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## RISK MANAGEMENT POLICY

### ***INTENT***

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Cook Shire Council recognises that risk management is an integral component of sound corporate governance and management practices. All elected representatives and staff within the organisation have a responsibility of espousing risk management awareness and integrating risk management activities within their business environment.

This policy, supported by Council's Risk Management Framework, aims to embed a culture of risk management throughout the organisation.

### ***SCOPE***

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This policy applies to all elected representatives and staff. Everyone is obligated to ensure that they have taken reasonable care to make informed decisions based on an analysis of foreseeable risks, opportunities and impacts on health and safety, the implementation of Council strategies and the attainment of organisational objectives.

### ***DEFINITIONS***

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TERM	DEFINITION
<b>Enterprise Risk Management</b>	Enterprise Risk Management encompasses all the major risk categories (including financial, environmental, health and safety, fraud, information technology, compliance, security and business continuity) and includes the coordination, integration, consolidation and consistency of reporting by the various Council functions with identified risks.
<b>Consequence</b>	The outcome of an event affecting objectives (impact/magnitude). An event can lead to a range of consequences. A consequence can be certain or uncertain and can have a positive or negative effect on objectives. Consequences can be expressed qualitatively or quantitatively.
<b>Likelihood</b>	The chance of something happening, whether defined, measured or determined objectively or subjectively (probability or frequency).

TERM	DEFINITION
<b>Risk</b>	<p>A risk to the business is any action or event that has the potential to impact on the achievement of our business objectives.</p> <p>Risk also arises as much from the possibility that opportunities will not be realised as it does from the possibility that threats will materialise or that errors will be made.</p>
<b>Risk Management</b>	<p>Risk management for Council refers to the culture, processes and structures developed to effectively manage potential opportunities and adverse effects for any activity, function or process undertaken by the Council.</p> <p>Managing risk is achieved through the systematic application of policies, procedures and practices to identify, analyse, evaluate, treat, monitor and communicate risk.</p>
<b>Risk Register</b>	<p>A list of identified and assessed risks directly related to either a particular directorate or to the whole of Council. Risk Registers can be held at either Corporate, Operational, Project or Event level.</p>
<b>Risk Treatment</b>	<p>The process of selecting and implementing measures that will assist in the mitigation of an identified risk to reduce adverse impacts on business operations.</p>

## ***PROVISIONS***

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Cook Shire Council recognises that risk is inherent in all its business activities, programs, services, projects, processes and decisions and if not managed, could adversely impact on the organisation achieving its strategic goals and objectives.

Accordingly Council is committed to the identification and management of all risks associated with the performance of Council functions and delivery of services and to embed risk management as part of Council's corporate governance to protect its employees, the general public, its assets and environment.

Council recognises that management has a responsibility to identify and address all threats and opportunities associated with:

- the provision of a safe and healthy operating environment for all employees, the general public and other stakeholders involved with the provision and use of Council services;
- the statutory obligation imposed to, as a minimum, attain and maintain compliance with all legislation and standards in delivering the diverse range of services to the community;
- the prudent management of property and resources; and

- the achievement of Council's corporate goals and objectives to provide quality services to the community.

Management undertakes to ensure that the risks associated with all services and facilities are formally identified, assessed and managed in accordance with the principles outlined in the *ISO 31000:2018 Risk Management - Guidelines*.

### **Risk Management Framework:**

This Policy will be supported by Council's Risk Management Framework that provides a systematic approach which embodies the management of risks – identifying, assessing and implementing appropriate treatments to control these risks within Council's capabilities.

The framework has been developed to guide and instruct staff on how to manage risks through concise explanations on how risks are identified, assessed, treated and reported throughout the organisation

### **Risk Registers:**

Risk Registers will document strategic and operational risks and the controls that have or are to be implemented to mitigate any risks which may impact on Council activities.

These registers provide a mechanism for the executive, management and staff to monitor/review risks in alignment with Council's Corporate Plan and other strategic plans to ensure corporate goals and objectives are attainable.

## ***RELATED DOCUMENTS***

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- Council's Corporate Plan 2017-2022
- Risk Register
- Risk Management Framework

## ***REFERENCES, LEGISLATION AND GUIDELINES***

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- *ISO 31000:2018 Risk Management - Guidelines*
- *Local Government Act 2009*
- *Local Government Regulation 2012*

## ***IMPLEMENTATION/COMMUNICATION***

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This policy will be communicated to all staff as part of the induction process and retained on the Council Intranet. All updates to policies and procedures are announced on the Council Intranet site.

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**THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL**

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Officer Responsible for Review:	Manager Governance
Adoption Date:	9 March 2021
Review Date:	March 2024