

# SOUTH WAIRARAPA DISTRICT COUNCIL

19 SEPTEMBER 2018

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## AGENDA ITEM C3

### RISK POLICY REVIEW

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#### **Purpose of Report**

To advise Council of the proposed changes to the Risk Policy (B400).

#### **Recommendations**

Officers recommend that the Council:

1. *Receive the Risk Policy Review.*
2. *Approve the amendment to the Risk Policy (B400).*
3. *Agree the next review date for policy B400 should be August 2021.*

## **1. Executive Summary**

The Risk Policy (B400) was due for review in May 2018. Due to Long Term Plan commitments, the review was delayed until the LTP process had been completed.

The policy has now been reviewed at the Audit & Risk Working Party in August 2018 and one minor change was made.

The policy is now presented coming to Council for approval.

## **2. Discussion**

### **2.1 Risk Policy (B400)**

One change to the policy is recommended by the Audit & Risk Working Party:

To review risks six-monthly rather than bi-monthly as it was considered bi-monthly was too frequent and would create an unnecessary administrative burden. Any new risks are flagged to Audit & Risk at their meetings or communicated to Councillors as they arise. A formal review every six months was considered frequent enough.

# **Appendix 1 - Risk Policy (B400)**



# RISK POLICY

## 1. Purpose

South Wairarapa District Council recognises that the nature of our activities and the environment in which we operate expose us to risk. Risks occur in many ways and have the potential to impact or harm our people, community, stakeholders, reputation, finances, operation and success of our organisation.

This Risk Management Policy provides the framework for how we manage our strategic and operational risks.

We will

- engage with our stakeholders to effectively identify and manage risk to ensure that our objectives and purpose are achieved, and our approach to risk is understood.
- create and maintain a Risk Register and Management Plan.
- determine the level of risk for our organisation by considering the probability and impact and our purposes and objectives.
- separately identify risks and implement an appropriate plan to manage for all significant events and projects

## 2. Roles and responsibilities

Ownership of risks and how they will be managed will be assigned to relevant people or groups within our organisation to provide assurance to the Council and our stakeholders.

The Audit and Risk Working Party will oversee and approve the organisation's risk management including the effectiveness of the Risk Management Policy and the Risk Register and Management Plan.

The Chief Executive will

- review risks six-monthly and sign off major project risk assessments before projects commence
- report to Council any significant incidents that occur or significant new risks that are identified. Minor risks will be added to the schedule and tabled at Audit and Risk Working Party meetings.
- report to the Council annually about how risk is managed and communicated to stakeholders.

## 3. Performance measures for risk management

Risks and incidents are reported to the Chief Executive by employees.

Incidents are investigated and actions identified to manage the risk by the relevant Group Manager.

The organisation remains compliant with all applicable legislation.

Completion and reporting of reviews in line with the Audit and Risk Working Party Work Plan.