



RISK MANAGEMENT POLICY

Maroondah City Council is committed to risk management as an integral part of its corporate governance and operations, developing strategies and systems to minimise risks. The identification and management of risk is undertaken in a systematic process, using the principles set out in the Australian Standards for risk management AS/NZS ISO 31000:2009.

Purpose

The primary purpose of this policy is to promote an integrated, holistic approach to strategic risk management and to ensure that all risks that could affect the achievement of our objectives are identified, assessed and treated to an acceptable level. The embedding of the risk management framework into our strategic and operational decision making process helps us to make informed decisions for the benefit of Council and our stakeholders.

Statement of Practice

- Promote and support risk management practices across the organisation through the implementation of a framework that provides a process to identify, analyse, assess and prioritise all areas of risk based upon the nine core risks
 - People
 - Financial and economic
 - Technology and information management
 - Assets and security
 - Environment
 - Product and service delivery
 - Ethics and corporate image
 - Leadership and corporate governance
 - Risk management organisation
- Monitor, review and update the Risk Register identifying both corporate and operational risks in consultation and communication at all levels.
- Provide adequate information, training and supervision to staff, contractors, committees, occupiers of Council facilities and volunteers
- Develop and implement policies, procedures and strategies to guide and assist staff in their operational areas.
- Reduce the exposure of the community to losses and injury, through sound project or program planning and implementation.
- This policy is supported by a complimentary three year Strategic Risk Management Plan

Policy Statement

Maroondah City Council is committed to embedding enterprise risk management to create and maintain an environment that enables Council to deliver high quality services and meet performance objectives in line with the principle of seeking continuous improvement. To meet this commitment, risk management is every employee's business. All employees are required to be competent and accountable for adequately managing risk within their area of responsibility.

Roles and Responsibilities

- All employees and service providers are responsible for effective risk management practices and ensuring that management is aware of risk associate with Council's operations. This extends to recommending suitable plans to manage risks and obtaining appropriate approval prior to action.
- Each Service Area Manager is accountable for implementing this policy in his or her service area, including operational actions arising from the risk register.
- Directors are responsible for their directorates' risk management performance, including implementation of the strategy, ensuring appropriate resources are made available on a priority basis.
- The Director Corporate Services is the senior executive responsible for establishing and facilitating a risk management process throughout Council
- The Risk Management Cross Functional Working Group facilitates and monitors implementation of the current Strategic Risk Management Plan and annual report to the Audit Committee
- The Team Leader Risk Management is tasked with the development and provision of risk management awareness and training throughout the organisation.
- The Corporate Management Team is responsible for monitoring the corporate implementation of this policy. A detailed schedule of reporting is provided in the current Strategic Risk Management Plan.

Review

This policy shall be reviewed every two years. Review date December 2013.

Implement Responsibility

Implementation of this policy is the responsibility of the Team Leader Risk Management

Date: November 2011 **Chief Executive Officer** Frank Dixon