POLICY OBJECTIVE

The objectives of this policy are to:

- Outline Council's commitment to an integrated approach to the management of risk in all forms which may have an adverse effect on achieving Council's objectives.

LEGISLATION AND INDUSTRY GUIDANCE

- Local Government Act 1993
- Local Government (General) Regulation 2005
- NSW Work Health Safety Act 2011
- AS/NZ ISO 31000:2009 – *Risk Management – principles and guidelines*

POLICY STATEMENT

Edward River Council is committed to safeguarding the community, managing Council's resources effectively and achieving the goals as outlined in Council's Delivery Program.

As such, a risk, described as any threat or occurrence, can potentially prevent Council from meeting its planned objectives. Through the Risk Management Policy, we will reduce this threat through:

- Having an integrated approach to the identification, management, and mitigation of risk in all forms
- Ensuring risk management is an integral part of Council's functions, operations, and processes.
- Promoting a workplace culture of risk awareness including ensuring our staff have the knowledge and tools to manage risk.

SCOPE

This policy applies to all Council employees. It is not intended to be a prescriptive instruction in the management of risk. As such this policy is supported by a Risk Management Framework that incorporates legislative and industry guidelines, best practice instruction and internal procedures and processes.

ROLES AND RESPONSIBILITIES

All Councillors and employees have a responsivity to contribute to a risk aware workplace culture.

Council is accountable for ensuring appropriate resources are allocated to manage risk.

The General Manager has overall responsibility for Risk Management across Council and is therefore responsible for:

- Demonstrating a commitment to risk management.
- Exercising due diligence.
- Ensuring the implementation and ongoing evaluation of appropriate risk management systems.
- Ensuring that a safe and healthy working environment is provided and maintained in all situations and at all Council sites.
- Ensuring appropriate resources are allocated to meet Council's risk management obligations.

Fulfilling this obligation requires consultation with directors, managers, supervisors, employees, and the Risk Management Committee to ensure that the systems and policies operate effectively.

Directors and Managers are required to create an environment where managing risk is accepted as the personal responsibility of each employee. They are accountable for the implementation and maintenance of sound risk management within their areas of responsibility, in conformity with this Risk Management Policy.

All employees are responsible to implement and embed risk management in their area of accountability. They are required:

- Identify, managing and monitor risks and opportunities in the areas of accountability
- Communicate to areas of risk to their supervisor or manager
- Act appropriately to ensure their own safety as well as that of other employees, customers, and other workers e.g. contractors on site contractors and their employees who are undertaking work on behalf of the Council, and members of the public.

ACCOUNTABILITY

Accountability for the management of risk, at both management and employee level, should be reflected in performance plans, job descriptions and key performance indicators.

TYPES OF RISK

Strategic risk – risks that relate to doing the wrong things in pursuit of Council's objectives. these risks are mainly directly related to Council functions and objectives and include the following risk areas:

- Impact on Council reputation
- Managing stakeholder expectations
- Service delivery

Operational Risk – risks that relate to doing the right things the wrong way. These risks arise directly from activities undertaken by Council and include but not limited to the following:

- Corporate governance
- Financial management
- Legal and regulatory compliance
- Community consultation
- Employee education, training and competency testing
- Asset and resource management and maintenance

PERFORMANCE AND REPORTING

Risk Register

- A risk register will be developed and maintained. The General Manager will delegate maintaining the register to a suitable trained officer.
- Identified risks will be added to the register as they are identified.
- The risk register will be held in Council electronic document management system.

Reporting

- The performance of the risk management framework is to be reported annually to the Council and the community.

ASSOCIATED POLICIES AND PROCEDURES

- Best practice manuals prepared by Statewide Mutual will be used as a guide when reviewing, developing processes and procedures.

POLICY HISTORY AND VERSION CONTROL

Policy Title	Risk Management Policy
Policy No.	5.6.6
Department	Corporate Services
Function	Governance
Policy Group	Leadership
Responsible Officer	Director Corporate Services
Version	1
Adopted	17 May 2017
Next revision	17 May 2018

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