
Procedure To Monitor Service Area Operational Risk, from Year to Year

Date Approved: **DRAFT**

Section: Capital Asset Management

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Lead: Director, Operations

Keywords: Capital Asset Management, Asset Evaluation

Supports: **Policy CAM-006 – City of Selkirk Capital Asset Risk Management Policy**

OBJECTIVES

Procedure to follow in order to complete the Annual Capital Asset Risk Report – a tool used to monitor change in risk over time.

SUPPORTING POLICY, PROCEDURES, AND TOOLS

Policy

CAM-006 City of Selkirk Capital Asset Risk Management Policy

Procedures

City of Selkirk Briefing Report Procedure

Tools

CAM-006-000-01 City of Selkirk Risk Registry

CAM-006-002-01 Annual Capital Asset Risk Report

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1. ISOLATE SERVICE AREA IN QUESTIONS

Who: GIS/Survey Technician

Note: This process is to be reiterated for each service area, independent of each other.

1.1. Access the City of Selkirk Asset Registry

1.2. Isolate the Service Area in question by using the "Service Area" tab.

1.2.1. Click the drop-down arrow in the Service Area.

1.2.2. Click on "Select All" to de-select all the selected Service Areas.

1.2.3. Select the Service Area currently in question, so that a checkmark is displayed in the box to the right of the asset subclass name.

1.2.4. Click "Ok" so the only assets being displayed belong to the asset subclass of interest.

2. SELECT ONLY ACTIVE ASSETS

Who: GIS/Survey Technician

2.1. Navigate to the "Status" column.

2.2. Select the drop-down arrow and deselect everything by clicking "Select All".

2.3. Select only Active assets.

2.4. Select "Ok" when finished.

3. SELECT ONLY THOSE ASSETS THAT HAVE BEEN EVALUATED FOR RISK

Who: GIS/Survey Technician

3.1. Navigate to the "Operational Risk" Column.

- 3.2. Use the drop down from the Operational Risk cell and deselect "0" and "#VALUE!" from the list.

4. DETERMINE WORST CASE SCENARIO OPERATIONAL RISK

Who: GIS/Survey Technician

- 4.1. Navigate to the cell in the first row of the "Worst Case Scenario Operational Risk" column. Click on the cell.
- 4.2. Select the entire column by pressing "CTRL+Shift and Down Arrow".
- 4.3. From the bottom right corner of the Asset Registry, acquire the Sum of the Worst-Case Scenario Operational Risk Values.
- 4.4. Record this in the cell that corresponds with the correct year, and the "Worst Case Scenario Operational Risk" column of the Service Area sheet in the *Annual Capital Asset Risk Report*.

5. DETERMINE ACTUAL OPERATIONAL RISK

Who: GIS/Survey Technician

- 5.1. Navigate to the cell in the first row of the "Operational Risk" column. Click on the cell.
- 5.2. Select the entire column by pressing "CTRL+Shift and Down Arrow".
- 5.3. From the bottom right corner of the *Asset Registry*, acquire the Sum of the Operational Risk values.
- 5.4. Record this in the cell that corresponds with the correct year, and the "Actual Operational Risk" column of the Service Area sheet in the *Annual Capital Asset Risk Report*.

6. DETERMINE SERVICE AREA RISK SCORE

Who: GIS/ Survey Technician

- 6.1. Once the Worst-Case Scenario Operational Risk, and Current Operational Risk values have been filled out, the Service Area Risk score will be calculated and displayed in the "Service Area Risk" column in the cell corresponding to the correct year.

7. COMPARE THE SERVICE AREA RISK SCORE WITH PREVIOUS YEAR

- 7.1. Where applicable, use the following equation to calculate change in risk.

$$\text{Change in Risk} = \text{Current Year Service Area Risk Score} - \text{Previous Year Service Area Risk Score}$$

- 7.2. Document this number in the "Change" column of the *Annual Capital Asset Risk Report*.
- 7.3. Notify operations clerk that *Annual Capital Asset Risk Report* has been completed and notify them of the saved location.

8. PREPARE BRIEFING REPORT

Who: Operations Clerk

- 8.1. Follow the *City of Selkirk Briefing Report* procedure.