

OFFICIAL



Mansfield Shire

# MINUTES

## Audit and Risk Committee

Monday 26 May 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. Apologies.....	3
4. Acknowledgement of Country .....	3
5. Disclosure of Conflicts of Interest.....	3
6. Confirmation of Minutes .....	3
7. Administrative Items .....	3
7.1. Annual Work Plan 2024-25 & Proposed Work Plan 2025-26 .....	3
7.2. Internal Control Environment - Rolling Four Year Plan 2021-25 & Proposed 2025-29 ...	4
7.3. Action Item and Open Audit Recommendations Registers.....	4
7.4. Service Area Presentation: Youth Services .....	4
8. Financial and Performance Reporting.....	4
8.1. Review of LGPRF Changes.....	4
8.2. Quarterly Finance Report .....	4
8.3. Debt Schedule .....	4
8.4. Investment Schedule .....	4
8.5. Asset Valuations 2024-25.....	4
9. Internal Control Environment.....	5
9.1. Policy Register Status Update .....	5
10. Risk Management .....	5
10.1. Occupational Health and Safety Management Report .....	5
10.2. Risk Management Report .....	5
11. Internal Audit .....	5
11.1. Internal Audit Charter.....	5
11.2. Internal Audit Status Report.....	5
11.3. Internal Audit Planning Document - Payroll (inc. Key Internal Controls) .....	5
11.4. Internal Audit Completed Report - Audit and Risk Committee Performance Self- Assessment .....	5
12. External Audit .....	6
12.1. VAGO Reports .....	6
12.2. Status Update: VAGO Audit Findings for the year ended 30 June 2024 .....	6
13. Compliance Management .....	6
13.1. Procurement Procedural Exemptions .....	6
13.2. Local Government Inspectorate Complaint and Response .....	6
14. Other Business.....	6
15. Next Meeting .....	6
16. Close of meeting .....	6

## 1. Opening of the Meeting

Jane Watson, Chairperson, opened the meeting at 2.49pm.

## 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
- Janique Snyder, Executive Manager People, Communications & Governance
- Michael McCormack, Financial Controller
- Tanya Tabone, Coordinator Communications, Governance & Risk
- Chelsea Young, Governance & Risk Officer
- James Alcaniz, Coordinator Financial Planning and Analysis
- 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 Thursday 13 March 2025 be confirmed as an accurate record.

**CARRIED**

## 7. Administrative Items

### 7.1. Annual Work Plan 2024-25 & Proposed Work Plan 2025-26

THAT THE AUDIT AND RISK COMMITTEE note the update on the Annual Work Plan 2024-25 and adopt the Annual Work Plan 2025-26.

**CARRIED**

## **7.2. Internal Control Environment - Rolling Four Year Plan 2021-25 & Proposed 2025-29**

THAT THE AUDIT AND RISK COMMITTEE:

1. Note the final Internal Control Environment - Rolling Four Year Plan 2021-25 update; and
2. Adopt the Internal Control Environment - Rolling Four Year Plan 2025-29.

**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 20 May 2025.

**CARRIED**

## **7.4. Service Area Presentation: Youth Services**

THAT THE AUDIT AND RISK COMMITTEE receive and note the presentation on Youth Services.

**CARRIED**

# **8. Financial and Performance Reporting**

## **8.1. Review of LGPRF Changes**

THAT THE AUDIT AND RISK COMMITTEE notes the changes to the Local Government Performance Reporting Framework for 2024-25.

**CARRIED**

## **8.2. Quarterly Finance Report**

THAT THE AUDIT AND RISK COMMITTEE notes the Quarterly Finance Report for the period 1 July 2024 – 31 March 2025.

**CARRIED**

## **8.3. Debt Schedule**

THAT THE AUDIT AND RISK COMMITTEE receive and note the Loan Portfolio report as at 30 April 2025.

**CARRIED**

## **8.4. Investment Schedule**

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report as at 30 April 2025.

**CARRIED**

## **8.5. Asset Valuations 2024-25**

THAT THE AUDIT AND RISK COMMITTEE note the Indexation report, and note that the recommended revaluations will be adopted for the financial statements as at 30 June 2025.

**CARRIED**

## 9. Internal Control Environment

### 9.1. Policy Register Status Update

THAT THE AUDIT AND RISK COMMITTEE note the Policy Register as of 21 May 2025.

**CARRIED**

## 10. Risk Management

### 10.1. Occupational Health and Safety Management Report

THAT THE AUDIT AND RISK COMMITTEE receive the OHS report for February to April 2025.

**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. Internal Audit Charter

THAT THE AUDIT AND RISK COMMITTEE:

1. Review the draft revised Internal Audit Charter; and
2. Recommend the draft revised Internal Audit Charter (subject to changes requested by the Committee) to Council for adoption.

**CARRIED**

### 11.2. Internal Audit Status Report

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

**CARRIED**

### 11.3. Internal Audit Planning Document - Payroll (inc. Key Internal Controls)

THAT THE AUDIT AND RISK COMMITTEE note the Internal Audit Planning document for the upcoming Payroll (including key internal controls) audit.

**CARRIED**

### 11.4. Internal Audit Completed Report - Audit and Risk Committee Performance Self-Assessment

THAT THE AUDIT AND RISK COMMITTEE note and discuss the Audit and Risk Committee Performance Self-Assessment 2025 report.

**CARRIED**

## 12. External Audit

VAGO met with the Committee in the absence of management from 4.06pm - 4.25pm.

### 12.1. VAGO Reports

THAT THE AUDIT AND RISK COMMITTEE note VAGO's:

1. Final Audit Strategy Memorandum 2024/25;
2. Local Government Status Report: May 2025;
3. Results of 2023-24 Audits: Local Government briefing presentation slides; and AASB 13 slides from VAGO's (Travis Derricott) presentation at the FinPro Webinar.

**CARRIED**

### 12.2. Status Update: VAGO Audit Findings for the year ended 30 June 2024

THAT THE AUDIT AND RISK COMMITTEE note the status update on VAGO audit findings as reported in Mansfield Shire Council's Financial Management Letter for the year ended 30 June 2024.

**CARRIED**

## 13. Compliance Management

### 13.1. Procurement Procedural Exemptions

THAT THE AUDIT AND RISK COMMITTEE notes that one Procedural Exemption was authorised by the Chief Executive Officer between 1 January 2025 – 31 March 2025.

**CARRIED**

### 13.2. Local Government Inspectorate Complaint and Response

THAT THE AUDIT AND RISK COMMITTEE note:

1. This report regarding the complaint/allegation received by the Local Government Inspectorate (LGI); and
2. The LGI's notification that they have investigated the matter and the allegation that Council has breached the *Local Government Act 2020* was not substantiated.

**CARRIED**

## 14. Other Business

Nil

## 15. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held on 25 August 2025 at 2.45pm (Committee members only from 2.30pm - 2.45pm) online via Zoom.

**CARRIED**

## 16. Close of meeting

The Audit and Risk Committee Meeting Agenda - 26 May 2025 was closed at 4.53pm.