



**Mansfield Shire**

# **MINUTES**

## **Audit and Risk Committee**

**Monday 21 November 2022**

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**Our aspiration for our Shire and its community**

**We live, work and play in an inclusive, dynamic and prosperous place where community spirit is strong and people are empowered to engage in issues that affect their lives.**

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## 1. Opening of the Meeting

Tony Cooper, Mansfield Shire Council Manager Business & Performance, opened the meeting at 3.00pm.

## 2. Election of Chairperson

THAT THE AUDIT AND RISK COMMITTEE elect Mr Peter Johnston from the Independent Committee Members for a 12-month period commencing 21 November 2022

**CARRIED**

Mr Cooper handed the meeting to the newly appointed Chairperson, Mr Johnston to run the remainder of the meeting.

## 3. Present

### External Members:

Peter Johnston  
Jane Watson  
Moh-Lee Ng

### Councillors:

Mayor James Tehan  
Cr Mark Holcombe

### Officers:

Chief Executive Officer: Kirsten Alexander  
General Manager Community & Corporate Services: Dena Vlekkart  
Acting General Manager Infrastructure & Planning: Melissa Crane  
Manager Business & Performance: Tony Cooper  
AFS and Associates – Internal Auditor: Bradley Ead  
VAGO: Travis Derricott [joined meeting at 4:00pm]

The Chair called on each Committee Member and asked them to confirm verbally that they can see all Members and hear the proceedings.

## 4. Apologies

Moira Moss, Governance & Risk Coordinator

## 5. Acknowledgement of Country

Peter Johnston recited Council's Acknowledgement of Country:

*"Our meeting is being held on the lands of the Taungurung people and we wish to acknowledge them as Traditional Owners. We would also like to pay our respects to their Elders, past and present, and Aboriginal Elders of other communities who may be here today."*

## 6. Disclosure of Conflicts of Interest

Nil

## 7. Confirmation of Minutes

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 14 September 2022 be confirmed as an accurate record.

**CARRIED**

## 8. Administrative Items

### 8.1. Council Service Area Presentations

THAT THE AUDIT AND RISK COMMITTEE:

1. Note the presentations to the Committee to date and provide suggestions for future presentations through the Chair to the Manager Business and Performance.
2. Receives and notes the presentation on Council's Economic Development – Events service area.

**CARRIED**

### 8.2. Review of Audit and Risk Committee Charter 2022

THAT THE AUDIT AND RISK COMMITTEE review the Audit and Risk Committee Charter and provide feedback to the Manager Business and Performance by 19 December 2022.

**CARRIED**

## 9. Internal Control Environment

No Internal Control Environment reports for November 2022 Audit and Risk Committee Meeting

## 10. Financial and Performance Reporting

### 10.1. Carry Forward Projects

THAT THE AUDIT AND RISK COMMITTEE notes carry forward funds from the 2021-22 budget to the 2022-23 budget for the completion of the projects listed in this report, totaling \$1,443,313 in operating (net of income) and \$4,072,656 in capital (net of income).

**CARRIED**

### 10.2. Finance Report: 1 July 2022 to 30 September 2022

THAT THE AUDIT AND RISK COMMITTEE notes the Quarterly Budget Report for the period 1 July 2022 to 30 September 2022.

**CARRIED**

### 10.3. Mansfield Shire Council Investment Schedule

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report 31 October 2022.

**CARRIED**

## 11. Risk Management

### **11.1. Risk Management Report**

THAT THE AUDIT AND RISK COMMITTEE note the information contained in this briefing.

**CARRIED**

### **11.2. Insurance - Cyber Security Liability**

THE AUDIT AND RISK COMMITTEE note the information contained in this briefing.

THAT

**CARRIED**

### **11.3. Occupational Health and Safety Management Report**

THE AUDIT AND RISK COMMITTEE receive this report.

THAT

**CARRIED**

## **12. Internal Audit**

### **12.1. Internal Audit Status Reports**

THE AUDIT AND RISK COMMITTEE receives and notes the Internal Audit Program Status Report and Industry Update – Recent Reports and Publications of Interest.

THAT

**CARRIED**

## **13. External Audit**

### **13.1. VAGO Status Report November 2022**

THAT THE AUDIT AND RISK COMMITTEE note the VAGO Status Report for November 2022.

**CARRIED**

### **13.2. VAGO Closing Report and Final Management Letter 2021-22**

THAT THE AUDIT AND RISK COMMITTEE note VAGO's Closing Report and Final Management Letter for 2021-22.

**CARRIED**

## **14. Compliance Management**

No Compliance Management reports for November 2022 Audit and Risk Committee Meeting

## **15. Other Business**

## **16. Next Meeting**

The next meeting of the Audit and Risk Advisory Committee will be held 27 February 2023 at 2:30pm with Council Officer's attending from 3:00pm on ZOOM

## **17. Close of meeting**

Mr Johnston closed the meeting at 4:59pm.