



# Risk Management Policy

<b>Responsible Officer</b>	Chief Executive Officer
<b>Relevant Delegations</b>	Director Corporate Services
<b>Legislation and References</b>	Local Government Act 1999 ISO31000:2018 Risk Management – Guidelines Risk Management Framework Work Health & Safety Act 2012 Civil Liabilities Act 1936

## 1. Purpose

1.1 The purpose of the Risk Management Policy (the Policy) is to enable an integrated approach to risk management by ensuring:

- Clare & Gilbert Valley Council's commitment to core risk management principles;
- Responsibilities are specified for the application of risk identification, assessment and treatment programs across Council operations;
- A Risk Management Framework is established providing the tools and programmes 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 is recognised as an integral part of good management practice and is an essential component of good corporate governance, including decision making and the successful achievement of Council's Vision, the Strategic Plan Objectives and community expectations.

1.3 To achieve the objectives of the Policy a Risk Management Framework ("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 has systematic processes to identify, assess, evaluate and treat (mitigate) risks. The risk management programme involves identifying opportunities to ensure Council achieves its strategic goals.

2.3 Management will lead, actively participate in and have complete oversight over all aspects of risk management within their areas of responsibility.

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2.4 Council will maintain a Risk Management Framework consistent with the guidelines and principles of risk management as set out in the Australian Standard ISO31000:2018 Risk Management Guidelines. The aim of this framework is to provide a consistent process for dealing with uncertainties likely to impact on the achievement of Council's Vision.

2.5 The risk register will be periodically and consistently reviewed in accordance with the Risk Management Framework.

## 3 Legislative Requirement and Policy Context

3.1 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.

3.2 Section 132A of the Local Government Act 1999 requires the 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

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

## 4 Definitions

4.1 Definitions are outlined within Council's Risk Management Framework

## 5 Responsibilities

### 5.1 Council

Council is responsible for the approval of the Policy and Framework and endorsing the systematic approach to managing risk and opportunity across Council operations.

### 5.2 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.

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### 5.3 Chief Executive Officer (CEO)

The CEO has the responsibility for ensuring the risk management system is maintained and implemented across all of Council’s activities and the framework is implemented

### 5.4 Management Team (MT)

Members of the Management Team, are responsible for:

- Commitment to and promotion of the Policy and Framework and monitoring Council’s overall risk profile and controls ;
- Reporting the 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 process as per the requirements of the Policy and Framework.
- Ensuring that risk based Information is recorded in Council’s Risk Register.
- Support the development and maintenance of risk based culture across the organisation.

### 5.5 Risk Management Team (Governance & WHS)

The Risk Management Team is responsible for:

- Assisting the Management Team to undertake the risk management process in a systematic and standardised manner;
- Maintaining the Risk Management Framework and associated processes. This includes the review of the Framework;
- Maintenance of a Risk Register (Operational and Strategic), including the recording of risk mitigation strategies;
- Reporting with regard to Council’s risk profile and mitigation strategies.

### 5.6 Employees, Volunteers and Contractors (Workers)

All Council workers 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.

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## 6. Review & Availability

This policy will be reviewed every four years, or as required.

The public may inspect a copy of this policy without charge at the Council offices during office hours and may obtain a copy for a fee fixed by Council

The policy is also available on Council's website [www.claregilbertvalleys.sa.gov.au](http://www.claregilbertvalleys.sa.gov.au)

## 7. References

Local Government Act 1999  
CGVC Risk Management Framework  
ISO 31000: 2018 Risk Management Guidelines  
Work Health and Safety Act 2012  
Civil Liabilities 1936

## 8. Document History

Approved by	Issue Date	Minute Reference – Details of Review
CGVC	17/02/13	New Policy Adopted by Council MB 130-13
CGVC	20/06/16	Reviewed by Council
CGVC	18/07/18	Reviewed by Council
CGVC	17/08/2020	Reviewed by Council updated Australian Standard

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