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| Policy Section: | 1. Governance |
| Policy Name: | Risk Management |
| Classification: | Public – Council Policy |
| Adopted: | 25 September 2018 |
| Frequency of Review: | Biennial |
| Last Review: | September 2018 |
| Next Review Due: | September 2020 |
| Responsible Officer(s): | Executive Management, WHS/Risk Management Officer |
| Policy and Code of Practice Manual File Ref: | CC10/2601 |
| Council File Reference: | CR15/5370 v2 |
| Legislation Authority: | N/A |
| Related Policies and Codes: | AS/NZS ISO31000 Risk Management – Principles and Guidelines ISO31000:2018 Risk Management – Guidelines International Standards For The Professional Practice of Internal Auditing Town of Gawler Risk Management Framework Local Government Act 1999 Work Health and Safety Act 2012 Civil Liabilities Act 1936 |
| Related Procedures: | Town of Gawler Risk Management Framework |

1. PURPOSE

1.1. The purpose of the Risk Management Policy (the Policy) is to enable an integrated approach to risk management through:

- Town of Gawler’s commitment to core risk management principles
- Defining responsibilities for the application of risk identification, assessment, evaluation and treatment programs across Council operations
- A Risk Management Framework (“the Framework”) that provides the tools and programmes to underpin Council’s approach to achieving a balance between the costs of managing a risk and the anticipated benefits.

Risk Management Policy

- 1.2. The management of risk will be integrated into Council's governance structures, including decision making. Risk Management leads to the successful achievement of Council's Vision, Community Plan Objectives and community expectations.
- 1.3. To achieve the objectives of the Policy, the Framework has been developed.

2. POLICY STATEMENT

- 2.1. Council is committed to maintaining and applying governance and risk management principles to ensure that any impacts to strategic and business objectives are considered and analysed.
- 2.2. Council will adopt and implement a systematic approach to identify, assess, evaluate and treat (mitigate) risks. The risk management program involves identifying opportunities to ensure Council achieves its strategic goals whilst recording and managing its operational risks.
- 2.3. Management will lead, actively participate and have complete oversight over all aspects of risk management within their areas of responsibility
- 2.4. Council will maintain the Framework consistent with the guidelines and principles of risk management as set out in the International Standard ISO31000:2018 – Risk Management Guidelines, with the goal of providing a consistent approach for dealing with uncertainties likely to impact on the achievement of Councils Objectives.
- 2.5. The risk register(s) will be periodically and consistently reviewed in accordance with set timeframes identified in the Framework.

3. PERFORMANCE MEASURES

The performance of the risk management program will be measured through three distinct categories:

- Compliance with the Policy and related documentation
- Value add to the whole of Council
- Maturity of Councils Risk Culture

4. LEGISLATIVE REQUIREMENT AND POLICY CONTEXT

- 4.1 Section 125 of the Local Government Act 1999 ('LG Act') requires Council to ensure that appropriate policies practices and procedures of internal control are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives.
- 4.2 Section 132A of the LG Act requires Council to ensure that appropriate policies, practices and procedures are implemented and maintained in order to ensure compliance with statutory requirements and achieve and maintain standards of good public administration.
- 4.3 Section 134(4) (b) of the LG Act requires Council to adopt risk management policies, controls and systems.

5 DEFINITIONS

Definitions are outlined within the Framework

6. ROLES & RESPONSIBILITIES

6.1 Council

Council is responsible for the approval of this Policy and Framework, and overseeing the systematic approach to managing risk across Council operations.

6.2. Audit Committee

The Audit Committee is responsible for reviewing relevant policies, practices and procedures of internal controls that are implemented and maintained in order to assist the Council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the Council's assets, and to secure (as far as possible) the accuracy and reliability of Council records.

6.3 Chief Executive Officer (CEO)

The CEO has the responsibility for ensuring that:

- the Framework is established and implemented and
- risk management is integrated into Council's activities and functions.

6.4 Executive Management Team (EMT)

Members of the Executive Management Team are responsible for:

- Commitment to promotion of this Policy and the Framework whilst monitoring Council's overall risk profile and controls
- Reporting the status of Council's risk profile and mitigation strategies to the Audit Committee
- The implementation, management and evaluation of risk management, in accordance with the Policy and Framework within their areas of responsibility
- Undertaking the risk management program as per the requirements of the Policy and Framework
- Ensuring that risk based information is recorded in Council's Risk Register.

6.5 WHS/Risk Management Officer

The WHS/Risk Management Officer is responsible for:

- Assisting the Executive Management Team to develop, implement and maintain the risk management framework and program in a systematic and standardised manner
- Development and maintenance of a Risk Register(s) that records reasonably foreseeable Operational and Strategic risks, including risk mitigation strategies
- Assisting the Executive Management Team in development and compilation of reports relating to Council's risk profile and mitigation strategies.

6.6 Employees, Volunteers and Contractors (Workers):

All Council Workers are responsible for:

- Identifying, evaluating and managing risks in their daily activities and projects;
- Adhering to the requirements of Council's risk management policy and framework.

7. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

The Policy will be reviewed after each general election of Council or as required.

8. REVIEW AND EVALUATION

Further information about this Policy can be obtained by:-

Telephone: 8522 9211

Email: council@gawler.sa.gov.au

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.

Letter: PO Box 130, Gawler SA 5118

9. REVIEW AND EVALUATION

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.