

OFFICIAL



Mansfield Shire

MINUTES

Audit and Risk Committee

Thursday 13 March 2025

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.

Agenda Contents

- 1. Opening of the Meeting.....3
- 2. Present.....3
- 3. Apologies3
- 4. Acknowledgement of Country3
- 5. Disclosure of Conflicts of Interest.....3
- 6. Confirmation of Minutes3
- 7. Administrative Items.....4
 - 7.1. Action Item and Open Audit Recommendations Registers4
 - 7.2. Annual Work Plan 2024-25.....4
 - 7.3. Audit and Risk Committee Report to Council.....4
 - 7.4. Service Area Presentation: Cyber Security.....4
 - 7.5. Service Area Presentation: Project CODI4
 - 7.6. Audit and Risk Committee Annual Assessment.....4
- 8. Financial and Performance Reporting.....5
 - 8.1. Investment Schedule5
 - 8.2. Debt Schedule5
 - 8.3. Quarterly Finance Report5
- 9. Internal Control Environment5
 - 9.1. Policy Register Status Update5
- 10. Risk Management.....5
 - 10.1. Occupational Health and Safety Management Report.....5
 - 10.2. Risk Management Report5
- 11. Internal Audit.....5
 - 11.1. Risk Assessment and Strategic Internal Audit Program (SIAP) Development.....5
 - 11.2. Review of the Internal Audit Function6
 - 11.3. Internal Audit Update6
- 12. External Audit.....6
 - 12.1. VAGO Reports.....6
- 13. Compliance Management6
 - 13.1. Gifts, Benefits and Hospitality Annual Report6
 - 13.2. Procurement Exemptions6
 - 13.3. Ombudsman Complaint and Response.....6
- 14. Other Business6
- 15. Next Meeting.....7
- 16. Close of meeting7

1. Opening of the Meeting

Jane Watson, Chairperson, opened the meeting at 2:02 pm.

2. Present

External Members:

Jane Watson
Peter Johnston
Moh-Lee Ng

Councillors:

Mayor Steve Rabie
Cr Mandy Treasure

Officers:

Kirsten Alexander, Chief Executive Officer
Melissa Crane, General Manager Investment & Planning
Janique Snyder, Executive Manager People, Communications & Governance
Michael McCormack, Financial Controller
James Alcaniz, Coordinator Financial Planning & Analysis
Tanya Tabone, Coordinator Communications, Governance & Risk Officer
Chelsea Young, Governance & Risk Officer
Lee Blashki, Victorian Auditor-General's Office
Aruna De Silva, Victorian Auditor-General's Office
Erin Nankivell, AFS and Associates

3. Apologies

Bradley Ead, AFS and Associates

4. Acknowledgement of Country

Jane Watson recited Council's Acknowledgement of Country:

"Our meeting is being held on the traditional lands of the Taungurung people. We wish to acknowledge them as the traditional custodians and pay our respects to their Elders past and present. We extend that respect to all members of our community."

5. Disclosure of Conflicts of Interest

Nil

6. Confirmation of Minutes

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 9 December 2024 be confirmed as an accurate record.

CARRIED

7. Administrative Items

7.1. Action Item and Open Audit Recommendations Registers

THAT THE AUDIT AND RISK COMMITTEE notes the Action Register and the Audit Recommendations Register as of 5 March 2025.

CARRIED

ACTION: 'Expected completion date' column to be added to the Action Register and Audit Recommendation Register.

ACTION: That action item 10.3 from 22 May 2023 remain open and cyber liability for 3rd parties to be reported to the May ARC meeting.

7.2. Annual Work Plan 2024-25

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

CARRIED

ACTION: Revised draft Internal Audit Charter to be distributed to the Committee prior to presentation at the May Audit and Risk Committee Meeting.

7.3. Audit and Risk Committee Report to Council

THAT THE AUDIT AND RISK COMMITTEE provide a report describing the activities, findings and recommendations for the six months ending 31 December 2024 to the Chief Executive Officer for tabling at the 18 March 2025 Council Meeting.

CARRIED

7.4. Service Area Presentation: Cyber Security

THAT THE AUDIT AND RISK COMMITTEE receive and note the information on the Cyber Security work being undertaken by Council officers.

CARRIED

7.5. Service Area Presentation: Project CODI

THAT THE AUDIT AND RISK COMMITTEE receive and note the update on the Rural Councils Transformation Program, Project CODI.

CARRIED

7.6. Audit and Risk Committee Annual Assessment

THAT THE AUDIT AND RISK COMMITTEE note the timing of the 2025 annual self-assessment and that all members commit to completing the survey.

CARRIED

8. Financial and Performance Reporting

8.1. Investment Schedule

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report as at 31 January 2025.

CARRIED

8.2. Debt Schedule

THAT THE AUDIT AND RISK COMMITTEE receive and note the Loan Portfolio report as at 31 January 2025.

CARRIED

8.3. Quarterly Finance Report

THAT THE AUDIT AND RISK COMMITTEE notes the Quarterly Finance Report for the period 1 July 2024 – 31 December 2024.

CARRIED

9. Internal Control Environment

9.1. Policy Register Status Update

THAT THE AUDIT AND RISK COMMITTEE note the Policy Register as of 28 February 2025.

CARRIED

10. Risk Management

10.1. Occupational Health and Safety Management Report

THAT THE AUDIT AND RISK COMMITTEE receive this report.

CARRIED

10.2. Risk Management Report

THAT THE AUDIT AND RISK COMMITTEE note the information contained in the Risk Register.

CARRIED

11. Internal Audit

11.1. Risk Assessment and Strategic Internal Audit Program (SIAP) Development

THAT THE AUDIT AND RISK COMMITTEE endorse the Three Year Strategic Internal Audit Program.

CARRIED

ACTION: Consideration by Management to swap the audit timeline for Waste Management and Legislative Compliance.

11.2. Review of the Internal Audit Function

THAT THE AUDIT AND RISK COMMITTEE receive and note the review of the effectiveness of the internal audit function.

CARRIED

11.3. Internal Audit Update

THAT THE AUDIT AND RISK COMMITTEE receives and notes the Strategic Internal Audit Program Status Update and Industry Update as presented by AFS and Associates.

CARRIED

12. External Audit

12.1. VAGO Reports

THAT THE AUDIT AND RISK COMMITTEE:

1. Note the VAGO Audit Strategy Memorandum for the financial year ending 30 June 2025 and Status Report for February 2025;
2. Note that the Additional Audit and Risk Committee meeting scheduled for 29 September 2025 to consider the Financial and Performance Statements be rescheduled to 9 October 2025 at 10.00am.

CARRIED

13. Compliance Management

13.1. Gifts, Benefits and Hospitality Annual Report

THAT THE AUDIT AND RISK COMMITTEE receive and note the Gifts, Benefits and Hospitality Annual Report 2024.

CARRIED

13.2. Procurement Exemptions

THAT THE AUDIT AND RISK COMMITTEE notes that one Procedural Exemption was authorised by the Chief Executive Officer between 1 October 2024 – 31 December 2024.

CARRIED

13.3. Ombudsman Complaint and Response

THAT THE AUDIT AND RISK COMMITTEE note this report regarding the Request for Information received from the Victorian Ombudsman and their notification to Council that they have considered the information provided by Mansfield Shire Council and the complainant and that they will not be taking further action at this stage.

CARRIED

14. Other Business

Nil

15. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held 26 May 2025 at 2.45pm (Committee members only from 2.30pm - 2.45pm).

CARRIED

16. Close of meeting

The Audit and Risk Committee Meeting Agenda - 13 March 2025 was closed at 3:54 pm.