

DRAFT

POLICY



CENTRAL TABLELANDS WATER

**RISK
MANAGEMENT
POLICY**

DOCUMENT CONTROL

Document Title		Enterprise Risk Management Policy			
Policy Number		CTW-PR021			
Responsible Officer		Executive Manager Corporate Services			
Reviewed by		General Manager			
Date Adopted		X August 2025			
Adopted by		Council			
Review Due Date		June 2027			
Revision Number		2			
Versions	Date	Description of Amendments	Author	Review/ Sign Off	Minute No: (if relevant)
2	July 2025	Redraft of 2016 policy to align with AS/NZS ISO 31000:2018	CSM		

PURPOSE

The purpose of this policy is to express Central Tablelands Water (CTW) commitment to implementing organisation-wide risk management principles, systems, and processes that ensure the consistent, efficient, and effective assessment of risk in all Council's planning, decision-making, and operational processes.

RISK MANAGEMENT FRAMEWORK

CTW provides critical services and infrastructure to its customers and visitors. The 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 communities we serve.

It is therefore incumbent on the 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 Council, staff and the community. It is also our responsibility to ensure the efficient, effective, and ethical use of resources and services by ratepayers, residents, staff, and visitors.

CTW has developed a risk management framework consistent with AS/NZS ISO 31000:2018 to assist it to identify, treat, monitor, and review all risks to its operations and strategic objectives and apply appropriate internal controls.

The Council is committed to the principles, framework, and process of managing risk as outlined in AS/NZS ISO 31000:2018 and commits to fully integrating risk management within the Council and applying it to all decision-making, functions, services, and activities of CTW in accordance with our statutory requirements.

RISK MANAGEMENT RESPONSIBILITIES

Council aims to create a positive risk management culture where risk management is integrated into all activities and managing risks is an integral part of governance, good management practice and decision-making at CTW. It is the responsibility of every staff member to observe and implement this policy and Council's risk management framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- complying with all policies, procedures and practices relating to risk management.
- senior staff and managers being familiar with, and understanding, the principles of risk management.
- all staff to alert management to risks that exist within their area, and
- performing any risk management activities assigned to them as part of their role.

Risk management is a core responsibility for all senior staff and managers at CTW. In addition to their responsibilities as staff members, senior staff and managers are responsible for:

- ensuring all staff manage their risks within their own work areas (risks should be anticipated, and reasonable protective 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 CTW risk management practices.

CTW risk management function is available to support staff in undertaking their risk management activities.

To ensure Council is effectively managing its risk and complying with its statutory obligations, Councils Audit, Risk and Improvement Committee (ARIC) is responsible for reviewing the Council:

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

MODERN SLAVERY MANAGEMENT PLAN

Any conduct constituting a modern slavery offence, or any conduct involving the use of any form of slavery, servitude or forced labour to exploit children or other persons taking place in the supply chain of organisations. See Modern Slavery Act 2018 (NSW) section 5.

The significance of a modern slavery risk or impact as determined by its scale (how grave it is), scope (how widespread the impact is or would be) and irremediable character (how hard it is to counteract or make good the resulting harm).

CTW's Modern Slavery Risk Assessment Management Plan covers how to identify risks and assess, the grievance mechanisms, as well as targets for monitoring and reporting.

MONITORING AND REVIEW

CTW is committed to continually improving its ability to manage risk. The Council will review this policy and its risk management framework at least every two (2) years to ensure it continues to meet the requirements of the Local Government Act 1993, the Local Government (General) Regulation 2021, and the Council requirements.