



# Council Policy Manual

## RISK MANAGEMENT POLICY

<b>Policy, procedure protocol</b>	Policy
<b>Document version</b>	2
<b>Policy number</b>	GOV5/1
<b>Obsolete Number</b>	GOV4/8
<b>Keyword classification</b>	Miscellaneous
<b>Adoption date</b>	27th August 2021
<b>Resolution</b>	104/21
<b>Review due date</b>	This policy will be reviewed at the time of any relevant legislative changes, or may be reviewed at a minimum, every three years.
<b>Date revoked</b>	
<b>Documents superseded</b>	02/11/2007 348/07 210/13
<b>Related Documents</b>	Risk Management Plan WHS Policy Community Strategic Plan Delivery Program and Operational Plan Asset Management Plans Asset Management Policy
<b>Relevant delegations</b>	
<b>Responsible Directorate</b>	
<b>Responsible officer</b>	



# Council Policy Manual

## Contents

Background .....	3
Policy Statement .....	3
Policy Objectives .....	3
Responsibilities .....	4
Communication and Reporting Strategies .....	4
Monitor and Review.....	5
Risk Management Plan .....	5



# Council Policy Manual

---

## Background

Risks exist in all aspects of Council's business. AS/NZS ISO 31000:2009 defines risk as the 'effect of uncertainty on objectives'. An effect is a deviation from the expected, whether it be a negative or positive (realising opportunities) deviation. Included are safety risks which expose Council workers to injury and loss to the organisation.

The effective implementation of this policy will ensure that the management of risk is seen as good business sense and provide a way to confidently know which risks to take for the benefit of a greater opportunity, which risks to avoid in order to prevent significant impact on the organisation and managing the outcomes for success in order to achieve the organisation's key objectives.

It is essential that risks are managed to ensure that Council achieves its objectives; and in turn be recognised for the excellence of its services and for the strength of its partnerships with the community, customers, employees and stakeholders. Risk Management plays a key role in ensuring that Council achieves that objective.

## Policy Statement

Council is committed to taking a structured and innovative approach to the management of risk throughout the organisation in order to promote and demonstrate good corporate governance, to minimise injuries and loss and maximise opportunities to improve service provision.

The Risk Management approach utilised by Council in the form of the Risk Management Plan is with AS/NZS ISO 31000:2009 and the requirements of WHS legislation and will be incorporated into the Planning, Governance, Management of Assets, and Operational Processes of Council.

## Policy Objectives

1. To provide direction and commitment to Risk Management principles as part of Council's management planning, decision making and the undertaking of operational activities.
2. To effectively integrate the management of risk into Council's high level management planning activities to ensure the achievement of its strategic objectives as outlined in the Community Strategic Plan and associated documents. The Risk Management Framework (incorporated into the Risk Management Plan).
3. To apply and incorporate the Risk Management Framework into Council's operational activities and business planning processes.
4. To promote an environment of risk awareness and willingness to manage risk at all levels of the organisation.



# Council Policy Manual

---

5. To provide opportunities that encourages continuous improvement of the Program and at all levels of the organisation.
6. To integrate WHS risks into whole of organisation risk management strategies and demonstrate Officer due diligence and reasonably practicable requirements.
7. To ensure, through the application of this Policy:
  - a) That the Council, General Manager and the Senior Management Team are in a position to confidently make informed strategic, project and operational decisions based on Risk Management Principles;
  - b) That the requirements of the Office of Local Government's Promoting Better Practice, in relation to the management of risk, are satisfied;
  - c) That all reasonably foreseeable risks are systematically identified, assessed, analysed, prioritised and considered for appropriate treatment with all information documented in Council's electronic risk system;
  - d) The correct assigning of ownership of risks through appropriate delegation of risk management responsibilities to all Council Officers across all functional areas of Council;
  - e) That all relevant legislation is complied with and relevant risk management standards (currently AS/NZS ISO 31000:2009) are used to provide guidance in best risk management practices;
  - f) The effective management and allocation of resources through more targeted and effective controls including those apportioned to safety risk management;
  - g) Improved protection of the community, our employees and volunteers, our assets and our financial integrity and sustainability;
  - h) The effective communication of this policy through the development of an Risk Management Communication and Reporting Framework which includes information in relation to safety risk management.

## Responsibilities

The Council, General Manager, Managers, Coordinators and Employees are to be familiar with, and competent in, the application of the Risk Management Policy, and are respectively accountable for the delivery of the Policy within their areas of influence and responsibility. These are outlined in Council's Risk Management Plan.

## Communication and Reporting Strategies

Effective communication is critical to the successful implementation of the policy. Council is to develop and implement a Communication Strategy that will ensure the policy and its intent is known, clearly understood and applied by all staff within the organisation.

Similarly, a Reporting Strategy will provide effective channels for information, decision making and instructions to be relayed efficiently and effectively in order to successfully



# Council Policy Manual

---

manage any potential risk that may impact on Council's workers and achievement of objectives. Council personnel will follow these protocols.

## **Monitor and Review**

Council is committed to the proactive approach to risk management, to continually review its effectiveness and to be flexible enough to adapt to the changing needs of the organisation. A performance review of the effective implementation of the Risk Management Plan and activities will be conducted by the Audit and Risk Committee. This review will serve to further enhance Council's performance that will see Council as a proactive and resilient leader by the community.

## **Risk Management Plan**

Council's Risk Management Plan is the document that articulates how the intent of the Risk Management Policy (this policy) is to be communicated and implemented throughout the organisation. It provides clear guidance and the associated processes, procedures and standards that are to be observed