

# Audit & Risk Committee

## Minutes | 8<sup>th</sup> September 2020

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### Disclaimer

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# SHIRE OF QUAIRADING

The Quairading Audit & Risk Committee Minutes of the Meeting held on 8<sup>th</sup> September 2020 commencing at 5.00 pm.

## ITEM 1 OPENING & ANNOUNCEMENTS

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The Chairperson opened the Meeting at 5.00 pm.

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

The Chairperson advised that the ICT Strategic Plan and ICT Disaster Recovery Plan is to be presented first to allow Council's Consultant Focus Networks to speak to the Agenda Item.

## ITEM 2 ATTENDANCE AND APOLOGIES

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### Councillors

Cr JN Haythornthwaite	Chairperson / Deputy Shire President
Cr WMF Davies	Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

### Council Officers

Mr GA Fardon	Chief Executive Officer
Mr NL Gilfellon	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	IPR/ Strategic Projects Officer

### Observers/Visitors

Mr Doug Cusens	Focus Networks (5.02 pm – 5.55 pm)
Mr David Staek	Focus Networks (5.02 pm – 5.55 pm)

### Apologies

Nil

### Approved Leave of Absence

Nil

## ITEM 3 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

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Mr Cusens and Mr Staek presented their findings on the ICT Strategic Plan to the Audit & Risk Committee and responded to questions from the Meeting.

The Focus Networks representatives left the meeting at 5.55pm.

## ITEM 4 DECLARATIONS OF INTEREST

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Councillors to use pro forma declaration of interest handed to Chief Executive Officer prior to meeting or verbal declaration of interest.

- Cr Jo Haythornthwaite - Impartiality Interest with Item 11.1 ICT Strategic Plan and ICT Disaster Recovery Plan.
- C John Haythornthwaite - Impartiality Interest with Item 11.1 ICT Strategic Plan and ICT Disaster Recovery Plan.

## ITEM 5 CONFIRMATION OF MINUTES AND BUSINESS ARISING

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### 5.1 Confirmation of Minutes – 9<sup>th</sup> June 2020

**RECOMMENDATION: AR1-20/21**

**MOVED Cr Cowcill SECONDED Cr Stacey**

That the Minutes of the Audit & Risk Committee Meeting held on the 9<sup>th</sup> June 2020 be confirmed as a true and accurate record.

**CARRIED 8/0**

### 5.2 Business Arising

Nil.

## ITEM 6      STANDING ITEMS – EXTERNAL AUDIT

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### *Audit & Risk Committee - Terms of Reference 7.6*

The CEO advised the Meeting of the following proposed timetable for the conduct of the Annual Audit:-

- Audit Team onsite - 26<sup>th</sup> to 28<sup>th</sup> October 2020
- Annual Meeting with the Auditor - Week commencing 30<sup>th</sup> November 2020
- Sign off of the Annual Financial Statements by the Chief Executive Officer and issuance of the Audit Report following the meeting with the Auditor
- Inclusion in the Audit & Risk Committee Agenda - 4<sup>th</sup> December 2020
- Audit & Risk Committee Meeting - 8<sup>th</sup> December 2020.

### **RECOMMENDATION: AR2-20/21**

#### **MOVED Cr Stacey SECONDED Cr Hippisley**

That the Audit and Risk Committee recommend to Council that: -

Council conduct a telephonic meeting with Council's Auditor Mr Greg Godwin of Moore Australia (formerly known as Moore Stephens) for the 2019/2020 Annual Audit Exit Meeting with the Auditor.

**CARRIED 8/0**

## ITEM 7      STANDING ITEMS – INTERNAL AUDIT

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*Audit & Risk Committee - Terms of Reference 7.5*

No matters for consideration.

## ITEM 8 STANDING ITEMS – FINANCIAL REPORTING

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*Audit & Risk Committee - Terms of Reference 7.2*

### 8.1 Grant Funding Status Report

<b>Meeting Date</b>	8 <sup>th</sup> September 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	IPR&SPO Richard Bleakley
<b>Attachments</b>	(i) Grants Register Status Report 1 (ii) Grants Register Status Report 2 (Summary Report)
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

### OFFICER RECOMMENDATION

**RECOMMENDATION: AR3-20/21**

**MOVED Cr Davies SECONDED Cr Hippisley**

That the Audit and Risk Committee recommend to Council that: -

Council notes the Grants Status Reports dated September 2020.

**CARRIED 8/0**

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### IN BRIEF

- This Report provides an update on the status of grants submitted and new grant opportunities and provides for information and discussion.
- This Report includes Grants that are continuing /carried over from the 2019/2020 and are being acquitted in the current Financial Year.
- Report details current successful Grants (Competitive and Non Competitive).
- No Grant Applications have been declined in 2020/2021.
- Further Grant Funding avenues being explored by the Grants Team.

### MATTER FOR CONSIDERATION

Noting the Grants Status Report.

### BACKGROUND

Council requires the Chief Executive Officer to report on the Eligible Grant Eligibility and Grant Activity during the 2020/2021 Year.

Report is to include Grant funding success rate i.e. no. of applications no. achieved and value / timelines of received funding.

### STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

All Grants reported have been included in Council's Adopted Budget for the 2020/2021 Financial Year.

Details of Council's cash and In Kind Contributions are listed in the Grants Register Status Report (Attachment No. 1)

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

## COMMUNITY CONSULTATION

No consultation was required or undertaken in relation to this report.

## RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. All Grants approved have been included in the 2020/2021 Adopted Budget.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. The Report provides transparency on the treatment and use of the Government Grant Funding and provides Committee with information to assess how Management are administering the various Grants.

Operation – Risk Matrix Rating is assessed as Low. Preparation and maintenance of the Grants Register is undertaken within Council's existing Organisational Structure and resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

## COMMENT

Attachment 1 – Grants Register Status Report 1 as at 4<sup>th</sup> September 2020 provides a summary of current project grant portfolio, which details the 11 Funding Agreements which are currently operational/active and 4 pending research projects, with an approximate investment of \$ 5.6M from Federal and State Government, External and Council sources.

## ITEM 9      STANDING ITEMS – CONTROLS, SYSTEMS AND PROCEDURES

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*Audit & Risk Committee - Terms of Reference 7.3*

No matters for consideration.

## ITEM 10 STANDING ITEMS – RISK MANAGEMENT REPORTS AND ISSUES

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*Audit & Risk Committee - Terms of Reference 7.1, 7.3*

### 10.1 Report on Excess Annual Leave and Long Service Leave

<b>Meeting Date</b>	8 <sup>th</sup> September 2020
<b>Responsible Officer</b>	EMCS Nathan Gilfellow
<b>Reporting Officer</b>	SFO Jodie Yardley
<b>Attachments</b>	Nil
<b>Owner/Applicant</b>	Shire of Quairading
<b>Disclosure of Interest</b>	Nil

#### OFFICER RECOMMENDATION

**RECOMMENDATION: AR4-20/21**

**MOVED Cr Hippisley SECONDED Cr Cowcill**

That the Audit and Risk Committee Recommend to Council that: -  
Council receive the report on the Shire's Leave Liabilities.

**CARRIED 8/0**

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#### IN BRIEF

- Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee
- Council receive the report on the Shire's Leave Liabilities.

#### MATTER FOR CONSIDERATION

Report on Excess Annual Leave and Long Service Leave Entitlements and Leave Liabilities.

#### BACKGROUND

Since 2017, Council has requested that excess Annual Leave and Long Service Leave be reported to the Audit and Risk Committee.

The current policy defines excess leave as when the Employee has accrued more than eight weeks paid annual leave.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2010

The Industry Award defines Excess Leave as -

*"An Employee has an **excess leave accrual** if the employee has accrued more than eight weeks paid annual leave"*

## POLICY IMPLICATIONS

Current Policy: Leave Management Policy (ORG.2)

## FINANCIAL IMPLICATIONS

Annual and Long Service Leave Reserve Fund Cash Balance as at 31<sup>st</sup> August 2020 is \$205,901.

The Annual Budget treats Current Leave as Accruals.

The Annual and Long Service Leave Reserve funds any prior year Leave entitlements taken by Staff or paid out.

The current Liability for both types of Leave (if all Claimed on 31<sup>st</sup> August 2020) is calculated at \$230,012.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

## COMMUNITY CONSULTATION

N/A

## RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is considered as Medium Risk. Financial exposure and therefor Risk escalation, if Leave accruals are not monitored and managed.

Health – Risk Matrix Rating is considered as Low Risk

Reputation – Risk Matrix Rating is considered as Low Risk

Operation – Risk Matrix Rating considered Low Risk

Natural Environment – Risk Matrix Rating is considered as Low Risk.

## COMMENT

This report has been prepared to inform the Audit and Risk Committee of the current leave liabilities and of any employees who have excess leave and the steps taken to reduce these liabilities.

As at the 31<sup>st</sup> August 2020, no employee has excess annual leave.

The CEO has approved of One Employee's Plan to take their Long Service Leave in three instalments. The first of which has now been taken. The second instalment has been deferred by agreement due to the COVID-19 pandemic.

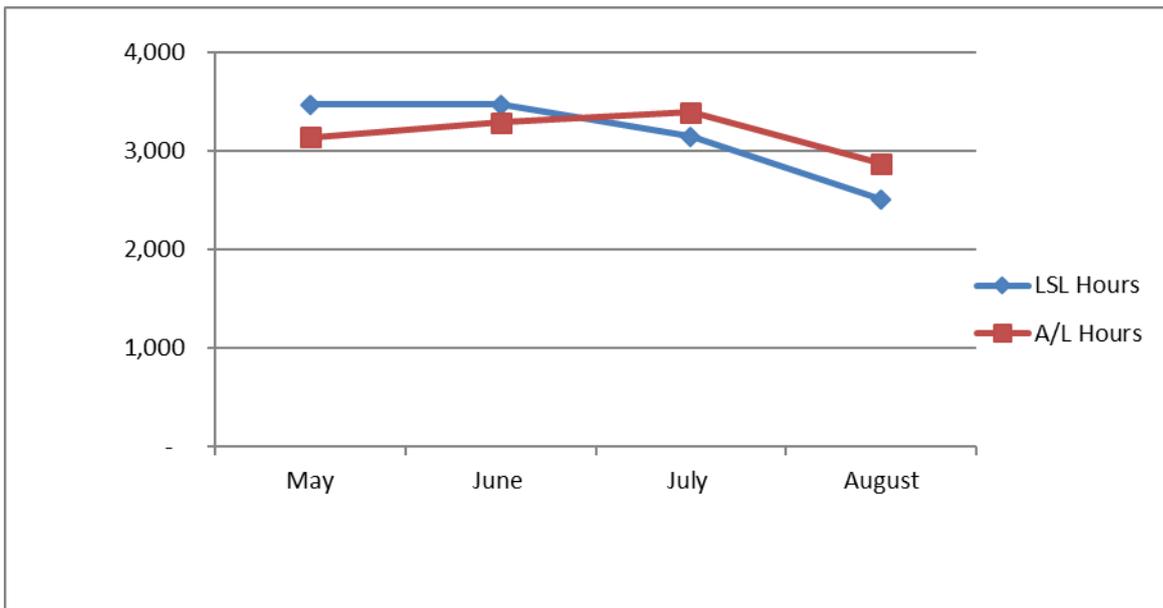
One Employee has Long Service Leave Liabilities as at the 6<sup>th</sup> September 2019. This has been approved to commence in September 2020.

Since May 2020, there has been a significant decrease of 10% (in Dollar Value) in the Annual Leave Liability through annual leave being taken. In addition, two employees have retired and been paid lump sum payments.

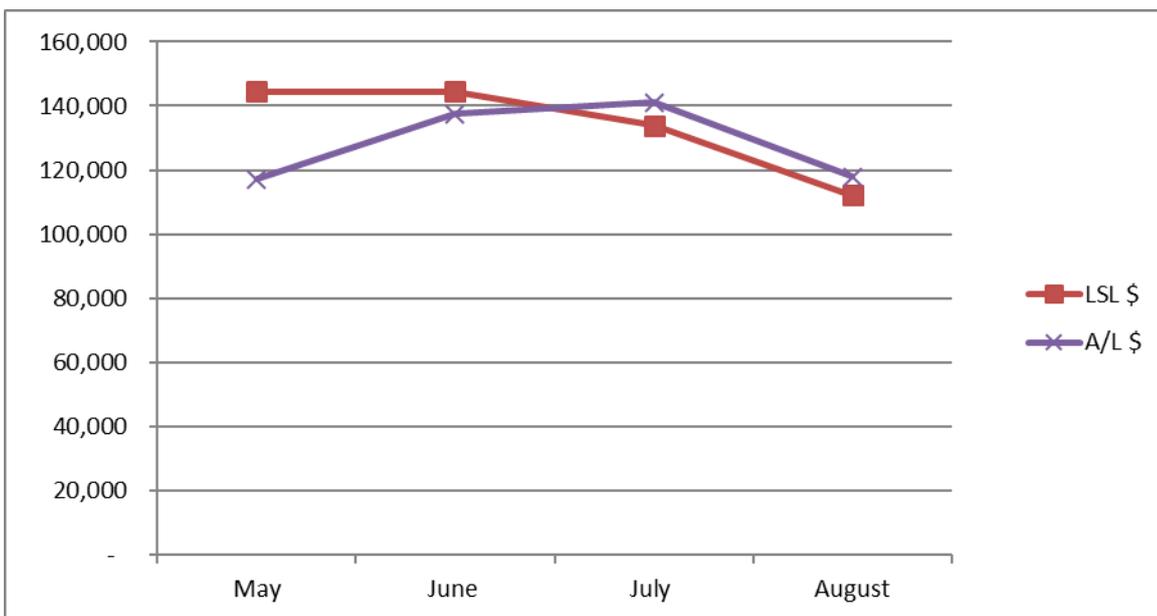
The Long Service Leave Liability has decreased 22% (in Dollar Value) since May 2020. This is due to two employees retiring.

	<b>LSL Hours</b>	<b>LSL \$</b>	<b>AL Hours</b>	<b>AL \$</b>
<b>May</b>	3,472	144,506	3,141	131,346
<b>June</b>	3,472	144,506	3,293	137,579
<b>July</b>	3,152	133,795	3,396	141,026
<b>August</b>	2,511	112,029	2,879	117,983

### Accumulated Hours of Leave



### Outstanding Accumulated Dollar Value of Leave



## ITEM 11 STANDING ITEMS – OTHER

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*Audit & Risk Committee - Terms of Reference 9.2 & 9.5*

### 11.1 ICT Strategic Plan and ICT Disaster Recovery Plan

<b>Meeting Date</b>	8 <sup>th</sup> September 2020
<b>Responsible Officer</b>	CEO Graeme Fardon
<b>Reporting Officer</b>	EMCS Nathan Gilfellow
<b>Attachments</b>	(i) ICT Strategic Plan (Under separate cover) (ii) ICT Disaster Recovery Plan (Under separate cover)
<b>Owner/Applicant</b>	Nil
<b>Disclosure of Interest</b>	Nil

Impartiality Interest declared by Cr Jo Haythornthwaite and Cr John Haythornthwaite at the commencement of the meeting.

### OFFICER RECOMMENDATION

#### RECOMMENDATION: AR5-20/21

#### MOVED Cr McGuinness SECONDED Cr Stacey

That the Audit and Risk Committee recommend to Council that: -

1. Council adopt the ICT Strategic Plan 2020 - 2023
2. Council adopt the ICT Disaster Recovery Plan
3. Council allocate a budget of \$41,200 to Computer Maintenance and \$30,500 to Computers Capital Works both from the 2020/2021 Budget Surplus.

**CARRIED ON THE CASTING VOTE OF THE CHAIRPERSON 5/4**

\*Absolute Majority will be needed for Council adoption of the Budget Amendment.

### IN BRIEF

- The Shire engaged Focus Networks in May 2020 to assist in developing an ICT Strategic Plan and ICT Disaster Recovery Plan.
- The ICT Strategic Plan is a resource that the Shire can use to plan for, manage and review their Information, Communication and Technology assets over a 4-year period.
- The ICT Disaster Recovery Plan is a resource to coordinate the actions of the Shire during an ICT disaster.
- The key themes, being explored within the Strategic Plan have been taken from the Gartner IT Reports and are used to underpin the Goals of the Plan. Each area is shown with the current state, best practice and future recommendation.

### MATTER FOR CONSIDERATION

The adoption of the ICT Strategic Plan and ICT Disaster Recovery Plan and the allocation of Budget to support items identified within the Strategic Plan.

## **BACKGROUND**

In August 2018, Focus Networks provided an IT Audit Service Report on the Shire of Quairading Network and IT Systems to gain a snapshot of the Shire's IT environment.

The Office of the Auditor General published an Information Systems Audit Report 2020 – Local Government Entities (Report 27: 2019-20). The report covered system audits of 10 Local Governments in Western Australia and found "significant shortcomings" in their information security practices.

In an interview with ALGA, Ms Spencer said, "All local government entities, including those not sampled in this audit, need to carefully consider the standards and the recommendations in this report to improve information security practices and protect the confidentiality, integrity and availability of information and systems."

### **ICT Strategic Plan**

The Shire engaged Focus Networks in May 2020 to assist in developing an ICT Strategy that will: -

- Assist the Chief Executive Officer, Executive Team and Elected Members to better understand the complexity of managing information and technology within the local government sphere.
- Improve the Shire's ICT capability.
- Enable the Shire to operate at or above the ICT Baseline Standard/benchmark set by the OAG.
- ensure ICT is adequately managed to support all aspects of local government operations, and
- Investigate the future ICT trends and how they relate to the Shire of Quairading.
- Support all related elements of the Integrated Planning and Reporting Framework.

This document will be the action plan for guiding Council's strategic direction in ICT over the next 4 years for the effective management of information and communications technology and to ensure that the Shire's ICT systems are controlled and maintained in line with corporate objectives and emerging trends. This document establishes a baseline which identifies the minimum requirements for the effective provision of information and communications technologies, as well as information management services, and solutions to effectively support the Shire's operations. Understanding the complexity of information and communications technology management within local government is the first step in applying the necessary measures to ensure that the baseline ICT standards are being met. This document also aims to provide true value to the community by enhancing and supporting all the services Council delivers.

### **ICT Disaster Recovery Plan**

The ICT Disaster Recovery Plan is an important document containing process and procedures to recover and protect a business' IT infrastructure in the event of an incident.

The Shire's Auditors and the State Records Office (SRO) have both raised that the Shire does not currently have a ICT Disaster Recovery Plan. The SRO have indicated that a copy of an ICT Disaster Recovery Plan will need to be presented to the SRO by December 2020.

Without formally defined processes, it is difficult for the Shire to evaluate the risks and ensure that organisation can quickly respond to, and recover from disruptive ICT events. Implementing complementary standards for ICT Disaster Recovery and Business Continuity will help the Shire to ensure holistic risk management outcomes.

A business impact analysis (BIA) was conducted by Focus Networks in conjunction with Executive Management and is viewed as the cornerstone of informed ICT disaster recovery decision-making.

A BIA provides the basis for aligning ICT disaster recovery plans (and broader business continuity management) to business priorities.

A BIA is a systematic process to determine and evaluate the potential effects of an interruption to critical/core business functions as a result of an incident. The BIA identifies business functions, the critical systems supporting them, and their dependencies.

Without a process to understand these, the Shire is unable to make informed decisions about ICT disaster recovery strategies.

It has been listed that a review of the ICT Disaster Plan should be undertaken annually to maintain contact and staffing lists.

Business continuity management and disaster recovery is a process of continuous improvement, and Council is strongly encouraged to ensure that the necessary skills and capabilities are in place to guarantee ongoing risk management for the organisation.

Continuous improvement requires not only resolving individual issues, but maintaining the health, effectiveness and relevance of the Shire's ICT disaster recovery capability to support business continuity capabilities.

## **STATUTORY ENVIRONMENT**

### **Local Government Act S5.56**

Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

### **Local Government Act (Administration Regulations 1996)**

Division 3 – Planning for the future

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to –
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

#### 19DA. Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013. (

2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to – (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications. \*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan

#### **POLICY IMPLICATIONS**

N/A.

#### **FINANCIAL IMPLICATIONS**

The Current Budget for IT is currently \$70,000. The proposed Budget for 2020/21 year (detailed below) is \$141,700. Therefore, it is recommended that an additional \$71,700, from the current Budget Surplus of \$122,026 be utilized to fund this year's ICT requirements.

In the 2020/21 budget, a Reserve Fund (budgeted to end the year with \$113,964 in funds) was modified to include all IT Hardware and Software purchases. It has not been recommended to use Reserve Funds due to the current budget surplus and to allow the funds to be used for future purchases identified in the ICT Strategic Plan. This will allow the funds to be used in the future to afford major Software upgrades without impacting normal Council operations.

## STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

### Governance Objective: Strong governance and community engagement

ITEM	OUTCOMES AND STRATEGIES
G1	Robust Integrated Planning and Reporting (IPR)
G1.1	Continual improvement in IPR, transparency and accountability

#### CONSULTATION

Consultation for the ICT Disaster Recovery Plan was undertaken with Shire Staff and current IT providers.

#### RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. The Plans will have a financial impact on the Budget, as the works identified will increase the current budget significantly. However, the works being done over the next 4 years should decrease the financial risk of large non-budgeted expenditure from IT disaster or Cyber-attacks.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Cyber-attacks on government have been becoming more common and wider spread. This has caused reputational damage due to concern of the disclosure of public information. The Plans have recommended ways of reducing damage from attacks, therefore decreasing the chance of loss of information and mitigate reputational risk.

Operation – Risk Matrix Rating is assessed as Low. The ICT Strategy is created to provide direction in a rapidly changing business environment. The first wave of the Covid-19 pandemic has shown the need for workplaces to be flexible in the way that they function with many businesses during this time being completely digital. The current Shire of Quairading IT environment is not currently setup to be digital, therefore any future situations such as the one just experienced, may significantly impact whether the Council is able to operate.

The Plans have also been created with consideration of future trends, such as Cloud based technology or work from home. The Plans will allow the Shire to react faster to changes from changing trends.

The ICT Disaster Recovery Plan is an operational plan that can be activated during an IT Disaster. This will give Management direction on continuing operations during this time, which should decrease the risk that Council is unable to operate for a long length of time.

Natural Environment – Risk Matrix Rating is assessed as Low.

#### COMMENT

The ICT Strategic Plan has been allocated over a period of 4 years. The priorities and timing of costs have been allocated over the 4 years by Focus Networks. The costs in each year across the 4 years is an increase over the current and previous IT Budgets. This is in order to position the Shire strongly in a quickly changing ICT environment.

In order to lessen the impact on the current financial position and to undertake the works within current staffing, Management has proposed an alternative budget based on the timing and priorities recommended within the Plan. This will also form an agile approach to ICT upgrades and improvements which should provide better results in a fast changing IT environment. The current and proposed budget has been listed below in table 1.1 and 1.2.

Table 1.1 - Current Budget (2020/2021)

Description	Amount
IT Vision (SynergySoft)	\$25,000
IT Support	\$29,812
Other Licences	\$5,000
Minor IT Purchases	\$5,000
Council Connect (Website Hosting)	\$5,188
<b>Total</b>	<b>\$70,000</b>

Table 1.2 - Proposed Budget

Description	Amount
IT Vision (SynergySoft)	\$25,000
IT Support	\$24,000
Minor IT Purchases	\$2,000
Council Connect (Website Hosting)	\$5,188
Altus Bank Reconciliation Module (Setup) <sup>1</sup>	\$8,000
New Computers/ Laptops <sup>2</sup>	\$35,732
Website Development <sup>3</sup>	\$5,000
Adobe Professional (SaaS)	\$1,250
Office 365 (SaaS)	\$4,000
5.1 Backups <sup>4</sup>	\$8,800
5.7 Internet Gateway <sup>5</sup>	\$2,620
5.8 ISP Links <sup>6</sup>	\$7,200
5.2 Domain <sup>7</sup>	\$12,910
<b>Total</b>	<b>\$141,700</b>

1. Includes the Purchase and Setup of the IT Vision Bank Reconciliation Module. The annual cost can be absorbed in the current SynergySoft budget.
2. As per Appendix A for the 2020/21 year for Councillors and Staff and will be part of the Capital budget. \$5,232 will be for the Transition of Administration Staff to "Office 365".
3. Website Development is a provision for the implementation of bookings and payment capabilities for the Caravan Park.
4. \$5,640 is for backup of current data offsite. \$3,160 is for backup of cloud based emails. A transition to cloud based Office 365 is set to following a successful transition to Office 365 for other Microsoft Applications. Medical Practice migration will be postponed until investigation into a connection utilising the Administration Office Server has been undertaken.
5. \$2,620 has been included to improve the Internet Gateway at the Administration Office. Improvements at the Medical Practice have been postponed until investigation into a connection to using the Administration Office has been undertaken.
6. \$800 per month x 9 months for NBN Satellite. 4G costs already in budget.
7. As per item 5.2. Medical Practice will be postponed until successful implementation of the Administration Office.

## ITEM 12 COUNCILLORS' EMERGING ISSUES

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### **Cr Smith**

Cr Smith enquired on the timing of the handrails and balustrading at the Cabins.

Mr Bleakley responded that the Contractor Mr Adam May had advised that the installation would be undertaken next week.

Cr Smith requested an update from the Chief Executive Officer on the issue of Councillor Liability on delays on actioning a Council decision after a risk was identified.

The Chief Executive Officer advised that the Question on Notice had been referred to LGIS for advice on Insurance Cover for Councillors and Officers held by Council and that further information would be sought on the issue of Councillor Liability.

ITEM 13      CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

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*No matters for consideration.*

ITEM 14      NEXT MEETING DATE

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The next Audit & Risk Committee Meeting is scheduled to take place on Tuesday 8<sup>th</sup> December 2020, commencing at 5.00 pm on at the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 15      CLOSURE

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There being no further business, the Chairperson closed the Meeting at 6.40 pm.

I certify the Minutes of the Audit & Risk Committee Meeting held on 8<sup>th</sup> September 2020 were confirmed on 8<sup>th</sup> December 2020 as recorded on Resolution No. \_\_\_\_\_

Confirmed..... 08/12/2020