



# DISTRICT COUNCIL OF LOXTON WAIKERIE

## Risk Management Policy

<b>Policy Identification:</b>	
Policy type:	Council
Record number:	19/42971
Date of adoption or approval:	18 August 2000
Last review date:	1 November 2020
Next review date:	1 November 2023 every 3 years
Responsible department:	Corporate and Community Services
Responsible officer (s):	Director Corporate and Community Services
Review officer:	WHS and Risk Coordinator
Consultation required:	
Legislation:	Local Government Act 1999 Work Health and Safety Act 2012 Civil Liabilities Act 1936
Related Documents:	AS ISO 31000:2018 Risk Management - Guidelines Loxton Waikerie Council Risk Management Framework

### 1. Purpose

1.1 The Purpose of the Risk Management Policy (the policy) is to enable an integrated and systematic approach to risk management through:

- Loxton Waikerie Council'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 Councils approach to achieving a balance between the costs of managing a risk and the anticipated benefits.

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, strategic plan objectives and community expectation.

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 Australian Standard AS ISO31000:2018 – Risk Management Guidelines, with the goal of providing a consistent approach for dealing with uncertainties likely to impact on the achievements of Councils vision.

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 Council 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 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 the statutory requirements and achieve and maintain standards of good public administration.

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

### **5. Definitions**

Definitions are outlined with the Framework

### **6. Roles and responsibilities**

#### **6.1 Council**

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

#### **6.2 Audit Committee**

The Audit Committee is responsible for obtaining assurance from the Council 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.

### 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 Senior Management Team (SMT)

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

### 6.5 WHS and Risk Coordinator

WHS and Risk Coordinator is responsible for:

- Assisting SMT to develop, implement and maintain the risk management framework and program in a systematic and standardized manner.;
- Development and maintenance of a Risk Register(s) that records reasonably foreseeable Operational and Strategic risks, including risk mitigation strategies;
- Assisting SMT 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 risk 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 the policy will be reviewed and evaluated every 3 years.

## 8. Availability of the Policy

This policy and Framework will be available on Councils website with hard copies supplied on request.

## 9. Adoption of the policy

This Policy was adopted by the Council at its meeting on 20 November 2020

## 10. Document history and version control

Date	Version	Authorisation: Council/ Committee/ Senior Management Team	Amendment details:
18/08/2000	1.0	Council meeting of 18 August 2000	First version
19/05/2006	1.1	Council meeting of 19 May 2006	Noted updated reference to the ASO standard
16/05/2008	1.1	Council meeting of 16 May 2008	No change noted
21/08/2009	1.1	Council meeting of 21 August 2009	No change noted
16/03/2012	1.2	Council meeting of 16 March 2012	Noted updated reference to the ASO standard
16/08/2013	1.2	Council meeting of 16 August 2013	No change noted
18/03/2016	1.2	Council meeting of 18 March 2016	No change noted
17/11/2017	1.3	Council meeting of 17 November 2017	Extension to the review period to that of 3 years (Policy and Procedure Framework) and the addition of document history and version control protocols and notation of staff as 'workers'
1/11/2020	4.1		Document updated to reflect the LGAMLS template and AS ISO 31000:2018 Added: Policy Statement, Performance Measures, Legislative Requirements, Roles and Responsibilities: Council, Audit Committee, Senior Management

			Team, CEO and WHS & Risk Coordinator.
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