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## CGP013 – Risk Management

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### 1. Intention

To demonstrate that the Shire of Waroona is committed to organisation-wide risk management principles, systems and processes that ensure consistent, efficient and effective assessment of risk in all planning, decision making and operational processes.

The key objective of this policy is to ensure that sound risk management practices and procedures are fully integrated into the Council's strategic and operational planning processes.

### 2. Scope

This policy applies throughout the district.

### 3. Statement

The Shire of Waroona recognises that risk is the possibility of unplanned or unanticipated events having an adverse effect on the achievement of the organisation's objectives, and recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors.

The Shire of Waroona considers risk management to be an essential management function in its operation as a progressive local government, and recognises risk management responsibility lies with the person who has the responsibility for the function, service or activity that gives rise to the risk.

The Shire's risk management framework aligns with the principles as outlined in the current International Standard *AS ISO 31000:2018*.

The Shire will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring, and review of risks.

Risk Management will be applied to decision making through all levels of Council and the Shire in relation to planning or executing any function, service or activity, particularly:

- Expenditure of large amounts of money;
- New strategies and procedures;
- Managing a project;
- Introducing significant change; and
- The management of sensitive issues.

### 4. Risk Management Objectives

1. The achievement of organisational goals and objectives.
  2. To ensure community and employee health and safety within the Shire jurisdiction is not compromised.
  3. Limited loss or damage to property and other assets.
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4. Limited interruption to business continuity.
5. To define the Shire's tolerance to risk and communicate it throughout the Shire.
6. To communicate with the community about the Shire's approach to risk.
7. To protect the reputation of Council.

## 5. Responsibilities

### 5.1 Elected Members

- Ensuring a Risk Management Policy has been developed, adopted and communicated throughout the Shire;
- Reviewing the Risk Management Policy annually;
- Providing a vision upon which sound risk management practices and procedures can be based; and
- Providing adequate budgetary provisions for the maintenance of risk management strategies and procedures.

### 5.2 Chief Executive Officer and Executive Employees

- Establishing the risk tolerance level of the Shire for adoption by Council;
- Ensuring the development, management and communication of the risk management strategy for the Shire;
- Developing risk management skills through training and education; and
- Fulfilling the role of an internal Risk Management Committee.

### 5.3 Corporate Planning & Governance Officer

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- Establishing and maintaining the risk register; and
- Coordinating regular reviews of the risk register.

### 5.4 Management Employees

- Identifying and assessing all the potential risks in their area of responsibility;
- Encouraging openness and honesty in the reporting and escalation of risks; and
- Ensuring all employees manage risks within their own work area.

### 5.5 Employees and Volunteers

- Actively participating in the risk management program and organisational performance review and evaluation program;
- Complying with all policies, procedures and practices relating to risk management;
- Attending risk management training;
- Conducting risk assessments during the performance of their daily duties, as required; and
- Alerting management to the risks that exist within their area.

## 6. Legislative and Strategic Context

Australian Standard ISO 31000:2018 Risk Management - Guidelines and the Local Government Act 1995 and the associated subsidiary legislation, provide the broad framework within which this policy operates.

## 7. Review

The Shire of Waroona will implement a robust reporting and recording system that will be regularly monitored to ensure closeout of risks and identification of ongoing issues and trends. Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored.

The reference to the current Australian risk standard in this policy will be automatically updated to reflect any changes in name or number.

This policy is to be reviewed annually.

## 8. Associated Documents

Nil.

<b>Division</b>	Corporate & Governance				
<b>Policy Number</b>	CGP013				
<b>Contact Officer</b>	Corporate Planning & Governance Officer				
<b>Related Legislation</b>	AS ISO 31000:2018 Risk Management - Guidelines Local Government Act 1995 Local Government (Audit) Regulations 1996				
<b>Related Shire Documents</b>	Risk Management Framework Risk Management Strategy 2020 – 2023				
<b>Risk Rating</b>	Medium	<b>Review Frequency</b>	Annually	<b>Next Review</b>	August 2024
<b>Date Adopted</b>	28/10/2014				OCM14/10/127

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
22/08/2023	Updated responsibilities, and name of Australian standard.	OCM23/08/101
Previous Policies		
CORP020 – Shire of Risk Management Policy CORP021 – Risk Management 1.27 – Shire of Waroona Risk Management Policy 1.40 – Risk Management		