



## Policy 9 – Risk Management

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**Minute 208/03**

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Council Minute No: **97/24**

Statutory Authority: **Workplace Health and Safety Act 2012**

### OBJECTIVE

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Ensure that appropriate risk management is an integral part of management processes within Council operations so as to minimise any consequential loss, damage or injury to persons or property.

### POLICY

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#### POLICY STATEMENT

Dorset Council is actively committed to proactively managing risk that arises from all Council activities. Council endeavours to ensure that the environment and facilities provided for the community, employees and contractors are safe, minimise the potential for risk and that necessary policies, practices and procedures are implemented to control and mitigate such risks.

The policy is designed to protect and prevent injury to residents, employees, contractors, sub-contractors, volunteers and visitors to the Municipality by the evaluation and treatment of identified risks.

Council recognises that risk management is an essential tool for sound strategic and financial planning and the ongoing physical operations of the organisation. Council's risk management framework will encompass the following:

- Setting clear risk appetite statements which set out the agreed risk exposure Council is willing to pursue in its goals;
- High level of accountability by ensuring roles, responsibilities and timeframes are clear to manage and mitigate risk within Council's risk appetite;
- Maintain a risk register which identifies, measures, monitors and minimises risk by prioritising those risks where there is potential for consequential loss, damage or injury to persons or property;
- Council's risk register will include performance standards linked to Council's controls in place to mitigate risk. These performance standards will include intended outcomes, performance measures, performance criteria and measurement tools;
- Provide quality facilities and environment for all Council stakeholders;
- To maintain an appropriate level and type of insurance to cover risk that provides value for money;
- Maintain necessary budgetary levels to enable the effective management of risks and allocation of Council's resources;

- Provide appropriate training and information to all employees and contractors on risk management and risk mitigation practices.

The above objectives will be achieved by managing risks in accordance with the current relevant Australian Standards.

## **RESPONSIBILITIES**

Councillors, management, employees, contractors and volunteers all have a joint responsibility of making risk management a priority as they undertake their daily tasks in the operations of Dorset Council.

### **Council**

- Council officers will ensure Councillors are kept informed of changes in Council's strategic risks that may materially impact Council's Strategic Plan or policy development.
- Provide the support and basis on which risk management policy can be implemented. This includes listing risk management as a priority in Council's Strategic Plan.
- Provide adequate budgetary provision for Council's risk management framework and risk policy.

### **General Manager**

- Accountability for the operation of this policy rests with the General Manager.
- Recognise and adopt Risk Management as a key function of the organisation, including implementation of training and audit programs for key stakeholders.
- Ensure risks are managed in accordance with the *AS/NZS ISO 31000 Risk Management* and Council's policies and procedures.

### **Directors/Supervisors**

- Maintain overall responsibility for the effective management of all types of risks related to this policy across Council's operations.
- Ensure 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.
- Prepare and implement documented procedures for each aspect of operations.
- Monitor and audit practices and processes to ensure appropriateness to current conditions and practices.
- Provide information expediently when requested to provide assistance in the investigation of a risk management issue or claim that has been made against Council's insurances.
- Immediately act upon information provided by employees or residents who are reporting a hazard or incident.
- Undertake Risk Assessments for identified projects following annual budget preparations in accordance with the *AS/NZS ISO 31000 Risk Management*

## **Employees, Contractors and Volunteers**

- Familiarise themselves with Council’s risk management policy, principles and procedures.
- Employ risk management principles and practices in day to day duties and functions.
- Report any hazard or incidents as soon as possible that may have a potential risk exposure to Council, employees, contractors or the public.
- Assist positively with investigations related to incidents that have occurred as a result of a hazard or incident.
- Take notice of and implement recommendations of risk management audits conducted in the workplace.

## **Risk Management Committee**

- At the strategic level Council’s Audit Panel serves as the Risk Management Committee.
- At the project level risks are assessed, monitored and mitigated by Council operations project teams, which includes subject matter experts in that field.
- Operational level risk is mitigated by Council operations risk owners and teams that includes subject matter experts in that field. Review and oversight of Council’s Risk Management Framework and advise possible improvements based on current relevant Australian Standards for *Risk Management*.
- Review Council’s risk management policies and procedures.
- Recommend new procedures or amendments to existing procedures, which may include an agreed annual performance audit program.
- Review and monitor Council’s risk management performance measurements.
- Monitor the recommendations and outcomes from risk management audits.

## **IMPLEMENTATION**

A Risk Management Strategy, including internal audits and reviews, will be completed and documented on a regular basis through Council’s Audit Panel, and reported back to Council via inclusion of Audit Panel minutes in Council meeting agendas. This will enable progressive adjustment of Council systems and practices.

## **PERFORMANCE REVIEW**

Council will ensure that there are ongoing reviews of its management system to ensure its continued suitability and effectiveness. Records of all reviews and changes shall be documented.

## **REVIEW**

This policy will be reviewed every three years.

## LEGISLATION AND RELATED STANDARDS

- *Work Health and Safety Act 2012*
- *Work Health and Safety Regulations 2012*
- AS/NZS ISO 31000:2009 Risk Management Standard
- AS ISO GUIDE 73:2009 Risk Management – Vocabulary
- AS ISO IEC 31010:2009 Risk Management – Risk Assessment Techniques