

Byron Shire Council Risk Management Improvement Plan 2025 – 2026

Risk Initiatives		Actions	Target Completion Date	Responsibility
Enterprise Risk Management Framework				
1a	Enterprise Risk Management Framework - Compliance with AS ISO 31000:2018 Risk Management - Guidelines	Risk Management Policy - Adopted (Resolution 23-262) – June 2023	Completed	
		Risk Management Strategy – Endorsed by Executive Team – April 2023	Completed	
		Risk Assessment Templates – Generic and Operational Risk Assessments – available to all staff on the Intranet	Completed	
1b	Risk Appetite - As per revised OLG Guidelines, Council's Risk Appetite must be approved by resolution	Supporting risk tolerance statements to be developed for each risk category to further define how Council will achieve its strategic vision and objectives Report to Executive Team and ARIC for endorsement	June 2025	Strategic Risk Coordinator Executive Team
1c	Strategic Risks	Strategic Risks – revised and endorsed by Executive Team – January 2024	Completed	
1d	Operational Risks	Finalise review and report to Executive Team and ARIC for endorsement	June 2025	Strategic Risk Coordinator Managers
Reporting				
2a	PULSE User Enhancement	Investigate options to improve accessibility and engagement of Council's risk software tool, Pulse Create standard reporting template	December 2025	Strategic Risk Coordinator Manager Corporate Services
2b	New and Emerging Risks	Introduction of additional quarterly risk reporting requirements for Managers	December 2025	Strategic Risk Coordinator Managers

2c	Quarterly Reports	Investigate options to standardise quarterly risk reports to provide clear and concise risk information, advice and updates	December 2025	Strategic Risk Coordinator Executive Team ARIC
2d	InfoCouncil Reports	Revise and amend current risk consideration section in InfoCouncil reports Include risk assessments and recommendations in Council reports for certain activities	June 2025	Strategic Risk Coordinator Executive Team
2e	Annual Assessment	Annual self-assessment of the risk management framework provided to the General Manager, as per guidelines	June 2025 June 2026	Strategic Risk Coordinator
Communication & Consultation				
3a	Meetings	Include Risk Considerations as a standing agenda item at all team meetings	December 2025	Executive Team Managers
3b	Staff Intranet - Information will be timely, clear and available as and when required.	Risk Toolkit available Consider risk updates, newsletters, stats etc	Completed June 2026	Strategic Risk Coordinator Managers
3c	Staff Forum	Presentation at staff forum	June 2026	Strategic Risk Coordinator
3d	Internal Risk Working Group	Continuation of current group Develop Terms of Reference EOI for new member	December 2025	Internal Risk Working Group
Strategic Assessment				
4a	Strategic Documentation	Review of key corporate documents to ensure risk considerations are included	June 2026	Governance Coordinator Managers
4b	Community Strategic Plan	Review of risks against the objectives of the 2025 – 2035 Community Strategic Plan	June 2026	Managers

Performance Measures				
5a	Performance Indicators	Assign performance targets to risk management activities that can be monitored and reviewed against goals and objectives	December 2025	Executive Team
Education and Training				
6a	Risk Maturity	Risk Maturity Review undertaken by an external consultant from Marsh (Statewide Mutual Initiative)	June 2025	Marsh All Staff
6b	Risk Maturity	Internal risk maturity assessment conducted to measure progress	June 2026	Strategic Risk Coordinator
6c	Inductions	Corporate Services Induction program occurs quarterly	Completed	
6d	Staff Training	Minimum of two training/education initiatives delivered to staff	June 2025 June 2026	Strategic Risk Coordinator
Participation in the Continuous Improvement Program – Statewide Mutual				
7a	Statewide Mutual CIP Program	Annual Participation in CIP Program Topics for 2025 are: <ul style="list-style-type: none"> • Bridges • Incident Management • Trees 	October 2025	Strategic Risk Coordinator Relevant Managers
7b	Northern Rivers Regional Risk Group	Secretary for 2025 quarterly meetings	Mar/Jun/Sep/Dec	Strategic Risk Coordinator
7c	Statewide Mutual Risk Conference	Annual attendance at Statewide Mutual Risk Conference	August 2025	Strategic Risk Coordinator Insurance Officer
7d	Statewide Mutual Risk Excellence Awards	Seek submissions for Risk Excellence Awards organisationally	June 2025	Strategic Risk Coordinator Insurance Officer