



Mansfield Shire

MINUTES

Audit and Risk Committee

Monday 27 February 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 2.30 pm.

2. Present

External Members:

Jane Watson
Peter Johnston
Moh-Lee Ng

Councillors:

Mayor James Tehan
Cr Mark Holcombe

Officers:

Chief Executive Officer: Kirsten Alexander
General Manager Community & Corporate Services: Dena Vlekkert
Acting 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

Coordinator Governance and Risk: Moira Moss

4. 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."

5. Disclosure of Conflicts of Interest

Melissa Crane declared a conflict of interest in respect of item 7.1 Presentation – Landfills

6. Confirmation of Minutes

THAT the Minutes of the Mansfield Shire Council Audit and Risk Committee Meeting held on 21 November 2022 be confirmed as an accurate record.

CARRIED

7. Administrative Items

Melissa Crane left the meeting.

7.1. Presentation - Landfills

THAT THE AUDIT AND RISK COMMITTEE notes the following:

1. The landfill rehabilitation and risk assessment work required for the unregulated closed landfills, including:
 1. Landfill Capping Rectification works
 2. Environmental monitoring of the groundwater or surface landfill gas.
 3. Development of Conceptual Site Model (CSM)
 4. Development of Aftercare Management Plan (AMP) and Environmental Monitoring Plan (EMP).
 5. Audit of all AMP and EMP by an accredited environmental auditor in accordance with Section 53V of the *Environment Protection Act 2017*.
2. Monitoring work required for Monkey Gully Landfill by 30 June 2024:
 1. Implementation of environmental audit recommended actions.
 2. Ongoing monitoring background CO2 levels from the monitoring bores installed.
 3. Section 53V environmental audit completed by June 2023.
 4. Establishment of background CO2 level in the soil.

CARRIED

Melissa Crane returned to the meeting.

7.2. Audit and Risk Committee Charter Review 2023

THAT THE AUDIT AND RISK COMMITTEE endorse the updated Audit and Risk Committee Charter for consideration at the March 2023 Council Meeting.

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 31 January 2022.

CARRIED

8.2. Finance Report to 31 December 2022

THAT THE AUDIT AND RISK COMMITTEE:

1. Receives the Quarterly Budget Report for the period 1 July 2022 to 31 December 2022; and
2. Note the statement by the Chief Executive Officer that a revised budget will not be required for the 2022-23 financial year.
2. Note the statement by the Chief Executive Officer that a revised budget will not be required for the 2022-23 financial year

CARRIED

9. Internal Control Environment

No Internal Control Environment reports for February 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 receive this report.

CARRIED

10.2. Risk Register Report - 31 December 2022

THAT THE AUDIT AND RISK COMMITTEE note the information contained in this briefing.

CARRIED

10.3. Policy Register Status Update

THAT THE AUDIT AND RISK COMMITTEE note the Policy Register as of 17 February 2023.

CARRIED

10.4. Gifts, Benefits and Hospitality Annual Report

THAT THE AUDIT AND RISK COMMITTEE receive and note the Gifts, Benefits and Hospitality Annual Report 2022.

CARRIED

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 - Contract Management

THAT
THE

AUDIT AND RISK COMMITTEE note the AFS Contract Management 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 Cyber Security Strategy and Governance, and Infrastructure Asset Management audits.

CARRIED

12. External Audit

12.1. VAGO Reports

THAT THE AUDIT AND RISK COMMITTEE note the VAGO Status Report for December 2022 and the Audit Strategy Memorandum - for the financial year ending 30 June 2023.

CARRIED

13. Compliance Management

13.1. Procurement Exemptions

THE AUDIT AND RISK COMMITTEE notes the Procedural Exemption Memorandums authorised by the Chief Executive Officer between 1 July 2022 and 31 December 2022.

THAT

CARRIED

14. Other Business

Nil

15. Next Meeting

The next meeting of the Audit and Risk Advisory Committee will be held 22 May 2023 at 2.30pm (Executive Management team to attend from 3.00pm).

16. Close of meeting

The Audit and Risk Committee Meeting Agenda 27 February 2023 was closed at 5.10 pm.