Policy document

Risk Management

This Risk Management Policy establishes guiding principles to identify and manage risk within the Independent Planning Commission.

Our role as the Commission

The Independent Planning Commission of NSW was established by the NSW Government on 1 March 2018 as an independent statutory body operating separately to the Department of Planning and Environment.

The Independent Planning Commission (IPC) is supported by the Office of the Independent Planning Commission (OIPC), which on 1 July 2020 became a separate government agency to the then Department of Planning, Industry and Environment. Except where indicated otherwise, a reference to the Commission in this Policy includes a reference to the OIPC.

The Commission plays an important role in strengthening and maintaining transparency and independence in the decision-making processes for major development and land use planning in NSW.

The key functions of the Commission include to:

- determine state significant development applications

- conduct public hearings for development applications and other matters

- provide independent advice on any other planning and development matter, when requested by the Minister for Planning or Planning Secretary.

The Commission is an independent consent authority for state significant development applications and provides an additional level of scrutiny where there are:

- more than 50 public objections

- reportable political donations

- objections by the relevant local council(s).

Purpose of the Risk Management Policy

To strengthen the Commission's decision making and service delivery, by ensuring systems are in place to increase the likelihood and impact of positive events and mitigate the likelihood and impact of negative events.

This policy applies to all Commission activities including, but not limited to:

- the exercise of the Commission's statutory functions under section 2.9 of the *Environmental Planning and Assessment Act 1979*

- the conduct of operational activities by Commissioners and employees of the OIPC

- the assessment of specific work health and safety implications or concerns, in line with the existing DPIE Work Health and Safety Policy

- the assessment and management of fraud

- planning for business continuity and disaster recovery

- significant project or procurement activities.

This policy is designed to comply with the *Internal Audit and Risk Management Policy for the General Government Sector (TPP 20-08).*

Principles

The Commission's guiding risk principles are to:

- ensure that risk management is an integral part of all Commission planning, operational and decision-making processes

- apply a consistent, Commission-wide approach to the management of risks

- ensure that Commission risks are routinely identified, and strategies and responsibilities for mitigating them developed and implemented

- ensure that communication about risk-related issues and responsibilities is regular and clear

- provide opportunities for Commissioners and employees to develop their knowledge and skills in ways that will support the above principles.

RIsk management framework

The Commission maintains and implements a Risk Management Framework comprising:

- this policy

- the Commission's Risk Register of identified risks, with accompanying practical and cost-effective strategies, actions and responsibilities for mitigating those risks

- the Risk and Compliance Committee Charter.

Risk and Compliance Committee

The Commission has established a Risk and Compliance Committee to assist the Commission Chair with oversight of the Commission's risk management framework and monitoring of compliance.

This includes identification of appropriate risk profiles and compliance with all relevant laws, Ministerial expectations and directions, Commission policies and procedures, and community expectations of timeliness, probity, and transparency.

The committee operates with a constitution and functions as set out in the Risk and Compliance Committee Charter.

Implementation of the risk management framework

Implementation occurs through:

- including risk management in all Commissioner inductions and requiring compliance with this Policy as part of the Commissioner Code of Conduct

- periodically updating Commissioners on risk management at Commissioners' meetings

- preparation and maintenance of the Risk Register, and associated strategies and responsibilities for risk mitigation

- regular review of risks, strategies and responsibilities by the Risk and Compliance Committee, including post-incident reviews when required

- listing of risk as a regular agenda item at Senior Leadership Team meetings, OIPC team meetings and Panel meetings

- regular updating of OIPC staff on their general and specific risk responsibilities.

Responsibilities for mitigating risk

Role	Responsibility
Chair of the Commission	Responsible and accountable for all risk management in the Commission.
Risk and Compliance Committee	As stated in its charter, advises the Chair on the monitoring and management of risk by: • reviewing the IPC Risk Register against achievement of the Commission's objectives and performance indicators • reviewing risk amelioration activities and the Commission's risk tolerance/appetite • monitoring compliance with relevant legislation, policies and processes • monitoring emerging risks and considering potential responses • recommending improvements to the management and treatment of risks • recommending improvements to ensure compliance with relevant legislation, policies and processes • reviewing the Risk Management Policy and Risk Management Framework annually, to ensure that it remains fit for purpose and consistent with the agency's risk management objectives.
Executive Director, OIPC	Oversee and report regularly to the Chair on risk management issues, including updates on implementation of the Risk Register risk mitigation strategies. Promote risk management within the Commission. Oversee the day- to-day activities associated with coordinating, maintaining and embedding the risk management framework in the Commission. Provide executive support to the Risk and Compliance Committee.
All OIPC managers	Ensure staff have the appropriate capability to perform their risk management roles. Identify and communicate potential improvements in risk management practices to the Executive Director.
Commissioners and OIPC staff	Be familiar with, and understand, the Commission's Risk Management Framework. Identify and manage risk within their area of work responsibility. Acknowledge and act on those risks which are within their responsibility and authority to manage, and escalate those that are not through their supervisor, or direct to the Executive Director, for further consideration and management.

For more information

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