TEMORA SHIRE COUNCIL

RM-001: Risk management Policy

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Risk Management Policy

CODE NUMBER: RM-001

AUTHOR: Temora Shire Council

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REVIEW

Revision Date	Revision Description	Review by	Date approved by Council	General Managers Endorsement
November 2021	Adoption of OLG Example Policy, with some minor adjustments	ERM		
November 2022	Added description of Risk Management Standard ISO 31000:2018; removed General Manager endorsement at end of document, changed to TSC Risk Management Committee Endorsement.	ERM	24/11/2022	GCL
February 2024	Reviewed for completeness and compliance. No Changes required. Scheduled review period set for 3 years.	ERM	23/2/2024	

PLANNED REVIEW

Planned Review Date	Revision Description	Review by
February 2027	Scheduled review.	ERM

Purpose

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

Risk management framework

TSC provides critical services and infrastructure to the residents, ratepayers and visitors to Temora shire. TSC 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 Temora shire community.

It is therefore incumbent on TSC 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 TSC, 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.

AS ISO 31008:2018 Risk Management Guidelines

AS ISO31008:2018 is the international standard relating to the risk management practices of organisations. It provides a generic approach to risk management with principles and guidelines for anyone who manages risk in an organisation.

The following description is from Standards Australia:

"AS ISO 31000 2018 specifies guidelines on managing risk faced by organizations with the application of these guidelines able to be customized to any organization. As one of the risk management standards, this standard provides a common approach to managing any type of risk and is not industry or sector specific."

TSC Commitment

TSC is committed to the development of a risk management framework consistent with AS ISO 31000:2018 to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

TSC is committed to the principles, framework, and process of managing risk as outlined in AS ISO 31000:2018.

TSC commits to fully integrating risk management and applying it to all decision-making, functions, services and activities of TSC in accordance with our statutory requirements.

Responsibilities

TSC 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. It is the responsibility of every staff member and business area to observe and implement this policy and TSC'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 TSC.

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 TSC's risk management practices to the risk management function.

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

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

TSC is committed to continually improving its ability to manage risk.

TSC 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*, *Local Government (General) Regulation 2005*, and TSC's requirements.

This Policy was endorsed by the TSC Risk Management Committee on the 7th of November 2022.