Risk Management

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Responsible Officer:	General Manager Corporate and Development
Relevant Legislation:	Local Government Act 1999 Work Health and Safety Act 2012
Related Documents:	ISO31000:2018 Risk Management – Principles and Guidelines ISO 22301-2012 Societal security - Business Continuity Management Systems City of Burnside Risk Management Framework Internal Financial Controls Framework Policy Prudential Project Management Policy Emergency Management Policy

1. Introduction

Council will adopt a structured and systematic approach to Risk Management with the aim of improving its decision-making practices, performance and thereby increasing confidence to the achievement of our specified Strategic Vision, Goals and Priorities.

2. Strategic Plan Principle

4. Governing with Integrity

3. Our Approach

3.1 Regularly review, update and adopt leading governance, risk management and administrative practices.

3.2 Review services to ensure they meet community needs facilitating efficient and effective outcomes of the Strategic Plan – Burnside 2030.

4. Legislative Requirements and Corporate 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 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 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 specifically in relation to borrowing and related financial arrangements.

4.4 It is prudent for Council to make this Policy to address other "risks" identified in other legislation such as Emergency Management Act, Work Health and Safety Act, etc.

5. Definitions

5.1 **Risk Management** - the culture, processes and structures directed towards realising potential opportunities, whilst managing adverse effects.

5.2 **Risk** - the effect of uncertainty on Council's business objectives. Within the Council context, this is the possibility of an event or activity having an impact upon Council that effects its ability to achieve the agreed Strategic Vision, Goals and Prioritises.

5.3 **Business Continuity Management** - is a whole-of-Council approach that includes policies, standards and procedures for ensuring that critical business operations can be maintained or recovered in a timely fashion, in the event of a disruption.

6. Policy

6.1 The City of Burnside is committed to applying risk management principles across all its operations and functions (inclusive of business continuity arrangements), to more effectively realise Council's Strategic Vision, Goals, and Priorities.

6.2 Council will adopt and implement a systematic approach to identify, evaluate, treat (mitigate) and monitor risk in all Council activities so that the risks associated with these activities are controlled and opportunities maximised. The process of risk management comprises identifying opportunities for avoiding or mitigating losses or exploiting situations with potential positive outcomes as well as for responding to adverse events or actions.

6.3 Council will integrate risk management practices into its dealing with stakeholders, its corporate culture and everyday business operations at the strategic and operational levels. Included in this are arrangements to ameliorate

the impact of disruptions on Council's critical functions or community services from internal or external emergencies.

6.4   CEO, General Managers and their direct reports will lead, actively participate in and have oversight over all aspects of risk management within their areas of responsibility.

6.5   Council will maintain a Risk Management Framework consistent with the guidelines and principles of risk management as set out in International Standard ISO31000:2018 – Risk Management Principles and guidelines. This framework provides consistent processes for dealing with business as usual uncertainties likely to impact on the achievement of the Strategic Community Plan - *Burnside 2030* and the Corporate Plan.

6.6   Under the Risk Management Framework, Council will maintain Business Continuity Management arrangements consistent with the guidelines and principles of ISO 22301-2012 Societal security - Business Continuity Management Systems The aim of these arrangement is to provide a consistent process for dealing with extended outages or disruptions.

6.7   Risk registers will be periodically and consistently reviewed and reported upon in accordance with the Risk Management Framework.

6.8   The Risk Management Program including the Risk Management Policy and Framework will be subject to compliance auditing and review from time to time.

Scope

6.9   This policy includes every member of the organisation, including Elected Members, Chief Executive Officer, General Manager and their direct reports, Workers and Volunteers given that each has responsibility for the effective management of risk with their areas of responsibility.

Responsibilities

6.10   **Council** is responsible for the endorsement of this policy and framework and oversight of the Council's systems for managing risk. To assist Council in discharging its responsibilities in relation to risk management, the Council may seek the views of the Audit Committee.

6.11   **Audit Committee** responsibilities as related to risk management is outlined in the agreed terms of reference for the committee and section 126 (4) of the Local Government Act

6.12   **Chief Executive Officer** is responsible for ensuring that a risk management framework is established, implemented and maintained in accordance with this Risk Management Policy and to ensure that risk management is integrated into Council's operations.

6.13   **General Managers and their direct reports** are accountable for the implementation, maintenance and evaluation of risk within their areas of responsibility in accordance with the Risk Management Framework. They are

responsible for creating an environment where each worker is responsible for and actively involved in managing risk.

6.14 **WHS and Risk Management Coordinator** is responsible for assisting the CEO, General Managers and their direct reports to develop, implement and maintain the risk management framework and program in a systematic and standardised manner.

6.15 **Workers, Volunteers and Contractors** are responsible for identifying potential risks and for the effective management of risk as part of their employment or contractual obligations with the Council.

7. Availability

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

7.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

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