



COUNCIL POLICY

Risk Management

Policy Number:	PO091		
Strategic Plan Objective	Corporate Governance and Leadership 2. Organisation Efficiency and Resource Management 2.4 Effective Risk Management		
Policy Owner:	Chief Executive Officer	File Number:	18.63.1
Responsible Officer:	Risk Management Officer	Minute Reference:	040/2015 (11/03/2015)
Date Adopted:	11/03/2015	Next Review Date:	March 2018

1. POLICY OBJECTIVES

This policy aims to develop, implement and maintain an organisational risk management plan, incorporating Work Health and Safety (WHS) and Injury Management (IM) and internal controls for the Yorke Peninsula Council (the Council).

2. SCOPE

The policy applies to all Council business activities and personnel, including Elected Members, Chief Executive Officer (CEO), Corporate Management Team (CMT), employees and volunteers given that each has responsibility for the effective management of risk within their area(s) of responsibility.

3. DEFINITIONS

Risk Management	The culture, processes and structures directed towards realising potential opportunities, whilst managing adverse effects.
Risk	The effect of uncertainty on Council's business objectives whether it be positive (opportunity) or negative (threat).

4. POLICY STATEMENT

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

4.2 The Council is committed to applying risk management principles across all of its operations and functions in order to effectively realise Council's Strategic Plan.

4.3 Risk management involves adopting systematic procedures and practices to identify, evaluate, treat and monitor risk in all Council activities so that risks associated with these activities are controlled and opportunities maximised. Council will maintain a risk management system consistent with the guidelines and principles of risk management (as set out in AS/NZ ISO31000 – Risk Management Principles and Guidelines) and the Council's Strategic Risk Management Plan.

4.4 The **Chief Executive Officer** is responsible for ensuring the oversight and implementation of risk management.

4.5 The **Audit Committee** is delegated responsibility by Council to review and monitor the implementation of risk management.

The **Corporate Management Team** (CMT) have primary responsibility for managing risk within the business and are accountable to Council for designing, implementing and monitoring the process of risk management and integrating it into the day-to-day activities of the business.

The **Risk Management Officer** is responsible for the ongoing development, communication and oversight of risk management, including systems capable of identifying, reporting and monitoring risks across the Council; and reporting the status of the risk management system and risk profiles to the Audit Committee, CEO and CMT.

All **personnel** (employees, volunteers and contractors) are responsible for identifying and managing potential risks as part of their employment or contractual obligations.

5. COMPLAINTS

Complaints about this policy can be made in writing to the Risk Management Officer. All complaints will be managed in accordance with Council’s Complaints Policy.

6. REVIEW

This policy will be reviewed every three (3) years and also as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Risk Management training is encompassed within Council’s risk management system. Training needs will be reviewed as part of Council’s Training Plan and as necessary in consideration of performance reviews, changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

- PR098 Risk Management Procedure
- Yorke Peninsula Council Strategic Risk Management Plan
- Yorke Peninsula Council Internal Controls Project - Framework & Implementation Plan

9. REFERENCES AND LEGISLATION

- Section 134(4)(b) of the Local Government Act 1999
- Section 125 of the Local Government Act 1999
- Civil Liability Act, 1936
- Risk Management is prudent in order to address other risks identified in other legislation such as the Emergency Management Act 2004 and Work Health and Safety Act (SA) 2012.
- AS/NZS ISO 31000 Risk Management - Principles and Guidelines

10. COUNCIL DELEGATION

Delegate:	CEO
Sub Delegate:	Risk Management Officer

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Risk Management Policy	PO091	14/4/2004	8/6/2010
Risk Management Policy	PO091	11/12/2013	11/03/2015