

# Management of Insurable Risks *Policy*

*produced by*

## Finance Unit

Passed by Council in 1997  
Revised by Council on / /

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BOROONDARA  
*City of Harmony*

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# Management Of Insurable Risks Policy

This Policy applies to the management of risk with financial consequences for Council.

Detail on the categories of risk and other information is contained within the following areas:

## **General Liability and Asset Risks**

such as:

- Public Liability
- Professional negligence
- Councillors & Officers Liability
- Employee Fraud
- Volunteer Workers
- Buildings, Plant & Motor Vehicles

Refer to Risk Management Officer and the document:  
*“Strategies & Procedures for the Management of Risk”*

## **Occupational Health & Safety**

Refer to Occupational Health & Safety Consultant

## **Financial, Operational & Non-Compliance Risks**

such as:

- Financial Management
- Trade Practices
- Equal Opportunity
- Disability Discrimination
- Speculative Risk

Refer to Audit Committee and the “Audit Committee Charter”,  
Council, EMG, External Audit, and *“Local Government Act”*.

## **1. Corporate Framework**

### **Vision**

The Risk Management Policy will help achieve the caring and enterprising aspect of the City’s Vision Statement by minimising risk and potential injury to the parties which Council deals with, and by addressing the concerns of aggrieved parties compassionately and efficiently.

### **Values**

Many of the City’s key values have relevance to the management of Risk:

- Concern for citizens
- Respect for the rights of others
- Responsiveness to customer needs
- Accountability
- Innovation
- Commitment
- Transparent Processes
- Teamwork

**Principles**

In accordance with the City’s operating principles, this Policy has been developed and will be implemented through consultative and participatory processes. Risk Management will become an integral part of the City’s strategic and economic planning, and will form an important aspect of best management practice within the organisation.

**Goals**

Risk Management Policy applies to many parts of Council’s services and organisation. Most of the City’s Corporate Goals find an application in some part of this Policy. These may be summarised as:

- Maintaining the physical assets of the City
- Providing high quality, cost effective, professional services
- Developing an efficient, effective and innovative organisation
- Compliance with applicable legislation, codes and standards

**2. Key Policy Statement**

This Policy seeks to minimise the cost of losses to Council, avoid hardship to outsiders, and to minimise potential risk. This will be achieved through the provision of staff support and systematic procedures to make Risk Management part of the routine responsibilities of management, employees and contractors of Council.

**3. Strategy**

	<b>STRATEGIC OBJECTIVES</b>		<b>ACTIONS</b>
<b>1.</b>	Identification of the major types of Risks facing Council	<b>1.1</b>	Units to review operations and list risks ranked in order of financial exposure.

STRATEGIC OBJECTIVES	ACTIONS
2. Analysis & Measurement of identified major risks	<p>2.1 Units to assess the impact of an identified risk occurring, and to rank in order of severity.</p> <p>2.2 Units to liaise with the Occupational Health &amp; Safety Consultant to evaluate the existing level of Occupational Health &amp; Safety risks.</p> <p>2.3 Units to liaise with the Risk Management Officer to evaluate the existing level of Non-Occupational Health &amp; Safety risks.</p>
3. Treatment of identified risks	<p>3.1 Risk Management Officer utilising the <i>Risk Evaluation Management Model</i> (where appropriate) to provide the Units with cost effective options to reduce Non-Occupational Health &amp; Safety risk exposures.</p> <p>3.2 Occupational Health &amp; Safety Consultant utilising the <i>Risk Evaluation Management Model</i> (where appropriate) to provide the Units with cost effective options to reduce Occupational Health &amp; Safety risk exposures.</p> <p>3.3 Units to implement treatment options within budgetary constraints.</p>
4. Education of staff to understand Risk Management requirements within their area of operations	4. Risk Management Officer and the Occupational Health & Safety Consultant to conduct ongoing workshops at appropriate levels within the organisation.

**There is no Background Information section to this policy. There is a detailed manual of procedures for the administration of Risk Management.**