

	RISK MANAGEMENT POLICY	Version No:	3.1
		Issued:	October 2015
		Next Review:	July 2019

1. OBJECTIVE

The Chief Executive Officer, Managers and Elected Members recognise the importance and value of risk/hazard management and the ongoing benefits to its community.

Consequently, Council is committed to a policy of Risk Management to protect its employees, assets, liabilities and its community against potential losses, to minimise uncertainty in achieving goals and objectives and to maximise the opportunities to achieve its strategic vision and plan.

Our commitment to risk management is not only about identifying what can go wrong and about people being prepared should it occur, but also identifying and evaluating threats and opportunities that present themselves from time to time. In this regard, it forms an integral part of the continuous improvement process embraced by Council.

Council's objective is the development of an organisational ethos and operating culture which achieves the integration of systematic risk management processes into all management activities, both at a strategic and operational level.

Aims

Risk Management is the term applied to a logical and systematic method of identifying, analysing, assessing, treating, monitoring and communicating risks associated with any activity, function or process in a way that will enable Council to minimise losses and maximise opportunities.

Council intends to:

- Provide to the community a range of services, facilities and expertise in an efficient and responsible manner, meeting the collective needs of its communities.
- Provide a safer environment for the general public and Council employees, reduce liability exposure and provide cost savings on claims and improvement in productivity.
- Apply hazard/risk management strategies to all parts of our day-to-day business activities based on AS 4360.

- Risk management is as much about identifying opportunities as avoiding or mitigating losses.

Risk management is a repetitive process which supports better decision-making by contribution towards better knowledge of risks and their impacts. The risk management process is able to be applied to any situation where an undesired or unexpected outcome may be significant. All employees need to be aware of possible outcomes and take appropriate steps to control their impact.

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It is necessary to monitor risks, the effectiveness of the risk treatment plan, strategies and the management system which is set up to control implementation. Accordingly, ongoing review is essential. Factors which may affect the likelihood and consequences of an outcome may change, as may the factors which affect the suitability or cost of the various treatments. Each stage of the risk management process is to be documented.

2. RESPONSIBILITY

Risk Management is the responsibility of all employees, volunteers and work experience persons who work within the Council. This is particularly so for employees involved in the following:

- identifying and recording areas of problems which relate to hazard/risk management;
- initiating, recommending or providing solutions through the appropriate channels;
- initiating and implementing action to prevent or reduce the adverse effects of risk;
- verifying the implementation of solutions;
- controlling further treatment of risks until the level of risk becomes acceptable.

3. THE HIERARCHY OF CONTROLS

In order to provide solutions to control the hazards/risks, look at the current controls and risk factors prior to controls being implemented and ensure they have been determined and documented as part of the risk assessment process.

Working through the following Hierarchy of Controls, document other suggested control measures in the risk assessment process.

Elimination of Hazard/Risk at Source

This should be attempted in the first instance. Can the source of the hazard/risk be designed out or removed from the work process. Care should be taken to perform a risk assessment on the new process/design, etc to ensure that other greater hazards are not presented.

b. Substitution

If elimination is not practicable, substitute with a lower level of risk, i.e. assess if other options could be used that present less risk.

c. Engineering Controls

This involves making physical changes to prevent exposure to the hazard eg. guarding or isolating an operator from the source of the hazard. Again, a risk

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assessment should be undertaken on the modification, to ensure that other greater risks are not presented.

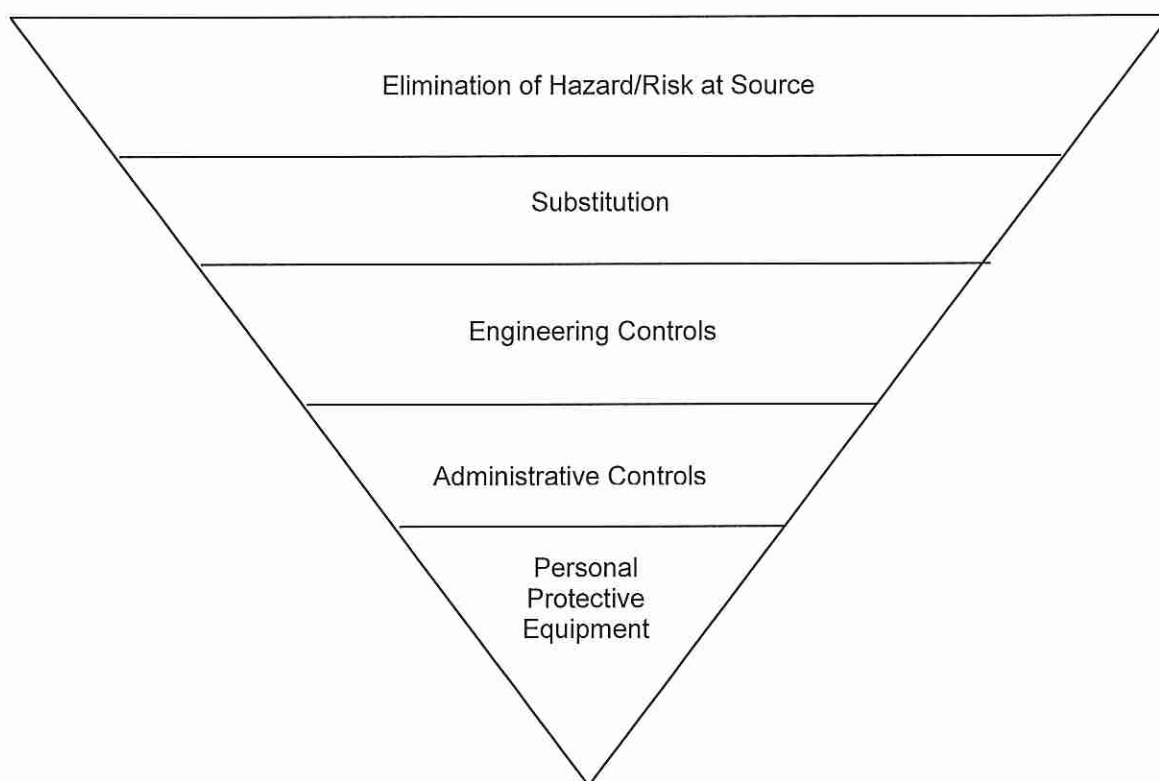
d. Administrative Controls

Provide a system of work that minimises the exposure to the hazard e.g. work rotation, policy or governing procedure.

e. Personal Protective Equipment

Generally used:

- as a short term measure
- to supplement other measures used to control risk
- where there is no other practicable way to control a hazard
- Where there may be unknown hazards (eg. rescue)



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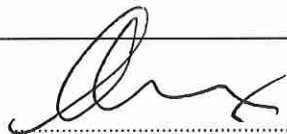
4. FURTHER INFORMATION

Members of the public may inspect this Risk Management Policy at the principal office of the District Council of Franklin Harbour, 6 Main Street Cowell SA 5602, and on payment of a fee obtain a copy. A copy may also be downloaded from Council website www.franklinharbour.sa.gov.au.

5. REVIEW OF THE POLICY

This Risk Management Policy will be reviewed by the District Council of Franklin Harbour within 12 months after each general election of Council. However, Council has the right to review this Code at any time, if considered desirable.

Adopted by Council	8 December 2010
Reviewed and updated	14 December 2011
Reviewed and Updated	14 October 2015

SIGNED: 

Responsible Officer

Date: 8, 12, 2015