



**Mansfield Shire**

# **MINUTES**

## **Audit and Risk Committee**

**Monday 29 May 2023**

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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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## 1. Opening of the Meeting

Moh-Lee Ng, Chairperson, opened the meeting at 3:00 pm.

## 2. Present

### External Members:

Jane Watson

Moh-Lee Ng

### Councillors:

Mayor James Tehan

### Officers:

Chief Executive Officer: Kirsten Alexander

Acting General Manager Community & Corporate Services: Nola Bales

General Manager Infrastructure & Planning: Melissa Crane

Manager Business & Performance: Tony Cooper

Interim Coordinator Governance and Risk: Jane Carter

AFS and Associates – Internal Auditor: Bradley Ead

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

Manager, Victorian Auditor-General's Office: Martin Ma

## 3. Apologies

Councillor Mark Holcombe and Peter Johnston

## 4. Acknowledgement of Country

Moh-Lee Ng 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.”*

## 5. Disclosure of Conflicts of Interest

CEO noted that she would need to step out for item 10.5.

## 6. Confirmation of Minutes

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 27 February 2023 be confirmed as an accurate record.

**CARRIED**

## 7. Administrative Items

### 7.1. Annual Work Plan

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

**CARRIED**

### 7.2. Action Item and Open Audit Recommendations Registers

THAT THE AUDIT AND RISK COMMITTEE notes the Action Register and the Audit Recommendations Register as of 16 May 2023.

**CARRIED**

## 8. Financial and Performance Reporting

### 8.1. Mansfield Shire Council Investment Schedule

THAT THE AUDIT AND RISK COMMITTEE receive and note the Investment Portfolio Report 30 April 2023.

**CARRIED**

### 8.2. Review of LGPRF Changes

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

**CARRIED**

### 8.3. Carry Forwards

THAT THE AUDIT AND RISK COMMITTEE Note the carry forward information in this report for the capital projects from the 2021-22 Financial Year and the proposed carry overs for capital projects for the 2022-23 Financial Year.

**CARRIED**

### 8.4. Finance Report to 31 March 2023

THAT THE AUDIT AND RISK COMMITTEE receives the Quarterly Budget Report for the period 1 July 2022 to 31 March 2023

**CARRIED**

## 9. Internal Control Environment

No Internal Control Environment reports for May 2023 Audit and Risk Committee Meeting.

## 10. Risk Management

### 10.1. Occupational Health and Safety Management Report and Register

THAT THE AUDIT AND RISK COMMITTEE note and receive this report.

**CARRIED**

### 10.2. Policy Register

THAT THE AUDIT AND RISK COMMITTEE note the Policy Register as of 1 May 2023.

**CARRIED**

### 10.3. Risk Register

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

**CARRIED**

### 10.4. Related Parties Disclosures

THAT THE AUDIT AND RISK COMMITTEE notes the related party disclosures report.

**CARRIED**

CEO left meeting whilst item 10.5 was discussed.

### 10.5. Special Review of Cleaning Contract

THAT THE AUDIT AND RISK COMMITTEE note the final report from AFS on the Special Review of Cleaning Contract

**CARRIED**

CEO returned to the meeting.

## 11. Internal Audit

### 11.1. 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**

### 11.2. Internal Audit Completed Report - Statutory Planning

THAT THE AUDIT AND RISK COMMITTEE note the AFS Statutory Planning report and the reporting tool for providing updates on the implementation of the recommendations.

**CARRIED**

### **11.3. Internal Audit Planning Documents**

THAT THE AUDIT AND RISK COMMITTEE note the Internal Audit Planning documents for the Procurement and Accounts Payable, Information Privacy and Records Management and Past Issues Review.

**CARRIED**

## **12. External Audit**

### **12.1. VAGO Reports**

THAT THE AUDIT AND RISK COMMITTEE:

1. Note the VAGO Status Report for April 2023.
2. Confirm a date for an additional Audit and Risk Committee meeting in late September or early October to review the 2022/23 Financial and Performance Statements.

**CARRIED**

## **13. Compliance Management**

### **13.1. Procurement Exemptions**

THAT THE AUDIT AND RISK COMMITTEE notes the Procedural Exemption Memorandums authorised by the Chief Executive Officer between 1 January 2023 and 31 March 2023.

**CARRIED**

## **14. Other Business**

Nil

## **15. Next Meeting**

The next meeting of the Audit and Risk Advisory Committee will be held on Monday 28 August at 2.30pm (Executive Management team to attend from 3.00pm).

## **16. Close of meeting**

The Audit and Risk Committee Meeting Agenda 29 May 2023 was closed at 4:59pm.