



Mansfield Shire

MINUTES

Audit and Risk Committee

Monday 21 February 2022

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

Bruce Potgieter, Chairperson, opened the meeting at 5:03 pm.

PRESENT

External Members:

Mr Peter Johnston
Mr Bruce Potgieter
Moh-Lee Ng

Councillors:

Mayor James Tehan
Cr Mark Holcombe

Officers:

Chief Executive Officer: Kaylene Conrick
General Manager Community & Corporate Services: Kurt Heidecker
General Manager Infrastructure & Planning: Kirsten Alexander
Acting Manager Business & Performance: Anthony Johnston
Coordinator Governance and Risk: Moira Moss
Risk Management Officer: Tania Graham
AFS and Associates – Internal Auditor: Bradley Ead
VAGO: Travis Derricott & Barbara Chipwany
Coordinator IT: Rabi Ranjit
Manager Planning & Environment: Melissa Crane

2. Apologies

Nil

3. Acknowledgement of Country

Councillor Mark Holcombe 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.”

4. Disclosure of Conflicts of Interest

Conflicts of Interest declared:

- Brad Ead of AFS Auditors in relation to item 9.1 Extension of Internal Audit Contract.
- Anthony Johnston in relation to Item 10.2 Procurement Exceptions.

5. Confirmation of Minutes

Peter Johnson/Councillor Mark Holcombe:

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on Monday 15 December 2021 be confirmed as an accurate record.

CARRIED

6. Administrative Items

6.1. Audit and Risk Committee Action Update

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Audit and Risk Committee Action update report.

CARRIED

6.2. Local Government Act 2020 Implementation Plan

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Local Government Act 2020 implementation plan update.

CARRIED

7. Financial and Performance Reporting

7.1. Fraud and Corruption Control Policy

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE

1. recommend the Fraud and Corruption Control Policy 2022 to Council for adoption subject to the rewording of the External Audit responsibilities section and;
2. VAGO Travis Derricot to provide rewording to Coordinator Governance and Risk Moira Moss

CARRIED

7.2. Staff Code of Conduct

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE receive and note the report on the Mansfield Shire Code of Conduct for Employees

CARRIED

8. Risk Management

8.1. Climate Change Risk Report

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE receive and note the update report on Council's Climate Action Plan.

CARRIED

8.2. Information Technology Risk Management Report

Councillor Mark Holcombe/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE

1. receive and note the presentation on Council's Information Technology; and
2. Council staff to inform the Committee at the next meeting if the Mansfield, Benalla, Strathbogie and Murrundindi digital transformation grant funding is approved.

CARRIED

8.3. Occupational Health and Safety

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Occupational Health and Safety report.

CARRIED

8.4. Business Continuity Plan

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE recommend the Business Continuity Plan to be adopted by the Shire of Mansfield Council at the 15 March 2022 meeting with the date 2022 replacing 2021.

CARRIED

8.5. Mansfield Shire Risk Management Report

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE consider the Risk Management Report at the May 2022 Committee meeting.

CARRIED

9. Internal Audit

9.1. Extension of Internal Audit Contract

Brad

Eade of AFS & Associates left the meeting.

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE recommend to Council that Contract CM1819/030, awarded to AFS & Associates, be extended for a further 2 years commencing on 1 July 2022.

CARRIED

Brad Eade of AFS & Associates returned to the meeting.

9.2. Internal Audit Status Report

Councillor Mark Holcombe/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE receive and note the:

1. Internal Audit Program Status Report;
2. Internal Audit Scoping documents for Capital projects and Contract Management; and
3. Industry Update – Recent Reports and Publications of Interest.

CARRIED

10. Compliance Management

10.1. Mansfield Shire Council Investment Schedule

Bruce

Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE consider the Investment Portfolio Report 31 January 2022 at the next meeting.

CARRIED

10.2. Procurement Exceptions

Bruce

Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE notes the Procedural Exception Memorandum/s authorised by the Chief Executive Officer between October and December 2021.

CARRIED

10.3. Finance Report 1 July 2021 to 31 December 2021

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE receives the Year-to-Date Finance Report for the period 1 July 2021 to 31 December 2021.

CARRIED

10.4. VAGO update

Peter Johnston/Councillor Mark Holcombe:

THAT THE AUDIT AND RISK COMMITTEE note the Victorian Auditor-General's Office status report for February 2022.

CARRIED

11. Next Meeting

Peter Johnston/Councillor Mark Holcombe:

That the next meeting of the Audit and Risk Advisory Committee will be held on Monday 16 May 2022.

CARRIED

12. Close of meeting

The Audit and Risk Committee Meeting 21 February 2022 was closed at 7.06pm.