



21 JULY 2020

**AUDIT & RISK COMMITTEE
MEETING**

AGENDA

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1. OPENING

The Chairperson to declare the meeting open.

2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

2.1 Members Present

Cr DC White	Chairperson
Cr DW Davis	President
Cr CJ Pepper	Deputy President
Cr DL Brown	
Cr P Gogol	
Cr CJ Lawlor	
Cr SW Martin	
Cr TF McLaughlin	
Cr TWT Seed	

2.2 Staff In Attendance

Mr SP Gollan	Chief Executive Officer
Mr SK Marshall	Deputy Chief Executive Officer
Mrs A Lewis	Executive Assistant

2.3 Observers And Visitors

2.4 Apologies and Approved Leave of Absence

3. DECLARATIONS OF INTEREST

4. CONFIRMATION OF MINUTES

4.1 Minutes Audit and Risk Committee Meeting 4 March 2020

OFFICER'S RECOMMENDATION

That the Minutes of the Audit and Risk Committee Meeting held 4 March 2020 be confirmed.

5. OFFICER REPORTS

5.1 2020 I.T Disaster Recovery Plan

SUBMISSION TO: Audit and Risk Committee Meeting 21 July 2020
REPORT DATE: 10 June 2020
APPLICANT: N/A
FILE REFERENCE: ADM
AUTHOR: S.K. Marshall, Deputy Chief Executive Officer
ATTACHMENTS: I.T. Disaster Recovery Plan and Business Impact Analysis Questionnaire

SUMMARY

The Audit and Risk Committee to review the 2020 IT Disaster Recovery Plan and Business Impact Analysis Questionnaire and consider recommending to Council that it be adopted.

BACKGROUND

The legislative requirements under *Local Government (Audit) Amendment Regulations 2013* Regulation 17, provide that an IT Disaster Recovery Plan be implemented.

The first IT Disaster Recovery Plan was produced by our IT consultants, Focus Networks and was adopted by Council at the 22 July 2014 Ordinary Council Meeting. The plan should be reviewed annually and renewed every five years.

COMMENT

The draft 2020 IT Disaster Recovery Plan is attached.

STATUTORY ENVIRONMENT

Regulation 17 of the Local Government (Audit) Amendment Regulations 2013 provides that the CEO is to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

FINANCIAL IMPLICATIONS

Minimal – Cost to test recovery scenario.

STRATEGIC IMPLICATIONS

Goal 12 - Council leads the organisation and engages with the community in an accountable and professional manner.

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COMMITTEE'S RECOMMENDATION

That the Corporate Strategy Committee recommend to Council that the 2020 IT Disaster Recovery Plan be adopted.

5.2 Chief Executive Officer Performance Appraisal

SUBMISSION TO: Audit and Risk Committee Meeting 21 July 2020
REPORT DATE: 1 July 2020
APPLICANT: N/A
FILE REFERENCE: ADM 0412
AUTHOR: D.W. Davis, Shire President
ATTACHMENTS: Nil

SUMMARY

The Audit & Risk Committee to consider recommending to Council that a sub-committee be endorsed to carry out the Chief Executive Officer annual performance appraisal.

BACKGROUND

It is Council's responsibility for a CEO performance appraisal to be undertaken annually.

In 2019 Crs White, Pepper and Shaw were endorsed to form a sub-committee to conduct the review.

COMMENT

Council may like to consider the Shire President, Deputy President and Chair of the Audit and Risk Committee, plus one extra Councillor to form the sub-Committee.

The sub-Committee will need to take into consideration the new CEO Standards when completing the appraisal.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 5.36 – Section 5.43.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the Corporate Strategy Committee recommend to Council that a sub-committee of Crs _____ be endorsed to complete the 2020 Chief Executive Officer Performance Appraisal.

6. NEW BUSINESS ARISING BY ORDER OF THE MEETING

New Business of an urgent matter only arising by order of the meeting.

7. CLOSURE

The Chairman to declare the meeting closed.