

# Risk Management Policy

## POLICY – RM-CP-001



Directorate	Executive Services	
TRIM Ref	14/15195	
Status	Current	
Adopted	9 June 2015	Minute No: 15/161

### Policy Scope

The scope of risk management at Griffith City Council will be 'enterprise wide'. This means council will consider risks across all Council strategies, plans, activities and processes. Therefore, this policy applies to all Councillors, management, staff, contractors and volunteers across all Council activities and processes.

### Policy Objective:

The objectives of this policy are to:

- Safeguard Council's people, assets, financial sustainability, property, reputation and information;
- Promote risk management principles as a strategic tool to ensure better informed decision making throughout Council and in the achievement of its strategic objectives;
- Capitalise on opportunities identified for Council;
- Minimise or eliminate adverse impacts from Council's services or Infrastructure on the community, visitors and the environment; and
- Maintain and improve the reliability and quality of service provided by Council, within its controls and capabilities.

### Policy Statement

Council will manage risk in accordance with the Australian/New Zealand Standard for Risk Management – Principles and guidelines (AS/ NZS ISO 31000:2009)

#### 1. The organisation's rationale for managing risk

Griffith City Council recognises that as a public authority it is exposed to a broad range of risks which, if not managed, could adversely impact on its stakeholders and its ability to achieve its strategic, operational, financial and regulatory objectives.

Council recognises that whilst risk is inherent in all its activities, the management of risk is good business practice, integral to sound corporate governance and in some instances, a mandatory legal requirement.

Risk management must be applied across the entire Council organisation, throughout its many groups and departments, and to specific projects and activities.

### 2. Accountabilities and responsibilities for managing risk

The General Manager has the ultimate responsibility for the implementation and effective operation of the Risk Management Policy, and responding to and reporting on significant risks that may arise from time to time.

Directors are responsible for their group's risk management performance, including implementation of the Risk Management Policy and ensuring appropriate resources are made available. Directors will ensure the timely completion of the requirements for risk management performance measuring, reporting and review (as described in 5.)

Departmental Managers are responsible for the effective implementation and operation of the Risk Management Policy within their respective departments, ensuring appropriate resources are made available, and ensuring effective monitoring, reviews and reporting are undertaken.

All Supervisors and employees in general, are responsible for managing any risks to themselves, their co-workers, the public, private property, Council in general as well as our image and reputation. Employees must report to their supervisors any activities or conditions that may involve unacceptable risks to Council's operations. Except for where urgent action is required to mitigate an immediate risk and can be achieved safely, suitable plans to manage the risk must be devised, documented and approved prior to action.

The HR & Risk Manager is responsible for coordination of the organisational risk management performance measuring, reporting and review (see 5.)

### 3. Risk Management Framework

The risk management process to be applied across Council is based on the Australian/New Zealand Standard for Risk Management – Principles and guidelines (AS/ NZS ISO 31000:2009). It is available on DAKS.

The risk management process involves the systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analyzing, evaluating, treating, monitoring and reviewing risk (AS/ NZS ISO 31000:2009, definition 2.8).

The Risk Management Framework will define Council's risk attitude. Council's Risk Attitude defines the organisation's approach to assess and eventually pursue, retain, take or turn away from risk (AS/ NZS ISO 31000:2009, definition 2.5).

### 4. Council's risk register

Council will maintain a comprehensive organisation wide Risk Register (HR-FO-351) in accordance with the Risk Management Framework. The registers will document the outcomes of the risk identification, risk analysis and risk evaluation. Council will conduct an annual Council wide review of the Risk Registers.

The Risk Management Framework will define the risk criterion that requires a Risk Treatment Plan (HR-FO-350). This decision will be influenced by Council's risk attitude and the established risk criteria.

The purpose of the Risk Treatment Plan is to document how the chosen treatment options will be implemented.

### 5. Risk management performance measuring, reporting and review

Council will monitor and evaluate its performance in relation to risk management. This will be achieved by:

- Quarterly reporting from Council's business groups
- Annual organisation wide review of Council's Risk Register (HR-FO-351) in accordance with the Risk Management Framework. Both documents to be endorsed by Council's Senior Management Executive.
- Annual review of Council's Risk Policies:
  - Risk Management Policy (OHS-CP-001)
  - Risk Management Framework
  - Disaster Recovery and Business Continuity Plan (located in EDM)
  - Trees and Tree Roots Policy
  - Roads Policy
  - Footpath Policy
  - Pools Policy
  - Planning a Council Event Policy (HR-PO-302)
  - Volunteers Information Manual (HR-FO-704)
  - Signs to reduce Public Liability exposure in Parks, Reserves and Pools (HR-CP-301)

### Definitions

GCC: Griffith City Council.

Risk: the effect of uncertainty on objectives (AS/ NZS ISO 31000:2009, definition 2.1)

Risk assessment: overall process of risk identification, risk analysis and risk evaluation. (AS/ NZS ISO 31000:2009, definition 2.14)

Risk identification: process of finding, recognising and describing risks (AS/ NZS ISO 31000:2009, definition 2.15)

Risk management: coordinated activities to direct and control an organisation with regard to risk (AS/ NZS ISO 31000:2009, definition 2.2)

Risk analysis: process to comprehend the nature of risk (AS/ NZS ISO 31000:2009, definition 2.21)

Risk evaluation: process of comparing the results of risk analysis with risk criteria to determine whether the risk and / or its magnitude is acceptable or tolerable (AS/ NZS ISO 31000:2009, definition 2.24)

Risk management framework: set of components that provide foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation (AS/ NZS ISO 31000:2009, definition 2.3)

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Risk attitude: organization's approach to assess and eventually pursue, retain, take or turn away from risk (AS/ NZS ISO 31000:2009, definition 2.5)

Risk owner: person or entity with the accountability and authority to manage a risk (AS/ NZS ISO 31000:2009, definition 2.7)

Risk management process: systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analyzing, evaluating, treating, monitoring and reviewing risk (AS/ NZS ISO 31000:2009, definition 2.8)

### Exceptions

None

### Legislation

Risk Management – Principles and guidelines AS/ NZS ISO 31000:2009.  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

### Related Documents

Risk Management Framework  
Disaster Recovery and Business Continuity Plan (located in EDM)  
Trees and Tree Roots Policy  
Roads Policy  
Footpath Policy  
Pools Policy  
Planning a Council Event Policy (HR-PO-302)  
Volunteers Information Manual (HR-FO-704)  
Signs to reduce Public Liability exposure in Parks, Reserves and Pools (HR-CP-301)

### Policy History

Revision Number	Date of Adoption/Amendment	Minute Number
1	13/07/04	0527
2	11/05/10	0142
3	13/07/10	0242
4	09/07/12	SMT
5	09/06/15	15/161