



TOWN OF
VICTORIA PARK

RISK COMMITTEE WORKING
GROUP MINUTES

26 JULY 2023

15.00 -16.00

DJERAN ROOM



WE'RE OPEN
VIC PARK



Meeting Attendees:

1. Graham Olson: People and Culture
2. Paul Gravett: Community
3. Ernie Prandl: TDS
4. Nana McIntosh: Finance
5. Nick Churchill: Strategic Projects
6. Paul Denholm: Property Development and Leasing
7. Kogilyn Titus: Governance and Strategy - secretariat
8. Bernadine Tucker: Governance and Strategy - Chairperson

Apologies:

1. David Doy: Place Planning
2. Roz Ellis: Stakeholder Relations
3. Ernie Prandl: TDS

Guests:

1. Sandra Rodrigues: Customer Engagement (representing Roz Ellis)

1. Welcome:

Bernadine welcomed the members to the first Risk Management Working Group meeting.

2. Endorsement of the Terms of Reference:

The Terms of Reference was endorsed by all members.

3. Introduction to Risk management:

Bernadine gave a brief introduction to Risk Management. The focus of the discussion was around the Town's Risk registers. The Strategic Risk register is owned by Council. A consultant has been approached to provide training to Councilors on Strategic risks. The refinement of this register will be completed through this process.

4. Operational Risk Register:

RMWG had a discussion on the current format of the Operational Risk Register. The Working RMWG agreed to review the Towns operational risk register before deciding on a preferred format. RMWG agreed the format should reflect a more streamlined user-friendly approach that is aligned to ISO standards.

5. Other Business:

Nil.

6. Actions arising

The RMWG agreed on the following actions.

Action list	Responsible person	Due Date
1. Communication to be sent to all RMWG members on the requirements of this action list as not all members were present	Bernadine Tucker	28 July 2023
2. Examples of risk registers formats/templates	All RMWG members to find examples of good risk registers and upload them to the RMWG SharePoint site for discussion at the next meeting.	16 August 2023
3. Individual RMWG members to be assigned risks currently in the operational risk register and be requested to categorise those risks into the assigned headings as per the risk Management Framework	All members	16 August 2023

7. Date of Next meeting: Thursday, 24 August (14.00 – 16.00)

