

POLICY STATEMENT

Risk Management Policy

POLICY ADOPTED: 10 August 2015

Policy Objective:

Risks are an everyday occurrence that potentially impact on Bland Shire Council's (the Council) ability to meet its objectives to its employees, residents, community and stakeholders. Council recognises that risk management is an integral part of all Council's activities and that all activities carry an element of opportunity as well as risk. The Council is committed to management of risks in all its operations in employing strategies to eliminate them or minimise them to the lowest level possible.

Risk Management has been defined as the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects. It is a process of continuous improvement that is to be embedded in all the practices and processes of Council. Risk Management promotes communication between all stakeholders and improved information flow enhances the decision making process.

Bland Shire Council has used AS/NZS ISO 3100:2009 Risk Management Principles and Guidelines as the main source of guidance for the development, implementation, consultation and review of risk management activities.

Council's total assets provide the foundation on which the continued ability to provide an improved quality of life for the Shire community and foster an environment conducive to future development is built. These assets include human, fiscal, property and the environment.

Policy Statement:

Council will;

- Incorporate a Risk Management Matrix for all activities to demonstrate reason for all documents.
- Ensure that Council's services are provided in compliance with all relevant legislation (particularly the WHS Act 2011 and WHS Regulation 2011), Codes and Standards.
- Maintain the highest possible integrity for services provided by Bland Shire Council;
- Safeguard and enhance the Council's assets including human, fiscal, property and environmental.
- Ensure all Council employees are provided appropriate level of training, knowledge and accountability to provide them with confidence to assume responsibility for managing risk.
- Ensure resources and operational capabilities are identified and responsibility allocated for managing risk accordingly.
- Demonstrate transparent and responsible risk management processes which align with accepted best practice.
- Maintain insurance cover to protect Council's assets where risks cannot be eliminated.
- Ensure that incidents and hazards are reported and investigated and remedial actions identified as a result of incident investigations are adopted and communicated to prevent recurrence.

Scope

This Policy will:

- provide documented evidence of Council's commitment to adopting risk management principles as an integral part of operations and decision making;
- promote an atmosphere of risk awareness and willingness to manage risk at all levels of the organisation;
- provide opportunities for continuously improving performance at all levels of the organisation.

Definitions:

Hazard – A source of potential harm.

Risk – Likelihood and consequence of the injury happening

Risk Assessment - The overall process of risk identification, risk analysis and risk evaluation.

Risk Identification - Process of finding, recognising and describing risks.

Responsibilities:

General Manager

The General Manager has the overall responsibility for protecting the Council from the losses associated with its services and operations and for developing and implementing systems to effectively manage risks that may affect the achievement of objectives and outcomes.

Directors

Directors are responsible for:

- provide direction and guidance to their area of responsibility
- promote risk management culture
- maintain a framework to manage, monitor and report risk.

Managers and Supervisors

Managers and supervisors are responsible for the adoption of risk management practices and are directly responsible for the results in risk management activities relevant to their area of responsibility. Managers and supervisors are also responsible for communicating this policy and other relevant policies and procedures to employees working under their supervision.

Employees

All employees are responsible for:

- Acting at all times in a manner which does not place them or any other person at risk
- Identifying and reporting risks in their day to day operations to their supervisor
- Taking all practical steps to minimise Council's exposure to risks
- Reporting all incidences where risk assessment/control is required
- Reading and understanding this policy and any other relevant policies and procedures.

WHS personnel

WHS personnel are responsible for:

- reviewing this document every three years or when required (e.g. changes to legislation) and updating it
- creating other tools and documents to help employees in risk management and risk reporting
- monitoring adherence to risk management guidelines by employees
- aligning risk management strategies to the Council's risk strategies.

References:

WHS Act 2011

WHS Regulation 2011

WHS Policy

WorkCover Codes of Practice

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Assets and Engineering Services		
EDRMS Doc. ID	331973		
Superseded Policy	Risk Management Policy (March 2009)		
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
10 August 2015	0	N/A	10 August 2018
Related Council Policy / Procedure			
WHS Policy			
Risk Assessment and Control Procedure			