



Quarter 2 Risk Updates 2024 - 2025

The following information provides details of the action updates made to aid in mitigating Council's risks. Council currently has:

- 15x Strategic Risks – 9X with a residual rating of HIGH and 5 with MEDIUM.
- 25x Operational Risks – 12x with a residual rating of HIGH, 8x with MEDIUM and 5 with LOW.

There has been no change to residual risk ratings this quarter.

RISK AREA : Corporate and Community Services

Strategic Risk Action Updates

Risk Description	Risk Details	Residual Risk Rating
Business Continuity	Unplanned disruption to Council operations and services exceeds acceptable MAO.	Medium
Mitigating Actions	Comment	Last Reviewed Date
Council participated in a scenario based BCP exercise in June. Report suggested conducting a new Business Impact Analysis (BIA) with critical functions to capture current information.	Confirmation of critical functions within each business unit is underway. New updated Business Impact Analysis to be completed with each business unit and information used to inform and update critical function sub-plans.	10/12/2024
Implement the recommended control improvements in the Security Risk Assessment E2019/36191	Corporate systems are generally compliant with the baseline Essential 8 framework. Improvements in the IT systems supporting the SCADA have been delayed due to staffing constraints.	10/12/2024

Risk Description	Risk Details	Residual Risk Rating
Emergency Preparedness, Response and Recovery	Emergency preparedness, response and recovery activities are inadequate.	High
Mitigating Actions	Comment	Last Reviewed Date
Action key recommendations from NSW RA.	The majority of recommendations have been completed. Key staff have been distributed spreadsheet to finalise remaining actions. (E2024/97421) - Nil updates quarter 2.	10/12/2024
Develop an Emergency Management Framework	Emergency Management Framework endorsed by ET 16 October. Document will be rolled out early 2025.	10/12/2024
Disaster Preparedness Procedures - Resource Recovery	Working on preparedness and on call procedures in dealing with severe weather events to ensure appropriate coverage.	10/12/2024
Incident Response Plan review (TfNSW)	Incident Response Plan for road and emergency incidents of up to 12 hours confirmed with TfNSW.	10/12/2024

Operational Risk Action Updates

Risk Description	Risk Details	Residual Risk Rating
Contract Management	Contracts are not prepared or managed appropriately due to lack of centralised contract management framework resulting in potential safety issues, impacts to service delivery, legal implications, financial loss and reputational harm.	High
Mitigating Actions	Comment	Last Reviewed Date
The Executive Team endorsed the expansion of the existing VendorPanel Platform to include the Planning and Contract Management Modules at the	New contract management system is set up in VendorPanel and being tested by Council staff. To be fully rolled out during Q3 2025	18/12/2024

Risk Description	Risk Details	Residual Risk Rating
Operational Meeting 29 May. Purchase of the module and implementation to be rolled out in the 24/25 financial year.	combined with training/workshop sessions.	

Risk Description	Risk Details	Residual Risk Rating
Excessive data loss in the event of a cyber security event	Inefficient management of a cyber incident may result in an excessive loss of data.	Medium
Mitigating Actions	Comment	Last Reviewed Date
Implement SEIM/SOC solution to provide post incident data aids in investigation.	Commenced	23/12/2024

Risk Description	Risk Details	Residual Risk Rating
Fraud - Cash Handling	Cash received or held at Council's premises is stolen due to non-compliance with cash management procedures and a lack of oversight resulting in financial loss.	Medium
Mitigating Actions	Comment	Last Reviewed Date
Develop a cash handling policy	Executive Team endorsed the proposed draft Cash Handling Procedure (#E2024/129020) and recommended closure of the related outstanding internal audit action item.	17/12/2024

Risk Description	Risk Details	Residual Risk Rating
Generative artificial intelligence (AI).	Examples include: Sharing non-public, sensitive information with an AI tool may result in content being captured and	Low

Risk Description	Risk Details	Residual Risk Rating
	subsequently presented to other AI users.	
Mitigating Actions	Comment	Last Reviewed Date
Create an artificial intelligence acceptable use document.	Council has a subscription to Kaon for IT standards documentation. Kaon have released an AI use guide, saved to CM; E2024/130815.	4/11/2024

Risk Description	Risk Details	Residual Risk Rating
Human error results in data breach.	Exposure of sensitive data resulting from mistake made by internal staff.	High
Mitigating Actions	Comment	Last Reviewed Date
Apply a security baseline to Microsoft 365 and Azure products that implements logging, removes sharing to external resources, publish to web and, cross tenant connections.	Work in progress as Microsoft constantly changes cloud settings.	28/12/2024

RISK AREA : General Manager

Strategic Risk Action Updates

Risk Description	Risk Details	Residual Risk Rating
Workforce	Council does not attract and retain suitably qualified and skilled staff.	Medium
Mitigating Actions	Comment	Last Reviewed Date
Implementation of consolidated Health and Wellbeing program	Health and Wellbeing expo 29th October.	16/12/2024

Risk Description	Risk Details	Residual Risk Rating
Workplace Health and Safety	Inadequate or ineffective WHS management systems result in unsafe acts and conditions.	High
Mitigating Actions	Comment	Last Reviewed Date
Complete internal audit actions - 2024-2025 Q2 - WHS	Actions updated for Q2	16/12/2024
Locate, review and update WHS Risk Register	Draft WHS Hazard and Risk Management Procedure 2023 makes note of the WHS Risk Register and the relevant responsible parties. Unable to locate. For discussion at first WHS Committee Meeting in January.	16/12/2024

Operational Risk Action Updates - Nil

RISK AREA : Infrastructure Services

Strategic Risk Action Updates

Risk Description	Risk Details	Residual Risk Rating
Essential Services	Council fails to provide continuous and sustainable water, sewerage and waste management.	High
Mitigating Actions	Comment	Last Reviewed Date
Develop, implement and maintain an Asset Management Plan and Programmed Maintenance Schedule for waste assets at the Byron Resource Recovery Centre	Initial meeting undertaken with new asset management coordinator, have passed on all relevant information however may take some time for this to be implemented due to other departments requiring similar asset management plans.	23/11/2024

Operational Risk Action Updates - Nil

RISK AREA : Sustainable Environment and Economy

Strategic Risk Action Updates - Nil

Operational Risk Action Updates - Nil