

234	Organisation Wide Risk Management	V32 DraftCurrent
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## PURPOSE

The purpose of this policy is to demonstrate the City of Busselton's commitment to the risk management is to development of –a culture of risk based decision making , processes and structures that are directed towards the effective management of potential opportunities and adverse effects. It also is designed to reduction of e the potential impactseosts of risk. by reducing liability, preventing litigation and improving loss control. Risk management is a key process in developing the strategic direction of the CityShire. The key drivers for risk management are the Elected Member and Senior Officer's responsibility for due diligence as good corporate governance practice and requirements by the insurance industry which impacts on the cost of insurance.

## SCOPE

This policy applies to all Councillors and employees of the City of Busselton and covers all City the operations of the CityShire, including corporate governance, integrated planning, strategic planning, internal and external communications, information technology, resource management, financial and human resources as well as operational risks such as legal compliance, business risks, tenders and contract management, project management, asset management, infrastructure management and emergency preparedness and response.

## POLICY STATEMENT

Risk Management is the systematic application of management policies, practices and procedures in order to identify, analyse, evaluate, treat and monitor risk.

The CityShire of Busselton is committed to the effective management of ing risk in the Cityshire and will implement a Risk Management Framework based on the AS/NZS ISO 31000:2009 Standard to achieve this. as the minimum standard. It is understood by the CityShire that Risk Management is the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk. The Risk Management Committee has been established to who will be responsible for developing, maintaining and assisting in the implementation of developing at the City's Risk Management FrameworkPlan for the shire. The Council recognises that adequate resources are needed to implement theeffectively manage risks management programme. The Risk Management Committee isare to ensure that all of the risk management processes are fully documented and managed through the records management system.

## References

Australian and New Zealand Standard AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines.

## Objectives

- ~~\* To implement a Risk Management Framework using Standard AS/NZS ISO 31000:2009 – Risk Management Principles and Guidelines.~~
- ~~\* To define the City's shire's tolerance to risk and communicate it throughout the CityShire.~~
- ~~\* To communicate with the community about the City's Shire's approach to risk.~~
- ~~\* To protect the reputation of the Council and the City of Busselton.~~
- ~~\* To develop a Risk Management Plan which is aligned to the Strategic planning process.~~

## Responsibilities

The Council is responsible for:

- \* Ensuring that a Risk Management Policy has been developed, adopted and communicated throughout the [CityShire](#).
- \* Ensuring that the CEO has implemented the Risk Management [Framework using Standard AS/NZS ISO 31000:2009](#).
- \* [Communicating with the community about the City's approach to risk](#)  
[Reviewing the Risk Management Policy.](#)
- \* [Establishment of an Audit Committee](#)

The Audit Committee is responsible for:

- \* Assisting the Council to fulfil its corporate governance, stewardship, leadership and control responsibilities in relation to risk management.
- \* Providing guidance and assistance in relation to risk management initiatives and the effective conduct of risk management activities.

CEO and [the Senior Management Group Executive](#) are responsible for:

- \* [Developing and implementing the City's Risk Management Framework](#)  
~~The full implementation of AS/NZS ISO 31000:2009 tailored to all directorates.~~
- \* [As part of the Risk Management Framework eEstablishing the risk tolerance level of the CityShire.](#)
- \* ~~Developing and managing the risk management framework plan for the CityShire.~~
- \* [Conducting risk assessments as part of decision making & future planning.](#)
- \* ~~Ensuring that risk management is a standard agenda item for all meetings.~~

Risk Management Committee is responsible for:

- \* [Communicating the policy and framework to all employees.](#)
- \* ~~Communicating the risk management plan for the Shire, the policy to all employees and displaying a copy of the policy on staff notice boards and intranet.~~
- \* [Developing and managing the risk management plan for the City.](#)
- \* Development of Risk Management skills through training and education.
- \* Establishing and maintaining an appropriate risk register or risk registers for the [CityShire](#).

Management are responsible for:

- \* ~~Ensuring that Risk Management is a standard agenda item at all meetings including toolbox meetings.~~

- \* Identifying and assessing all the ~~potential~~ risks in their area of responsibility as part of bBusiness pPlanning reporting, project planningmanagement -and daily decision making.
- \* Collating, assessing, treating and reporting to the Risk Management Committee in relation to areas and tasks under their responsibility.

All Employees are to:

- \* Comply with the City'sShire's risk management policy and procedures.
- \* Attend therelevant risk management training.
- \* Actively participate in the risk management programme.

### **Policy Background**

Policy Reference No. - 234

Owner Unit – Employee Services and Risk

Originator – Risk Management

Policy approved by – Council

Date Approved – 27 July, 2011

Review Frequency – As required

### **References**

[Australian and New Zealand Standard AS/NZS ISO 31000:2009 - Risk Management Principles and Guidelines.](#)

~~Related Documents—~~

~~[Australian and New Zealand Standard AS/NZS ISO 31000:2009 - Risk Management Principles and Guidelines.](#)~~

### **History**

<b>Council Resolution</b>	<b>Date</b>	<b>Information</b>
C1107/229	27 July, 2011	Version 2
C0605/146	10 May, 2006	Date of implementation. Version 1