Identifying and measuring performance indicators for risk management that cascade from the risk management framework to position descriptions and performance appraisals.
9. Establishing and Maintaining the Central Risk Register.
10. Establishing and maintaining the Strategic Risk Planning Register.

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