



**21 JULY 2020**

**AUDIT & RISK COMMITTEE  
MEETING**

**MINUTES**

## **CONTENTS**

<b>1. OPENING .....</b>	<b>2</b>
<b>2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE .....</b>	<b>2</b>
2.1 Members Present.....	2
2.2 Staff In Attendance .....	2
2.3 Observers And Visitors .....	2
2.4 Apologies and Approved Leave of Absence .....	2
<b>3. DECLARATIONS OF INTEREST .....</b>	<b>2</b>
<b>4. CONFIRMATION OF MINUTES .....</b>	<b>3</b>
4.1 Minutes Audit and Risk Committee Meeting 4 March 2020.....	3
<b>5. OFFICER REPORTS .....</b>	<b>4</b>
5.1 I.T Disaster Recovery Plan .....	4
5.2 Chief Executive Officer Performance Appraisal .....	6
<b>6. NEW BUSINESS ARISING BY ORDER OF THE MEETING .....</b>	<b>8</b>
<b>7. CLOSURE .....</b>	<b>8</b>

## **1. OPENING**

The Chairperson declared the meeting open at 9:31 am

## **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
Mr SP Vincent	Manager of Works
Mrs A Lewis	Executive Assistant

### **2.3 Observers And Visitors**

Nil

### **2.4 Apologies and Approved Leave of Absence**

Nil

## **3. DECLARATIONS OF INTEREST**

Nil

**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.

**COMMITTEE RESOLUTION**

**MAA1/0720**

**Moved Cr Pepper**

**Seconded Cr Martin**

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

**CARRIED 9/0**

## **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 Audit and Risk Committee recommend to Council that the 2020 IT Disaster Recovery Plan be adopted.

**COMMITTEE'S RESOLUTION**

**MAA2/0720**

**Moved Cr Gogol**

**Seconded Cr Lawlor**

**That the Audit and Risk Committee recommend to Council that the 2020 IT Disaster Recovery Plan be adopted.**

**CARRIED 9/0**

## **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

### **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.

**COMMITTEE'S RESOLUTION**

**MAA3/0720**

**Moved Cr Seed**

**Seconded Cr Brown**

**That the Audit and Risk Committee recommend to Council that a sub-committee of Crs White, Pepper and Brown be endorsed to complete the 2020 Chief Executive Officer Performance Appraisal.**

**CARRIED 9/0**



**6. NEW BUSINESS ARISING BY ORDER OF THE MEETING**

Nil

**7. CLOSURE**

The Chairman declared the meeting closed at 9:48am

I hereby certify these Minutes as being confirmed in accordance with Section 5.22 of the Local Government Act 1995.

PRESIDING MEMBER:

DATE: