



MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE held at the Council Chambers, 253 Crawford St, Queanbeyan on Friday, 14 February 2020 commencing at 2:00PM.

ATTENDANCE

Present:

Andrew Cox	(External Chairperson)
Carolyn-Rosetta Walsh	(External member)
Max Shanahan	(External member)
Cr. Peter Harrison	(Councillor)
Andrew Knight	(Portfolio General Manager Organisation Capability)

Also Present:

Bill Warne	(Service Manager Legal and Risk)
Kate Monaghan	(Chief financial Officer and Service Manager Finance)
Anita Cakalic	(Risk Specialist and ARIC Secretary)
Andrew Marsden	(O'Connor Marsden and Associates)
Nicole Robertson	(O'Connor Marsden and Associates)

Max Shanahan opened the meeting and advised the Committee that the Chair, Andrew Cox, would be late. Max Shanahan, as acting Chair, conducted the meeting until Agenda Item 4.2 when the Chair was handed back to Andrew Cox.

1. APOLOGIES

Resolved:

The Committee resolved that apologies from Peter Tegart (Chief Executive Officer) 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

Resolved:

That the minutes of the Ordinary Meeting of the Audit, Risk and Improvement Committee held in the Queanbeyan Council Chambers on Monday 25 November 2019 were confirmed.

4. REPORTS TO COUNCIL - ITEMS FOR INFORMATION

4.1 Change in the Committee Membership

Resolved

The Committee noted the report and the appointment of Andrew Knight as the Portfolio General Manager Organisation Capability and voting member of the Audit, Risk and Improvement Committee (ARIC)

4.2 Audit Office NSW Report

Resolved

The Committee:

1. Noted the report and the verbal update provided by Cathy Wu, Director Financial Audit, Audit Office of NSW.
2. Noted that the ARIC would be provided with a report on Councils Asset Management Maturity when the assessment has been completed.

4.3 Quarter 3 ARIC Work Plan Report

Resolved

The Committee noted the report.

4.4 Delegations and Authorisations

Resolved

The Committee:

1. Noted the report.
2. Agreed that the possibility of breach reporting should be explored.

4.5 Strategic Risk Review

Resolved

The Committee noted the report and presentation given by the Service Manager Urban Landscapes, Tim Geyer, on the strategic planning of cemeteries.

4.6 Financial Statements Sub-Committee (FSSC) Report

Resolved

The Committee:

1. Noted the report.
2. Agreed to the amendment of the FSSC Charter to include an additional member of the ARIC, as approved by the ARIC Chair.
3. Independent ARIC member Carolyn Rosetta-Walsh confirmed as a member of the FSSC.

4.7 Review of Policies

Resolved

The Committee:

1. Noted the report.
2. Agreed that the requirement for a policy or policy framework, which enables a more standardised approach to the development and formulation of QPRC policies, should be explored. This should also clarify the requirement for creating a policy.

4.8 Major Projects: Bicentennial Hall Upgrade Presentation

Resolved

The Committee noted the report and the verbal update provided by Jacquelyn Richards, Portfolio General Manager Community Choice.

4.9 ARIC Meeting Summary Points: For Discussion

Resolved

The Committee:

1. Noted the report.
2. Resolved that the ARIC Chair would circulate notes on general discussion to the Mayor and Councillors to support the resolutions of the committee.

4.10 Schedule for Senior Management Presentations: For Discussion

Resolved

The Committee:

1. Noted the report.
2. Resolved that the ARIC Secretary would put together a proposed schedule to be circulated out-of-session.

4.11 ARIC Meeting Dates for 2020

Resolved

The Committee:

1. Noted the report.
2. Resolved that the proposed ARIC meeting dates (with a start time of 11am) be circulated to ARIC members out-of-session for agreement.

4.12 CFO Status Report

Resolved

The Committee noted the report.

5. ACTIONS ARISING FROM PREVIOUS MEETINGS

5.1 Actions Arising and Work Plan Amendments

Resolved

The Committee:

1. Noted the report, status of actions arising and revised 2019-20 ARIC Committee Work Plan
2. Agreed to review the items in the work plan.
3. Agreed that a word version of the plan would be circulated to ARIC members out-of-session for comments and suggestions to be collated for the next meeting.

5.2 AA 5.3(b) 201911 ARIC Maturity Assessment Summary

Resolved

The Committee:

1. Noted the report.
2. Agreed to the development of an implementation plan based on the findings presented in the summary report.

5.3 AA 5.4(c) 201911 - Cyber Risk

Resolved

The Committee:

1. Noted the report on cyber security.
2. Agreed that there still needed to be a risk assessment to determine where QPRC may be vulnerable. This would also assist with ensuring that adequate resourcing could be put in place where required.

5.4 AA 5.3(c)(d) 201911 - ICT Disaster Recovery Plan

Resolved

The Committee:

1. Noted the report and acknowledged that it was good to see the work that has been done.
2. Requested that an implementation plan be developed.
3. Noted that the DR exercise should align with a DR test type.

5.5 AA 7.2(a)(b) 201911 Reports circulated out-of-session: Decision-Making Framework and Concept Design for civic and Cultural Precinct

Resolved

The Committee noted the report.

6. INTERNAL AUDIT REPORTS

6.1 O'Connor Marsden report on Internal Audit Activities

This report was discussed after the Audit Office NSW Audit agenda item 4.2.

Resolved

The Committee:

1. Noted the report.
2. Agreed to the changes in the 2020 Internal Audit Plan.
3. Agreed to include an additional column in the plan to show which ARIC meeting IA reports will be tabled at.
4. Agreed that OCM would touch base with the Audit Office NSW to discuss the scope of their cybersecurity audit. This will assist with scoping the internal audit of ICT general controls planned for quarter two of 2020.
5. Agreed that the Executive should determine the management requested audits for inclusion in the 2020 Internal Audit Plan.

Andrew Marsden and Nicole Robertson from OCM left the meeting at 3.14pm

6.2 Status of Outstanding Audit Recommendations

Resolved

The Committee noted the report.

6.3 General Business: Request to conduct PHD Studies

Resolved

The Committee noted the request and it was agreed that the ARIC Chair would discuss the request with the PHD candidate.

Meeting Closed: 4.55pm

**Mr. ANDREW COX
CHAIRPERSON**