

# Risk Management

<b>Council Policy Number</b>	<b>039</b>
Date adopted	18 February 2020
Scheduled for review	February 2024



## Purpose

To formalise and document Campaspe Shire Council's ('Council') commitment to an enterprise wide risk management program that identifies, manages and minimises Council's risks in the achievement of council objectives.

## Policy Statement

Council recognises risk management is an integral part of sound management practice and an essential element of good corporate governance, as it improves decision-making and enhances outcomes and accountability. Council will make informed decisions on activities that it undertakes by appropriately considering risk and will work in cooperation and consultation with employees (and others involved with our activities and facilities) to ensure the achievement of the Council objectives.

The objectives of this policy are:

- Risk management is integrated throughout council as part of normal management practice;
- All employees are aware of the need to manage risk and to promote a culture of participation in that process;
- Council is protected from adverse incidents, its exposure to loss is reduced and loss is mitigated should it occur;
- Council actively prevents injury or illness to any person;
- Council minimises damage or loss of any property eg fire, water, theft or burglary;
- Council's corporate liability is met (Duty of Care, Public Liability and Professional Indemnity) and best practice standards in risk management are adhered to;
- Council's image and reputation are protected; and
- Council is protected from other areas of loss such as financial, business interruption and the environment.

Council is accountable for the care, health and safety of its staff and of others affected by their actions at work, whether on or off site. This policy applies to all Council activities, property and assets in its control. This policy will be adhered to by Councillors, employees, contractors, volunteers and committees in the discharge of their duties.

## Risk Appetite

Risk appetite is the level of risk that Council is prepared to accept in delivering its key strategic objectives. The key strategic objectives for our organisation are outlined in our Council Plan.

Council's approach to risk appetite is to minimise its exposure to reputational, compliance and financial risk, while accepting and encouraging an increased level of risk in pursuit of key strategic objectives.

We recognise that our appetite for risk varies according to the activity undertaken. Acceptance of risk is subject to ensuring potential benefits and risks are fully understood before initiatives are authorised, and that effective measures to mitigate risks are established.

Council's role as a Local Government body leads to a preference for balanced risk, where the risk appetite is not greater than moderate unless the risk has demonstrated benefit to Council in the pursuit of its strategic objectives.

### Best Practice

Council conducts formal risk management activities at both strategic and operational levels and is committed to meeting recognised risk management best practice. This policy is consistent with standard AS ISO 31000:2018 Risk management- Guidelines and forms part of Council's risk management framework.

Along with Council's Risk Management Strategy, Procedure and Plan documents, the framework describes the procedures and protocols for all staff to follow in relation to risk management and further outlines specific risk management responsibilities of key positions to ensure compliance with this policy. As risk management is an ongoing and proactive function, actions to manage risks are integrated into other systems and processes to support this policy:

- a) Suitable equipment and facilities are provided and maintained for the community and staff
- b) Safe and secure systems of work are implemented and maintained
- c) Adequate information, training, resources and supervision will be provided to staff
- d) Relevant Acts (particularly the *Occupational Health and Safety Act 2004*), regulations, Codes and Standards will be adhered to
- e) Hazard identification and reporting through all levels of the public and the Council will be actively encouraged
- f) Incidents will be investigated and remedial actions to prevent reoccurrence will be adopted
- g) Consultation and communication with stakeholders will occur to support the risk framework
- h) This policy and the risk management framework will be communicated to new staff through the induction process.
- i) This policy will be reviewed periodically and in accordance with the monitoring and review process outlined in the risk management framework
- j) Risk management compliance forms part of Manager's annual performance review and internal auditors consider Council's risk profile when planning their independent review program

### Exclusions

Nil

### Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

### Definitions

Nil

### Related Legislation

*Occupational Health and Safety Act 2004*

AS ISO 31000:2018 Risk management- Guidelines

### Related Policies, Procedures and Strategies

Risk Management Strategy, Risk Management Procedure, Risk Management Plan

Occupational Health and Safety Management Plan

### Attachments

Nil

### Review Period

Four years

### Responsible officer

Governance Manager

**Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

**Approval History**

Adopted	19 February 1997	
Re-Adopted	9 November 2004	Minute Book Reference No 8092 (item 12.1)
Revised	12 October 2006	Minute Book Reference No 10251 (item 9.1)
Revised	16 October 2007	Minute Book Reference No 11542 (item 9.1)
Revised	21 October 2008	Minute Book Reference No 12868 (item 9.5)
Revised	17 March 2009	Minute Book Reference No 13434 (item 9.4)
Revised	21 September 2010	Minute Book Reference No 16407 (item 12.6)
Revised	5 February 2014	Executive Management Group
Revised	30 November 2016	Executive Management Group
Revised	30 January 2018	Minute Book Reference No 29 (item 6.2)
Revised	18 February 2020	Minute Book Reference No 164 (item 9.3)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')

Chief Executive Officer: ..... 

Date: ..... 24/2/2021