POLICY REGISTER

RISK MANAGEMENT POLICY

Policy adopted: 25th January 2018   Minute No. 7.1.18

Reviewed: 27th September 2018   Minute No. 214.9.18
                 23rd May 2024   Minute No. 122.5.24

File Ref: P13-1, I2-4.1/1

DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No: 7.1.18 (25th January 2018)
1.1		Amended	Council Minute No: 214.9.18 (27th September 2018)
1.2	Gary Woodman General Manager	Amended	Council Minute No: 122.5.24 (23rd May 2024)

Purpose

The purpose of this Policy is to express Warren Shire Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all of Warren Shire Council's planning, decision-making and operational processes.

Risk Management Framework

Warren Shire Council provides critical services and infrastructure to the residents, ratepayers and visitors to the Warren Shire LGA. Warren Shire Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the Warren community.

It is therefore incumbent on Warren Shire Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Warren Shire Council's staff and the community. It is also our responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

Warren Shire Council has developed a risk management framework consistent with AS ISO 31000:2018 - Risk Management (and the related Guidelines) to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Warren Shire Council is committed to the principles, framework and process of managing risk as outlined in AS ISO 31000:2018 and commits to fully integrating risk management within Warren Shire Council and applying it to all decision-making, functions, services and activities of the Council in accordance with our statutory requirements.

Responsibilities

Warren Shire Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making at Council.

It is the responsibility of every staff member and business area to observe and implement this Policy and Warren Shire Council's risk management framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- Being familiar with, and understanding, the principles of risk management;
- Complying with all policies, procedures and practices relating to risk management;
- Alerting management to risks that exist within their area; and
- Performing any risk management activities assigned to them as part of their daily role.

Risk management is a core responsibility for all senior staff/management at Warren Shire Council. In addition to their responsibilities as staff members, senior staff/management are responsible for:

- Ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken;

- Encouraging openness and honesty in the reporting and escalation of risks;
- Ensuring all staff have the appropriate capability to perform their risk management roles;
- Reporting to the General Manager on the status of risks and controls; and
- Identifying and communicating improvements in Warren Shire Council's risk management practices to Council's risk management function.

Council's risk management function is available to support staff in undertaking their risk management activities.

To ensure Council is effectively managing its risk and complying with its statutory obligations, Council's audit, risk and improvement committee and internal audit function is responsible for reviewing the Council's;

- Risk management processes and procedures;
- Risk management strategies for major projects or undertakings;
- Control environment and insurance arrangements;
- Business continuity planning arrangements; and
- Fraud Control Plan.

Monitoring and Review

Council is committed to continually improving its ability to manage risk. Council will review this policy and its risk management framework at least annually to ensure it continues to meet the requirements of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the Council's requirements.

Further information

For further information on Warren Shire Council's Risk Management Policy, framework and process, contact Council's Divisional Manager Finance and Administration or General Manager or Work Health Safety/Risk Co-Ordinator by phone on 02 6847 6600.

Gary Woodman
General Manager

23rd May 2024

Review date – As required.