Risk Management Policy

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KINGSTON DISTRICT COUNCIL

RISK MANAGEMENT POLICY

Kingston District Council is committed to a policy of Risk Management to protect its employees, assets, liabilities and its community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve:

The Kingston District Council's mission

"To enhance and improve the quality of life, the character of our district as a vibrant coastal community that is an attractive destination with excellent business opportunities."

Council's commitment to risk management is:

- *Identifying risks and preparation for any risk occurrence.*
- *Evaluating threats and opportunities.*
- *Mitigating risks where possible.*
- *Integrating risk management into the process of Council.*
- *Focus on continuous improvement process embraced by Council.*

To achieve this policy a Strategic Risk Management Framework will be developed for the Council within the context of its strategic directions:

- *To provide good governance and financial stability, improve communication (both internal and external) and decisions making processes including the involvement of the community in accordance with Councils consultation policy.*
- *To ensure Council and its employees understand and accept their responsibilities in risk management and OHS & W identification and controls.*
- *To preserve and enhance the districts heritage, our environment and to improve the quality of life for residents of our community.*
- *To improve the efficiency and effectiveness of Councils service delivery and customer satisfaction to residents of our community.*
- *To maintain and enhance the infrastructure and other facilities for the benefit of residents and tourists within the Council area.*

The aim of this Framework is the development of an organisational ethos and operating culture, which achieves the integration or systemic Risk Management processes into all management activities, both strategic and operation level.

The objectives of the Framework include:

- Achieving Council's goals, programs, targets and hence its mission with a commercially and politically acceptable level of risk;

- Ensuring all employees understand and fully accept their responsibilities in risk identification and control;
- Ensuring a best practice model of corporate governance and risk management for local government in South Australia.

An implementation strategy will be developed to ensure all staff are fully aware of and involved in the strategy and to build the skills necessary to achieve the objectives of the Framework.

The Australian/New Zealand Risk Management Standard (AS/NZ 4360:1999) will be used as the model for implementing the risk management process within Council's business operations.

RISK MANAGEMENT RESPONSIBILITIES

Management and staff are to be familiar with, and competent, in the application of Risk Management principles and practices, and are accountable for applying them within their areas of responsibility. Specific responsibilities are:

- Chief Executive Officer/Risk Management Coordinator:-

  - ❑ Managing risk across the business
  - ❑ Developing and implementing the Strategic Risk Management Framework and monitoring the corporate implementation of the Risk Management Policy.

- Management Team:-

  - ❑ Implementing and maintaining the Risk Management Policy in their areas of responsibility and creating an environment where each staff member is responsible for and actively involved in managing risk.

- Employees:–

  - ❑ Recognising the importance and value of risk management and the ongoing benefits to the community.

  - ❑ Being committed to Council's adopted policy on risk management to protect employees, council assets and liabilities and the community against potential losses.

  - ❑ Being committed to identifying and evaluating threats that present from time to time.

  - ❑ Reporting to senior members of staff any issue that may give rise to a claim and objectively document observations.

  - ❑ Carrying out the services of council with a commitment to due diligence.

DEFINITIONS

Risk

- the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

Risk Management

- the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse affect.

Risk Management Process

- The systematic application of management policies, procedures and practices to the task of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

Adoption of Policy by Council:

This policy was adopted by Council at its meeting held on 19 March 2003 (resolution number 2227).
This policy was reviewed by Council at it meeting held on 24 March 2006 (resolution number 3510).
This policy was reviewed by Council at its meeting held on 20 July 2007 (resolution number 4308).
This policy was reviewed by Council at its meeting held on 29 April 2011 (resolution number 7209).

Review and Effectiveness of Policy

The effectiveness of this Policy shall be reviewed at least once every four years, being the term of the Council. The Chief Executive Officer of the Council will report to Council on the outcome of the evaluation and make recommendations for amendment, alternation or a substitution of a new policy.

Availability of the Policy

This Policy will be available for inspection at the Council's principal office during ordinary business hours. Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.