

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

‘The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.’

1 Policy objective

The aims of this policy are to:

- emphasise that a formal and systematic approach to managing risk is essential to sound management and good government; and
- demonstrate Council’s commitment to the integration and maintenance of a formal risk management process to help achieve our strategic and operational objectives.

2 Related Policies and Documents

- Enterprise Risk Management Plan
- Australian/New Zealand Standard ISO 31000:2018 *Risk Management*

3 Definitions

Risk AS/NZS ISO 31000:2018 defines risk as the effect of uncertainty on objectives.

4 Policy Content

Nambucca Shire Council is committed to the management of risk to continue to protect its:

- Customers, clients and stakeholders
- Employees, volunteers and their skills
- Environment
- Quality of service
- Assets and intellectual property
- Contractual and statutory obligations
- Image and reputation

Risk management is a key part of improving our business and services. Our aim is to achieve best practice in controlling all the risks to which Council is exposed.

To achieve this aim, risk management standards will be created, maintained and continually improved. This will involve risk identification and risk evaluation linked to practical and cost-effective risk control measures commensurate with our business.

Risk management is a continuous process demanding awareness and proactive action from all the Council's employees and outsourced service providers to reduce the possibility and impact of accidents and losses, whether caused by the Council or externally.

Risk Management is a core responsibility for all Senior Staff and Managers. Suitable risk management activities will be incorporated into Council's planning, operations and the management of our contractors and service providers. The scope of these activities will encompass:

- Education and training in risk management for staff
- Developing risk management standards
- Conducting surveys for identifying and eliminating risks
- Helping to prioritise and schedule risk control improvements in each of Council's Departments.
- Reporting to the Council's executive on risk improvement and compliance

Our challenge for the future is to infuse risk management into our culture, our everyday business operations and those of our contractors and business partners. Everyone's involvement and support is critical to an effective result.

The risk management process has the following components:

- i Communicating and consulting
- ii Establishing the context
- iii Identifying risks
- iv Analysing risks
- v Evaluating risks
- vi Treating risks
- vii Monitoring and reviewing

The components and the risk management process are detailed in Council's *Enterprise Risk Management Plan*.

Risk management is to be embedded in all of Council's important practices and processes so that it is relevant, effective, efficient and sustained.

Responsibilities

Risk management is a continuous process that demands awareness and proactive behaviour from all staff, contractors and external service providers.

Position	Responsibility
General Manager and MANEX B Team	Ensure there is a risk management system in place based on AS/NZ ISO 31000:2018 and consistent with Council's business, ethical and professional standards.
Council Managers/Supervisors	Risk management is a core responsibility of management who are required to: <ul style="list-style-type: none"> • Identify, assess, manage and report risk • Ensure staff have appropriate capability to perform their risk management roles • Prioritise and schedule risk control improvements and implement risk treatment plans
Safety and Risk Officer	Support all staff in undertaking their risk management activities and implements this Policy and the Framework.
All Council officials	Identify and manage risk within their work areas and be familiar with, and

	understand, the Risk Management Framework including the risk reporting protocols. They are to differentiate between risks within their responsibility and authority to manage, and those they should escalate through their management structure for further consideration and management.
Contractors, committees and volunteers	Comply with this policy when engaged in providing Council services, or managing of Council facilities and assets. All committees are required to consider relevant risks and their management as a regular item of all meetings. The Audit, Risk & Improvement Committee is responsible for providing independent assurance and assistance to Council on risk management, control, governance and external accountability responsibilities.

5.0 History

Department:	Governance	Last Reviewed	Resolution Number
Policy Category	Council	25 Oct 2018	
Endorsed By:	General Manager		
Approval Authority	Council		
Policy Owner	General Manager		
Contact Officer	AGMCS		
Document No.	2440/2011 superseded	37355/2018	
First Adopted	18 February 2010		
Resolution No:	????		
Review Date:	October 2020		

