

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-07) RISK MANAGEMENT POLICY

Date of 1st Adoption:	7 th August 2006 - Report No. 55/06
Next Review Date:	June 2017
Reviewed:	6 th June 2016 (Annual Review) – Report No. 20/16 9 December 2014 (Annual Review) – Executive Officer 10 th February 2014 (Annual Review) – Report No. 01/14 14 th December 2011 (Annual Review) – Executive Officer 11 th October 2010 (Annual Review) – Report No.79/10 12 th October 2009 (Annual Review) – Executive Officer 13 th October 2008 (Annual Review) – Report No.131/08 29 th October 2007 (Annual Review) – Report No.77/07

POLICY STATEMENT

The SRWRA Board, Executive Officer, Management Team and staff are committed to the identification and management of all risks associated with the performance of the SRWRA functions and the delivery of SRWRA services.

The SRWRA recognises that management has a responsibility to identify and address all threats and opportunities associated with:

1. 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 SRWRA services.
2. The prudent management of SRWRA property, infrastructure and resources.

The SRWRA also recognises employees are responsible for ensuring that the intent of this policy is carried out.

The SRWRA will co-operate and consult with employees and external stakeholders, to ensure that the risks associated with all SRWRA services and facilities are formally identified, assessed and managed in accordance with the principles outlined in Australian Standard **ISO 3100 2009 Risk Management Standard**.

The SRWRA staff members have a duty of care to each other, SRWRA stakeholders and the general public. Amongst other things, SRWRA staff are accountable for the care of their own health and safety, and that of others affected by their actions whilst engaged on SRWRA business.

The SRWRA is also accountable for the proper and prudent management of property and assets in its care and control, to minimise loss, theft and damage and also to ensure that SRWRA property is managed in accordance with best practice asset management practices and SRWRA policies.

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

The objective of the SRWRA Risk Management Policy is to ensure that sound Risk Management practices and procedures are in place and fully integrated into strategic and business planning processes and operational programs. This Policy will be supported by a complementary Risk Management Strategy. Together, the intent of these documents is to ensure that:

1. All SRWRA activities are clearly linked to and support one or more of the Strategic Objectives outlined in the SRWRA Strategic Plan 2010-2014.
2. Defined Key Performance Indicators (KPIs) are established for all SRWRA activities and incorporated into SRWRA plans, position descriptions and, where appropriate, staff evaluations.
3. The threats and opportunities associated with all KPIs are identified, evaluated, treated, monitored and communicated, in accordance with the processes described in **ISO 3100 2009 Risk Management Standard**.
4. The equipment and facilities used for the provision of SRWRA services are fit for their intended purpose.
5. Safe and secure systems of work are implemented and maintained.
6. Adequate information, training and supervision is provided to all staff, contractors, committees and volunteers.
7. The SRWRA services are provided in compliance with all Acts, Regulations, Codes and Standards.
8. All incidents and hazards are reported and investigated (either through the framework of the Occupational Health Safety and Welfare Policy or other SRWRA reporting systems).
9. Remedial actions identified as a result of incident investigations are evaluated and, where identified as appropriate and within budgetary parameters, adopted and communicated to prevent recurrence. Where budgetary constraints preclude the implementation of the identified initiatives, alternative treatment strategies will be considered and implemented.
10. The Risk Management program is effectively supported by consultation and communication at all levels of the organisation.
11. SRWRA staff members with specific risk management responsibilities are aware of, and effectively exercise, those responsibilities.
12. All members of staff of SRWRA, committees, contractors, business partners, volunteers and the public co-operate to create a safe living, business and leisure environment and preserve SRWRA assets for the future.

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.