RISK MANAGEMENT POLICY

Policy Type:	Council Policy
Responsible Department:	Office of the Chief Executive Officer
Responsible Officer:	Group Manager Governance and Risk
Related Policies and Procedures	AS/NZS ISO31000:2009 Risk Management City of Unley Council: 　　　Risk Management Framework 　　　Business Continuity Plan 　　　Emergency Management Plan Local Government Act 1999 Sections 125 & 134 Work Health and Safety Act 2012 Civil Liabilities Act 1936 Local Government (Financial Management) Regulations 2011 Relevant WHS Policies and Procedures
Date Adopted:	24 May 2010, C664
Last Council review:	22 May 2017, C853
Next review date:	May 2020
ECM Doc Set ID:	2979377

1.　POLICY STATEMENT

Council is committed to developing, applying and maintaining governance and risk management principles and practices to protect itself and its employees, members and local government from situations or events that would prevent it from achieving its strategic goals and business objectives whilst:

- Applying consistent risk management principles and aligning risk identification activities with the strategies and objectives of Council and its business groups;
- Ensuring all significant decisions are supported by effective risk management processes;
- Protecting and enhancing the Council's reputation;
- Recognising and exploiting opportunities; and
- Establishing resilience and increased efficiency.

2. COMMUNITY GOAL

- Organisational Excellence: 5.3 Good Governance and Legislative Framework

3. POLICY OBJECTIVES

The objectives of the Policy are to enable an integrated approach to risk management through:

- Council's commitment to core risk management principles;
- Ensuring a systematic approach is undertaken to manage risks and to apply appropriate treatment and risk mitigation strategies that are reviewed and monitored;
- Developing and nurturing an organisational ethos and culture, which will integrate risk management processes into management activities at strategic, project and operational levels;
- Achieving Council's goals, objectives, targets and community expectations within an acceptable (tolerable) level of risk.

4. PRINCIPLES

The performance of the risk management framework will be measured through:

- Compliance with this policy and related documentation;
- Implementation and adherence to the Principles within ISO31000:2009 Risk Management Standard;
- Value add to the whole Council;
- Maturity of Council's Risk Culture.

5. POLICY

Risk Management involves the implementation and adoption of systematic processes to identify, assess, evaluate and treat (mitigate) risks. The risk management process involves identifying opportunities to ensure Council achieves its strategic goals.

The Policy and Framework have been developed and implemented to standardise the process of identifying and managing risk across Council's Business Units.

The Policy and Framework have been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000:2009: "*Risk Management Principles and Guidelines*".

6. DEFINITIONS

Full definitions are outlined within Council's Risk Management Framework

Risk: Anything that could prevent the Council from achieving its objectives. Risk may arise from an event, an action, or from a lack of action, it could be positive or negative and is measured in terms of consequences and likelihood.

Consequence: The level of impact of risk exposure to the Council.

Likelihood: The frequency or level of possibility that the Council could be exposed to a risk.

7.   LEGISLATION / REFERENCES

Section 125 of the *Local Government Act 1999* specifies that a Council must 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 manner to achieve its objectives.

Section 134(4)(b) of the *Local Government Act 1999* requires Council to adopt risk management policies, controls and systems.

Regulation 14(e) of the *Local Government (Financial Management) Regulations 2011* requires internal controls be implemented by Council and to provide assurance that its financial records are complete, accurate and reliable.

Compliance with the *Work Health and Safety Act 2012*, *Regulations*, and approved Codes of Practice.

The policy is supported by the Risk Management Framework.

8.   POLICY DELEGATIONS

Nil applicable

9.   ROLES / RESPONSIBILITIES

Council

Council has the overall responsibility for risk management, setting the risk tolerance and oversight of the systems for managing risk including the review and approval of the Policy and Framework.

Audit and Governance Committee

The Audit and Governance Committee is responsible for:

- Overseeing Council's risk management and audit requirements. Reporting on risk management will be provided via Committee meetings;
- The provision of independent assurance regarding risk management processes considering Council's Risk Profile and Mitigation Strategies.

Chief Executive Officer (CEO)

The CEO has overall accountability for ensuring that a risk management process is established, implemented and maintained in delivering a consistent approach to risk management.

Promote a strong risk management culture by providing firm and visible support for risk management including appropriate delegations for the management of risk.

Ensure the Executive and Managers have the necessary knowledge and skills to effectively fulfil their risk management responsibilities and are accountable for risks arising from the activities of their business areas.

Executive Management Team (EMT)

Commitment to and promotion of the Policy and Framework and monitoring Council's overall risk profile and mitigation strategies ensuring risk management is embedded into all critical functions and activities.

Promote a proactive risk culture in accordance with business management initiatives and include any risk treatments into business plans.

Regularly review all risks (Strategic, Operational, Project) on the risk register (at least annually).

Business Unit Leaders / Managers

The Business Unit Leaders are accountable for implementing the requirements of the Policy and associated Framework within their respective areas of responsibility.

Business Unit Leaders will be responsible for undertaking the risk management process as per the requirements of the Policy and Framework. Specific risk based information must be recorded in Council's Risk Register. Business Unit Leaders are also responsible for empowering staff to actively be involved in managing risk.

Risk Management Teams (Risk Management & WHS)

The Risk Management Teams are responsible for:

- Assisting EMT and Business Unit Leaders to undertake the risk management process in a systematic and standardised manner;
- Informing EMT and Business Unit Leaders of specific matters under investigation, including relevant concerns and considerations;
- Developing and maintaining the Risk Management Framework and associated processes. This includes the review of the Framework;
- Development and maintenance of a Risk Register, including the recording of risk mitigation strategies;
- Reporting with regards to Council's risk profile and mitigation strategies.

Employees, Volunteers and Contractors:

All Council employees, volunteers and contractors are responsible for:
- Identifying, evaluating and managing risks in their daily activities and projects;
- Understanding the Risk management processes that will be integrated with other planning processes and management activities;
- Participating in, and attending training / awareness and other programs relating to risk management.

10. AVAILABILITY

The policy is available for public inspection during normal office hours from:

Civic Centre
181 Unley Road
Unley SA 5061

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website, www.unley.sa.gov.au

11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
04/05/2010	Audit & Governance Comm 45/10	
24/05/2010	Council 664/10	
08/02/2011	Audit Comm 9/11	Was policy no. 025
28/02/2011	Council 70/11	
14/05/2012	CSP Comm 108/12	Was policy no. COU10
28/05/2012	Council 420/12	
10/05/2017	Audit & Governance Comm 56/17	
22/05/2017	Council 853/17	Policy number deleted