Title	Risk Management

Policy Type

Council

Policy Purpose

To achieve good governance by developing, implementing, embedding and maintaining a whole of organisation culture and awareness for effective management of potential opportunities and adverse effects across the City of Cockburn (the City) which may impact on its ability to achieve its strategic community objectives.

This policy applies to all employees of the City and unless otherwise specified, any other worker engaged under the direct management of the City (for example, contractors, consultants, agency resources, labour hire and volunteers).

Policy Statement

(1)   The City will develop, implement, embed and maintain:

   1.   an enterprise risk management system, aligned to Australian standard AS ISO 31000:2018 *Risk Management–Guidelines* (AS ISO 31000), to ensure that sound risk management practices and procedures are fully integrated into its strategic and operational processes and day to day business practices

   2.   a business continuity management system, aligned to Australian standard AS ISO 22301:2020 *Security and resilience–Business continuity management systems-Requirements* (AS ISO 22301), to reduce the impact of disruptions to its delivery of critical services and to ensure that business objectives can continue to be met for the benefit and protection of the City's
      o   ratepayers, residents, customers, clients and other stakeholders
      o   employees and community volunteers
      o   natural and built environment
      o   quality of service delivery
      o   assets and intellectual property
      o   contractual and statutory obligations
      o   image and reputation.

(2)   Definitions

   1.   **Business continuity**: capability of an organisation to continue the delivery of products and services within acceptable time frames at predefined capacity during a disruption (AS ISO 22301).

   2.   **Risk**: the effect of uncertainty on objectives (AS ISO 31000).

   3.   **Risk management**: coordinated activities to direct and control an organisation with regards to *risk* (AS ISO 31000).

[1]

(3) The City is committed to
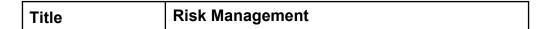
1. Managing risk, utilising principles, process and framework within AS ISO 31000.

2. Responding to any major disruption to its operations and delivery of services by utilising business continuity plans developed in alignment with AS ISO 22301.

3. Promoting a culture within the City of business continuity awareness and active management of risks.

4. Providing regular education to its staff in business continuity and risk management practices.

5. Implementing this policy in the City's operations through business continuity plans and risk management framework.

(4) Employee obligations

1. Business continuity and risk management will be core responsibilities for all staff and will be incorporated into the employees' key performance indicators.

2. Business continuity and risk management are subject to continual improvement demanding awareness and a proactive attitude from each of the City's employees and outsourced service providers.

(5) Implementation

1. Implementation commences with identifying potential threats to the City and the impacts to its business operations those threats, if realised, might cause and which provides a framework for building organisational resilience to deal with disruptive incidents that might otherwise prevent the City from achieving its strategic community objectives.

2. Identified risk will be managed to a level that is tolerable and cannot be reduced further without the expenditure of costs that are disproportionate to the benefit gained, or where the solution is impractical to implement.

Title	**Risk Management**

Strategic Link:	Risk Management Framework
Category	Governance
Lead Business Unit:	Governance, Risk Management and Compliance
Public Consultation: **(Yes or No)**	No
Adoption Date: (Governance Purpose Only)	10 June 2021
Next Review Due: (Governance Purpose Only)	June 2023
ECM Doc Set ID: (Governance Purpose Only)	4134597