



## Risk Management Policy

<b>Classification:</b>	Council Policy
<b>Review Frequency:</b>	Once in the Term of Council
<b>Last Reviewed:</b>	October 2023
<b>Review Due:</b>	October 2027
<b>Responsible Officer:</b>	<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Director Corporate Services</li> </ul>
<b>Applicable Legislation:</b>	<ul style="list-style-type: none"> <li>• Local Government Act 1999</li> <li>• Work Health Safety Act 2012</li> <li>• Civil Liabilities Act 1936</li> <li>• State Records Act 1997</li> </ul>
<b>Related Policies/Procedures:</b>	<ul style="list-style-type: none"> <li>• ISO31000:2018 Risk Management Guidelines</li> <li>• Kingston District Council Risk Management Framework</li> <li>• Kingston District Council Risk Register</li> </ul>

### 1. PURPOSE:

1.1. The purpose of the policy is to enable an integrated approach to risk management through:

- Communicating Kingston District Council's commitment to core risk management principles by establishing a systematic approach to the management of risk across council operations; to underpin council's strategic objectives and to achieve a balance between the costs of managing a risk and the anticipated benefits.
- Recognising that risk is an integral part of good management practices and is an essential component of effective corporate governance; and
- Setting out responsibilities for the identification, assessment, evaluation and treatment of risk across council operations.

## **2. LEGISLATIVE CONTEXT:**

- 2.1 Section 125 of the Local Government Act 1999 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.
- 2.2 Section 132A of the Local Government Act 1999 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.
- 2.3 Section 134(4) (b) of the Local Government Act 1999 requires council to adopt risk management policies, controls and systems.

## **3. SCOPE:**

- 3.1 Council applies risk management at the following levels:
  - 3.1.1 Strategic – risks which impact on council's strategic objectives;
  - 3.1.2 Operational – risks which impact council's service delivery;
  - 3.1.3 Project – risks associated with project management.
  - 3.1.4 Financial – risks relating to the organisation's financial sustainability.

## **4. PRINCIPLES**

- 4.1 Council is committed to developing, maintaining and applying structured and comprehensive risk management processes to ensure that any impacts to strategic and business objectives are considered and evaluated.
- 4.2 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.
- 4.3 The Risk Team will lead, actively participate and have complete oversight over all aspects of risk management within their areas of responsibility. The management of risk will be integrated into governance and leadership structures including decision making at all levels.
- 4.4 Council will develop and maintain a Risk Management Framework consistent with the guidelines and principles of risk management as set out in the International Standard ISO31000:2018 – Risk Management Principles and Guidelines, with the goal of providing a consistent approach for dealing with uncertainties likely to impact on the achievement of council's vision.

**5. PERFORMANCE MEASURES:**

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

- Compliance with the policy and related documentation;
- Maturity of council's risk culture;
- Value add to the whole of council.

**6. ROLES AND RESPONSIBILITIES:****6.1 Council**

- The Council is responsible for the:
- Approval of this policy and the associated risk framework, and ensuring appropriate structures and processes are in place to support decision making and management of risk
- Fostering a culture that is consistent with the Council's risk appetite and for endorsing the systematic approach to managing risk across council operations.

**6.2 Audit and Risk Committee**

The Audit and Risk Committee is responsible for:

- Review and endorsement of Risk Management Policy and Framework and that appropriate internal control policies, practices and procedures are implemented and maintained for 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;
- 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 promoting a proactive risk management culture through ensuring :

- the risk management framework is established and implemented;
- risk management policy and strategies are integrated into council's activities and functions.
- Compliance with legislative and contractual obligations and policy requirements

**6.4 Risk Team**

The Risk Team are responsible for:

- the implementation, management and evaluation of risk management, in accordance with the policy and framework within their areas of responsibility;
- ensuring that risk-based information is recorded in council's risk register.

**6.5 Work Health Safety Leadership Group (WHSLG)**

The WHSLG is responsible for:

- assisting the Managers and Team Leaders to develop, implement and maintain the risk management framework and program in a systematic and standardised manner;
- assisting with the development and maintenance of a Risk Register(s) that records reasonably foreseeable operational and strategic risks, including risk mitigation strategies;

6.6 *Employees, Volunteers and Contractors (Workers)*

All workers are responsible for:

- Understanding the risk management processes that apply to their work area;
- identifying, evaluating and managing risks in their daily activities and projects;
- adhering to the requirements of council's risk management policy and framework.

**7. AVAILABILITY OF THE POLICY:**

This policy will be available for inspection at the council's principal office, 29 Holland Street Kingston SE, during ordinary business hours and on council's website: [www.kingstondc.sa.gov.au](http://www.kingstondc.sa.gov.au). Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.