



MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Thursday, 16 December 2021 commencing at 1.30 p.m.

## **ATTENDANCE**

### **Present:**

Andrew Cox	(External Chairperson) – via zoom
Carolyn Rosetta-Walsh	(External member) – via zoom
Max Shanahan	(External member)

### **Also Present:**

Kate Monaghan	(PGM Organisation Capability)
Ricky Tozer	(SM Workplace and Governance)
Michael Kharzoo	(Audit Office of NSW) – via zoom
Andrew Marsden	(O'Connor Marsden and Associates)
Judy Malpas	(O'Connor Marsden and Associates)
Anita Cakalic	(ARIC Secretary/Risk Specialist)
Jacquelyn Richards	(PGM Community Choice for item 7)
Peter John	(SM Digital for items 4.3, 6.6,6.7,6.8, 6.8 and 6.10)
Gordon Cunningham	(SM Utilities for item 4.3)
Rodney Stewart	(PC Facilities and Safe Cities for item 6.4)
Darren Wheatley	(Team Leader Security for item 6.4)

### **Observer:**

Jacqueline Sullivan	(PC Financial Accounting)
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PGM – Portfolio General Manager

SM – Service Manager

PC – Program Coordinator

For reference: Agenda items were discussed in the following order:

- 4.1 Actions Arising
- 4.3 DR Water and Sewer
- 5.1 Audit Office NSW Update
- 5.2 OCM Internal Audit Report
- 6.11 Long Term Financial Plan
- 6.12 Financial Statements Sub-committee
- 6.13 CFO Status Report
- 4.2 Post-Test report - DR
- 6.6 QPRC's Network Penetration Testing - 2021

- 6.7 QPRC Cyber Security Strategy 2021-24
- 6.8 Technology One SaaS Proposal 2021 – SWOT Analysis
- 6.9 QPRC’s Cyber Security Review 2021
- 6.10 ASD Essential Eight Report – Dec 2021
- 5.4 HSEQ Triennial Audit Summary 2021
- 6.1 State Cover WHS 2021 Self-Audit Summary Report
- 6.4 Physical Security
- 6.2 Organisational Culture
- 7 Senior Management Presentation
- 6.3 Business Continuity
- 5.3 Status of Audit Recommendations

## **1. APOLOGIES**

### **Resolved**

The Committee noted the apology from Peter Tegart.

## **2. DECLARATIONS OF INTEREST**

### **Resolved**

No disclosures were made by Committee members of any interest in the matters under consideration at this meeting.

## **3. CONFIRMATION OF MINUTES**

### **3.1 Minutes of the Ordinary Meeting of the QPRC ARIC held on 16 September 2021**

#### **Resolved**

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Thursday 16 September 2021 be confirmed.

Moved: Max Shanahan

Seconded: Carolyn Rosetta-Walsh

## **4. ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES**

### **4.1 Actions Arising Report**

#### **Resolved**

- a) That the Committee receive the report for information
- b) Noted that the following items as having been completed: 5.2, 5.3, 6.2, 6.5, 6.6, 6.8, 6.3, 6.6, 5.3 (9 December 2020 items c and d), 5.6 (9 September 2020).
- c) All items relating to policy harmonisation to be rolled into one action item and monitored through six monthly updates to ARIC.
- d) A copy of the CEO’s QPRC performance framework (including governance) as presented to the ARIC in September 2020 be circulated to ARIC members out-of-session.

- e) A list of the schedule of Service Reviews and their status (completed, in progress, scheduled) be circulated to ARIC members out-of-session.

#### **4.2 Post-test report -DR**

##### **Resolved**

That the report be received for information.

#### **4.3 DR Water and Sewer**

##### **Resolved**

That the Committee noted the information provided by the Service Manager Utilities.

#### **4.4 Policy Harmonisation Update**

##### **Resolved**

That the report be received for information.

### **5. AUDIT REPORTS**

#### **5.1 Audit Office NSW Update**

##### **Resolved**

That the Committee note the verbal update provided by the Audit Office of NSW.

Michael Kharzoo left the meeting at approximately 2.30pm

#### **5.2 OCM Internal Audit Report**

##### **Resolved**

- a) That the Committee note the report provided by OCM.
- b) Internal audit plan to be reviewed to determine options for an audit to replace the deferred audit of contract management. Plan with options to be circulated to ARIC members out-of-session.
- c) Disaster Recovery maturity assessment to include both the ICT environment and operational technology Disaster Recovery.

#### **5.3 Status of Audit Recommendations**

##### **Resolved**

- a) That the report be received for information.
- b) Note the request for guidance in relation to audit item 2.4 Application Controls, in relation to the ICT General Controls Audit, with assistance to be provided by Max Shanahan.

**5.4 HSEQ Triennial Audit Summary 2021****Resolved**

- a) That the report be received and note the report on the 2021 triennial Audit.
- b) Note the recertification to the ISO 9001,14001 and 45001 standards as recommended by the Auditor to the certification body.
- c) Clarification requested on whether annual reviews are ISO internal audits.

**6. REPORTS TO ARIC - ITEMS FOR INFORMATION****6.1 StateCover WHS 2021 Self-Audit Summary Report****Resolved**

That the report be received for information.

**6.2 Organisational culture summary****Resolved**

That the report be received for information.

**6.3 ICAC Operational Dasha - QPRC response to Recommendations****Resolved**

- a) That the report be received for information, noting that an update in relation to recommendation 23 will provided at the next meeting.
- b) Attestation be required from external recruitment agencies to attest their process is evidence-based with a list of checks completed included in the attestation.

**6.4 Physical Security****Resolved**

- a) That the report be received for information.
- b) Determine if a police report was lodged in regard to theft of property, noting that the stolen item was returned as a result of an internal investigation.
- c) Workplace surveillance policy and other relevant documentation to be circulated to ARIC members showing how this is matched to any relevant security and privacy legislative requirements.

**6.5 Business Continuity****Resolved**

That the report be received for information.

**6.6 QPRC's Network Penetration Testing - 2021****Resolved**

That the report be received for information.

**6.7 QPRC Cyber Security Strategy 2021-24****Resolved**

- a) That the report be received for information.
- b) Action plan resulting from Cyber Security Strategy to be forwarded to ARIC members, after it has been reviewed by Executive.

**6.8 TechnologyOne SaaS Proposal 2021- SWOT Analysis****Resolved**

- a) That the report be received for information.
- b) Report on impact of proposal to be provided to ARIC after review by Executive at its meeting to be held in January.

**6.9 QPRC's Cyber Security Review 2021****Resolved**

That the report be received for information.

**6.10 ASD Essential Eight Report - Dec 2021****Resolved**

That the report be received for information.

**6.11 Long Term Financial Plan****Resolved**

- a) That the report be received for information.
- b) That the ARIC Chair will prepare meeting notes for Council expressing concern with regard to the approach taken in scenario 2.

**6.12 Financial Statements Sub-Committee****Resolved**

That the report be received for information.

**6.13 CFO Status Report****Resolved**

That the report be received for information.

Andrew Marsden and Judy Malpas left the meeting at 2.57pm.

Kate Monaghan left the meeting at 2.57pm and returned at approximately 4.15pm.

#### **7. SENIOR MANAGEMENT PRESENTATIONS**

**Jacquelyn Richards** – Portfolio General Manager Community Choices - Community Education

##### **Resolved**

Update on progress with portable storage devices to be provided to the ARIC in June 2022.

#### **8. GENERAL BUSINESS**

Future meeting dates as discussed out of session.

Meeting Closed at 4.47pm