



Risk Management Policy

Application	Staff, community members, contractors, council stakeholders
Responsible Officer	HR/WHS/Risk Officer
Author	HR/WHS/Risk Officer
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Authorised by	Council
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Purpose

The purpose of this policy is to ensure that sound Risk Management practices and procedures are fully integrated into Council's strategic and operational planning processes. This policy contributes to a demonstrable achievement of objectives and improvement of performance in, community and workplace health and safety, security, legal and regulatory compliance, public acceptance, environmental protection, product and service quality, project management, efficiency in operations, governance and reputation. This policy outlines Carrathool Shire Council's commitment to and a focus on strategies to identify, evaluate and control risks and opportunities to the Council and the community in the areas outlined.

Definitions

GM	General Manager
Council	Carrathool Shire Council
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Management Control	The part of risk management which involves the provision of policies, standards and procedures to eliminate or minimise adverse risks.
Risk Management Principle	The culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.
Risk Management Strategy	<p>The Risk Management strategy seeks to support and enable the continuation and expansion of a program through a range of targeted activities that are linked to both specific and general planning processes.</p> <p>The aim of the strategy is to assist Council to prevent and/or minimise the adverse affects of all types of risks within its operations.</p>
Risk Management Process	The systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risks.

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Risk Reduction	A selective application of appropriate techniques and management principles to reduce either the likelihood of an occurrence or its consequence, or both.
Hazard	A source of potential harm or a situation with a potential to cause loss.
Incident	An event or occurrence. A loss from any insured peril. An insured is obligated to report such losses to the insurer or its representative as soon as possible.
Risk Analysis	A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences.
Risk Attitude	An organisations approach to assess and eventually pursue, retain, take or turn away from risk.
Stakeholders	A person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity.

Reference

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

AS/NZS 31000

WHS Act 2011

WHS Regulations 2011

Policy statements

The Councillors, directors, managers and staff are committed to excellence in Risk Management in order to benefit the community and manage the cost to Council. To meet this commitment, all employees are required to be competent and accountable for adequately managing risk within their area of responsibility.

Carrathool Shire Council recognises that management has a responsibility to identify and address all threats and opportunities associated with:

1. The provision of a safe and healthy operating work environment for all employees, the general public and other stakeholders involved with the provision and use of Council services.
2. The prudent management of Council property and resources on behalf of ratepayers.

Management undertakes to cooperate and consult with employees and external stakeholders, to ensure that the risks associated with all Council services and facilities are formally identified, assessed and managed in accordance with the principles outlined in Australian Standard **AS/NZS 31000 Risk Management**.

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Uncontrolled document when printed. Please refer to website or intranet for controlled document	Version No.:	3



Carrathool Shire Council staff members also have a duty of care to each other and the general public. All Council staff are accountable for the care of their own health and safety and that of others affected by their actions whilst they are engaged on Council business. All Council staff are accountable for the proper and prudent management of property and assets in their control, in order to minimise loss, theft and damage. This includes, but is not restricted to observing “best practice” WHS and wider Risk Management procedures put in place by Council. Contractors, committees and volunteers engaged in the provision of Council services, or the management of Council facilities and assets are also required to comply with this policy.

This policy provides the framework and direction for the development of a suite of Risk Management policies, processes and procedures for the following areas of responsibility:

1. Infrastructure
2. People (Staff & Community Members)
3. Emergencies
4. Health & Environment
5. Governance

Objective

The objective of Carrathool Shire Council’s Risk Management Policy is to ensure that sound Risk Management practices and procedures are fully integrated into Council’s strategic and operational planning processes. This policy will be supported by a complementary Risk Management Plan and Risk Register. Together, these documents will ensure that:

1. All Council activities are clearly linked to and support one or more of the Strategic Objectives outlined in the Carrathool Shire Council Community Strategic Plan.
2. Agreed success measures are established for all Council activities and incorporated into Council plans, position descriptions and annual staff evaluations.
3. The threats and opportunities associated with all identified success measures are identified, evaluated, treated, monitored and communicated, in accordance with the processes described in **AS/NZS 31000 Risk Management Principles and Guidelines**.
4. The equipment and facilities used for the provision of Council services are fit for their intended purpose.
5. Adequate information, training and supervision is provided to all staff, contractors, committees and volunteers.
6. The Council’s services are provided in compliance with all relevant Acts (particularly the WHS Act 2011), Regulations, Codes and Standards.
7. All incidents and hazards are reported and investigated.
8. Remedial actions identified as a result of incident investigations are adopted and communicated to prevent recurrence.
9. The Risk Management program is effectively supported by consultation and communication at all levels.
10. Council staff members with specific risk management responsibilities are aware of and effectively exercise those responsibilities.

O:\Common\Document Control\Council Policy\Adopted\Risk Management Policy 093.docx	Effective Date:	20.10.2015
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11. All Council staff members, committees, contractors, volunteers and the public cooperate to create a safe environment and preserve Carrathool Shire Council's assets for the future.
12. Processes are implemented to reduce risk in all Council's undertakings.
13. Council's image as a professional, responsible and ethical organisation is protected and enhanced.
14. Provision of resources to maintain and promote Council's Risk Management Plan.

Roles and Responsibilities

All Councillors and Council staff have an obligation to develop a "Risk Aware" culture within the organisation.

Council is accountable for ensuring appropriate resources are allocated to manage Risk.

The General Manager has overall responsibility for Risk Management across Council and is therefore responsible for:

1. Demonstrating a commitment to Risk Management.
2. Exercising due diligence.
3. Ensuring the implementation and ongoing evaluation of appropriate Risk Management systems.
4. Ensuring that a safe and healthy working environment is provided and maintained in all situations and at all Council sites. This responsibility is also for employees, independent contractors and their employees who are undertaking work on behalf of the Council, and members of the public.
5. Ensuring appropriate resources are allocated to meet Council's Risk Management obligations.

In fulfilling this obligation, there is a commitment to consult with directors, managers, supervisors, employees and the Risk and Systems Officer to ensure that the systems and policies operate effectively.

Directors, Managers and Supervisors are required to create an environment where managing risk is accepted as the personal responsibility of each employee. They are accountable for the implementation and maintenance of sound Risk Management within their areas of responsibility, in conforming to this Risk Management Policy.

All employees are to be actively involved in the identification, assessment and management of Risk to the best of their ability. They are required to communicate to their supervisor any identified Risk associated with faults or errors in Council's assets (owned and/or controlled), activities, procedures or policies as well as any non-compliance with Council controls or requirements that are likely to expose Council to Risk.

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The HR/WHS/Risk Officer's role is to:

1. Develop, implement and review the Risk Management program.
2. Develop, monitor and document procedures for communicating and consulting with stakeholders on risk issues.
3. Coordinate and assist in the identification of risks, including risk and hazard assessment.
4. Coordinate and assist in risk analysis.
5. Maintain Council's Risk Register, to ensure risks are properly evaluated, monitored and reviewed.
6. Ensure that each stage of the risk management process is recorded appropriately.
7. Provide quality and timely advice to senior management on risk management, work health and safety and governance systems.

Risk Management Strategies

Council will manage risk in accordance with the process set out in AS/NZS 31000 standard. To assist in the management, identification and control of risk, the Best Practice Manuals prepared by Statewide Mutual will be adopted and implemented.

The management of risk will be integrated into Council's existing planning and operational processes and will be recognised in the funding and review/reporting mechanisms, on the basis of the evaluation of the level of risk and Council's exposure.

Policies, processes and procedures will be developed in accordance with the Best Practice Manuals and will include but shall not be confined to the following:

1. Footpaths
2. Roads
3. Trees & Tree Roots
4. Certificates & Applications
5. Signs as Remote Supervision
6. Gathering Information
7. Community Events
8. Volunteers

Integrated Framework

The Integrated Risk Management Framework to be employed by Carrathool Shire Council is graphically represented as Attachment A to this policy. It illustrates the key inputs, drivers and relationships that will influence and in turn, be influenced by this Policy and its supporting Risk Management Plan.

O:\Common\Document Control\Council Policy\Adopted\Risk Management Policy 093.docx	Effective Date:	20.10.2015
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Revision Table

Minute /Date	Amendment Summary	Reason or Reference
0244/21.09.2004		
0740/24.08.2010 / Manex 25.05.2010		
1173 / 20.10.2015		Policy Amended

Associated Documents

1. Risk Management Plan
2. Risk Register
3. Core Infrastructure Risk Management Plan
4. Asset Risk Register

Review

This policy will be reviewed as required and may be amended from time to time with reference to any relevant legislation, best practice guides, or other factor.

SIGNED:..... POSITION: ACTING GENERAL MANAGER

DATE:...../...../.....



ATTACHMENT A

**CARRATHOOL SHIRE COUNCIL
INTEGRATED RISK MANAGEMENT FRAMEWORK**

