COUNCIL POLICY

Risk Management Policy	Document No:	SCS-021
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	Approved By:	Council
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Responsible Officer: Coordinator Risk Management & Legal Services	Trim Reference:	D16/36045 Version 6
Authorising Officer:		Chief Executive Officer

1. Purpose

The risk management policy describes Surf Coast Shire Council's commitment to proactively and systematically manage risk through the provision of an effective risk management framework that mitigates negative outcomes and realises sustainable opportunities.

2. Scope

Surf Coast Shire Council encourages the active management of risk across all operations and activities through effective problem solving, decision making and service delivery to achieve strategic and business objectives.

3. Application

This policy applies to all Councillors, employees, contractors, volunteers and Special Committees of Council.

4. Definitions

Risk: The effect of uncertainty on objectives where the effect may be positive of negative.

Risk Management: Describes the coordinated activities to direct and control an organisation with regard to risk.

5. Legislative Context

AS/NZS ISO 31000:2009 Risk management – Principles and Guidelines
SA/SNZ HB 436:2013 Risk Management Guidelines – Companion to AS/NZS ISO 31000:2009
ISO Guide 73 Risk Management - Vocabulary

6. Policy

Surf Coast Shire Council will implement the risk management framework that provides an effective process for the identification, analysis and management of both negative and positive impacts on physical, social and economic capital. This will safeguard Councils assets, infrastructure, people, finances, reputation and sustainability.

Through the application of a robust and consistent approach to risk management Council:

- recognises risk management as an integral part of good management practice and decision making;

- integrates risk management into planning and operational processes;

- creates and maintains a risk management environment that enables Council to deliver high quality services and meet performance objectives in line with our principle of continuous improvement;

- ensures resources and operational capabilities are identified and deployed responsibly and effectively.; and

- demonstrates the application of the risk management process of identifying, analysing, evaluating and treating risks, as detailed in the risk management standard, AS/NZS ISO 31000:2009 Risk management – Principles and Guidelines.

7. Roles and Responsibilities

7.1   The Chief Executive Officer has the ultimate responsibility for ensuring that risk is managed across Council activities.

7.2   The Chief Executive Officer and General Managers are responsible for monitoring the implementation of the Risk Management Policy.

7.3   The General Manager Culture & Community, is the senior executive responsible for overseeing the development and maintenance of the work, health and safety culture, framework and systems throughout the Council.

7.4   The General Manager Governance and Infrastructure is the senior executive responsible for overseeing the development, facilitation and implementation of a risk management culture, framework, and strategy, including training and awareness, monitoring corporate risk management performance and management reporting.

7.5   General Managers are responsible for their division's risk management performance, including implementation of the risk management strategy, ensuring appropriate resources for risk management actions are made available and ensuring effective monitoring, reviews and reporting are undertaken.

7.6   The Audit and Risk Committee will provide appropriate advice and recommendations relevant to its charter. The Committee will monitor processes and practices to ensure effective business continuity and review the risk management policy every two years.

7.7   Each Manager is accountable for implementing the risk management policy through appropriate actions in his or her area of responsibility.

7.9   The Coordinator Risk Management & Legal Services will provide assistance in the development, review and reporting of strategic risks and contribute through consultation to the development of the risk management strategy, related action plans and systems.

7.10   The Coordinator Risk Management & Legal Services will consult risk owners to review strategic risk within the risk register.

7.11   All employees are responsible for applying risk management practices in their area of work and ensuring that management are aware of the risks associated with council's operations including the recommendation of suitable plans to manage risk.

8.   Records
Not applicable

9.   Attachments
Nil

10. References
AS/NZS ISO 31000:2009 Risk management – Principles and guidelines
SA/SNZ HB 436:2013 Risk management guidelines-Companion to AS/NZS ISO 31000:2009
ISO Guide 73 Risk Management - Vocabulary
Surf Coast Shire Risk Management Strategy 2014