



Mansfield Shire

Audit and Risk Committee

Monday 15 November 2021

MINUTES

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.

1. Opening of the meeting

Bruce Potgieter, Chairperson, opened the meeting at 5.01 pm

PRESENT

External Members:

Mr Peter Johnston
Mr Bruce Potgieter

Councillors:

Cr Mark Holcombe

IN ATTENDANCE

Chief Executive Officer:

Kaylene Conrick

General Manager Community & Corporate Services:

Kurt Heidecker

General Manager Infrastructure & Planning

Kirsten Alexander

Acting Manager Business & Performance:

Anthony Smith

Coordinator Governance and Risk:

Moira Moss

Risk Management Officer

Tania Graham

AFS and Associates – Internal Auditor

Bradley Ead

2. Apologies

Apologies were received from committee member Moh-Lee Ng, Cr Rohan Webb and Sanchu Chummar from VAGO

3. Acknowledgement of Country

Mr Potgieter read the 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. Confirmation of minutes

Mr Potgieter/Cr Holcombe

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 23 August 2021 be confirmed as an accurate record:

Carried

5. Disclosure of Conflict of Interest

Nil

6. Election of Chairperson

Mr Peter Johnstone/Mayor Mark Holcombe

THAT the Audit & Risk Committee elect Mr Bruce Potgieter from the Independent Committee Members as chairperson for a 12 month period commencing 15 November 2021.

Carried

7. Administrative Items

Discussion of rolling schedule of reports on planner

8. Financial and Performance Reporting

8.1.1. Finance Report: 1 July 2021 to 30 September 2021

Mr Potgieter/Mr Johnston

THAT the Audit and Risk Committee notes the Year to Date Finance Report for the period 1 July 2021 to 30 September 2021.

Carried

8.1.2. Investment Schedule

Mr Potgieter/Mr Johnston

THAT the Audit and Risk Committee receive and note the Investment Portfolio Report 31 October 2021.

Carried

9. Internal Control Environment

9.1.1. Policy Register

CEO confident we will cover all requirements of the LGA 2020 and meet all LGA Policy deadlines.

Mr Potgieter/Mr Johnston

THAT the Audit and Risk Committee note the Policy Register as at 5 November 2021

Carried

10. Risk Management

Mr Potgieter/Mr Johnston

THAT the Audit and Risk Advisory Committee receive this report.

Carried

10.1.1. Risk Framework

Mr Potgieter/Mr Johnston

THAT the Audit and Risk Committee receive and note the Risk Management Report and the Risk Register as at 5 November 2021

Carried

11. Internal Audit

11.1.1 Internal Audit Status Report

Mr Potgieter/Mr Johnston

That the Audit & Risk Committee:

1. Receives and notes the Internal Audit Program Status Report.
2. Receives and notes the Audit Actions Performance Report; and
3. Receives and notes the Industry Update – Recent Reports and Publications of Interest.

Carried

12. External Audit

Nil

13. Compliance Management

13.1.1 Procurement Exceptions

Mr Potgieter/Mr Johnston

THAT the Audit & Risk Committee notes the Procedural Exception Memorandum/s authorised by the Chief Executive Officer between June and October 2021.

Carried

14. Other Business

Nil

15. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held on Monday 21 February 2022 at 5.00pm.

This meeting should be able to be face to face in early 2022, as long as all members are vaccinated. Information will be forthcoming as to any other requirements

16. Closure of Meeting

Mr Bruce Potgieter Closed the meeting at 6.14pm.