

Risk Management Policy

Policy Type: Council Policy Policy Owner: Strategic Procurement, Contracts and Risk Program Manager	Policy No. CP-099 Last Review Date: 17 May 2016
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Policy Objectives

To ensure the City of Melville's vision and objectives are achieved through the integration of sound risk management practices into governance, strategy and planning, management, reporting processes, policies, values and culture.

Policy Scope

This policy is applicable to all City of Melville activities and addresses:

- The City of Melville's rationale for managing risk.
- Accountability and responsibility for managing risk.
- Reporting and measuring of risk management performance.
- Continual improvement and review.

Policy Statement

The City of Melville is committed to the implementation of an enterprise-wide risk management approach through continued development and maintenance of an enterprise-wide Risk Management Framework. The Risk Management Framework details the strategic approach to risk management and the methodology to be applied throughout the City of Melville. To ensure a best practice approach to risk management is employed, the Risk Management Framework is based on the current Australian Standard; *AS/NZS ISO 31000:2009 – Risk Management – Principles and Guidelines*.

All Management and Employees will have access to the tools and knowledge necessary to apply risk management principles and practices through the Business Management System (BMS). Any Director, Manager or Employee assigned as the responsible officer for a risk will be held accountable for that risk.

Specific responsibilities for risk management are:

- **Financial Management, Audit, Risk and Compliance Committee**
Review and provide feedback on the Risk Management Policy, the Risk Management Framework and City of Melville Risk Registers.
- **Chief Executive Officer (CEO)**
Mandate the Risk Management Framework and promote the benefits of risk management to all City of Melville Employees.
- **Executive Management Team**
Endorse the Risk Management Framework and support the implementation, review and maintenance process for the Risk Management Framework.
- **Directors and Operational Managers**
Manage implementation and maintenance of the Risk Management Framework in their areas of responsibility and create an environment where Employees are responsible for, and actively involve in, managing risk.
- **Strategic Procurement, Contracts and Risk Program Manager**
Implement and review the Risk Management Framework and associated documentation for the whole of the City of Melville and provide advice in relation to risk management matters to all stakeholders.
- **Business Improvement Auditor (Legal Services)**
Conduct risk assessments on business processes as part of the internal audit process.

All risk measuring and monitoring for the City of Melville will be conducted in accordance with the Risk Management Framework.

The Risk Management Policy and supporting organisational documentation will be subject to periodic review to allow for continual improvement. Reviews can be conducted annually, on request or in the event of a major change to the organisation.



Other References that may be applicable to this Policy

Legislative Requirements:

Delegated Authority:

Plan / Policy / Framework: Risk Management Framework

Procedure: SP-021 Risk Management Procedure
Health, Safety and Environment Risk Management

Work Instructions / Process Maps:

Forms / Supporting Documents (internal): Risk Management Toolkit

Supporting Documents (external): ISO AS/NZS 31000:2009 Risk Management – Principles and Guidelines

Origin / Authority

Community and Technical Services

Date

01/11/2005

Reviews

Ordinary Meeting of the Council

21/08/2007

Ordinary Meeting of the Council

15/12/2009

Executive Management Team (changed from Council to Operational Policy)

27/6/2013

Executive Management Team

16/9/2015

Ordinary Meeting of Council

Item C16/5484

17/05/2016