



## **(PC1) RISK AND OPPORTUNITY MANAGEMENT POLICY**

### **POLICY STATEMENT**

#### **INTENT**

The Shire of Derby/West Kimberley 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.

#### **DEFINITION OF 'RISK'**

AS/NZS ISO 31000:2009 defines risk as “the effect of uncertainty on objectives.”

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative, or a deviation from the expected. An objective may be financial, related to health and safety, or defined in other terms.

#### **DEFINITION OF 'RISK MANAGEMENT'**

The application of coordinated activities to direct and control an organisation with regard to risk.

#### **PRINCIPLES – FRAMEWORK – PROCESS**

The Shire of Derby/West Kimberley considers risk management to be an essential management function in its operations. It recognises that the risk management responsibility for managing specific risks lies with the person who has the responsibility for the function, service or activity that gives rise to that risk.

Council is committed to the principles, framework and process of managing risk as outlined in AS/NZS ISO 31000:2009.

The Shire of Derby/West Kimberley will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring and review of risks. It will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service or activity.

In particular it will be applied to:

- a) Strategic planning;
- b) Expenditure of large amounts of money;
- c) New strategies and procedures;
- d) Management of projects, tenders and proposals;
- e) The management of sensitive issues.

#### **RISK MANAGEMENT OBJECTIVES**

Risk management objectives are:

- a) The achievement of organisational goals and objectives;
- b) The ongoing health and safety of all employees at the workplace;
- c) Ensuring public safety within the Council's jurisdiction is not compromised;
- d) Limited loss or damage to property and other assets;
- e) Limited interruption to business continuity;
- f) Positive public perception of Council and the Shire of Derby West/Kimberley; and
- g) Application of equal opportunity principles in the workforce and the community.



## RESPONSIBILITIES

Executives, managers and supervisors have the responsibility and accountability for ensuring that all staff 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 staff will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.

All staff will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.

All staff 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 staff to observe reasonable directions from supervisors regarding the management of risks and/or failure of staff 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 Council is committed morally and financially to the concept and resourcing of risk management.

## MONITOR AND REVIEW

The Organisation 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, by the Shire of Derby/West Kimberley.

Policy Details			
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<b>Policy Implementing Officer or Team:</b>	Senior Management Team	<b>Policy Reviewer:</b>	Director – Corporate & Community Services
<b>Legislative Head of Power (Act, Regulation, or Local Law):</b>	Local Government (Audit) Regulations 1996 s.17		
<b>Related Documents (other Policies, Operational Procedures, Delegations, etc.):</b>	Australia/New Zealand Standard ISO 31000:2009 Procedure: Risk and Opportunity Management Framework		
Version Control Council Meeting Review Details:			
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