

POLICY NO LG32 RISK MANAGEMENT POLICY

DEPARTMENT:	Corporate Services
RESPONSIBLE OFFICER:	Manager Corporate Services
LINK TO STRATEGIC PLAN:	Ensure Council services support the betterment of the community while balancing statutory requirements with community and customer needs
STATUTORY AUTHORITY:	Work Health & Safety Act 2012 Work Health & Safety (Transitional & Consequential Provisions) Act 2012 Work Health & Safety Regulations 2012 Work Health & Safety (Transitional) Regulations 2012
OBJECTIVE:	To establish Council's approach to managing risk within its operations and for the community assets that it manages.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 18 February 2013 – Minute No 02/13.11.7.45 Amended 19 January 2015 – Minute No 01/15.11.8.012 Amended 19 February 2018 – Minute No 02/18.12.6.31 Amended 21 February 2022 – Minute No 02/22.13.5.26

POLICY

1. PURPOSE

This Policy is to define the principles for the implementation and associated responsibilities of a comprehensive Risk Management Framework and System within Break O'Day Council.

Break O'Day Council recognises that it has the responsibility to reasonably identify and address all significant threats and opportunities associated with:

1. Assets/Property Infrastructure
2. Business Continuity
3. Commercial and Legal Relationships
4. Customer Service
5. Workers/Industrial Relations
6. Environmental Conditions
7. Financial Management
8. Information Technology and Use of Social Media
9. Project Management
10. Public Liability/Professional Indemnity
11. Reputation/Consultation/Communication
12. Strategy and Governance
13. Social Inclusion
14. Technical Issues
15. Workplace Health and Safety
16. Climate Change

2. DEFINITIONS

A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –

- (a) an employee
- (b) a contractor or subcontractor
- (c) an employee of a contractor or subcontractor
- (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking
- (e) an outworker
- (f) an apprentice or trainee
- (g) a student gaining work experience
- (h) a volunteer
- (i) a person of a prescribed class

(Work Health & Safety Act 2012)

3. SCOPE

Council recognises that risk management is essential for sound strategic and financial planning and management. Apart from minimising financial loss and adverse publicity, risk management must balance legal requirements and public expectations, together with providing for the safety and wellbeing of workers and the community in general.

This Policy applies to the Mayor and councillors, managers, workers and representatives of Break O'Day Council. They are responsible for the identification and management of all risks associated with the performance of Council functions and the delivery of Council services.

4. STATEMENT OF COMMITMENT

Council will ensure that the organisation, its workers and the community are reasonably protected against loss through the application of sound management principles and practices to eliminate or minimise exposure to risks and adverse impact on corporate objectives.

This Policy, in conjunction with the *Risk Management Framework*, defines the responsibilities of those involved in the process of managing risk. Break O'Day Council's Mayor and councillors, managers, workers and committees engaged in Council business are to embrace a commitment to the risk management processes.

Break O'Day Council is dedicated to managing its risks by identifying, analysing, evaluating, treating, monitoring and communicating all significant risks that impact on Council's ability to achieve its vision and strategic objectives.

The objectives for risk management at Break O'Day Council are:

- Identify and analyse Council's liability associated with risk
- Encourage the identification and reporting of potential risks
- Minimise any potential liabilities
- Protect the community against losses that are controllable by Council
- Reduce the cost of insurance premiums
- Provide a basis for higher standards of accountability
- Allow for more effective allocation and use of resources
- Set performance standards and regular reviews and improve practices and procedures

- To promote and raise the awareness of risk management practices throughout the organisation
- Protect Councils' corporate image as a professional, responsible and ethical organisation
- Ensure that sound risk management practices and procedures are fully integrated into Council's strategic and operational planning processes
- The risk management approach is effectively supported by consultation and communication at all levels
- Remedial actions identified as a result of incident investigations are documented, implemented and communicated effectively to prevent recurrence
- Appropriate risk treatment strategies will be included in procedures and processes needed to assist Council in achieving its business outcomes. These strategies will be in accordance with relevant standards, codes of practice and appropriate legislative guidelines
- All workers with specific risk management responsibilities are aware of and effectively exercise those responsibilities. Responsibilities are documented in position descriptions
- Mayor and councillors, workers, committees, lease holders and the public cooperate to create a safe environment and preserve assets for the future
- Adequate information, training and supervision are provided to all workers, councillors, lease holders and committees
- The Risk Management Framework and associated processes and tools are documented, recorded and reviewed on a regular basis to ensure ongoing suitability to Council needs

5. COMMUNICATIONS

Communicate updates and improvements to policies, procedures and associated risk tools to relevant audiences to ensure they understand the current risk methods.

6. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.