



9. GOVERNANCE

Policy 9.14

RISK MANAGEMENT POLICY

Version 1

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9.14 RISK MANAGEMENT

OBJECTIVE

To ensure there is in place an arrangement for managing risks in the workplace that complies with the requirements of the Work Health and Safety Regulation at Part 3.1.

Workplace health and safety audits and inspections will be used to assist Council determine the effectiveness of the risk control procedures and to identify any shortcomings in the procedures.

POLICY

This Policy will:

- Provide documented evidence of Council's commitment to adopting risk management principles as an integral part of operations and decision making;
- Promote an atmosphere of risk awareness and willingness to manage risk at all levels of the organisation;
- Provide opportunities for continuously improving performance at all levels of the organisation.

Lithgow City Council has recognised that the management of risk is an essential element of good management and impacts on every facet of Council activity.

Risk Management has been defined as the culture, processes and structures that are directed towards realizing potential opportunities whilst managing adverse effects.

It is a process of continuous improvement that is to be embedded in all the practices and processes of Council.

Risk Management promotes communication between all stakeholders and improved information flow enhances the decision making process.

Lithgow City Council has used AS/NZS ISO 31000:2009 Risk management – Principles and guidelines and HB436:2004 Risk Management Guidelines as the main source of guidance for the development, implementation, consultation and review of its Risk Management system.

Council's assets furnish the foundation on which the continued ability to provide an improved quality of life for its residents and an environment conducive to future development is based. These assets encompass human, fiscal, property and environmental resources.

It is Council's intention to implement this Risk Management System to safeguard and enhance these assets to ensure the achievement of its corporate objectives.

The main objectives of the Risk management Programme are to:

- Maintain the highest possible integrity for services provided by Lithgow City Council;
- Safeguard and enhance Lithgow City Council assets including human, fiscal, property and environment;
- Create an environment where all Lithgow City Council employees will assume responsibility for managing operational, strategic and project risks;
- Achieve and maintain legislative compliance;
- Ensure resources and operational capabilities are identified and responsibility allocated for managing risk;
- Ensure Lithgow City Council can appropriately deal with risk;
- Demonstrate transparent and responsible risk management processes which align with accepted best practice.

This Risk Management System shall cover, but not be limited to, the following areas of Council activity:

- Corporate governance
- Legal compliance
- Strategic, operational and project risks
- Assets
- Human Resources
- Knowledge management
- Financial risk management

The risks associated with these areas of activity will normally be identified and documented in the Risk Register, analysed and managed by responsible officers in each of the functional areas of Council.

Some major projects or activities may require the allocation of specific resources to the risk management process. Budget considerations will necessitate the allocation of funds in order of risk priority.

The Council is responsible for the oversight of the Risk Management System, through the Risk Management Committee, and may obtain advice and guidance from appropriate sources within and outside Council.

RESPONSIBILITIES

The General Manager is responsible for the effective operation of the Risk Management System, and responding to and reporting on significant risks that may arise from time to time.

Managers are responsible for the effective operation of the Risk Management System within their respective departments and the timely reporting of any significant risks that may arise.

All Supervisors in particular, and employees in general, are responsible for avoiding unnecessary risks to themselves, co-workers and the public, Council and private property and Council image, and to report through their supervisors any activities or conditions that may result in unacceptable risks.

The Risk Management System consists of this Risk Management Policy, supported by various other policies that have been endorsed by Lithgow City Council, and further supported by documented Procedures, Guidance Notes, Work Instructions and checklists and any other documentation that may be deemed necessary for the effective implementation, training, operation and monitoring of the Risk Management System within Lithgow City Council.

ASSOCIATED LEGISLATION AND GUIDES

Work Health and Safety Act 2011 – (WHS Act)

Work Health and Safety Regulation – (WHS Regulation 2011)

AS/NZs ISO 31000:2009 Risk Management – Principles and guidelines

HB 436:2004 Risk Management Guidelines

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