



POLICY NUMBER 24 (C)

RISK MANAGEMENT POLICY

DATE AMENDED: 16 July 2013

DATE OF NEXT REVIEW: 31 July 2017

DATE ADOPTED: 16 July 2013

RESPONSIBLE OFFICER: Manager Risk and Property

REFERENCES: *Hepburn Shire Council's Council Plan 2013-2017*
Australian/New Zealand Standard AS/NZS 31000:2009 Risk Management – Principles and Guidelines

Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

Introduction

Hepburn Shire Council has a responsibility to effectively identify, assess and manage the risks and opportunities associated with its operations and facilities, as far as reasonably practicable. As per our Council Plan 2013-2017, we seek to maintain organisation wide risk registers.

Our objectives for managing risks and opportunities are to:

- Successfully meet our goals and objectives.
- Deliver high quality services which make efficient use of the limited resources available.
- Support our approach to meeting legislative and other regulatory requirements.
- Safeguard our assets – people, financial, property and information.
- Create an environment where all councillors, employees, volunteers and contractors will assume responsibility for managing risk.
- Continuously improve our approach and performance, seeking to become a leading local council in Victoria in risk management.

Scope

This Policy is applicable to all Hepburn Shire Council councillors, employees, volunteers and contractors working for the council.

The Policy applies to all Hepburn Shire Council owned and/or operated equipment, land and facilities ('our property'), internal functions, and services provided to the community.

The Risk Management Policy is in place to guide councillors, employees, volunteers and contractors in the consistent and systematic identification, assessment and management of risks and opportunities relating to our strategic objectives and goals in the Council Plan 2013-2017, business plans, and other service delivery plans.

Policy

The councillors and management of Hepburn Shire Council are committed to the ongoing identification, assessment and management of risks and opportunities associated with the performance of Council functions and the delivery of Council services, as far as reasonably practicable.

The Executive Management Team ('EMT') and Audit and Risk Advisory Committee approve the risk appetite of Hepburn Shire Council, which defines the risk rating levels and required actions for each level in order to manage competing demands and guide the balancing of threats and opportunities in all business activities.

In implementing risk management, Hepburn Shire Council considers all users of our property and services, including, but not limited to, councillors, employees, contractors, volunteers, visitors and the public.

Hepburn Shire Council considers and manages risks relating to business capability, reputation, community, finance, the environment, legal and regulatory compliance, occupational health and safety, property and assets, emergency management and business continuity.

Where possible, risk management practices are to be embedded in existing policies and procedures to manage significant risks and opportunities identified, including project management and business planning.

Each functional area is to be subject to a process of identification, assessment and management of risks and opportunities associated with that area's processes performed to meet the objectives and commitments in the Council Plan 2013-2017 and its business plan. The ongoing management of risks in all functional areas is to be documented in a risk register and action plan.

All new proposals and processes are to be subject to a risk assessment prior to implementation.

An overall risk and opportunity profile is to be maintained, which consolidates risk registers across the organisation to provide a strategic view of risk and opportunity management at Hepburn Shire Council.

All risk management actions (e.g. risk assessments, risk registers, management reviews) are documented and recorded in Council's web-based Advent Manager database.

The Risk Management Policy will be made publicly available through Hepburn Shire Council's internet site.

The risk management system, including the Risk Management Policy, associated procedures, risk profile of the organisation and risk incidents, will be subject to review by EMT and the Audit and Risk Advisory Committee at least annually to confirm that the system continues to be effective in managing risks and opportunities and to achieve continuous improvement.

Process

The Strategic Risk Management Framework (refer TRIM DOC/13/13828) documents the processes used to manage risk, including:

- Consequence, likelihood and risk rating definitions
- Council's risk appetite
- Continuous development of a risk management culture
- Specific roles and responsibilities
- Definitions
- Risk assessment processes, including maintenance of a risk profile
- Developing, implementing and monitoring control measures
- Training and support provided
- Measurement and continual monitoring of risk performance.

Risk management performance will be measured through both annual reviews of the corporate risk profile and records of incidents occurring.