



Mansfield Shire

MINUTES

Audit and Risk Committee

Monday 16 May 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 5:30 pm.

2. Present

Committee Members:

Mr Bruce Potgieter, Chair
Mr Peter Johnston
Moh-Lee Ng
Cr James Tehan, Mayor
Cr Mark Holcombe

Officers:

Acting Chief Executive Officer: Dena Vlekkert
General Manager Infrastructure & Planning: Kirsten Alexander
Acting General Manager Community & Corporate Services: Anthony Smith
Manager Business & Performance: Tony Cooper
Manager Community Health and Wellbeing: Nola Bales
Coordinator Governance and Risk: Moira Moss

Auditors:

AFS and Associates – Internal Auditor: Bradley Ead
VAGO – External Auditor: Travis Derricott

3. Apologies

Kaylene Conrick, Chief Executive Officer

4. Acknowledgement of Country

Bruce Potgieter 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.”

5. Disclosure of Conflicts of Interest

Nil

6. Confirmation of Minutes

Moh-Lee Ng/Peter Johnston:

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on Monday 21 February 2022 be confirmed as an accurate record.

CARRIED

7. Administrative Items

7.1. Annual Work Plan

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE note the Annual Work Plan.

CARRIED

7.2. Review of LGPRF Changes

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE notes the changes to the Local Government Performance Reporting Framework.

CARRIED

7.3. Audit and Risk Committee Action Update

Bruce Potgieter/Peter Johnston:

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

CARRIED

ACTION: Item 7- Reporting of Procurement Metrics to be given to Committee including a report on the Mansfield Shire Council System's ability to implement an automated reporting system.

8. Financial and Performance Reporting

8.1. Sexual Harassment Self Assessment Versus VAGO Recommendations

Bruce Potgieter/Moh-Lee Ng:

THAT THE AUDIT AND RISK COMMITTEE:

- Receive and note the self-assessment report
- Notes the intention to expand Council's Discrimination, Harassment and Bullying Policy at next review to include specific reference to the prevention and response to any work-related sexual harassment.
- Roll out mandatory annual Sexual Harassment e-learning training for all Councillors, staff and volunteers.

CARRIED

8.2. Finance Report 1 January 2022 to 31 March 2022

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE receives the Year-to-Date Finance Report for the period 1 July 2021 to 31 March 2022.

CARRIED

ACTION:

1. Acting GMCSS to get more information to respond to Cr Holcombe's question regarding what appears as the \$1.1 million expenditure in the next 3 months; and
2. Acting GMCSS provide background on Risk Management year end forecast; and
3. Circulate to committee.

9. Risk Management

9.1. Mansfield Shire Risk Management Report

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Risk Management Report

CARRIED

ACTION: Review Risk Register ratings for the below and present at the next meeting:

1. Cyber Risk as it could be higher, and
2. Copyright Infringement and Image Consent as they appear too high

9.2. Occupational Health and Safety

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE receive this report.

CARRIED

9.3. Community Health and Wellbeing Report

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE receive and note the presentation on Council's Community Health and Wellbeing business unit.

CARRIED

9.4. Cyber Attack Information

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE note the Cyber Attack information requested.

CARRIED

ACTION: Coordinator IT to provide and present at next meeting:

1. Benchmarking against other Council's.
2. A system of data control and privacy rankings at the next meeting.

10. Internal Audit

10.1. Internal Audit Status Report

Bruce Potgieter/Peter Johnston:

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

CARRIED

ACTION: Acting CEO and Brad Ead to review and agree moving the Infrastructure Asset Management Audit to September 2022.

10.2. Internal Audit Performance Self-Assessment

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Internal Audit Report – Audit and Risk Committee Performance Self-Assessment.

CARRIED

11. External Audit

11.1. VAGO Audit Strategy 2021-2022

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE note the Audit Strategy Memorandum for the financial year ending 30 June 2022 from the Victorian Auditor General's Office.

CARRIED

11.2. VAGO Status Report – April 2022

Bruce Potgieter/Peter Johnston:

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

CARRIED

12. Compliance Management

12.1. Mansfield Shire Council Investment Schedule

Bruce Potgieter/Peter Johnston:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report 30 April 2022.

CARRIED

13. Close of meeting

The Audit and Risk Committee Meeting 16 May 2022 was closed at 7:29 pm.

14. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held in the Mansfield Shire Council Chambers on Monday 22 August 2022.