

## Policy

<b>First Issue/ Approved</b>	21 November 2013
<b>Policy Owner</b>	Group Manager Governance and Community
<b>Last Reviewed</b>	
<b>Audit Committee Review</b>	
<b>Next Review</b>	31 October 2022
<b>Relevant Legislation</b>	Local Government Act 1999 Work Health and Safety Act 2012 Civil Liabilities Act 1936
<b>Related Documents</b>	ISO31000:2018 Risk Management - Guidelines Municipality of Roxby Downs Risk Management Framework

### 1. Purpose

- 1.1. The purpose of the Risk Management Policy (“Policy”) is to enable an integrated approach to risk management through:
  - The commitment of the Municipal Council of Roxby Downs (“Council”) 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 (“Framework”) that provides the tools and programs to underpin Council’s 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 expectations.
- 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 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.

2.5. The Strategic Risk Register 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's 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 the 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 statutory requirements and achieve and maintain standards of good public administration.
- 4.3 Section 134(4) (b) of the LG Act requires Council to adopt risk management policies, controls and systems.

### 5 Definitions

Definitions are outlined within the Framework

### 6. Roles & Responsibilities

#### 6.1 Council

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

#### 6.2. 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.

#### 6.3 Internal Auditor

The Internal Auditor will evaluate and make recommendations to improve the effectiveness of risk management processes

#### 6.4 Chief Executive (CE)

The CE has the responsibility for ensuring that:

- The framework is established, approved and implemented; and
- Risk management is integrated into Council's activities and functions.

#### 6.5 Senior Management Team (SMT)

Members of the Senior Management Team 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 Strategic Risk Register.

## 6.6 Work Health Safety Officer and Risk Specialist

The Work Health Safety Officer and Risk Specialist is responsible for:

- Assisting the Senior Management Team to develop, implement and maintain the risk management framework and program in a systematic and standardised manner;
- Development and maintenance of the Strategic Risk Register that records reasonably foreseeable operational and strategic risks, including risk mitigation strategies;
- Assisting the Senior Management Team in the development and compilation of reports relating to Council's risk profile and mitigation strategies.

## 6.7 Employees, Volunteers and Contractors (Workers):

All Council Workers are responsible for:

- Identifying, evaluating and managing risks in their daily activities and projects;
- Ensuring that controls are implemented, monitored and evaluated as per the agreed schedule
- Adhering to the requirements of Council's risk management policy and framework.

## 7 Availability

- 7.1 The Policy will be available on Council's website with hard copies supplied on request.
- 7.2 The Framework is available to Council employees on Council's intranet and to contractors and volunteers in induction packs

## 8. Review and evaluation

This policy will be reviewed and revaluated no less than every three years.



## Risk Management Policy

Document History:	Version No:	Issue Date:	Description of Change:
Roxby Council	V1	31/11/2013	
Roxby Council	V2	9/12/2015	
LGA WCS	V3	12/2018	Revised policy
Roxby Council	V3	10/2019	Aligned with the LGA WCS Risk management policy