



LEETON SHIRE COUNCIL

Preserving the Past, Enhancing the Future

LEETON SHIRE COUNCIL POLICY

RISK MANAGEMENT POLICY

DOCUMENT REVISION SCHEDULE

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Leeton Shire Council Risk Management Policy

1. BACKGROUND

Risk Management is a process whereby risks are identified in the workplace, the risks are then assessed, and then control measures are implemented which will eliminate or minimise the risk of loss to Leeton Shire Council.

The Risk management process is the systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk (AS/ NZS ISO 31000:2009, definition 2.8)

Leeton Shire Council considers risks across all Council strategies, plans, activities and processes. Therefore, this policy applies to all Councillors, management, staff, contractors and volunteers across all Council activities and processes.

2. PURPOSE OF POLICY

Leeton Shire Council will manage risk in accordance with the Australian/New Zealand Standard for Risk Management – Principles and guidelines (AS/ NZS ISO 31000:2009).

The purpose of this policy is to provide a process, which will enable Leeton Shire Council to:

- (a) Increase the likelihood of achieving objectives;
- (b) Encourage proactive management;
- (c) Be aware of the need to identify and treat risk throughout the organization;
- (d) Improve the identification of opportunities and threats;
- (e) Achieve compatible risk management practices between Leeton Shire Council and other organisations;
- (f) Comply with relevant legal and regulatory requirements;
- (g) Improve financial reporting;
- (h) Improve governance;
- (i) Improve stakeholder confidence and trust;
- (j) Establish a reliable basis for decision making and planning;
- (k) Improve controls;
- (l) Effectively allocate and use resources for risk treatment;
- (m) Improve operational effectiveness and efficiency;
- (n) Enhance health and safety performance as well as environmental protection;
- (o) Improve loss prevention and incident management;
- (p) Minimize losses;
- (q) Improve organizational learning; and
- (r) Improve organizational resilience.

Council recognises that whilst risk is inherent in all its activities, the management of risk is good business practice, integral to sound corporate governance and in some instances, a mandatory legal requirement. Some of the key risk areas that Leeton Shire Council is faced with include:

- Work Health and Safety Risks
- Public Liability Risks
- Environmental Risks
- Reputational Risks
- Financial Risk

3. RISK MANAGEMENT STEPS

Leeton Shire Council's risk management framework endeavours to cover the full spectrum of risks faced by Council through evaluating risk from both an enterprise and business perspective. This framework is consistent with the accepted Australian standard (AS/NZS ISO 31000-2009 Risk Management) and comprises several important steps:

COUNCIL'S RISK MANAGEMENT FRAMEWORK

Step 1: Identify and analyse the main risks facing Leeton Shire Council

Step 2: Assess / Evaluate the risk – make judgements whether they are acceptable or not

Step 3: Eliminate or control the risk including actions to reduce the probability or consequences of an event and formulation of contingency plans.

Step 4: Monitor and review controls including appropriate ongoing documentation

4. RISK REGISTER

Council will maintain a comprehensive organisation wide Risk Register in accordance with the Risk Management Framework. The registers will document the outcomes of the risk identification, risk analysis and risk evaluation.

5. ROLES AND RESPONSIBILITIES

Councillors, Executive Management, Managers and staff of Leeton Shire Council are committed to the management of risk across all Council functions, activities and processes.

Councillors are responsible for the adoption and commitment to this Risk Management Policy and the oversight of Council's risk management framework through the normal course of good governance.

General Manager and Directors are responsible for ensuring risks are managed across all activities and supporting the implementation of the risk management framework.

Risk Management & WHS Coordinator is responsible for establishing and monitoring the process for the management of risk throughout the Council.

Supervisors are the risk owners and are required to create an environment where the management of risk is accepted as the personal responsibility of all staff, volunteers and contractors. Managers are accountable for the implementation and maintenance of sound risk management processes within their area of responsibility in conformity with Council's Risk Management Framework.

Staff are required to act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace. Staff support risk owners and are responsible and accountable for taking practical steps to minimise Council's exposure to risks including contractual, legal and professional liability in so far as is reasonably practicable within their area of activity and responsibility.

6. ASSOCIATED DOCUMENTS

Leeton Shire Council has adopted a number of key policies which outline how it will treat risk in the differing areas of Council. These include:

- Tree Management Policy
- Incident Reporting & Investigation Policy
- Roads Maintenance Management Policy
- Business Continuity Plan
- Volunteer Management Policy
- Kerb, Cutter & Median Maintenance Policy
- Footpath Shared Cycleway Maintenance Management Policy
- Building & Structures Maintenance Management Policy
- Asbestos Policy
- Investment Policy

- Work Health and Safety Policy
- Work Health and Safety Management Plan

7. LEGISLATION

Risk Management – Principles and guidelines AS/ NZS ISO 31000:2009.

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011