

1. Purpose

Risk Management is about the systematic identification, analysis, evaluation, control and monitoring of risks associated with Council activities. It is the application of management policies, procedures and practices to minimise exposure to any losses, penalties or insurance claims. These losses can include but are not limited to public liability, workers compensation, professional responsibilities, property and motor vehicle.

2. Objectives of the Policy

The objectives of this policy are to minimise Council's exposure to all categories of risks, in all areas of operation. This is to be achieved through an effective and pro-active approach to the management of risk and to ensure that all levels of management and staff are aware of and responsible for the management of risk.

3. Policy Scope

This policy applies to all areas of Council, all sites and all areas of work at all times.

4. Background

In December 2010 Council endorsed the previous policy in line with the general methodology specified in International Standard, ISO 31000:2009 – Risk Management – Principles and Guidelines. Councils are required by the Local Government Act, section 382 to have in place risk management to assist in insurance against liability.

5. Definitions

Hazard – A hazard is a source of potential harm or a situation with potential to cause harm

Risk – Risk is defined as the chance of something happening that will have an impact upon objectives. Risks are measured in terms of likelihood and consequence. The highest risk level (i.e. the most severe consequences and highest likelihood of occurring) should be controlled or minimised first.

6. Policy Statement

Council is committed to minimising or eliminating financial or other losses arising from:

- Personal injury to employees and the public;
- Loss or damage to assets of Council or the public;
- Damage to the environment;
- Damage to the reputation of Council.

This will be achieved by implementing a risk management program, but for this to be successful Council will need to ensure:

- Senior Management support of and commitment to the risk management plan
- Commitment of Management and Staff to risk management
- Commitment of existing staff resources to the management of risk
- Appropriately trained personnel
- Consistently applied procedures to:-
 - Establish the context
 - Identify risks
 - Analyse risks

- Evaluate risks
- Treat risks
- Monitor and review
- Communicate and consult
- Audit

7. Responsibilities and Accountabilities

- **Council** will support this policy by: -
 - The allocation of appropriate resources for the effective implementation and ongoing review
 - Promptly communicating to the General Manager all risk matters identified by or to them.
- **The General Manager** has overall responsibility and accountability for the implementation of Risk Management across Council by ensuring appropriate resources are allocated to meet Council's Risk Management obligations
- **Directors, Managers and Supervisors** are required to create an environment where managing risk is accepted as the personal responsibility of each employee. They are accountable for the implementation and maintenance of sound Risk Management within their areas of responsibility.
- **All employees** are to be actively involved in the identification assessment and management of risk to the best of their ability. They are responsible for carrying out all activities in a safe manner and in accordance with procedures and to provide assistance in rectification of problems. In particular employees are to bring to the attention of the supervisor, as soon as practicable, any matter that could affect the effectiveness of an adopted risk management procedure.

8. Associated Documents

- Risk Management Plan and Procedure
- Warrumbungle Shire's Risk Matrix
- ISO-31000:2009
- Local Government Act 1993 No 30

9. Getting Help

Position: Manager Property and Risk

Department: Development Services

10. Version Control

This policy and related procedures shall be reviewed every two years by the Manager Property and Risk in consultation with MANEX. If any changes occur to work practices or legislation then a review of the Policy and Procedures shall take place.

Policy Name	Version	Resolution No.	Date
Risk Management Policy	1	208	16 December 2010
Risk Management Policy	2	77/1314	15 August 2013
Risk Management Policy	3	286/1617	18 May 2017