



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

| COUNCIL POLICY | |
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| RISK MANAGEMENT POLICY | Policy No: |
| | Adopted by Council: 17 February 2021 |
| | Next review date: February 2023 |
| Senior Manager: | Director Corporate & Community Services |
| Responsible Officer: | Director Corporate & Community Services |
| Functional Area: | Corporate & Community Services |
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| Introduction & Background | <ul style="list-style-type: none"> The West Wimmera Shire Council is committed to managing risk in accordance with the process described in Australia/New Zealand Standard 31000:2018, Risk Management by logically and systematically identifying, analysing, assessing, treating and monitoring risk exposures that are likely to adversely impact on the Council's operations. Specifically, this includes the following risk areas: Personnel (Occupational Health and Safety); Plant and Property; Liability (including Public Liability and Professional Indemnity); Financial; Business interruption. <p>The purpose of this policy is to provide a framework for the management of risk and define the responsibilities of staff and management in the risk management process.</p> |
| Purpose & Objectives | <p>The objectives of the Policy are to enable:</p> <ul style="list-style-type: none"> Identify and analyse Council's liability associated with risk; Promote and support risk management practices throughout the Council; Encourage the identification and reporting of potential risks; Implement processes to reduce risk and eliminate high risk activities; Recognise that successful risk management relies on input from ALL employees; Allow for more effective allocation and use of resources; Provide a basis for higher standards of accountability; Allow for more effective delivery of local government programs; |



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| | <ul style="list-style-type: none"> • Protect Council's corporate image as a professional, responsible and ethical organisation. |
| Definitions | Risk Management is the process of identifying, analysing and evaluating risk, and selecting the most advantageous ways of treating it. |
| Council Plan Reference | <p>This Policy has effect under the following objectives of the West Wimmera Shire Council Plan 2017-2021:</p> <ul style="list-style-type: none"> - Strategic Objective 1: A proactive, well governed, professional and financially sustainable organisation that encourages community participation. |
| Policy Details | |
| 1. | <p>Risk Management Requirements</p> <p>Risk management shall be a consideration in Council decision making.</p> <p>In accordance with its common law duty of care, statutory responsibilities and Council policy, Council will ensure that resources are allocated to support:</p> <ul style="list-style-type: none"> • Staff health and safety; • Corporate assets; • Corporate liability; • Corporate reputation; • Any other circumstances which may cause a loss to Council. <p>This will be achieved through the implementation of the risk management process, which is designed to identify significant risk exposures, and find acceptable solutions for eliminating, reducing or transferring them.</p> |
| 2. | <p>Responsibilities</p> <p>Council is responsible for approving the Risk Management Policy and for ensuring there is adequate budgetary provision for the implementation and maintenance of this policy.</p> <p>The Senior Management Group (SMG) is responsible for effectively co-ordinating and facilitating risk management operations within the framework provided by AS ISO 31000:2018 <i>Risk Management</i>, legislation and Council policy.</p> <p>SMG is also responsible for identifying staff training needs on various aspects of risk management and ensure staff undertakes necessary training.</p> <p>Participate in regional and statewide Risk Management initiatives within the Local Government sector to strengthen Council's risk management practices.</p> <p>Occupational Health and Safety Committee must provide advice to senior management on matters relating to risk management overall and in particular issues</p> |



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| | <p>relating to staff health and safety.</p> <p>Risk Management Committee is responsible for steering Council's risk identification and control process, including defining the underlying methodology and processes by which Council shall identify and respond to risk.</p> <p>Managers and Supervisors are responsible for</p> <ul style="list-style-type: none">• Ensuring the provision of a safe and healthy work environment and the implementation of appropriate safe work practices and control measures in accordance with the <i>Workplace Health and Safety Act 1995</i>, its amendments, Regulations and related Codes of Practice and Australian Standards.• 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.• Providing risk management related information, as requested by Council and/or the Risk Management Committee, and for providing assistance and requested information in relation to any insurance claim or risk management issue, in a timely manner;• Advising of any risk management matter that should be incorporated in forthcoming budgets. <p>Employees are responsible for:</p> <ul style="list-style-type: none">• Making loss control/prevention a priority whilst undertaking daily tasks in Council's operations;• Performing duties in a manner, which is without an unacceptable level of risk to their own health and safety, other employees, Council's customers or the community in general;• Reporting any illness, injury, hazard, near miss incidents and losses as soon as they are detected to their manager or co-ordinator;• Providing a risk management related information, as requested by their manager. |
| 3. | <p>Implementation and Documentation</p> <p>A comprehensive review of all Council's activities is progressively undertaken in order to assess the level of compliance with the Risk Management Policy. Progressive adjustment of practices will be undertaken, including the documentation and recording of those practices, to achieve full compliance with this Policy.</p> <p>This review will include analysing all existing risks on Council's Risk Register and the recorded controls and updating as necessary.</p> <p>The objectives is for Council to be ultimately recognised as achieving and maintaining best practice standards for managing risk with Local Government.</p> |



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| | Implementation of this policy shall be in accordance with the Risk Management Procedures. |
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| Policy Adopted: | Ordinary Meeting 18/06/15 | Minute Book Page 30672 | RecFind 15/002327 |
| Policy Reviewed: | Ordinary Meeting 18/02/18 | Minute Book Page 37612 | RecFind 18/000631 |
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