RISK MANAGEMENT POLICY

TITLE: **RISK MANAGEMENT POLICY**

RESPONSIBLE OFFICER: **GENERAL MANAGER**

APPROVED BY COUNCIL ON: 22 March 2005

RESOLUTION NUMBER: 063/2005

AMENDED ON: 21 April 2009

RESOLUTION NUMBER: 421/2009

AMENDED ON: 19 July 2016

RESOLUTION NUMBER: 120/2016

REVIEW DATE: 1 July 2018

RISK MANAGEMENT POLICY

1) VISION

Sorell Council's vision is to have a mature risk management framework which is embedded in the organisation's culture, enabling risk management principles and practices to be seamless in all planning, decision making and operations.

2) SCOPE

This policy includes all services and functional areas of the organisation, including contractors, consultants and volunteers, and all levels within the organisation.

The policy is applicable across the organisation and encompasses risk management principles pertaining to all classes of risk.

Risk assessments will be undertaken for all:
- ⇨ Strategic goals documented in the Strategic Plan 2014/2018
- ⇨ Operational activities
- ⇨ Projects
- ⇨ New activities
- ⇨ Community events sponsored by Council

3) OBJECTIVES

The objective of the Sorell Council's Risk Management Policy is to ensure effective Risk Management practices and procedures are fully integrated into our organisation's culture, enabling us to minimise threats and maximise opportunities in the achievement of our strategic objectives. This policy will be supported by a complementary Risk Management Strategy.

Fundamental to Risk Management are the following objectives:

⇨ To improve council's overall performance in areas such as decision making, legislative compliance and achievement of the objectives outlined in council's strategic and annual plans.

⇨ To ensure that council's resources are allocated effectively and efficiently.

⇨ To raise awareness of risk management in our organisation.

⇨ Engage all stakeholders of Sorell Council, including staff, in supporting and driving risk management principles as outlined in AS/NZS ISO31000:2009 Risk Management – Principles and Guidelines.

4) DELEGATION OF AUTHORITY

Authority for implementation of the Risk Management Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*.

5) RISK APPETITE

As Council has limited resources, risk identified as extreme and high will be addressed immediately. Moderate risks will be assessed in terms of other competing needs and action will be taken to reduce this risk if resources permit. Low risks require no immediate action but could be managed by routine procedures.

6) ROLES AND RESPONSIBILITIES

Councillors, management, employees and contractors all have a joint responsibility of making risk management a priority as they undertake their daily tasks in the operations of Sorell Council. Management and staff are to be familiar with and competent in the application of Council's Risk Management Policy and are accountable for adherence to that policy within their areas of responsibility.

Council

- Are committed to best practice risk management in order to benefit the community and manage costs;

- Provide the support and basis on which the risk management policy can be implemented. This includes listing risk management as a priority in Council's Annual Plan;

- Ensuring risk management issues are considered in decision making;

- Ensuring there is adequate budgetary provision for the implementation and maintenance of this policy; and

- Responsible for approving the risk management policy and risk management strategy.

General Manager

- Recognising and adopting risk management as a key function of the organisation;

- Ensuring risks are managed in accordance with the AS/NZS ISO31000:2009 Risk Management - Principles and Guidelines;

- Development and provision of awareness and training throughout Council; and

- Provide risk management related information, as requested by Council.

Departmental Managers

- Ensuring that Council's assets and operations, together with liability risks to the public, are adequately protected through appropriate risk financing and loss control programs and measures.

- Maintaining overall responsibility for the effective management of all types of risks related to this policy across Council's operations.

- Providing risk management related information as requested by Council.

- Preparing and implementing documented procedures for each aspect of operations under their control and/or direction.

- Monitoring and auditing practices and processes to ensure appropriateness to current conditions and practices.

- Immediately act upon information provided by employees or residents who are reporting a hazard or incident through the Customer Request system.

Managers/Supervisors

- Providing assistance and requested information in relation to any insurance claim or risk management issue, in a timely manner.
- Ensuring that Council responds immediately to any report of a hazard or incident received from a resident, employee or visitor.
- Advising of any risk management matter that should be incorporated in forthcoming budgets.

Employees

- Familiarising themselves with Council's risk management policy, principles and procedures.
- Making loss control/prevention a priority whilst undertaking daily tasks in Council's operations.
- Reporting any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.
- Providing risk management related information as requested by their manager/Supervisor.

Contractors

- Familiarising themselves with Council's risk management policy, principles and procedures.
- Reporting any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.

Audit Committee

- Review Council's risk management policies, procedures and registers.
- Recommend new procedures or amendments to existing procedures.
- Monitor the recommendations and outcomes from audits conducted by Council's Public Liability Insurer.

7) IMPLEMENTATION

A Risk Management Strategy including internal audits and reviews will be completed on a regular basis to enable progressive adjustment of practices to be undertaken to achieve full compliance with this policy.

8) PERFORMANCE REVIEW

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness in satisfying the requirements of AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines. Records of all reviews and changes shall be documented for future reference.

9) REFERENCES

Australian/New Zealand Standard AS/NZS ISO 31000:2009, Risk Management – Principles and Guidelines

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Sorell Council Risk Management Strategy

Sorell Council Risk Register