



# RISK MANAGEMENT POLICY

## PURPOSE

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

- The District Council of Karoonda East Murrays 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.

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 Strategic Management Plan and community expectations.

To achieve the objectives of the Policy, the Framework has been defined. The Framework will be implemented over a period of two years.

## POLICY STATEMENT

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.

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.

Management will lead, actively participate and have complete oversight over all aspects of risk management within their areas of responsibility.

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 Council’s Vision.

The risk register will be periodically and consistently reviewed in accordance with set timeframes identified in the Framework.

## 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 Council’s risk culture.



# RISK MANAGEMENT POLICY

## LEGISLATIVE REQUIREMENT AND POLICY CONTEXT

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.

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.

Section 134(4) (b) of the LG Act requires Council to adopt risk management policies, controls and systems.

## DEFINITIONS

Definitions are outlined within the Framework.

## ROLES AND RESPONSIBILITIES

### **Council**

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

### **Audit Committee**

The Audit Committee is responsible for checking 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, 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.

### **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.

### **The Manager Corporate & Community Services is responsible for:**

- Assisting the Executive 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 Team in development and compilation of reports relating to Council's risk profile and mitigation strategies.

### **Executive Team (ET)**

Members of the Executive Team are responsible for:

- Approval of the Framework and 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;



# RISK MANAGEMENT POLICY

- 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; and
- Ensuring that risk-based information is recorded in Council's Risk Register.

## **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.

## **AVAILABILITY**

The Policy will be available on Council's website with hard copies supplied on request.

The Policy will also be available within Skytrust.

The Framework is available to Council employees on Council's corporate shared drive.



# RISK MANAGEMENT POLICY

## DOCUMENT CONTROL

COUNCIL POLICY	
<b>Reference Number</b>	KGOV103
<b>Version</b>	V3.1
<b>Responsible Officer</b>	COUNCIL
<b>Related Policies Management Guidelines Frameworks</b>	<ul style="list-style-type: none"> <li>• AS/NZS ISO31000:2009 Risk Management – Principles and Guidelines</li> <li>• ISO31000:2018 Risk Management - Guidelines</li> <li>• District Council of Karoonda East Murray Risk Management Framework</li> <li>• Local Government Act 1999</li> <li>• Work Health and Safety Act 2012</li> <li>• Civil Liabilities Act 1936</li> <li>• Good Public Administration Framework</li> <li>• Policy Framework</li> <li>• Codes of Conduct</li> </ul>
<b>Date Adopted</b>	11 October 2005 (Ref #4510)
<b>Review Date</b>	March 2023 (every council term)

Author (to whom changes are to be recommended)			
<b>Position</b>	<b>Incumbent</b>		
General Manager Corporate & Community	Katrina Fromm		
Contributors			
<b>Position</b>	<b>Incumbent</b>		
LGRS Risk Team	Various Staff		
CEO	Matthew Morgan		
GM Corporate & Community Services	Katrina Fromm		
Reviewed by			
<b>Position</b>	<b>Incumbent</b>	<b>Review Date</b>	
CEO	Matthew Morgan	September 2008	
GM Corporate & Community	Katrina Fromm	September 2018	
Approved by			
<b>Position</b>	<b>Incumbent</b>	<b>Approval Date</b>	
Council		TBA	
History			
<b>Date</b>	<b>Author</b>	<b>Revision</b>	<b>Nature of Change</b>



# RISK MANAGEMENT POLICY

11-10-2005	Council	V1.0	Original Policy Adoption
12-6-2012	Council	V2.0	Policy Review
September 2018	LGRS Risk Team & Council Staff	V3.0	Review and update Policy with LGRS Risk Team & Council Staff
12-3-2019	GM Corporate & Community Services	V3.1	Reviewed and Adopted by Council

## Publication

This policy is available for inspection at Council's office at 11 Railway Terrace, Karoonda or via the Council website, [www.dckem.sa.gov.au](http://www.dckem.sa.gov.au).