

## S-W4 Risk Management Policy

<b>Purpose</b>	To guide the integration of risk management into the Flinders Council's governance, culture and business practices; and to define the principles for the implementation of the Risk Management Framework.	
<b>Department</b>	Governance	
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### 1. Definitions

Worker - A person carrying out work in any capacity including–

- (a) an employee; or
  - (b) a contractor or subcontractor; or
  - (c) an employee of a contractor or subcontractor; or
  - (d) an employee of a labour hire company who has been assigned to work in the Council;
- or
- (e) an outworker; or
  - (f) an apprentice or trainee; or
  - (g) a student gaining work experience; or
  - (h) a volunteer; or
  - (i) a person of a prescribed class.

Stakeholders - may include but are not limited to all Workers, Councillors, Committees, General Community, Visitors, Lease Holders and Interested Parties.

### 2. Objective

To, so far as is reasonably practicable, protect Flinders Council, its workers and the Community against loss through the application of sound management principles and practices that minimise exposure to risks and adverse impacts on corporate objectives.

### 3. Scope

This Policy applies to all areas of Flinders Council's operations and includes all Councillors, Workers and representatives of Flinders Council.

#### 4. Policy

It is the policy of Council that:

- 4.1. To achieve our vision and strategic goals, we are committed to the ongoing effort of managing our risks by the systematic identification; analysis, evaluation, treatment, monitoring and communication of all risks that can impact our organisation.
- 4.2. Fit-for-purpose and sound risk management principles and practices will be integrated throughout all levels of council to consistently eliminate or minimise exposure to risks and to manage the effects of uncertainty.
- 4.3. Risk-based decision-making will be integrated throughout Council for the benefit of the organisation, our community and our stakeholders.
- 4.4. A culture of awareness, accountability and shared attitudes will promote a willingness and capability to manage risk at all levels across the organisation.
- 4.5. All significant threats and opportunities associated with the performance of Council functions and the delivery of Council services will be identified and mitigated.
- 4.6. Our risks will be managed by the systematic identification; analysis, evaluation, treatment, monitoring and communication of all risks that can impact on Council's ability to achieve its vision and strategic objectives.
- 4.7. Information, training and supervision on risk management are provided to all Workers, Councillors, Lease Holders and Committees; and
- 4.8. When there are competing demands on Flinders Council's limited resources, the Council will ensure that resources will be allocated to:
  - Maintain employee and public health and safety;
  - Minimise Council's exposure to loss and litigation;
  - Protect Council's financial and physical assets;
  - Protect and enhance Council's reputation; and
  - Ensure continuous improvement in the Risk Management process.
- 4.9. The Risk Management Framework and associated processes and tools are documented, recorded and reviewed on a regular basis to ensure ongoing suitability to the organisation's needs.

The roles and responsibilities for risk management at Council are specified in the Flinders Council Risk Management Framework Guidelines and listed below:

Stakeholder	Roles and Responsibilities
<b>Flinders Council</b>	<ul style="list-style-type: none"> <li>• Be responsible for approving the Risk Management Policy;</li> <li>• Be aware of the Council's Risk Management Framework</li> <li>• Consider risk implications when making decisions; and</li> <li>• Make funding and resources available to adequately manage risks identified in the Risk Register.</li> </ul>
<b>General Manager</b>	<ul style="list-style-type: none"> <li>• Provide the support and basis in which the Risk Management Framework can be implemented. This includes listing risk management as a priority in Council's Strategic and Annual Plan;</li> </ul>

Stakeholder	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Provide a safe and healthy work environment, in accordance with the Work Health &amp; Safety Act 2012, its amendments, regulations, related codes of practice and Australian Standards;</li> <li>• Ensure risk awareness training is developed and provided throughout Council;</li> <li>• Ensure that Council meets its 'duty of care' to all workers and the general public and protects its assets through education, appropriate risk financing and adequate loss control programs and measures;</li> <li>• Monitor and evaluate the performance of Managers/Coordinators against their risk management responsibilities;</li> <li>• Ensure that Council is provided with adequate risk information to make informed decisions;</li> <li>• Lead the organisation in the development and implementation of risk action plans;</li> <li>• Promote risk management as a vital business principle; and</li> <li>• Develop a report on Council's risk management achievements over the previous year for inclusion in Council's Annual Report.</li> </ul>
<p><b>Managers / Coordinators</b></p>	<ul style="list-style-type: none"> <li>• Provide a safe and healthy work environment, in accordance with the Work Health &amp; Safety Act 2012, its amendments, regulations, related codes of practice and Australian Standards;</li> <li>• Familiarise themselves with Council's Risk Management Policy and Framework;</li> <li>• Coach and mentor others in the use of the Risk Management Framework. To facilitate the effective and efficient implementation of risk management as per the agreed Project Plan;</li> <li>• Actively participate in training provided in relation to risk management;</li> <li>• Employ risk management principles and practices and the tools outlined in the Risk Management Framework while undertaking strategic decision making and daily tasks;</li> <li>• Report any accidents and incidents the area under their control that may have a potential risk exposure to workers, Council and the general public;</li> <li>• Positively assist with investigations related to accidents or incidents that have occurred;</li> <li>• Develop and implement risk treatment plans for risks owned by them;</li> <li>• Take notice of and implement recommendations from safety inspections conducted in the workplace; and</li> </ul>

Stakeholder	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure on-going instruction and consultation with workers in the proper use of plant, equipment and materials and enforce safety rules and practices that apply to workers' work.</li> </ul>
<p><b>Infrastructure Administration and Safety Officer</b></p>	<ul style="list-style-type: none"> <li>• Provide advice and assistance to all Council Workers in relation to the development and implementation of an effective Risk Management System that observes the principles of AS/NZS ISO 31000:2018 Risk Management;</li> <li>• Monitor the effectiveness of the overall Risk Management system in consultation with the General Manager;</li> <li>• Oversee and provide input into the development and maintenance of a Risk Information System integrated with other systems to provide timely, accurate and relevant information of losses, claims, premiums and other risk related information;</li> <li>• Ensure that all documentation maintained and generated within the Risk Management process complies with Council's record management requirements;</li> <li>• Make available relevant and a wide range of information on risk management issues affecting Council;</li> <li>• Apply the Risk Management process for the management of risk exposures;</li> <li>• Review insurance held by users of Council facilities jade;</li> <li>• Oversee the development of a Risk Management training program;</li> <li>• Review the Risk Management Policy every two years;</li> <li>• Assist in the effective operation of a Safety Management System;</li> <li>• Monitor accident reporting and recording procedures;</li> <li>• Liaising with outside organisations/consultants for advice and assistance in areas where the organisation does not have the expertise or resources;</li> <li>• Review with the General Manager all aspects of the risks management program on a regular basis, including workplace inspections and safety audits;</li> <li>• Consult with the Work Health and Safety Committee and any appointed Health and Safety representatives where appropriate to resolve health and safety issues and compliance with risk management principles; and</li> <li>• Provide quarterly reports to council on the operation of the risk management program and incident.</li> </ul>
<p><b>Corporate Services Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Negotiate appropriate insurance cover; and</li> <li>• Maintain risk management manuals and records including the following:</li> </ul>

Stakeholder	Roles and Responsibilities
	<ol style="list-style-type: none"> <li>1. Claims management manual</li> <li>2. Legal advice</li> <li>3. Property and motor vehicle schedules</li> <li>4. Loss records</li> <li>5. Management decisions on risk</li> <li>6. Technical information</li> <li>7. Insurance policies</li> </ol>
<b>Workers</b>	<ul style="list-style-type: none"> <li>• Assist in the provision of a safe and healthy work environment and comply with the Work Health &amp; Safety Act 2012, its amendments, Regulations, related Codes of Practice and Australian Standards;</li> <li>• Ensure that risk management factors are fully considered when changing or setting up new work sites, work programs or undertaking new projects;</li> <li>• Review with Managers/Coordinators/Supervisors and workers all aspects of the risk management program on a regular basis, including workplace inspections and risk management audits;</li> <li>• Consult with the Work Health and Safety Committee and any Work Health and Safety Representatives where appropriate to resolve risk management issues;</li> <li>• Ensure all accidents, incidents, injuries or near misses within their work area are reported using Flinders Council's reporting processes and participate in investigations when required;</li> <li>• Participate in audits of activities as appropriate; and</li> <li>• Report any identified risk associated with Council assets, work sites or work systems.</li> </ul>
<b>Work Health and Safety Committee and Airport Safety Management System Committee</b>	<ul style="list-style-type: none"> <li>• Ensure all accidents reported are fully investigated and the appropriate corrective action has been taken;</li> <li>• Improve organisational performance and awareness of risk management by:</li> <li>• Review and analyse claims and reported incidents; and</li> <li>• Implement an audit and inspection process focused on risk management.</li> </ul>

## 5. Procedure

This Policy is the foundation document in the Flinders Council's Risk Management Framework. The Framework provides the guidelines for the implementation of this Policy.

## 6. Legislation and Council Related Policies

- AS/NZS ISO 31000:2018 Risk Management
- *Work Health and Safety Act 2012*
- *Work Health and Safety (Transitional and Consequential Provisions) Act 2012*

- Work Health and Safety Regulations 2012
- Work Health and Safety (Transitional) Regulations 2012
- Flinders Council's Risk Management Framework
- Flinders Council Work Health & Safety Policy

## 7. Responsibility

The General Manager has delegated power under this policy to implement decisions of Council relating to Risk Management in accordance with section 22(1) of the *Local Government Act*.

The General Manager may sub-delegate such powers and functions in accordance with section 64(b) of the *Local Government Act*. This means that the General Manager or sub-delegate has the authority to make any decisions relating to risk management.