

OFFICIAL



Mansfield Shire

MINUTES

Audit and Risk Committee

Monday 25 May 2026

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 2.45 pm.

2. Present

External Members:

- Jane Watson
- Moh-Lee Ng

Councillors:

- Mayor Steve Rabie
- Cr Mandy Treasure

Officers:

- Kirsten Alexander, Chief Executive Officer
- Melissa Crane, General Manager Investment & Planning
- Michael McCormack, Financial Controller
- Tanya Tabone, Manager Communications, Governance & Risk
- Chelsea Daly, Coordinator Governance & Risk
- Joanne O'Brian, Coordinator Financial Planning & Analysis
- Chayi Chabakale, Financial Accountant
- Anoja Bandara, Victorian Auditor Generals Office
- Brad Ead, AFS and Associates

3. Apologies

- Peter Johnston

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

Councillor Steve Rabie/Councillor Mandy Treasure:

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 2 March 2026 be confirmed as an accurate record.

CARRIED

7. Administrative Items

7.1. Audit and Risk Committee Charter

Moh-Lee Ng/Councillor Mandy Treasure:

THAT THE AUDIT AND RISK COMMITTEE:

1. Endorse the revised Audit and Risk Committee Charter for presentation to Council at the June 2026 Council Meeting, subject to any changes arising from the Committee's feedback; and
2. Authorise the Chief Executive Officer to make any further amendments consistent with feedback provided.

CARRIED

ACTION: Move item 5.7.1 to be 3.2.

7.2. Annual Work Plan 2025-26 & Proposed Work Plan 2026-27

Councillor Steve Rabie/Moh-Lee Ng:

THAT THE AUDIT AND RISK COMMITTEE:

1. Note the update on the Annual Work Plan and Internal Control Environment - Rolling Four Year Plan; and
2. Adopt the Annual Work Plan 2026-27.

CARRIED

7.3. Action Item and Open Audit Recommendations Registers

Councillor Mandy Treasure/Councillor Steve Rabie:

THAT THE AUDIT AND RISK COMMITTEE notes the Action Register and the Audit Recommendations Register as of May 2026.

CARRIED

7.4. Service Area Presentation: Cyber Security

Councillor Steve Rabie/Moh-Lee Ng:

THAT THE AUDIT AND RISK COMMITTEE receive and note this report on Cyber Security work being undertaken by Council.

CARRIED

8. Financial and Performance Reporting

8.1. Review of LGPRF Changes

Moh-Lee Ng/Councillor Mandy Treasure:

THAT THE AUDIT AND RISK COMMITTEE notes the changes to the Local Government Performance Reporting Framework for 2025-26.

CARRIED

8.2. Asset Valuations 2025-26

Councillor Steve Rabie/Councillor Mandy Treasure:

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 2026.

CARRIED

8.3. Quarterly Finance Report

Councillor Mandy Treasure/Moh-Lee Ng:

THAT THE AUDIT AND RISK COMMITTEE notes the Quarterly Finance Report for the period 1 January 2026 – 31 March 2026.

CARRIED

8.4. Debt Schedule

Councillor Steve Rabie/Moh-Lee Ng:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Loan Portfolio report as at 30 April 2026.

CARRIED

8.5. Investment Schedule

Councillor Steve Rabie/Councillor Mandy Treasure:

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report as at 30 April 2026.

CARRIED

8.6. Project CODI - Carry Forward

Councillor Steve Rabie/Moh-Lee Ng:

THAT THE AUDIT AND RISK COMMITTEE notes that the 2025-26 Project CODI carry forward in the amount of \$659,493 meets the criteria under Council's Carry Forward Projects Policy and that the overall project remains within the approved budget.

CARRIED

9. Internal Control Environment

9.1. Policy Register Status Update

Councillor Mandy Treasure/Moh-Lee Ng:

THAT THE AUDIT AND RISK COMMITTEE note the Policy Register as of May 2026.

CARRIED

10. Risk Management

10.1. Business Continuity Plan

Councillor Mandy Treasure/Councillor Steve Rabie:

THAT THE AUDIT AND RISK COMMITTEE notes the update on the Business Continuity Plan review and the JMAPP test report from the business continuity scenario test.

CARRIED

10.2. Risk Management Report

Moh-Lee Ng/Councillor Rabie:

THAT THE AUDIT AND RISK COMMITTEE note the information contained in the Risk Register as at May 2026.

CARRIED

ACTION: Review Cyber Event risk area's action plan

ACTION: Undertake assessment of emerging financial risks

10.3. Occupational Health and Safety Management Report

Councillor Mandy Treasure/Councillor Steve Rabie:

THAT THE AUDIT AND RISK COMMITTEE receive the OHS report for January – March 2026.

CARRIED

11. Fraud Prevention Systems & Controls

11.1. Fraud and Corruption Control

Councillor Steve Rabie/Councillor Mandy Treasure:

THAT THE AUDIT AND RISK COMMITTEE note that Council's Fraud and Corruption Control Framework remains effective and aligned with Council's governance obligations and risk management framework.

CARRIED

12. Internal Audit

12.1. Internal Audit Status Report

Councillor Steve Rabie/Councillor Mandy Treasure:

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

12.2. Internal Audit Report - Audit and Risk Committee Performance Self-Assessment

Councillor Mandy Treasure/Councillor Steve Rabie:

THAT THE AUDIT AND RISK COMMITTEE note the Audit and Risk Committee Performance Self-Assessment 2026 report.

CARRIED

13. External Audit

13.1. VAGO Reports

Moh-Lee Ng/Councillor Mandy Treasure:

THAT THE AUDIT AND RISK COMMITTEE note VAGO's:

1. Interim Management Letter 2025-26;
2. Status Report - Local Government Update April 2026; and
3. Briefing presentation on the 2024-25 Audits: Local Government results.

CARRIED

14. Compliance Management

14.1. Procurement Procedural Exemptions

Councillor Steve Rabie/Councillor Mandy Treasure:

THAT THE AUDIT AND RISK COMMITTEE note the following Procurement Procedural Exemptions authorised between 1 January 2026 – 31 March 2026:

1. Removal of Contaminated Soil
2. Web Infrastructure Migration

CARRIED

15. Other Business

Nil

16. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held on Monday 24 August 2026 at 2.30pm (management to join at 2.45pm) via Zoom.

17. Close of meeting

The Audit and Risk Committee Meeting Agenda - 25 May 2026 was closed at 4:30 pm.