



YOUNG SHIRE COUNCIL

# **RISK MANAGEMENT POLICY**

**NO 17**

**DATE ADOPTED: 21/8/13**

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## **1 INTRODUCTION/BACKGROUND**

Local Government provides a wide range of facilities, services and opportunities for the community. In providing these items a Council must accept that it will encounter elements of risk that may be potentially either beneficial or deleterious in nature.

Young Shire Council seeks to manage its risk profile across all areas of its operations and in doing so creates policies that provide for the responsible administration and application of Corporate Risk.

Council acknowledges the increasing vulnerability of all local government authorities to litigation and in particular, public liability.

This policy and related policies give authority to the procedures and practices contained therein.

## **2 OBJECTIVE**

To demonstrate management and organisational commitment to the development, implementation and maintenance of clear and concise systems of procedures and practices, and to produce evidence of the application of such systems, for relevant Council staff to follow which will:

- 2.1 Reduce or eliminate hazards that may exist or arise from time to time on various facilities under Council's care and control,
- 2.2 Maintain a cost-efficient level of service, in terms of safety, to users of facilities under Council's care and control,
- 2.3 Reduce Council's exposure to public liability claims, and
- 2.4 Meet the Corporate needs of Council.

## **3 POLICY**

Council shall cause to be prepared and operate systems of procedures for use by relevant staff in the maintenance of safety in its facilities. The systems shall be based on established Risk Management concepts and guidelines, and shall include the following components;

- 3.1 Programs of inspection to suit each type of facility to cover periodic inspections as well as inspections in response to complaints/reports,
- 3.2 Sound, practical methods of risk assessment, control measures and prioritisation as well as the means of reporting for the whole asset type (e.g. roads, footpaths),
- 3.3 Inclusion of the results of the such inspections / reports in forward planning for planned and unplanned maintenance, and
- 3.4 Documentation of the application of the procedures and all associated activities.

#### **4 APPLICATION**

Risk Management principles will be applied in the management of facilities owned and controlled by Council, and activities undertaken by Council in relation to its provisioning of services to the public.

This will include, but is not limited to;

- Road carriageways (between tabledrains or kerbs)

- Road-side furniture and amenities

- Trees (street trees and trees in reserves)

- Footpaths, nature strips and medians

- Parks, Gardens and Passive Recreation areas

- Playground equipment

- Assets let for Hire

Risk Management will also be applied in the practices of;

- Signs as remote supervision

- Swimming Pool Operations

- Functions and Promotions

- Gathering information relating to claims (or potential claims) against Council.

- Volunteers

#### **5 IMPLEMENTATION**

Implementation shall include the provision of appropriate training, equipment and time for the relevant staff, and the establishment of the systems as standard procedures actively used to carry out Risk Management of Council's facilities.

#### **6 RESPONSIBILITY**

6.1 Implementation of this policy will be the responsibility of the General Manager.

6.2 Directors and Managers will be responsible for the monitoring, reviewing and reporting of the systems.

6.3 All staff will be responsible to ensure that procedures are followed and matters reported.

#### **7 ALLOCATED RESOURCES**

Council will allocate sufficient human and financial resources to conduct inspections, assess and implement appropriate control measures.

#### **8 MONITORING**

Performance indicators shall be developed and maintained, for review by administering staff, by Council and by Council's insurers. They shall provide accurate indication of the effectiveness of the procedures and the resultant measures taken.

## **9 DURATION AND REVIEW**

This policy will be reviewed every four years from date of approval or as deemed necessary by Council or the General Manager.

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