



# ENTERPRISE RISK MANAGEMENT POLICY

Policy 21/2021- 2024

## DATE

- Ordinary Meeting of Council 26.03.2019 and 12.04.22

to strive for better things

<b>POLICY NO:</b>	<b>21/2021-2024</b>
<b>LEGISLATIVE REQUIREMENTS</b>	ISO 31000:2018 Risk Management - Guidelines Local Government Act 1993
<b>RESPONSIBILITY:</b>	General Manager
<b>OBJECTIVE:</b>	To outline the Council's commitment to risk management across all levels of the organisation
<b>REVIEW</b>	Within the first 12 months of each term of Council or as required.

# Contents

Section	Subject	Page
1	Purpose	4
2	Risk management framework	4
3	Responsibilities	4
4	Monitoring and Review	5
5	Further information	5

---

## 1. Purpose

---

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

---

## 2. Risk management framework

---

The Hills Shire Council provides critical services and infrastructure to the residents, ratepayers, and visitors to The Hills. The Hills 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 community.

It is therefore incumbent on The Hills 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 The Hills Shire Council, staff and the community. It is also responsible to ensure that efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

The Hills Shire Council has developed a risk management framework consistent with the risk management standard ISO 31000:2018 to assist to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate controls.

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

---

## 3. Responsibilities

---

The Hills 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 The Hills Shire Council. It is the responsibility of every staff member and business area to observe and implement this policy and 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/management at The Hills Shire Council. In relation 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 proactive 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 councils risk management practices to risk management function.

The Hills Shire Council risk management function is available to support staff in undertaking their risk management activities.

To ensure The Hills Shire Council is effectively managing its risks and complying with its statutory obligations, councils audit, risk and improvement committee and internal audit function is responsible for reviewing:

- risk management practices and procedures
- risk management strategies for major projects or undertakings
- control environment and insurance arrangements
- business continuity planning arrangements, and
- fraud control plan

---

#### **4. Monitor and Review**

---

The Hills Shire Council is committed to continually improving its ability to manage risk.

The Hills Shire Council will review this policy and its risk management framework annually to ensure it continues to meet requirements of the Local Government Act 1993, Local Government (General) Regulation 2021, and the council's requirements.

---

#### **5. Further information**

---

For further information on council's risk management policy, framework and process, contact Fiona Coad on [fcoad@thehills.nsw.gov.au](mailto:fcoad@thehills.nsw.gov.au) or by phone 9843 0414.