

OFFICIAL



Mansfield Shire

MINUTES

Audit and Risk Committee

Monday 25 August 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.

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1. Opening of the Meeting

Jane Watson, Chairperson, opened the meeting at 2:47pm.

2. Present

External Members:

- Jane Watson (Chair)
- Peter Johnston
- Moh-Lee Ng

Councillors

- Cr Steve Rabie (Mayor)
- Cr Mandy Treasure

Management

- Kirsten Alexander, Chief Executive Officer
- Melissa Crane, General Manager Investment & Planning
- Michael McCormack, Financial Controller
- Tanya Tabone, Manager People, Communications & Governance
- Chelsea Young, Coordinator Governance & Risk
- Nick Magee, Coordinator Financial Planning and Analysis
- Chayi Chabakale, Financial Accountant
- Lee Blashki, Victorian Auditor-General's Office
- Bradley Ead, AFS and Associates

3. Apologies

Nil

4. Acknowledgement of Country

Jane Watson recited an Acknowledgement of Country.

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 26 May 2025 be confirmed as an accurate record.

CARRIED

7. Administrative Items

7.1. Audit and Risk Committee Annual Meeting Schedule

THAT THE AUDIT AND RISK COMMITTEE adopt the meeting schedule for the next 12-months as follows and advise which meeting/s, if any, will be held in person:

- Monday 24 November 2025 at 12.30pm (in person)
- Monday 2 March 2026 at 2.30pm (online)
- Monday 25 May 2026 at 2.30pm (online)
- Monday 24 August 2026 at 2.30pm (online)
- Monday 7 September 2026 at 3.00pm (online)

CARRIED

7.2. Annual Work Plan 2024-25

THAT THE AUDIT AND RISK COMMITTEE note the update on the Annual Work Plan and Internal Control Environment - Rolling Four Year Plan.

CARRIED

7.3. Action Item and Open Audit Recommendations Registers

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

CARRIED

7.4. 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 30 June 2025 to the Chief Executive Officer for tabling at the 16 September 2025 Council Meeting.

CARRIED

ACTION: That the Audit and Risk Committee Report to Council be presented by management at the Council Meeting on 16 September 2025.

8. Financial and Performance Reporting

8.1. Debt Schedule

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

CARRIED

8.2. Investment Schedule

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

CARRIED

8.3. Insurance Program 2025-26

THAT THE AUDIT AND RISK COMMITTEE receive and note the 2025-26 Insurance Program.
CARRIED

ACTION: That management circulate to the Committee via email a list of assets insured by Council that are not located on Council-owned land.

8.4. Governance and Management Checklist 2024-25

THAT THE AUDIT AND RISK COMMITTEE recommend the draft Governance and Management Checklist 2024-25 (subject to any changes required by the Committee and Local Government Victoria) to Council for adoption.

CARRIED

8.5. Related Parties Disclosures

THAT THE AUDIT AND RISK COMMITTEE notes that Council entered into 15 transactions with related Parties for 2024-25.

CARRIED

9. Internal Control Environment

9.1. Policy Register Status Update

THAT THE AUDIT AND RISK COMMITTEE note the Policy Register as of 20 August 2025.

CARRIED

10. Risk Management

10.1. Occupational Health and Safety Management Report

THAT THE AUDIT AND RISK COMMITTEE receive the OHS report for May – July 2025.

CARRIED

10.2. Risk Management Report

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

CARRIED

10.3. Risk Management Policy and Plan

THAT THE AUDIT AND RISK COMMITTEE receive the draft Risk Management Policy and Risk Management Plan and circulate feedback to management.

CARRIED

ACTION: That the Committee circulate feedback on the draft revised Policy and Plan to management.

ACTION: That management circulate the final revised draft Policy and Plan following the Committee feedback. If required, the revised drafts will be presented at the next Audit and Risk Committee meeting.

ACTION: That management, moving forward, report annually on any mandatory compliance audits undertaken in the previous financial year.

11. Internal Audit

11.1. Internal Audit Status Report

THAT THE AUDIT AND RISK COMMITTEE receive and note the Strategic Internal Audit Program Status Update and Industry Update as provided by Council's Internal Audit providers, AFS & Associates.

CARRIED

11.2. Internal Audit Planning Document - Road Management Plan

THAT THE AUDIT AND RISK COMMITTEE note the Internal Audit Planning document for the upcoming Road Management Plan audit.

CARRIED

12. External Audit

12.1. VAGO Reports

THAT THE AUDIT AND RISK COMMITTEE note VAGO's Interim Management Letter 2024/25 and Local Government Status Report: July 2025.

CARRIED

VAGO met with the Committee in the absence of management from 4.14pm - 4.25pm.

13. Compliance Management

13.1. Procurement Procedural Exemptions

THAT THE AUDIT AND RISK COMMITTEE notes that one Procedural Exemption was authorised between 1 April 2025 – 30 June 2025.

CARRIED

14. Other Business

- Jane Watson's term expires November 2025.

15. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held on 9 September 2025 at 10.00am online via Zoom to consider the draft 2024-25 Financial and Performance Statements.

16. Close of meeting

The Audit and Risk Committee Meeting Agenda - 25 August 2025 was closed at 4:37pm.