CF008	RISK MANAGEMENT		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	**RESPONSIBLE OFFICER:**	DCEO
CREATION DATE:	23/08/20222	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:	Shire of Carnarvon Hazard Identification Form		
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Cl 17 Local Government (Audit) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Nil	OCM03/09/24

CF008 Risk Management

OBJECTIVES

To ensure there are organisation wide principles, systems and processes that guarantee consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.

POLICY STATEMENT/S

<u>Risk Management Principles and Framework</u>

The Shire of Carnarvon considers risk management to be an essential management function in its operations and is committed to the principles, framework, and process of managing risk, as outlined in AS/NZS ISO 31000:2018 Guidelines; and AS/NZS ISO 31010:2019 Risk assessment techniques.

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

These measures will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service, or activity, including, but not limited to:

- Strategic planning
- Expenditure of large amounts of money
- New strategies and procedures
- Management of projects, tenders, and proposals
- Introducing significant change, and
- The management of sensitive issues.

<u>Risk Management Objectives</u>

The Councils key objectives in relation to risk management include:

- The achievement of organisational goals and objectives,

- The ongoing health and safety of all employees and contractors at the workplace,
- Ensuring public safety within the Council's jurisdiction is not compromised,
- Limited loss or damage to property and other assets; (e) Limited interruption to business continuity,
- Positive public perception of Council and the Shire; and
- Application of equal opportunity principles in the workforce and the community.

<u>Responsibilities within the Organisation</u>

The level of responsibility across the organisation for risk management is as follows:

- Executives, managers, and supervisors have the responsibility and accountability for ensuring that all employees manage the risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks.
- All employees will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All employees will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All employees and employees will, as required, conduct risk assessments during the performance of their daily duties.
- The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by employees to observe reasonable directions from supervisors regarding the management of risks and/or failure of employees to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management.
- Council is committed morally and financially to the concept and resourcing of risk management.

<u>Monitor and Review</u>

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented, and monitored, by the Shire.

<u>Notes</u>

<u>A risk</u> is often specified in terms of an event or circumstance and the consequences that may flow from it.

<u>An effect</u> may be positive, negative, or a deviation from the expected.

<u>An objective</u> may be financial, related to health and safety, or defined in other terms.