



# **RISK MANAGEMENT POLICY**

**Dungog Shire Council**

**2023**

# Table of Contents

- 1 PURPOSE ..... 3
- 2 RISK MANAGEMENT FRAMEWORK ..... 3
- 3 RESPONSIBILITIES ..... 3
- 4 MONITORING AND REVIEW ..... 4
- 5 POLICY ADMINISTRATION ..... 4

## **1 PURPOSE**

The purpose of this Policy is to express Dungog Shire Council's commitment to implementing organisation-wide risk management principles, systems and processes that ensure the consistent, efficient and effective assessment of risk in all Dungog Shire Council's planning, decision-making and operational processes.

## **2 RISK MANAGEMENT FRAMEWORK**

Dungog Shire Council provides critical services and infrastructure to the residents, ratepayers and visitors to Dungog Shire. Dungog Shire Council also has service agreements and contractual obligations with government and non-government agencies and organisations and has its own strategic goals and objectives that it seeks to achieve on behalf of the Dungog Shire community.

It is therefore incumbent on Dungog Shire Council to understand the internal and external risks that may impact the delivery of these services, contracts and strategic objectives and have processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Dungog Shire Council's, staff and the community. It is also our responsibility to ensure the efficient, effective and ethical use of resources and services by ratepayers, residents, staff and visitors.

Dungog Shire Council is developing a Risk Management Framework consistent with Australian standard AS ISO 31000:2018 to assist it to identify, treat, monitor and review all risks to its operations and strategic objectives and apply appropriate internal controls.

Dungog Shire Council is committed to the principles, framework and process of managing risk as outlined in AS ISO 31000:2018 and commits to fully integrating risk management within Dungog Shire Council and applying it to all decision-making, functions, services and activities of the Dungog Shire Council in accordance with our statutory requirements.

## **3 RESPONSIBILITIES**

Dungog Shire Council aims to create a positive risk management culture where risk management is integrated into all everyday activities and managing risks is an integral part of governance, good management practice and decision-making at Dungog Shire Council. It is the responsibility of every staff member and business area to observe and implement this policy and Dungog Shire Council's Risk Management Framework.

All staff are responsible for identifying and managing risk within their work areas. Key responsibilities include:

- ❖ being familiar with, and understanding, the principles of risk management

- ❖ complying with all policies, procedures and practices relating to risk management
- ❖ alerting management to risks that exist within their area, and
- ❖ performing any risk management activities assigned to them as part of their daily role.

Risk management is a core responsibility for all senior staff at Dungog Shire Council. In addition to their responsibilities as staff members, senior staff are responsible for:

- ❖ ensuring all staff manage their risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken
- ❖ encouraging openness and honesty in the reporting and escalation of risks
- ❖ ensuring all staff have the appropriate capability to perform their risk management roles
- ❖ reporting to the General Manager on the status of risks and controls,
- ❖ identifying and communicating improvements in Dungog Shire Council's risk management practices to Dungog Shire Council's Governance and Risk Officer.

Dungog Shire Council's Governance and Risk Officer is available to support staff in undertaking their risk management activities.

To ensure Dungog Shire Council is effectively managing its risk and complying with its statutory obligations, Dungog Shire Council's Audit, Risk and Improvement Committee and internal audit function is responsible for reviewing the Dungog Shire Council's:

- ❖ risk management processes and procedures
- ❖ risk management strategies for major projects or undertakings
- ❖ control environment and insurance arrangements
- ❖ business continuity planning arrangements, and
- ❖ fraud control plan.

#### **4 MONITORING AND REVIEW**

Dungog Shire Council is committed to continually improving its ability to manage risk. Dungog Shire Council will review this policy and its Risk Management Framework at least annually to ensure it continues to meet the requirements of the Local Government Act 1993, the Local Government (General) Regulation 2021, and Dungog Shire Council's requirements.

#### **5 POLICY ADMINISTRATION**

Responsible Officer:	Governance and Risk Officer
Council:	Management
Adoption date:	19/04/2023
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# Local Government (General) Regulation 2021



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