



George Town Council

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# Risk Management Policy

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## Introduction

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

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## Policy Statement

George Town Council recognises that it has the responsibility to reasonable identify and address all significant threats and opportunities associated with:

1. Workplace Health and Safety
2. Assets/Property Infrastructure
3. Business Continuity
4. Commercial and Legal Relationships
5. Customer Service
6. Workers/Industrial Relations
7. Environmental Conditions
8. Financial Management
9. Information Technology
10. Natural Hazards and Events
11. Project Management
12. Public Liability/Professional Indemnity
13. Reputation/Consultation/Communication
14. Strategy and Governance
15. Sustainability
16. Terrorism
17. Technical Issues
18. Technological Issues

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## Statement of Principles

Council will ensure that the organisation, its workers and the community are reasonably protected against loss through the application of sound management principles and practices to eliminate or minimise exposure to risks and adverse impact on corporate objectives.

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

Risk Management is vital to the successful implementation of Council's Planning Strategy and supports the achievement of Council's vision for the future development of the community.

The objectives for Risk Management at George Town Council are:

- To protect Council's reputation;
- 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.
- Ensure that sound risk management practices and procedures are fully integrated 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 Council Workers with specific risk management responsibilities are aware of and effectively exercise those responsibilities. Responsibilities are documented in Position Descriptions;
- All Mayor and Councillors, Workers, Committees, Lease Holders and the public cooperate to create a safe environment and preserve assets for the future;
- Adequate information, training and supervision are provided to all Mayor and Councillors, Workers and Lease Holders; and
- The Risk Management Framework and associated processes and tools are documented, recorded and reviewed on a regular basis to ensure ongoing suitability to the organisation's needs.

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## Link to Strategic & Annual Plan

Strategic

Organisational Accountability

Aim - to be a responsible, accountable local government by:

- Developing and implementing policies to achieve the overall objectives of the Council; and
- Enhancing our reputation within the community

Annual Plan:

*Ensure best practice and risk management processes are observed*

- Facilitate continuous improvement in Council operations and service delivery;
- Review and maintain the risk register and risk assessment of Council's assets and community safety issues; and
- Review and implement Council's Risk Management Policy.

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## Legislation

- 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
- Risk Management Strategy
- Risk Register
- OH&S Policy

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## 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)*

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## Scope of Policy

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

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## Application of Policy - Communication

Should policies, procedures and associated risk tools be updated, created or improved this must be communicated to relevant audiences.

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## Application of Policy - Council

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.

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## Application of Policy – Stakeholders

Stakeholders may include but are not limited to:

- All Council workers;
- Mayor and Councillors;
- Committees;
- Contractors;
- General community;
- Volunteers;
- Visitors;
- Lease holders; and
- Interested parties.

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## Implementation of Policy

This policy rescinds Council's previous Risk Management Policy No. 33 version 2.

This Policy shall be reviewed every two years by 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.

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## Responsibility

Responsibility for the operation of this policy rests with the General Manager.