QPRC

MINUTES OF THE ORDINARY MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Wednesday, 16 June 2021 commencing at 2.00 p.m.

ATTENDANCE

Present:

Andrew Cox	(External Chairperson) – via Zoom
Carolyn-Rosetta Walsh	(External member)
Max Shanahan	(External member)
Pete Harrison	(Councillor)

Also Present:

Peter Tegart	(CEO)
Andrew Knight	(Portfolio General Manager Organisation Capability)
Kate Monaghan	(CFO)
Mike Thompson	(Portfolio General Manager Natural and Built Character)
Ricky Tozer	(Service Manager Workplace and Governance)
Peter John	(Service Manager Digital)
Kylie McRae	(O'Connor Marsden and Associates) – via Zoom
Michael Kharzoo	(Audit Office of NSW) – via Zoom
Anita Cakalic	(Risk Specialist/ARIC Secretary)

1. APOLOGIES

Resolved

The Committee resolved that the apology from Andrew Marsden (O'Connor Marsden and Associates) be noted.

2. DECLARATIONS OF INTEREST

Resolved

No disclosures were made by Committee members of any interests 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 18 March 2021

Resolved

That the Minutes of the Ordinary Meeting of the QPRC ARIC held in the Queanbeyan Council Chambers on Thursday 18 March 2021 be confirmed, noting that Peter Tegart (CEO) was present at this

meeting and that the minutes be amended to reflect this.
Moved: Max Shanahan
Seconded: Carolyn Rosetta-Walsh

The Agenda items below were dealt with in the following order:

- Section 5 Audit Report items in the order as presented in the agenda.
- 4.1 Committee Arrangements
- 4.2 Actions Arising Report
- 4.4 Operation Dasha
- 4.3 QPRC Cyber Controls Schematic Diagram
- 6.5 Commvault DR Project Update
- 6.6 ASD Essential Eight Implementation updates
- 6.7 ICT Report to ARIC June 2021
- 6.1 Financial Statements Subcommittee Report
- Senior Management Presentation by Mike Thompson
- General Business Item: Presentation by Peter Tegart
- 6.2 Delegations and Authorities
- 6.3 Governance Report
- 6.4 Major Projects and Business Initiatives
- 6.8 Risk Management
- 6.9 External Reports of Interest

4.   ARIC - ACTIONS ARISING FROM PREVIOUS MINUTES

4.1   Committee Arrangements

Resolved

Committee arrangements noted.

4.2   Actions Arising Report

Resolved

That the Committee:

a) Noted the report on actions arising.
b) Requested that those responsible for completing action items provide a comment updating the Committee on the status and progress of their respective items/s.
c) Agreed that item 4.1(d), arising from the 18 March 2021 meeting, and item 5.4, arising from 9 September 2020 meeting, have been completed.
d) Noted the deferral of item 6.1 (b), arising from the 18 March 2021 meeting, to the September meeting.
e) Noted that there will be a presentation on item 7.4, policy harmonisation, at the next ARIC meeting to be held in September.

4.3   QPRC Cyber Controls Schematic Diagram

Resolved

That the Committee noted the report.

4.4 ICAC Operation Dasha - Canterbury Council

<u>Resolved</u>

That the Committee noted the report and expects a written report detailing how QPRC rates against the ICAC recommendations made.

5. AUDIT REPORTS

5.1 Audit Office NSW Update

<u>Resolved</u>

That the Committee noted the verbal update provided by Michael Kharzoo from the Audit Office of NSW.

Mr Kharzoo left the meeting at 2.08pm.

5.2 O'Connor Marsden Internal Audit Report

<u>Resolved</u>

That the Committee noted:

a) The report provided by OCM.
b) That the final report on Project Management has been delayed to allow time for Council to prepare an organisational wide considered response.
c) Noted that observations, in relation to record keeping requirements, were included in the Internal Audit of Information Management Governance.
d) Noted that the QPRC Project Management Framework includes requirements for probity assurance, and that these documents would be circulated to members out of session.

5.3 IA Final Report Disaster Recovery

2.c   **<u>Resolved</u>**

That the Committee:

a) Noted the Internal Audit report on Disaster Recovery.
b) Requested details of the criteria used for the audit.
c) Requested that a DR monitoring assessment be provided.
d) Requested an addendum to this audit through an extension of the scope to cover ICT infrastructure, for the operational technology environment. To be included within the internal audit plan for next year.

5.4 IA Final Report Procurement (Tendering)

2.b   **<u>Resolved</u>**

That the Committee noted the Internal Audit report on Procurement (Tendering).

Kylie McRae left the meeting at 2.45pm.

5.5   **Status of Audit Recommendations**

Resolved

That the Committee:

     a)   Noted the report.
     b)   Requested that the protocols for monitoring of audit recommendations and closure of completed actions should be reviewed.

6.	**REPORTS TO ARIC - ITEMS FOR INFORMATION**

4.44pm   **6.1**   **Financial Statements Subcommittee Report**

Resolved

That the Committee noted the report and the issues related to the timing of asset valuations.

6.2   **Delegations and Authorities**

Resolved

That the Committee noted the report.

6.3   **Governance Report**

Resolved

That the Committee:

     a)   Noted the report
     b)   Acknowledged that an update on the status of the policy harmonisation project, and transition to business as usual, will be provided at the next ARIC meeting to be held in September.

6.4   **Major Projects and Business Initiatives**

Resolved

That the Committee noted the report.

6.5   **Commvault DR Project Update**

Resolved

That the Committee noted the report.

6.6   **ASD Essential Eight Implementation updates**

Resolved

That the Committee:
     a)   Noted the report.
     b)   Requested that additional commentary be provided in future reports to support the ratings and maturity levels.

6.7   **ICT Report to ARIC June 2021**

Resolved

That the Committee:
    a) Noted the report.
    b) Requested that a list of approved performance measures for ICT and results to be included in ICT report in future.

6.8   **Risk Management**

Resolved

That the Committee noted the report.

6.9   **External reports of interest**

Resolved

That the Committee noted the report.

7.   **SENIOR MANAGEMENT PRESENTATIONS**

Mike Thompson joined the meeting at approximately 3.35pm.

Resolved

That the presentation provided by Mike Thompson, Portfolio General Manager, Natural and Built Character be noted.

Mike Thompson left the meeting at approximately 4.00pm.

8.   **GENERAL BUSINESS**

Peter Tegart joined the meeting at approximately 4.00pm

Presentation by Peter Tegart, CEO, on Financial Management.

Resolved

That the presentation provided by Peter Tegart, CEO be noted.

Peter Tegart left the meeting at approximately 4.35pm

Meeting Closed at 5.06pm

Next Meeting:

Thursday 16 September 2021
Thursday 9 December 2021