

POLICY NO: C/RM/1

FORMER POLICY NO:

RISK MANAGEMENT

DIVISION	BUSINESS UNIT	RESPONSIBILITY AREA
Corporate Services	CEO	Risk Management

OBJECTIVE

To commit to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

POLICY:

1. Definition of Risk:
 - 1.1 AS/NZS ISO 31000:2009 defines risk as 'the effect of uncertainty on objectives.'
 - 1.2 A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.
 2. Definition of Risk Management:
 - 2.1 The application of coordinated activities to direct and control an organisation with regard to risk.
 3. Principles – Framework - Process
 - 3.1 The Shire considers risk management to be an essential management function in its operations. The responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.
 - 3.2 The Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.
 - 3.3 The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.
 - 3.4 In particular it will be applied to:
 - a) Strategic planning;
 - b) Expenditure of large amounts of money;
 - c) New strategies and procedures;
 - d) Management of projects, tenders and proposals;
 - e) Introducing significant change; and
 - f) The management of sensitive issues.
 - 3.5 The objectives of risk management are:
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- a) The achievement of organisational goals and objectives;
- b) The ongoing health and safety of all employees at the workplace;
- c) Ensuring public safety within the Council's jurisdiction is not compromised;
- d) Limited loss or damage to property and other assets;
- e) Limited interruption to business continuity;
- f) Positive public perception of Council and the Shire; and
- g) Application of equal opportunity principles in the workforce and the community.

4. Responsibilities

- 4.1 The CEO, managers and supervisors have the responsibility and accountability for ensuring that all staff manage the risks within their own work areas. Risks should be anticipated and reasonable protective measures taken.
- 4.2 All managers will encourage openness and honesty in the reporting and escalation of risks;
- 4.3 All staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- 4.4 All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- 4.5 All staff and employees will, as required, conduct risk assessments during the performance of their daily duties.
- 4.6 The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- 4.7 Failure by staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- 4.8 The Council is committed to the concept and resourcing of risk management.

5. Monitor and Review

- 5.1 The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends.
- 5.2 Significant or extreme risks will be reported to the Audit and Risk Management Committee and reviewed to determine appropriate treatments or whether to continue with the activity or service from which the risk arises.'

ADOPTED: 19 AUGUST 2014

LAST REVIEWED: 14 AUGUST 2018
