



MINUTES

RISK MANAGEMENT COMMITTEE

held on 10 August 2021 at 9:30 – 11:30 am via MS Teams

Present: Kelvin Tori, CEO
Luke Shannon, General Manager Planning & Development
David Caligari, Manager Capital Projects
Troy Scoble, Manager Recreation & Youth
Peter Doyle, Coordinator Emergency Management

In Attendance: Laura-Jo Mellan, Executive Manager Property & Projects
Bradley Dossier, Manager Legal, Governance & Risk
Ajay Ramdas, Risk Officer

Chairperson: Kelvin Tori, CEO
Minute Taker: Ajay Ramdas, Risk Officer

1. Welcome

Chair welcomed all members to the meeting and greeted the newly appointed Manager Legal, Governance and Risk and the Risk Officer to the Council and to the Committee.

2. Apologies

Mark Domma, Manager IT

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of minutes of previous meeting

Motion/Noted

Minutes from Risk Management Committee meeting held on 17 November 2020 were confirmed and adopted by the Committee.

Actions from previous minutes stated below:

4.1. Consideration of recommendations in the 2019 Review of the Enterprise Risk Management Framework.

Action

4.1.1. Review and update the Enterprise Risk Management Framework and submit to Exec for approval.

Action Officer: Ajay Ramdas

Due Date: 30 September 2021

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4.2. It was decided that the strategic and corporate risks will be reviewed with an external consultant every two years, and in the intervening year in a facilitated half-day with Exec and managers.

Action

4.2.1. Organise consultant to facilitate a half-day session to review strategic and corporate risks.

Action Officer: Ajay Ramdas

Due Date: 31 December 2021

4.3. Fraud and corruption control plan and procedure currently in draft and needs go to Executive for approval

Action

4.3.1. Review and update the fraud and corruption control plan and submit to Exec for approval.

Action Officer: Ajay Ramdas

Due Date: 31 October 2021

4.4. CROWE to deliver training in online format

4.4.1. Online training delivered to staff in February 2021

Status: Completed

4.5. Information security meeting

Status: Not discussed

4.6. Progress report on ERM Strategy - amending the Nimblex Risk Register as outlined in the 2018 – 2021 ERM Strategy

Action

4.6.1. Follow up with NIMBLEX to confirm if the above amendment has been actioned

Action Officer: Ajay Ramdas

Due Date: 30 September 2021

4.7. Procurement policy and procedure not practical to follow.

Action

4.7.1. To be sent to Maddocks for review. Yet to be reported to ARC

Action Officer: Laura-Jo Mellan

2.8. Review of CMT and organisational responses around Covid-19 situation.

Action Officer: Peter Doyle

Status: In progress

5. Business Arising**5.1. Internal Audit update on Integrity Framework****Actions**

5.1.1. Update ERM Framework

Action Officer: Ajay Ramdas

Due Date: 30 September 2021



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5.1.2. Review & update expired policies & procedures. This is being reviewed by the Policy Review Project.

Action Officer: Relevant Managers **Due Date:** 31 December 2021

5.1.3. Review & update Fraud & Corruption plan, policies and procedures

Action Officer: Ajay Ramdas **Due Date:** 30 September 2021

5.1.4. Review & update the Risk Assessment document in detail

Action Officer: Ajay Ramdas **Due Date:** 30 September 2021

5.1.5. Embed risk and fraud & corruption management better in the organisation so that everyone in the organisation is taking responsibility (as per Ombudsman report)

Action Officer: Ajay Ramdas **Due Date:** 30 June 2022

5.1.6. Update managers' PD to include responsibility towards risk and fraud management making it explicit.

Action Officer: Nicole Misurelli and relevant GMs **Due Date:** 31 October 2021

5.1.7. Embed risk management into organisational culture to ensure managers are aware of the responsibility to manage and report.

Action Officer: Ajay Ramdas **Due Date:** 30 June 2022

5.1.8. Organise Fraud training more frequently than 2-year period. E.g. online training. In consultation with P&C.

Action Officer: Ajay Ramdas **Due Date:** 30 September 2021

Status: In progress

5.1.9. Review set up of Risk Registers (some actions not updated in 18 months).

Action Officer: Ajay Ramdas **Due Date:** 31 October 2021

Status: In progress

5.1.10. Contact Nimblex to set up a separate Fraud Risk Register.

Action Officer: Ajay Ramdas **Due Date:** 31 October 2021

Status: In progress

5.1.11. Create Risk Appetite (based on IBAC and VAGO recommendation)

Action Officer: Ajay Ramdas **Due Date:** 31 August 2021

Status: In progress

5.1.12. Integrate Code of Conduct and Integrity Framework

Action Officer: Nicole Misurelli & Bradley Dosser **Due Date:** 30 September 2021

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5.1.13. Review and identify gaps in child safe code of conduct

Action Officer: Laura-Jo Mellan

Due Date: 31 December 2021

Status: In progress

6. General Business

6.1 Terms of Reference for Discussion

Agenda Item 4.11 of Enterprise Risk Management Framework

Action/Recommendation

6.1.1. Agreed:

Membership:

1. CEO (permanent)
2. General Manager / Executive Manager (rotational)
3. Manager Legal, Governance & Risk (permanent)
4. Manager Finance (permanent)
5. Manager People & Culture (permanent)
6. Manager from Planning & Development (rotational)
7. Manager from Community Service (rotational)
8. Manager from Corporate Services (rotational)
9. Risk Officer (permanent)

Plus: Guests presenting risk report as and when required

1st Rotational manager from P&D:

Manager Operations

1st Rotational manager from Comm Svcs:

Manager Families & Children

No rotational managers from Corp Svcs:

As 2 permanent members nominated

6.1.2. Present Risk report at the Thursday Executive meetings – once a month

Action Officer: Ajay Ramdas

Due Date: 2 September 2021 / Ongoing

Status: In progress

6.1.3. Original purpose of RMC was to focus on the strategic risks rather than operational risks. E.g. reputation, failure of major contracts etc.

6.1.4. Review the operational, corporate and strategic risks to identify gaps and ensure the rest of the organisation is enabled and empowered to manage their respective risks.

Action Officer: Ajay Ramdas

Due Date: 31 December 2021

Status: In progress



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6.1.5. Establish connect between RMC and ARC.

Action Officer: Ajay Ramdas

Due Date: Ongoing

6.1.6. Develop RMC Terms of Reference as a separate document

Action Officer: Ajay Ramdas

Due Date: 9 November 2021

Status: In progress

6.1.7. Form working groups for specific purpose if and when required

Action Officer: Ajay Ramdas

Due Date: Ongoing

6.2 Meeting dates for RMC

Action/Recommendation

6.2.1. Agreed:

Frequency: Quarterly

6.2.2. Reschedule frequency of Risk Management Committee (RMC) to align and precede the A&RC – i.e. 5 meetings a year

Action Officer: Kelvin Tori

Due Date: 31 October 2021

Status: Completed

7. Next Meeting

The next meeting is to be held on 9 November commencing at 9:30am via MS Teams.

8. Close of Business

The meeting closed at 11:30 am.