OFFICIAL

Mansfield Shire

# MINUTES

# Audit and Risk Committee

## Monday 24 August 2026

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**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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# Agenda Contents

## 1. Opening of the Meeting

Jane Watson, Chairperson, opened the meeting at 2:49 pm.

## 2. Present

**External Members:**

- Jane Watson
- Peter Johnson
- 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
- Brad Ead, AFS and Associates

## 3. Apologies

Anoja Bandara, Victorian Auditor-General's Office

## 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/Moh-Lee Ng:**

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 25 May 2026 be confirmed as an accurate record.

**CARRIED**

# 7. Administrative Items

## 7.1. Annual Work Plan 2026-27

**Peter Johnson/Moh-Lee Ng:**
THAT THE AUDIT AND RISK COMMITTEE note the update on the Annual Work Plan and Internal Control Environment - Rolling Four Year Plan.

**CARRIED**

## 7.2. Action Item and Open Audit Recommendations Registers

**Councillor Mandy Treasure/Peter Johnson:**
THAT THE AUDIT AND RISK COMMITTEE notes the Action Register and the Audit Recommendations Register as of August 2026.

**CARRIED**

## 7.3. Audit and Risk Committee Report to Council

**Councillor Steve Rabie/Councillor Mandy Treasure:**
THAT THE AUDIT AND RISK COMMITTEE provide a report describing the activities, findings and recommendations for the six months ending 30 June 2026 to the Chief Executive Officer for tabling at the 15 September 2026 Council Meeting.

**CARRIED**

## 7.4. Audit and Risk Committee Annual Meeting Schedule

**Peter Johnson/Councillor Mandy Treasure:**
THAT THE AUDIT AND RISK COMMITTEE adopt the meeting schedule for the next 12-months as follows:

- Monday 16 November 2026
- Monday 22 February 2027
- Monday 24 May 2027
- Monday 30 August 2027
- Monday 6 September 2027

**CARRIED**

ACTION: Reschedule 7 September 2026 Audit and Risk Committee meeting to 15 September 2026 at 2pm.

# 8. Financial and Performance Reporting

## 8.1. Governance and Management Checklist 2025-26

**Councillor Steve Rabie/Moh-Lee Ng:**
THAT THE AUDIT AND RISK COMMITTEE recommend the draft Governance and Management Checklist 2025-26 (subject to any changes required by the Committee and Local Government Victoria) to Council for adoption.

**CARRIED**

### 8.2. Related Parties Disclosures

**Councillor Mandy Treasure/Peter Johnson**

THAT THE AUDIT AND RISK COMMITTEE notes the related party disclosures submitted for 2025-26.

**CARRIED**

### 8.3. Insurance Program 2026-27

**Councillor Steve Rabie/Moh-Lee Ng:**

THAT THE AUDIT AND RISK COMMITTEE receive and note the 2026-27 Insurance Program.

**CARRIED**

ACTION: Provide the Committee with information explaining the purpose of the discretionary trust.

### 8.4. Debt Schedule

**Councillor Mandy Treasure/Peter Johnson:**

THAT THE AUDIT AND RISK COMMITTEE receive and note the Loan Portfolio report as at 31 July 2026.

**CARRIED**

### 8.5. Investment Schedule

**Peter Johnson/Councillor Steve Rabie:**

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report as at 31 July 2026.

**CARRIED**

### 8.6. Asset Valuations 2025-26

**Councillor Mandy Treasure/Moh-Lee Ng:**

THAT THE AUDIT AND RISK COMMITTEE note the updated Indexation report covering Buildings, Bridges, Drainage and Recreation, Leisure and Community Facilities.

**CARRIED**

## 9. Internal Control Environment

### 9.1. Policy Register Status Update

**Councillor Mandy Treasure/Councillor Steve Rabie:**

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

**CARRIED**

### 9.2. Aged Retentions, Deposits, Bonds and Securities

**Councillor Steve Rabie/Peter Johnson:**
THAT THE AUDIT AND RISK COMMITTEE note the progress made to address aged retentions and deposits as at 30 June 2026.

**CARRIED**

ACTION: Report on aged retentions to the November 2026 ARC meeting, including the dollar figure of retentions outstanding.

## 10. Risk Management

### 10.1. Business Continuity Plan

**Moh-Lee Ng/Peter Johnson:**
THAT THE AUDIT AND RISK COMMITTEE:

1. notes the draft Business Continuity Plan; and
2. provides feedback on the draft Business Continuity Plan prior to its finalisation.

**CARRIED**

### 10.2. Risk Management Report

**Councillor Steve Rabie/Councillor Mandy Treasure:**
THAT THE AUDIT AND RISK COMMITTEE note the information contained in the Risk Register as at August 2026.

**CARRIED**

ACTION: Include Council's IT Disaster Recovery Plan to the Business Continuity Risk existing controls.

### 10.3. Occupational Health and Safety Management Report

**Councillor Mandy Treasure/Moh-Lee Ng:**
THAT THE AUDIT AND RISK COMMITTEE receive the OHS report for April - June 2026**,** include including the incident involving a related party.

**CARRIED**

### 10.4. Parking Infringements Refund Scheme

**Councillor Steve Rabie/Councillor Mandy Treasure:**
THAT THE AUDIT AND RISK COMMITTEE note this report and action taken to address the legacy administrative issue relating to the application of penalty units for parking infringements.

**CARRIED**

# 11. Internal Audit

## 11.1. Internal Audit Status Report

**Peter Johnson/Moh-Lee Ng:**

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

**CARRIED**

ACTION: Contract Management audit to be moved forward in the Audit Program, with AFS and Management to work together to agree on the timing.

## 11.2. Internal Audit Report - Waste Management

**Peter Johnson/Councillor Steve Rabie:**

THAT THE AUDIT AND RISK COMMITTEE notes:

1. The Internal Audit Report on Waste Management and identified action items.
2. That management of the Waste Reserve is documented in Council's 10-year Financial Plan.

**CARRIED**

## 11.3. Internal Audit Report - Road Management Plan

**Councillor Steve Rabie/Councillor Mandy Treasure:**

THAT THE AUDIT AND RISK COMMITTEE notes the Internal Audit Report on the Road Management Plan and identified action items.

**CARRIED**

# 12. External Audit

## 12.1. VAGO Reports

**Peter Johnson/Councillor Mandy Treasure:**

THAT THE AUDIT AND RISK COMMITTEE:

1. Note VAGO's Status Report - Local Government Update July 2026; and
2. Meet with VAGO without the presence of management following competition of the 2025-26 audit.

**CARRIED**

# 13. Compliance Management

## 13.1. Procurement Exemptions

**Councillor Steve Rabie/Councillor Mandy Treasure:**

THAT THE AUDIT AND RISK COMMITTEE note the following Procurement Procedural Exemptions authorised between April – June 2026:

1. Supply and Install Fence - Fenced Dog Park.
2. Cladding of Resource Recovery Shed.
3. Heritage Museum Exhibit - Theatrette Infrastructure Installation

**CARRIED**

# 14. Other Business

Moh-Lee Ng's second term as an independent member concludes November 2026. Report being presented to Council recommending Moh-Lee be reappointed for a third term.

# 15. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held on Tuesday 15 September 2026 at 2:00 pm online via Zoom to consider the draft 2025-26 Financial and Performance Statements.

# 16. Close of meeting

The Audit and Risk Committee Meeting Agenda - 24 August 2026 was closed at 4:37 pm.