



Southern Grampians
SHIRE COUNCIL

Audit & Risk Committee Minutes

Ordinary Meeting
14 February 2023

Held at 2.00pm in
Martin J Hynes Auditorium/Teams

1. Attendance

Members

Mr Brian Densem - Chair
Mr Michael Murphy OAM
Ms Aisling Cunningham
Cr David Robertson (Mayor)
Cr Helen Henry (Deputy Mayor)

Officers

Mr Tony Doyle – Chief Executive Officer
Mr Peter Brown – Acting Director People & Performance
Ms Tahlia Homes – Manager Organisational Development
Mr Jason Cay – Acting Financial Sustainability Coordinator

Minutes

Mrs Nadine Rhook – Executive Assistant – Director People & Performance

Guests

Ms Cassandra Gravenall – Crowe Audit Australia
Ms Thanh Nguyen – Crowe Audit Australia
Ms Kathie Teasdale – RSD Audit
Mr Paul Harrison – RSD Audit
Mr Mike Shanahan – Health & Safety Coordinator
Ms Karly Saunders – Governance Coordinator
Ms Marg Scanlon – Director Infrastructure & Sustainability
Mr Bill Scott – Manager Project Management Office

2. Committee in Camera

The Committee and Auditors discussed the status of their work and engagement with the Council officers.

The Committee noted Mr Harrison's confirmation that RSD had full co-operation of the Council officers in the course of their work.

3. Welcome – Chair

Mr Densem, Mr Murphy, Ms Cunningham and Cr Robertson and Mr Harrison entered the meeting at 2.00pm in person. Ms Gravenall and Ms Nguyen entered the meeting at 2.00pm virtually. Cr Henry entered the meeting in person at 2.05pm

Mr Doyle, Mr Brown, Ms Homes, Mr Cay and Mrs Rhook entered at 2.18pm

The Chair welcome everyone to the meeting and is a special meeting as it is Mick Murphy's final meeting. The Chair thanked Mr Murphy for all his wisdom, approach and positive attitude in leading the Committee. Cr Robertson also thanked Mr Murphy for his assistance to the Committee and that his support to Council has been much appreciated. Mr Murphy thanked everyone for their support, and he has enjoyed working with the Committee immensely.

4. Apologies

Ms Kathie Teasdale – RSD Audit

Mr Bill Scott – Manager Project Management Office

5. Conflict of Interest

Mr Brian Densem – Chair of Glenelg Hopkins CMA Audit & Risk Committee
Mr Mick Murphy – Wannan Water
Ms Aisling Cunningham – Quality Manager of Western District Health Service
Cr David Robertson – Item 12.1 – Councillor Expenses
Cr Helen Henry – Item 12.1 – Councillor Expenses

6. Confirmation of Minutes

The minutes of the meeting held on 15 November 2022 have been circulated.

These unconfirmed minutes were presented to Council at the Ordinary Monthly Meeting held on Wednesday 14 December 2022.

RECOMMENDATION

THAT the Minutes of the Ordinary Meeting of the Audit & Risk Committee held on 15 November 2022 be confirmed as a correct record of business transacted, subject to Mr Murphy being added as attending the meeting in person.

Mr Murphy
Cr Henry

MOVED

Item 6.2 CEO Report

Author: Tony Doyle, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

THAT the Committee note the CEO Report.

NOTED

Item 6.3 Governance & Risk Management Disclosures

Author: Tony Doyle, Chief Executive Officer
Attachments: Nil

RECOMMENDATION

That the Committee note the Internal Auditor and Chief Executive Officer responses to the questions asked by the Audit & Risk Committee Chair.

Chair to CEO:

- Are there any matters such as breaches of legislation, impending legal action, practices, or actual suspected fraud occurrences that have occurred within the organisation since the last meeting that need to be brought to the attention of the Committee? **CEO's Answer - No**
- Are there any conflict of interest matters that need to be brought to the attention of the Committee? **CEO's Answer - No**

NOTED**Item 6.3 Summary Table of Outstanding Matters**

Author: Peter Brown, A/Director People & Performance
Attachments: Summary Table of Outstanding Matters

RECOMMENDATION/ACTION

THAT this item be noted and items with "Closed" status be removed from the listing.

NOTED**Item 7.1 External Audit - Progress Report of Current Actions**

Author: Jason Cay – Acting Financial Sustainability Coordinator
Attachments: Progress Report of Current Actions - External Audit

RECOMMENDATION

THAT the Committee note the Progress of Current Actions.

The final item in this report required Ms Saunders feedback, moved to Item 7.2 until Ms Saunders joins the meeting.

THAT Mr Cay follow up on what is required regarding in the Personal Interests Register under the Local Government regulations with the External Auditors and update the Committee at the next meeting confirming the outcome.

NOTED

Item 10.1 – Compliance Framework was presented next.

Item 7.2 Audit Strategy

Author: Jason Cay, Acting Financial Sustainability Coordinator
Attachments: Audit Strategy

RECOMMENDATION

THAT the 2022/23 Audit Strategy be noted.

NOTED

Ms Gravenall & Ms Nguyen left the meeting virtually at 2.48pm

Item 8.1 Internal Audit Progress – Overall & Updated Internal Audit Plan 2022 - 2025

Author: Peter Brown, A/Director People & Performance
Attachments: Internal Audit Updates & Timeframes & Internal Audit Plan 2022 - 2025

RECOMMENDATION/ACTION

THAT the Committee note the update of the Internal Audit Plan 2022-2025.

NOTED

Item 8.2 Progress Report of Internal Audit Actions (Interplan)

Author: Peter Brown, A/Director People & Performance
Attachments: Interplan Reports - Various

RECOMMENDATION/ACTION

THAT the Committee note the attached Internal Audit Interplan reports for the following:

- Data Security Protection (VPDSS)
- Data Analysis – Accounts Payable & Procurement

NOTED

Ms Scanlon entered the meeting in person at 2.51pm

Item 8.3 Internal Audit – Asset Management Framework

Author: Marg Scanlon – Director Infrastructure & Sustainability
Attachments: Asset Management Framework – Final Report

RECOMMENDATION

THAT the Committee note the final report for Asset Management Framework and that the identified recommendations of the report be considered in the development of the specific Asset Plans which will be monitored and reported through Council’s internal corporate reports.

NOTED

Item 8.4 Internal Audit – Service Planning

Author: Marg Scanlon – Director Infrastructure & Sustainability
Attachments: Service Planning – Final Report

RECOMMENDATION

THAT the Committee note the final report for Service Planning and that the identified recommendations of the report be entered into Council’s Interplan System for future reporting to the Committee.

NOTED

Mr Shanahan & Ms Saunders entered the meeting in person at 3.11pm

Item 8.5 Internal Audit - Draft Project Scope – Project Management Framework

Author: RSD Audit/B Scott – Manager Project Management Office
Attachments: Draft Project Scope – Project Management Framework

RECOMMENDATION

THAT the Committee note the draft scope for Project Management Framework.

THAT the Manager Project Management Office work with the Internal Auditors to review Council’s Project Management Framework which will be brought back to the Committee and reported on at a later date.

NOTED

Ms Scanlon left the meeting at 3.16pm

Item 8.6 VAGO, Ombudsman, IBAC Reports

Author: RSD Audit
Attachments: VAGO, Ombudsman & IBAC Reports

RECOMMENDATION

THAT the Committee note the recent reports and publications by Government Agencies and other sources that may impact on public sector agencies.

THAT the link to the Australian Cyber Security Centre item is circulated to the Councillors to note the five (5) questions which may assist with Governance oversight.

NOTED

Item 8.7 Review Internal Audit Charter

Author: Peter Brown - Acting Director People & Performance
Attachments: Internal Audit Charter

RECOMMENDATION

THAT the Committee approved the Internal Audit Charter as presented with minor updates.

**Mr Murphy
Cr Henry**

MOVED

Item 9.1 Excess Leave Update

Author: Tahlia Homes, Manager Organisational Development
Attachments: Nil

RECOMMENDATION

THAT the Committee note the update of the Excess Leave.

NOTED

Returned to Item 7.1 to discuss the Personal Interests item with Ms Saunders.

Item 10.1 Compliance Framework

Author: Karly Saunders, Governance Coordinator
Attachments: None

RECOMMENDATION

THAT the Committee note the update on the Compliance Framework.

NOTED

Item 11.1 OHS Report – Detailed Summary

Author: Mike Shanahan, Health & Safety Coordinator
Attachments: OHS Report – Detailed Summary

RECOMMENDATION

THAT the Committee note the attached report.

NOTED

Item 12.1 Councillor Expenses Quarterly Report

Author: Tania Quinn, Acting Governance Coordinator
Attachments: Councillor Expenses - Quarterly Report – 1 July 2022 – 30 September 2022

RECOMMENDATION

THAT the Committee note the Councillor Expense Report as presented.

THAT the travel amount in Cr Robertson Councillor Expenses has been investigated and should be noted as accommodation.

NOTED

Ms Saunders, Mr Shanahan & Ms Homes left the meeting in person at 3.38pm

Item 12.2 Finance Report to 31 December 2022

Author: Jason Cay – Acting Financial Sustainability Coordinator
Attachments: Finance Reports to 31 December 2022

RECOMMENDATION

THAT the Committee note the Finance Report as at 31 December 2022, as presented.

NOTED

Item 12.3 Audit & Risk Committee - Annual Plan 2023

Author: Tony Doyle – Chief Executive Officer
Attachments: Audit & Risk Committee - Annual Plan 2023

RECOMMENDATION

THAT the Committee endorse the reviewed Audit & Risk Committee - Annual Plan 2023 and Schedule of meeting dates as presented.

Cr Henry
Cr Robertson

MOVED

13. Other Items

Council endorsed the appointment of Mr Bill Millard to replace Mr Mick Murphy and on the Committee. Mr Millard is an ex Local Government CEO and has vast experience who was eminently qualified and will be great in the role.

14. Next Meeting

The next quarterly meeting is scheduled for 16 May 2023.

The Chair thanked Mr Murphy again for his contribution, and it has been great working with him. Mr Doyle has valued his advice and his respectful and collaborative tone. Mr Murphy thanked everyone again for assisting him.

The meeting closed at 3.55pm