



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

**HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 5 September 2023

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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GENERAL MEETING MINUTES 5 SEPTEMBER 2023

Elected Members

Councillor - Mayor M J Burnett - via teams
Councillor G G Churchill
Councillor K Goodluck
Councillor R A Hansen
Councillor D V O'Grady
Councillor C A Trevor
Councillor N Muszkat
Councillor C Cameron
Councillor D Branthwaite

Officers

Mrs L Dowling (Chief Executive Officer)
Mrs R Millett (Executive Secretary)
Mrs T Whalley (Manager Governance and Risk)
Mr M Holmes (General Manager Finance Governance and Risk)
Ms K Lee (General Manager Community and Lifestyle)
Mr M Francis (General Manager Assets and Environment)
Mr R Huth (General Manager Customer Experience)
Ms L Cattermole (Community Investment Officer)
Ms E Landman (Manager Revenue Services)
Mr M Harris (Media Advisor)
Ms T McDonald (Manager Development Services, Acting)
Ms Z Gomez Rodriguez (Planning Officer)
Ms B Janson (Manager Community Partnerships)
Ms C Robinson (Manager Arts and Entertainment, Acting)
Ms V Hankinson (Governance Business Partner) (via teams)
Mr G Scanlon (Economic Development Lead)
Ms K Wockner (Manager Contracts and Procurement)
Mr K Mau (External Consultant - Project Manager)
Ms S Hunter (Manager Works Planning and Scheduling, Acting)

G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE

Nil

G/0.3.4. DECLARATION OF INTERESTS

Nil

G/0.3.3. MESSAGES OF CONDOLENCE

Councillor Chris Cameron offered condolences to the family and friends of Geoffery Charles Burton, aka Burto. Cr Cameron mentioned that Geoff was the principal of Morgans Stockbrokers and Financial Planners and that Geoff and his family arrived in Gladstone in 2020 and moved into the Morgans group soon after. Cr Cameron further mentioned that in a former life, Geoff was a school teacher and very involved in sports with the schools where he taught and was held in high esteem by his students and colleges. Geoff was a man of simple pleasures and very much a no fuss type of bloke which was demonstrated at his memorial service, with no casket, no funeral directors, just his family and friends and his RM Williams boots and sun glasses on the alter. Geoff's great pleasure in life was his family and friends and his favourite place was the beaches at Wild Cattle Island where he walked most days. Cr Cameron noted that his ashes are spread along those beaches. Cr Cameron advised that Geoff was a friend, a fishing buddy and a fellow Rotarian. Cr Cameron mentioned that Geoff is survived by his wife Lisa, son Jake and his wife Letitia, daughter Hannah and her husband Will and their little girl Elsie. Geoff was 66 years old and a good bloke. May he rest in peace.

Councillor Darryl Branthwaite reiterated Cr Cameron's message and mentioned that Geoff was a very good friend of his along with the whole family. Cr Branthwaite noted that Geoff will be sadly missed and that his passing was very sudden. Cr Branthwaite sent best wishes, condolences and sympathy to Lisa and her family.

Councillor Glenn Churchill mentioned that it was with sadness and deep sympathy that he advises of the passing and funeral of Annie (Ann) Miria Vidler, aged 92 years young. Cr Churchill noted that Ann was the widow of the late Alexander (Alex) Francis Vidler and was a Veteran Member of the Gladstone Region Branch of the Queensland Retired Police Association. Ann was a resident at Bindaree Care Centre, who were able to look after her and do a marvellous job. Cr Churchill expressed deepest sympathy to son Ross Vidler, as long-time residents within the Gladstone Region and to all of the Vidler family and extended family. Cr Churchill noted that Ann's funeral service and tribute was held at the graveside at the Boyne Tannum Memorial Parklands Cemetery last Monday. Rest in peace in God's care.

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

I would like to focus today on the Port to Park Fun Run. What a fantastic event that was in the Gladstone Region held recently. There was the shorter event and the 10km event raising funds for Roseberry Queensland and Youth Insearch Foundation. Thank you to the Gladstone Ports Corporation (GPC) and all of the volunteers involved in that event, it was a huge fundraiser and a very successful event. Thank you to Sally Pearson for being our special guest on the day as well.

Coming up we have our apprentice and trainees program which is now open, applications close on Friday 15 September 2023. Anyone wanting to consider joining Council next year, get your applications in now as an apprentice or trainee. We have some amazing opportunities there for you.

The National Local Roads and Transport Conference happening in Canberra right now and starting today with our strategic planning meeting, which is why I'm joining via teams from Canberra.

This weekend it's all happening right across the region. We have the Boyne Valley Showcase on Friday 8 September 2023 to Sunday 10 September 2023. PopCon at the Gladstone Entertainment Convention Centre from 11am until 5pm on Saturday 9 September 2023. More information on Council's website. Captain Creek have their markets this Saturday 9 September 2023 as well.

Coming up we have Clean Up Australia Day on Saturday 16 September 2023 and you can register a group through Council's website. The Under the Trees Festival is back again in Boyne Island on Friday 15 September and Saturday 16 September 2023. And the Baffle Creek Family Fishing Festival from Monday 18 September until Saturday 23 September 2023. And we have Welcoming Week as well on Saturday 16 September 2023 at the Philip Street Communities and Families Precinct from 9am until 12:00pm.

There is so much happening right across the region and you can find more information on Council's website or social media.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 15 AUGUST 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 5 September 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 15 August 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 15 August 2023 be confirmed.

GM/23/5078 Council Resolution:

Moved Cr Trevor

Seconded Cr Branthwaite

That the Officer's Recommendation be adopted.

CARRIED

GM/23/5079 Procedural motion:

Moved Mayor Burnett

Seconded Cr Churchill

That Urgent Business Item G/6.1. DEPUTATION - CELARVIEW CHRISTIAN COLLEGE be included in the agenda and be brought forward to be discussed next.

CARRIED

Deputy Mayor Kahn Goodluck chaired the remainder of the meeting.

G/6. URGENT BUSINESS

G/6.1. DEPUTATION - CLEARVIEW CHRISTIAN COLLEGE

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 5 September 2023

File Ref: CM7.6

Purpose:

Clearview Christian College will present their proposed multipurpose sport court project.

Officer's Recommendation:

That the deputation from Clearview Christian College be received.

GM/23/5080 Council Resolution:

Moved Cr Churchill
Seconded Cr Cameron

That the Officer's Recommendation be adopted.

CARRIED

G/3. DEPUTATIONS

Nil

G/4. OFFICERS' REPORTS

G/4.1. VACANT PROPERTY CONCESSION

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Revenue Services

Council Meeting Date: 5 September 2023

File Ref: FM7.1

Purpose:

The purpose of this report is to seek Council approval to grant a concession for the 2023/24 rating year to applicable properties in Category 25 - Vacant Land, ensuring the rate levied is in alignment with the adopted rating principle for Category 1 – Residential, inclusive of the application of rate in the dollar, minimum and capping principles.

Officer's Recommendation:

That Council in accordance with ss 120(1)(c) and 122 (4) of the Local Government Regulation 2012, grant a concession for the 2023/24 rating year to applicable properties in Category 25 - Vacant Land, equal to the rating principle of Category 1 – Residential, this includes rate in the dollar, minimum and capping principles and allow 10% discount on 60 days from amendment.

GM/23/5081 Council Resolution:

Moved Mayor Burnett

Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

G/4.2. GATES AND GRIDS SUBORDINATE LOCAL LAW

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 5 September 2023

File Ref: LE3.1, LE2.26

Purpose:

The purpose of this report is to seek Council approval to propose to make *Subordinate Local Law No. 1.16 (Gates and Grids) 2023* and *Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No.1) 2023*.

Officer's Recommendation:

That Council propose to make:

1. *Subordinate Local Law No. 1.16 (Gates and Grids) 2023*; and
2. *Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2023*

as set out in Attachment 1 and 2 to the report.

GM/23/5082 Council Resolution:

Moved Cr Churchill

Seconded Cr Cameron

That the Officer's Recommendation be adopted.

CARRIED

G/4.3. REVIEW OF RISK MANAGEMENT POLICY AND RISK APPETITE

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 5 September 2023

File Ref: CM28.2

Purpose:

To allow Council to review the Risk Management Policy and Council's risk appetite.

Officer's Recommendation:

That the Risk Management Policy P-2020-13 (provided as Attachment 1) be amended to reflect the following risk appetite:

1. Health Safety and Wellbeing – *appetite to be determined by Council*
2. Financial – *appetite to be determined by Council*
3. Reputation – *appetite to be determined by Council*
4. Environment – *appetite to be determined by Council*
5. Regulatory & Legal – *appetite to be determined by Council*
6. Service Delivery – *appetite to be determined by Council*

GM/23/5083 Council Resolution:

Moved Cr Goodluck

Seconded Cr Churchill

That the Risk Management Policy P-2020-13 (provided as Addendum 1) be amended to reflect the following risk appetite:

1. Health Safety and Wellbeing – Minimal
2. Financial – Moderate
3. Reputation – Minimal
4. Environment – Minimal
5. Regulatory & Legal – Moderate
6. Service Delivery – Moderate

CARRIED

G/4.4. SPECIALISED SUPPLIER - PAULETTE FLINT

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 5 September 2023

File Ref: PE1.1

Purpose:

This report is for Council to consider approving Paulette Flint as a specialised supplier to research names on the Town of Gladstone and Shire of Calliope Roll of Honour for digitisation.

Officer's Recommendation:

That Council approves Paulette Flint as a specialised supplier for the purpose of researching names on the Town of Gladstone and Shire of Calliope Roll of Honour for digitisation, in accordance with Section 235 (b) of the Local Government Regulation 2012 because of the specialised nature of the services sought it would be impractical to invite quotes/tenders.

GM/23/5084 Council Resolution:

Moved Cr O'Grady
Seconded Cr Branthwaite

That the Officer's Recommendation be adopted.

CARRIED

G/4.5. COMMUNITY INVESTMENT PROGRAM - STRATEGIC PROJECTS APPLICATIONS

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Investment Officer

Council Meeting Date: 5 September 2023

File Ref: GS3.1

Purpose:

To consider the recommendation of the Community Investment Panel on applications received under the Strategic Projects fund.

Officer's Recommendation:

That Council:

1. Adopt the Community Investment Panel's recommendation of funding for the applications received under the categories of funding as detailed in the table below:

Application ID	Applicant	Project	Recommended Amount
STRAT005-22/23	Gladstone Netball Association Inc	Replace lighting for netball courts 1, 2 and 3	\$0
STRAT008-22/23	CQ Drag Racing Association Inc	Resurfacing of runoff/braking area	\$52,692.46
STRAT009-22/23	Gladstone Auto Club Inc	Stage 3 of the National Track Infrastructure Project	\$47,307.54
STRAT010-22/23	Calliope Football Club Inc	Installation of fencing	\$0
STRAT011-22/23	Clinton Football Club Inc	Installation of 2 light towers	\$0
Total Funding Recommended			\$100,000

and

2. Authorise the Chief Executive Officer or delegate to finalise and execute funding agreements with the successful applicants detailing relevant entitlements and conditions.

GM/23/5085 Council Resolution:

Moved Cr Hansen
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/4.6. DEVELOPING NORTHERN AUSTRALIA CONFERENCE 2023

Responsible Officer: General Manager People and Strategy

Prepared By: Economic Development Lead

Council Meeting Date: 5 September 2023

File Ref: CM6.1

Purpose:

Councillor Darryl Branthwaite and Economic Development Lead Garry Scanlan to provide a report on attendance at the Developing Northern Australia Conference – Darwin Convention Centre: 24-26 July 2023.

Officer's Recommendation:

That Council receives the report from Councillor Branthwaite and the Economic Development Lead.

GM/23/5086 Council Resolution:

Moved Cr Branthwaite
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

G/5. COUNCILLORS REPORT

Councillor Rick Hansen advised that he attended the Local Authority Waste Management Action Committee (LAWMAC) in Ingham, hosted by Hinchinbrook Shire Council, on Wednesday 16 August to Friday 18 August 2023 along with Council's Manager Waste Program Delivery, Chris Irving. Cr Hansen noted that the presentations and associated documents from the meeting have been distributed to all Councillors and relevant officers. Cr Hansen highlighted some topics from the meeting including lithium batteries and the disposal of them which is causing fires in landfill and waste collection vehicles; bin tagging; and residual waste levy exemptions.

Councillor Glenn Churchill advised that he had the opportunity to attend the Heart of Agnes inaugural Annual General Meeting (AGM) recently and noted that the gathering was extremely positive, progressive and proactive. Cr Churchill noted that the AGM report has been provided to all Councillors and Executive Leadership Team and encouraged everyone to take the time to read the report. Cr Churchill further noted that the Heart of Agnes were extremely complimentary on wanting to work with Council in the past, currently and into the future. Cr Churchill mentioned that Mr Mulligan was elected as president and that he was looking forward to the official launch of the Mobi-Mat at Main Beach later in September.

Councillor Chris Trevor enquired regarding if Council currently charge a fee to dispose of lithium batteries. The question was taken on notice and it was noted that there are various collection points for lithium batteries. Cr Trevor suggested if the disposal of lithium batteries is becoming a problem and as a leading council, costs for the disposal of lithium should be considered, including free disposal at the transfer stations to avoid safety risks to the waste collectors and those in the vicinity to our facilities. It was noted that Council is experiencing issues with sorting and lithium batteries are being thrown into general waste collection. It was further noted that waste education may assist with the incorrect disposal of lithium batteries and officers will investigate if costs are prohibiting people from correctly disposing of them. Cr Hansen highlighted the need for education on the disposal of lithium batteries noting that there have been some recent incidences of fires around the state at waste transfer stations which have been caused by lithium batteries.

Councillor Natalia Muszkat mentioned that Blue Care recently celebrated 70 years of operation, since 1953 and that some of the Councillors attended the celebration. Cr Muszkat noted that the facility is a part of Uniting Care and with people that have been part of our community for many years and do work for the benefit of the clients and people. Happy birthday to Blue Care.

G/7. NOTICE OF MOTION

Nil

GM/23/5087 Procedural Resolution:

Moved Cr O'Grady
Seconded Cr Trevor

In accordance with the Local Government Regulation 2012, section 254J, Council close the meeting to discuss Item G/8.1. Tender 134-23 Roads and Civil Infrastructure Upgrades and Renewals - Various Projects.

Item G/8.1. Tender 134-23 Roads and Civil Infrastructure Upgrades and Renewals - Various Projects will be closed under section 254J (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government as this item will discuss contract negotiations.

CARRIED

The item was discussed and considered including the presentation of different options to consider and the opportunities and risk associated with the item.

GM/23/5088 Procedural Resolution:

Moved Cr Churchill
Seconded Cr O'Grady

That Council reopen the meeting to the public.

CARRIED

G/8. CONFIDENTIAL ITEMS

G/8.1. TENDER 134-23 ROADS AND CIVIL INFRASTRUCTURE UPGRADES AND RENEWALS - VARIOUS PROJECTS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 5 September 2023

File Ref: FM21.1

GM/23/5089 Council Resolution:

Moved Cr Cameron

Seconded Cr Branthwaite

That Council endorse the Tender Evaluation Panel's recommendation to:

1. Award Tender 134-23 Roads and Civil Infrastructure Upgrades and Renewals to multiple contractors subject to finalising project allocations, funding agreements and capital program timelines.
2. And authorise the Chief Executive Officer to enter into the resulting contracts when satisfied with the outcomes of the above.

CARRIED

GENERAL MEETING MINUTES 5 SEPTEMBER 2023

There being no further business the Deputy Mayor formally closed the meeting.

THE MEETING CLOSED AT 10:42am.

ATTACHMENTS

Addendum 1



Gladstone Regional Council

Council Policy

Title	RISK MANAGEMENT
Policy Number	P-2020-13
Business Unit/s	FINANCE GOVERNANCE AND RISK
Date of Adoption	1 SEPTEMBER 2020
Resolution Number	G/20/4311
Review Date	1 SEPTEMBER 2021
Date Repealed	

1.0 PURPOSE:

This policy demonstrates Gladstone Regional Council's (Council) commitment to the development, implementation and continual improvement of a comprehensive enterprise wide risk management framework.

2.0 SCOPE:

This policy applies to all employees and Councillors. It is also intended that this policy will extend to contractors, consultants and volunteers engaged in the provision of Council services or the management of Council facilities and assets unless expressly excluded.

3.0 RELATED LEGISLATION:

- *Local Government Act 2009*
- *Local Government Regulation 2012*

4.0 RELATED DOCUMENTS:

- Corporate Plan
- Risk Management Corporate Standard
- Risk Management Procedures
- Corporate Risk Register and Risk Treatment Plans
- AS ISO 31000:2018 Risk Management – Principles and Guidelines.

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

“Corporate Risk” means the effect of uncertainty on objectives associated with the sustainability of Council or its ability to deliver on the objectives of the Corporate Plan.

“Project Risk” means the effect of uncertainty on objectives associated with a specified project, initiative or the day to day activities of Council.

GRC ECM Subject Index: File Reference: CM28.1

“Operational Risk” means the effect of uncertainty on objectives of achieving activities associated with Councils business units and operational objectives.

“Risk” means the effect of uncertainty on objectives.

“Risk Appetite” means the amount and type of residual risk that an organisation is willing to pursue, retain or take in the pursuit of its objectives. It is a statement or series of statements that describes the organisations attitude towards risk taking.

“Residual Risk” means the level of risk once controls have been applied.

“Risk Management” means coordinated activities to direct and control an organisation regarding risk.

“Risk Management Framework” means the set of components that provide the foundations and organisational arrangements for designing, implementing monitoring, reviewing and continually improving risk management throughout the organisation.

“Unforeseen Risk” means an event that was not expected to happen or could not have been known about beforehand.

6.0 POLICY STATEMENT:

Council faces many external and internal factors and influences that impact its ability to achieve its objectives. Through the effective management of risk, Council endeavours to lower the likelihood of negative risks materialising, realise opportunities, improve performance, encourage innovation, and support the achievement of Council’s objectives, adding value for the entire community.

Council is committed to the development, implementation and continual review and improvement of a comprehensive risk management framework that is integrated across the entire organisation encompassing corporate, operational, project and unforeseen risks.

The Risk Management Framework will reflect the following principles:

- Council is an environment where all employees take responsibility for managing risk ensuring resources and operational capabilities are optimised;
- A risk aware culture is integral to Council achieving its objectives as well as identifying and creating opportunities. The integration of risk control measures into strategic planning will ensure that Council’s exposure to risk is mitigated and opportunities are realised and included;
- Decision making will be risk-based and informed, demonstrating transparent and responsible risk management processes that align with best practice; and
- Council’s risk management culture will enable the organisation to meet legislative compliance.

To support the risk management framework Council will ensure:

- There is a consistent and systematic approach to the management of Corporate, Operational, Project and unforeseen risks across the organisation;
- Clear functions and responsibilities are defined;

- Employees have the necessary skills and tools to allow them to thrive in a risk aware culture and those with key management roles and responsibilities have the necessary delegation to undertake these responsibilities;
- Necessary resources are allocated in support of risk management within Council; and
- Transparency in relation to risks and challenges faced.

6.1 Risk Appetite

As a local government, Council’s operations are subject to increased political and community scrutiny when compared to those in the private sector. Generally, Council takes a conservative approach to the trade-off between ‘residual risk’ and ‘return’.

Council’s risk appetite is illustrated in the below table:

Corporate Risk Category	Residual Risk			
	Minimal	Moderate	Open	Seeking Opportunity
Health, Safety & Wellbeing	✓			
Financial		✓		
Reputation	✓			
Environment	✓			
Regulatory and Legal	✓			
Service Delivery		✓		

Approach to Risk	Council takes a cautious approach towards taking risk	Council takes a balanced approach to taking risk	Council takes a higher level of risk for increased benefit	Council takes an aggressive approach towards risk as it is considered core to the delivery of its corporate plan

Corporate Risk Category	Description
Health Safety & Wellbeing	Health safety and wellbeing of employees, contractors, volunteers, consultants, stakeholders and the broader community.

Financial	Financial sustainability to support the achievement of Council's corporate goals and objectives in the medium to long term.
Reputation	Council's reputation and goodwill, relationships with government and government agencies, relationships with the community and other key stakeholders.
Environment	Impact to the natural environment.
Regulatory and Legal	Regulatory and legal compliance.
Service Delivery	The provision of core services and implementation of Asset Management Plans now and into the future including achieving Council's Operational Plan, asset management practices, delivery of major projects and ICT capabilities.

6.2 Risk Governance

Risk Responsibilities	
Councillors	<ul style="list-style-type: none"> • Establishing Council's Risk Appetite • Adopting the Risk Management Policy • Ensuring oversight of the Risk Management Framework • Understanding and considering risks within their decision-making process as part of a robust system of good governance.
Chief Executive Officer	<ul style="list-style-type: none"> • Overall responsibility for leadership in developing a risk management culture • Ensuring that a risk management system is established implemented and maintained in accordance with this policy • Responsible for understanding and considering risks within the decision-making process.
General Managers	<ul style="list-style-type: none"> • Identifying, assessing, managing, reporting, reviewing and monitoring risks that may impact the achievement of Council's operational and commercial objectives • Implementing this policy and ensuring that there are systems in place for Council to maintain adherence to this policy • Fostering a culture where risks can be identified and escalated as required • Understanding and considering risks within the decision-making process
Managers, Specialists	<ul style="list-style-type: none"> • Identifying, assessing, managing, reporting, reviewing and monitoring risks that may impact the achievement of Council's objectives • Facilitating risk assessments, maintenance of the business unit's risk registers and monitoring action items within the respective business areas • The provision of technical expertise and advice • Analysing and reporting risk in accordance with the framework, which includes the reporting of material risks for

	<p>inclusion in Executive, Audit Risk and Improvement Committee or Council meeting reports</p> <ul style="list-style-type: none"> Implementing and maintaining this policy
All Employees	<ul style="list-style-type: none"> All employees have the responsibility to comply with this policy in particular, identifying and managing the risks associated with the tasks and activities they perform in the achievement of organisational objectives and ensuring that risks are escalated as required.
Contractors, consultants and volunteers	<ul style="list-style-type: none"> Responsible for identifying and managing the risks associated with the tasks and activities they perform in the provision of Council services or the management of Council facilities and assets, ensuring that risks are managed in accordance with Council's Risk Management framework as a minimum standard.
Audit Risk Improvement Committee	<ul style="list-style-type: none"> Provides independent and objective assurance as to Council's overall system of risk management, including internal controls. The Audit Risk Improvement Committee will monitor Council's adopted risk management framework and assist with the development of a risk aware culture through the facilitation of risk management.

7.0 ATTACHMENTS:

Nil.

8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	18 September 2012	G/12/1239	
Amendment 1	21 January 2014	G/14/1880	
Amendment 2	06 June 2017	G/17/3065	
Amendment 3	1 Sept 2020	G/20/4311	Prior Policy No. P-2017-23

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER