

SUBJECT: RISK MANAGEMENT POLICY	FILE NO:	FIN/1003
ADOPTED BY COUNCIL ON: 11 July 2002	MINUTE NO:	312.07.02
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Objective / Purpose

This Policy is to define the principles for the implementation and associated responsibilities of a comprehensive Risk Management Framework and System within Flinders Council.

Flinders Council recognises that it has the responsibility to reasonably identify and address all significant threats and opportunities associated with:

1. Business Continuity and Business Systems
2. Environment
3. Finance and Economic
4. Health and Safety
5. Infrastructure and Assets
6. Legal Compliance and Liability
7. Political
8. Reputation
9. Strategy and Governance Staff

Scope

Council recognises that risk management is essential for sound strategic and financial planning and management. Apart from minimising financial loss and adverse publicity, risk management must balance legal requirements and public expectations, together with providing for the safety and wellbeing of Workers and the community in general.

This Policy applies to the Mayor and Councillors, Managers, Workers and Representatives of Flinders Council. They are responsible for the identification and management of risks associated with the performance of Council functions and the delivery of Council services.

Statement of Commitment

So far as is reasonably practicable, Council will endeavour to reasonably protect the organisation, its workers and the community against loss through the application of

sound management principles and practices to minimise exposure to risks and adverse impacts on corporate objectives.

This Policy in conjunction with the Risk Management Framework defines the responsibilities of those involved in the process of managing risk. Flinders Council's commitment to risk management is agreed by the Mayor and Councillors, Managers, Workers and Committees engaged in Council business.

Flinders Council is committed to managing its risks by identifying, analysing, evaluating, treating, monitoring and communicating risks that impact on Council's ability to achieve its vision and strategic objectives.

The objectives for Risk Management at Flinders Council are:

- Identify and analyse Council's liability associated with risk;
- Encourage the identification and reporting of potential risks;
- Minimise any potential liabilities;
- Protect the community against losses that are controllable by Council;
- Reduce the cost of insurance premiums;
- Provide a basis for higher standards of accountability;
- Allow for more effective allocation and use of resources;
- Set performance standards and regular review and improve practices and procedures;
- To promote and raise the awareness of risk management practices throughout the organisation;
- Protect Councils' corporate image as a professional, responsible and ethical organisation.
- Integrate sound risk management practices and procedures into Council's strategic and operational planning processes;
- The Risk Management approach is effectively supported by consultation and communication at all levels;
- Remedial actions identified as a result of incident investigations are documented, implemented and communicated effectively to prevent recurrence;
- Appropriate risk treatment strategies will be included in organisational procedures and processes needed to assist Council in achieving its' business outcomes. These strategies will be in accordance with relevant standards, codes of practice and appropriate legislative guidelines;
- All Workers with specific risk management responsibilities are aware of and effectively exercise those responsibilities. Responsibilities are documented in Position Descriptions;
- The Mayor and Councillors, Workers, Committees, Lease Holders and the public cooperate to create a safe environment and preserve assets for the future;
- Information, training and supervision on risk management are provided to all Workers, Councillors, Lease Holders and Committees; and
- The Risk Management Framework and associated processes and tools are documented, recorded and reviewed on a regular basis to ensure on going suitability to the organisation's needs.

Stakeholders

Stakeholders may include but are not limited to:

All Workers, Councillors, Committees, General Community, Visitors, Lease Holders, Interested Parties.

Communication

Updates and improvements to policies, procedures and associated risk tools must be communicated to relevant audiences to ensure they understand the current risk methods.

Legislation and Related Documents

- AS/NZS ISO 31000 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 Risk Management Framework
- Flinders Council Risk Register
- Flinders Council OH&S Policy
- Quarterly Reporting Template

Definitions

A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as –

- (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 person's business or undertaking; 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.

(Work Health & Safety Act 2012)

Responsibilities

The Risk Management Policy is the responsibility of the General Manager, with assistance from the Safety and Risk Management Officer.

This Policy shall be reviewed every two years by the Safety and Risk Management Officer, the General Manager and the Senior Management Team to ensure its continued suitability and effectiveness against the requirements of AS/NZS ISO 31000:2009 and Council's Risk Management Framework.