



**BYRON  
SHIRE  
COUNCIL**

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**DRAFT - Policy**

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**Risk Management  
2023**

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**INFORMATION ABOUT THIS DOCUMENT  
(INTERNAL USE ONLY)**

<b>Date Adopted by Council</b>		<b>Resolution No.</b>	
<b>Document Owner</b>	Director Corporate and Community Services		
<b>Document Development Officer</b>	Manager Corporate Services		
<b>Review Timeframe</b>	Annually, then		
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**Document History**

<b>Doc No.</b>	<b>Date Amended</b>	<b>Comments</b>
E2023/30002		New Document

**Further Document Information and Relationships**

<b>Related Legislation/Regulation/Guidelines</b>	Local Government Act 1993 NSW Local Government Act 1993 Civil Liability Act 2002 Work Health and Safety Act 2011 Australia/New Zealand Standard for Risk Management (AS/NZS ISO 31000:2018) OLG - Guidelines for Risk Management and Internal Audit for Local Government NSW NSW Treasury Guidelines for Risk Management (TPP 015)
<b>Related Policies</b>	Fraud and Corruption Control Policy WHS Policy Purchasing and Procurement Policy
<b>Related Procedures/ Protocols, Statements, documents</b>	Risk Management Strategy Code of Conduct Project Management Business Ethics Statement Business Continuity Plan and Sub-plans Disaster Recovery Plans Insurance Claims and Incident Reporting Procedures Operational Risk Assessment

## Purpose

The Risk Management Policy outlines Council's commitment to embedding an integrated, consistent, and sustainable approach to risk management in accordance with *AS ISO 31000:2018 Risk Management - Guidelines*.

Byron Shire Council (Council) operates in a dynamic natural, social, and economic environment and has adopted a holistic approach to the management of risk. Risk management is recognised as an integral process in the planning, prioritisation and delivery of services, activities and objectives outlined in the *Community Strategic Plan 2032* and is understood as a shared responsibility throughout the organisation.

Council is committed to providing the necessary resources to support the management of risk, embed a positive risk culture, and enhance organisational resilience.

This policy shall be read in conjunction with Council's Risk Management Strategy.

## Enterprise Risk Management Framework

Council is exposed to significant uncertainties impacting the delivery of services and achievement of objectives for the community. Council has adopted an enterprise-wide approach to risk management, supported by an Enterprise Risk Management Framework (ERMF), to provide the overall structure and processes to identify and assess risks (including opportunities) and for their effective management.

Council's framework is comprised of:



Council declared a Climate Emergency in October 2018, becoming the first Council in NSW to do so. Local government, alongside State and Federal government, play a key role in helping address the economic and social impacts of risks associated with climate change.

In response, Council has developed a Climate Change Adaptation Plan, a five-year plan aimed at:

- ❖ reducing the risk of climate impacts through actions within Council's control and;
- ❖ enhancing community resilience and ability to adapt before, during, and after climate events.

The plan includes 100 Adaptation Actions and can found on Council's website.

[Climate Change Adaptation Plan - Byron Shire Council \(nsw.gov.au\)](https://www.nsw.gov.au/climate-change/adaptation-plan)

## Policy Statement

Through the implementation of an integrated and consistent approach to risk management, Council will:

- ❖ effectively embed appropriate mechanisms for the identification, management and evaluation of existing and emerging risks;
- ❖ foster and promote a positive organisational culture where staff at every level understand risks associated with their roles;
- ❖ manage risks in a manner that preserves and creates value throughout the organisation and for the Byron Shire community;
- ❖ assign the necessary resources to manage risk effectively;
- ❖ continually evaluate and improve the efficiency and effectiveness of its risk management practices.

## Responsibilities

Management will demonstrate strong leadership and commitment to risk management by ensuring it is embedded in Council's practices and processes.

All employees are responsible for applying risk management practices in their area of work and ensuring that management are aware of associated risks.

## Scope

This policy applies to all Councillors, employees, contractors and to any person or organisation that acts for or represents Council, including volunteers.

Compliance with this Policy will be periodically monitored and assessed by the Audit, Risk, and Improvement Committee.