



Mansfield Shire

MINUTES

Audit and Risk Committee

Monday 27 November 2023

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

Peter Johnston, Chairperson, opened the meeting at 3:00 pm.

2. Election of Chairperson

THAT THE AUDIT AND RISK COMMITTEE elect Peter Johnson as the Chairperson for a 12 month period commencing 27 November 2023.

CARRIED

3. Present

External Members:

Peter Johnston (chair)

Jane Watson

Moh-Lee Ng

Councillors:

Mayor James Tehan

Cr Mark Holcombe

Officers:

Chief Executive Officer, Kirsten Alexander

General Manager Business & Economic Development, Julie Williams

General Manager Infrastructure & Planning, Melissa Crane

Interim Coordinator Governance & Risk, Jane Carter

AFS and Associates – Internal Auditor, Bradley Ead

Victorian Auditor-General's Office - Sector Director Financial Audit, Travis Derricott

4. Apologies

Nil

5. Acknowledgement of Country

Peter Johnston 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."

6. Disclosure of Conflicts of Interest

Nil

7. Confirmation of Minutes

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 28 August 2023 and 4 October 2023 be confirmed as an accurate record.

CARRIED

8. Administrative Items

8.1. Review of Audit and Risk Committee Charter 2023

THAT THE AUDIT AND RISK COMMITTEE review the draft Audit and Risk Committee Charter and provide feedback to the Interim Coordinator Governance and Risk, and if no feedback is received by 18 December 2023 the draft Audit and Risk Committee Charter is taken as endorsed.

CARRIED

8.2. Action Item and Open Audit Recommendations Registers

THAT THE AUDIT AND RISK COMMITTEE notes the Action Register and the Audit Recommendations Register as of 24 November 2023.

CARRIED

8.3. Council Service Area Presentations

THAT THE AUDIT AND RISK COMMITTEE:

1. Note the presentations to the Committee to date and provide suggestions for future presentations through the Chair to the General Manager Business & Economic Development.
2. Receives and notes the presentation on Council's Capital Works program.

CARRIED

8.4. Capital Works Presentation

THAT THE AUDIT AND RISK COMMITTEE receive and note the presentation on the Capital Works Program.

CARRIED

8.5. Annual Work Plan 2023-24

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

CARRIED

9. Financial and Performance Reporting

9.1. Carry Forward Projects

THAT THE AUDIT AND RISK COMMITTEE notes carry forward funds from 2022-23 to the 2023-24 budget for the completion of the projects listed in the report, totalling \$4,243,683 operating (\$928,028 net of unrecognised carry forward prepaid grant income) and \$377,448 in capital.

CARRIED

9.2. Finance Report: 1 July 2023 to 30 September 2023

THAT Audit and Risk Committee notes the Budget Report for the period 1 July 2023 to 31 October 2023.

CARRIED

9.3. Investment Schedule

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report 31 October 2023.

CARRIED

9.4. Debt Schedule

THAT THE AUDIT AND RISK COMMITTEE receive and note the Loan Portfolio report 31 October 2023.

CARRIED

10. Internal Control Environment

10.1. Policy Register Status Update

THAT THE AUDIT AND RISK COMMITTEE note the Policy Register as of 31 October 2023.

CARRIED

11. Risk Management

11.1. Risk Management Report

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

CARRIED

11.2. Risk Management Policy

THAT THE AUDIT AND RISK COMMITTEE note the revised Risk Management Policy for review and provide feedback to the Interim Coordinator Governance and Risk by 18 December 2023 for tabling at the February 2024 Audit and risk Committee meeting.

CARRIED

11.4. Occupational Health and Safety Management Report

THAT THE AUDIT AND RISK COMMITTEE receive the Occupational Health and Safety Management Report.

CARRIED

12. Internal Audit

12.1. Internal Audit Status Reports

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

12.2. Cyber Security Strategy and Governance Internal Audit

THAT THE AUDIT AND RISK COMMITTEE note the AFS Cyber Security report and identified action items.

CARRIED

13. External Audit

13.1. VAGO Closing Report and Final Management Letter 2022-23

THAT THE AUDIT AND RISK COMMITTEE note VAGO's Closing Report and Final Management Letter for 2022-23 and endorse the Annual Financial Report 2023 and Performance Report 2023 provided to Committee members on 27 October.

CARRIED

14. Compliance Management

14.1. Procurement Exemptions

THAT THE AUDIT AND RISK COMMITTEE notes that two Procedural Exemptions were authorised by the Chief Executive Officer between 1 July 2023 and 30 September 2023.

CARRIED

15. Other Business

Nil

16. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held Monday 26 February at 3:00pm.

17. Close of meeting

The Audit and Risk Committee Meeting 27 November 2023 was closed at 5:45 pm.