

**DEPARTMENT OF THE PREMIER AND CABINET
RISK COMMITTEE**

MINUTES OF MEETING: 10 November 2020

Attendees	Deputy Director-General, Strategy and Engagement (Chair) Deputy Director-General, Corporate and Government Services Parliamentary Counsel Deputy Director-General, Policy Proxy for Cabinet Secretary	Kerry Petersen Filly Morgan Tony Keyes Mark Cridland Nicole Tabb
Apologies	Cabinet Secretary Principal Cyber Security Advisor	Leighton Craig Leigh Dixon
Other attendees	General Manager, Corporate Services Director, Internal Audit and Risk Services A/Chief Finance Officer Director, Corporate Governance A/Chief Information Officer	Libby Gregoric Christopher Smith Michael Phillips Kate McNarn Ian Gibson
Secretariat	A/Principal Advisor, Internal Audit and Risk Services	Kathy Reeve

Part 1	Preliminary matters	
1.1-1.3	Declarations of interest; Minutes; and Action Log	
Presenter:	Chair	
<p>The Chair opened the meeting at 2:02pm.</p> <p>The Chair called for declarations of interest to be made. No declarations were made.</p> <p>The minutes of the 7 August 2020 meeting were provided for the Committee to endorse. Members present at the meeting accepted the minutes as a true and accurate record.</p> <p>Christopher Smith spoke to the action log:</p> <ul style="list-style-type: none"> • seven actions have been completed • one action is open: <ul style="list-style-type: none"> - to address the urgent procurement action from the previous meeting, the Procurement Policy has been updated and will be presented to the Corporate Governance Group (CGG) to approve. 		
1.4	Audit and Risk Management Committee (ARMC) Update	
Presenter:	Christopher Smith	
<p>The paper was taken as read.</p> <p>The focus of the ARMC meeting on 18 August 2020 was the preparation of the Annual Financial Statements.</p> <p>The next ARMC meeting is on 25 November 2020.</p>		
1.5	Schedule of risk owners for attendance at ARMC	
Presenter:	Chair	
<p>The new schedule of risk owners' briefings to ARMC was approved at the CGG meeting on 24 September 2020.</p> <p>A risk owner briefing will not be provided at the ARMC meeting on 25 November 2020. The Committee has requested that a cyber security presentation be provided.</p> <p>The next risk owner briefing will be provided at the ARMC meeting in March 2021. Christopher Smith will speak with the Office of the Deputy Director-General, Policy about information to be included in the briefing.</p>		
Decisions		
The Committee:		

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- **endorsed** the Risk Committee meeting minutes of 7 August 2020
- **noted** the Risk Committee action log as at November 2020
- **noted** the Audit and Risk Management Committee (ARMC) update
- **noted** the new schedule of risk owners' briefings to ARMC.

Action items	Person	Deadline/Status
Internal Audit and Risk Services to assist the Office of the Deputy Director-General, Policy about the risk owner briefing to the March 2021 ARMC meeting.	Christopher Smith	26 February 2021

Part 2 Specific Areas of Focus

2.1 Strategic risk update and risk dashboard

Presenter: Christopher Smith

The paper was taken as read.

The Risk Champions Network met on 18 September 2020 to consider the potential impacts of the election and the Savings and Debt Plan, on enterprise risks, divisional risk registers, and the COVID-19 operational risk register.

Updates to the risk management dashboard and the divisional risk registers were noted at the CGG meeting on 24 October 2020.

Internal Audit and Risk Services is working with Financial Services to ensure the Fraud and Corruption Risk Register is aligned with the CFO Assurance Statement.

2.2 COVID-19 Operational Risks

Presenter: Christopher Smith

The paper was taken as read.

The COVID-19 operational risk register was noted at the CGG meeting on 24 October 2020.

Decisions

The Committee:

- **endorsed** the top 10 enterprise level risks (30 October 2020)
- **noted** the DPC Risk Management Dashboard (30 October 2020)
- **endorsed** updates made to the Risk Register (30 October 2020)
- **noted** the Fraud and Corruption Risk Register (30 October 2020)
- **noted** the COVID-19 Operational Risk Register (30 October 2020).

Action items	Person	Deadline/Status
Nil.		

Part 3 Risk Management Update

3.1 Outcomes of the Cyber Risk Assessment and impacts under the Savings and Debt Plan

Presenter: Ian Gibson

The paper was taken as read.

The department may have to seek additional funding if further work is required to mitigate cyber security risks for an information asset if identified as a part of the ISMS process.

Decisions

The Committee:

- **noted** the department's cyber security risks and the impact of the Savings and Debt Plan on risk mitigation.

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Action items	Person	Deadline/Status
Nil.		
Part 4 Standing Agenda Items		
4.1	Information Steering Committee Meeting Minutes	
Presenter:	Ian Gibson	
<p>The paper was taken as read.</p> <p>The focus at the Information Steering Committee meetings was on the implementation of the Information Security Management System (ISMS), security awareness and simulated phishing campaign statistics.</p>		
4.2	Information Security Management System (ISMS) Implementation Update	
Presenter:	Ian Gibson	
<p>The paper was taken as read.</p> <p>The Director-General has signed the ISMS/IS:18 Reporting and assurance attestation.</p> <p>The ISMS implementation plan will be updated to include actions arising from the assurance review. The updated plan will be presented to the CGG, and the Risk Committee.</p>		
4.3	Environmental Scan	
Presenter:	Christopher Smith	
<p>The paper was taken as read.</p> <p>Reports identified in the Environmental Scan have been shared with relevant DPC staff.</p> <p>Internal Audit and Risk Services will develop a process for the tracking of DPC actions, recommendations and better practice suggestions that are not captured through existing reporting processes.</p>		
Decisions		
<p>The Committee:</p> <ul style="list-style-type: none"> • noted the Information Steering Committee Minutes of 23 July 2020, 26 August 2020 and 25 September 2020 • noted that DPC is continuing activities to mature the ISMS, including identifying and classifying key information assets • noted that the ISMS/IS:18 Annual Reporting and assurance attestation was signed by the Director-General • noted the Environmental Scan (August – October 2020). 		
Action items	Person	Deadline/Status
Internal Audit and Risk Services will develop a process for the tracking of DPC actions, recommendations and better practice suggestions (where not captured through existing reporting processes).	Christopher Smith	26 February 2021
Part 5 Other Business		
5.1	Risk Champions Update	
Presenter:	Christopher Smith	
<p>The Risk Champions Network met on 18 September 2020 to consider impacts of the election and the Savings and Debt Plan on enterprise risks, divisional risk registers, and the COVID-19 operational risk register.</p> <p>The Risk Champions training approved at the last Risk Committee meeting will be delivered in 2021.</p>		

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5.2	Whole of Government Risk Management Community of Practice	
Presenter:	Christopher Smith	
<p>The Risk Management Community of Practice (RMCoP) has been established. Membership is open to all interested Queensland Government employees.</p> <p>Two meetings have been held and members have been activity engaged in the discussions. Items discussed have included managing risks associated with election commitments and Machinery of Governance changes, enterprise risk management systems, and engaging management in risk management discussions.</p>		
5.3	Review of the Risk Committee Terms of Reference	
Presenter:	Christopher Smith	
<p>A minor amendment has been made to Section 6 Membership, removing the role of the Deputy Director-General Criminal Justice System Reform Framework Program Management Office.</p> <p>Two additional amendments have been requested. An updated Terms of Reference will be distributed with the draft Risk Committee minutes.</p>		
5.4	Thought Leadership	
Presenter:	Christopher Smith	
<p>Media and data intelligence services provided to Queensland Government by a third party provider were compromised due to a successful cyber-attack.</p> <p>Learnings for the Department include:</p> <ul style="list-style-type: none"> ○ the need to revisit long standing contracts to ensure security considerations and related key performance indicators are included ○ ensuring third party providers have business continuity plans and practices in place, and that providers can provide assurance that continuity of services will be provided ○ due to the scale of the attack, staff need to be vigilant about cyber security and attempted phishing ○ documentation of the interim solution used, should a similar situation arise ○ the provision of training to staff to confidently manage contracts ○ clarification over who takes the lead for whole of government contracts when the issue is technology/cyber related <p>Collaboration between Housing and Public Works, the DPC Procurement Team and DPC IT was excellent.</p>		
Other Business		
<p>Christopher Smith advised the Committee that an internal audit of the operational effectiveness of DPC's risk management framework will commence on 24 November 2020.</p> <p>Impact to the business will be minimal. The Internal Audit and Risk Services Audit team will collate documentation for Ernst and Young and will be the main point of contact.</p>		
Decisions		
<p>The Committee:</p> <ul style="list-style-type: none"> • endorsed amendments to the Risk Committee Terms of Reference • noted the Risk Champions update • noted the Whole of Government Risk Management update • noted the Thought Leadership article. 		
Action items	Person	Deadline/Status
The updated Risk Committee Terms of Reference be distributed to the Committee.	Christopher Smith	20 November 2020

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Next meeting: TBA

Meeting closed: 2:55pm

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Risk Committee

Schedule	Tuesday 10 November 2020, 2:00 PM — 3:00 PM AEST
Venue	Level 29, Meeting Room 29.02, 1 William Street, Brisbane and Microsoft Teams
Organiser	Kathy Reeve

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