

1.0 INTENT

Bundaberg Regional Council recognises that risk management is an integral part of good management practice and fully supports risk management as part of its governance processes. Therefore, all staff in all areas of Council will adopt systematic identification, management and review of risk in accordance with principles outlined in AS/NZS 4360:2004 Risk Management Standard.

2.0 SCOPE

This policy applies to Councillors and staff of the Bundaberg Regional Council who are involved in the identification and management of all risks associated with the performance of Council functions and the delivery of Council services.

Contractors, committees and volunteers engaged in the provision of Council services, or the management of Council facilities and assets are also required to comply with this policy.

3.0 POLICY OBJECTIVES

The objective of the Bundaberg Regional Council's Integrated Risk Management Policy is to ensure that sound Risk Management practices and procedures are fully integrated into the Council's strategic and operational planning processes. This policy will be supported by a complementary Risk Management Strategy MP-2-003. Together these documents will ensure that:

- All Council activities are clearly linked to and support one or more of the Strategic Objectives outlined in the Bundaberg Regional Council Corporate Plan;
- The threats and opportunities associated with achievement of the Strategic Objectives are identified, analysed, evaluated, treated, monitored and communicated, in accordance with the processes described in AS/NZS 4360:2004 Risk Management Standard;
- The equipment and facilities used for the provision of Council services are fit for their intended purpose.
- Safe and secure systems of work are implemented and maintained;
- Adequate information, training and supervision and provided to all staff, contractors, committees and volunteers;
- The Council's services are provided in compliance with all relevant Acts (particularly the WH&S Act 1995), Regulations, Codes and Standards;
- All incidents and hazards are reported and investigated;
- Remedial actions identified as a result of incident investigations are adopted and communicated to prevent recurrence;
- All Council staff members are aware of and effectively exercise their risk management responsibilities;

- All Council staff members, committees, contractors, business partners, volunteers and the public co-operate to create a safe environment and preserve our assets for the future;
- Council has in place transparent and responsible risk management processes which align with best practice.

4.0 POLICY

- 4.1** Risk Management at Bundaberg Regional Council will be practised throughout the organisation in accordance with the principles outlined in AS/NZS 4360:2004 Risk Management Standard and overseen by the Internal Audit and Risk Management Committee.
- 4.2** Bundaberg Regional Council will identify and progressively address all threats and opportunities associated with:
- The provision of a safe and healthy operating environment for all employees, the general public and other stakeholders involved with the provision and use of Council services;
 - The prudent management of Council property and resources on behalf of ratepayers.
- 4.3** Bundaberg Regional Council will adopt an enterprise-wide approach to the management of risk, where:
- Significant projects, capital investment decisions and changes are subject to a risk assessment;
 - All events and new initiatives conducted under the Council's auspices will be subject to a potential problem analysis;
 - All staff members continuously assess and manage the risks associated with normal organisational activities, ensuring their immediate Supervisor is made aware of risks that they cannot manage;
 - All Council's operating assets will be safeguarded by a business continuity plan;
 - All project events and initiatives will be reviewed upon completion to update our strategies or procedures;
 - There is periodic reviews of the risks that each department is exposed to, and the control systems required;
 - There is a balance between the costs of managing a risk and the anticipated benefits.

5.0 CONTROLS

The Council's Internal Audit and Risk Committee is to review this Policy and its accompanying Strategy annually. Suggested revisions are to be submitted to the Council's Management Team for approval.

As part of the normal Internal Audit program, Internal Audit will monitor the implementation of this policy and report risk management issues to the Chief Executive Officer and the Internal Audit and Risk Committee.

6.0 EFFECTIVE FROM

The Integrated Risk Management Governance Policy was adopted by Bundaberg Regional Council on 21st November 2008 (Item G1).

This Policy is effective from 22nd November 2008.

7.0 ASSOCIATED DOCUMENTS

MP-2-003 Risk Management Strategy

PD-4-013 Integrated Risk Management Procedure