

Policy Name:	Risk Management
Classification:	Council Policy
Adopted:	25 July 2023
Frequency of Review:	Biennial
Last Review:	June 2023
Next Review Due:	July 2025
Responsible Officer(s):	Executive Management, Risk and WHS Advisors
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR23/42129
Legislation Authority:	N/A
Related Policies and Codes:	AS/NZS ISO31000:2018 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. Town of Gawler recognises that effective management and consideration of risk and opportunity will support the successful achievement of its strategic vision and objectives.
- 1.2. The purpose of the Risk Management Policy (the Policy) is to enable an integrated and systematic approach to risk management by:
 - Articulating Town of Gawler's commitment to core risk management principles
 - Supporting the implementation and maintenance of an Enterprise Risk Management Framework ('the Framework') that comprises the tools and processes that underpin the organisation's risk management approach.
- 1.3. To achieve the objectives of the Policy, the Framework has been developed.

2. SCOPE

This policy statement to all employees, Council & Committee Members, volunteers, and contractors across the organisation when providing Council based works and services.

3. POLICY STATEMENT

The management of risk will be integrated into governance and leadership structures, including decision-making at all levels.

- 3.1. Council is committed to developing and maintaining and applying risk governance and risk management principles to ensure that any impacts to strategic and business activity are analysed and considered in decision making.
- 3.2. Council adopts and maintains a systematic approach to identifying, assessing, evaluating and treating (mitigate) risks and opportunities. This supports Council in achieving strategic vision, whilst recording and managing its strategic and operational risks.
- 3.3. Council will maintain the Framework consistent with 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.
- 3.4. Management will lead, actively participate, and have complete oversight over all aspects of risk management within their areas of responsibility.
- 3.5. Risk will be periodically and consistently reviewed in accordance with set timeframes identified in the Framework.
- 3.6. Appropriate resources will be allocated for Risk Management.
- 3.7. Management will report on risk management activities and performance to Council via Audit and Risk Committee.

4. PERFORMANCE MEASURES

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

- 4.1. Compliance with the Policy and Framework
- 4.2. Annual review of Strategic and Operational Risk
- 4.3. The identification and management of risks as part of Council activities

5. LEGISLATIVE REQUIREMENT AND POLICY CONTEXT

- 5.1. Section 48 of the local government act 1999 ('LG Act') requires councils to identify risks associated with a project and take steps to manage, reduce or eliminate those risks, (including by provision of periodic reports to the CEO and to the Council.)
- 5.2. Section 125 of the LG act requires council to ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the organisation to carry out its activities in an efficient and orderly manner to achieve its objectives.
- 5.3. 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.

- 5.4. Section 134(4) (b) of the LG act requires council to adopt risk management policies, controls and systems by a resolution passed by at least a two thirds majority of the members of elected members prior to entering into financial arrangements for the purpose of managing, hedging or protecting against interest rates or other costs of borrowing money.
- 5.5. As a member of the local government association mutual liability scheme, council is bound by the scheme rules, which include an obligation to ensure that adequate risk management and prevention strategies are put in place so as to absolutely minimise the risk of any incident, circumstance or matter that may give rise to a claim.

6. DEFINITIONS

Definitions are outlined within the Framework.

7. ROLES & RESPONSIBILITIES

Roles and responsibilities exist for Council, Audit & Risk Committee, Executive Management Team, Risk & WHS Advisor, Managers and Team Leaders, and Staff and Contractors.

All roles and responsibilities are outlined in the Risk Management Framework.

8. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed biennially and may be reviewed at any time.

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.

9. FURTHER INFORMATION

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

10. AVAILABILITY OF POLICY

The Policy is available to be downloaded, free of charge, from Council's website at www.gawler.sa.gov.au.

A printed copy may be purchased on request from the Council's Administration Centre.