Borough of Queenscliffe

Audit & Risk Committee Meeting Agenda

Monday 9 December 2024 at 3:00PM
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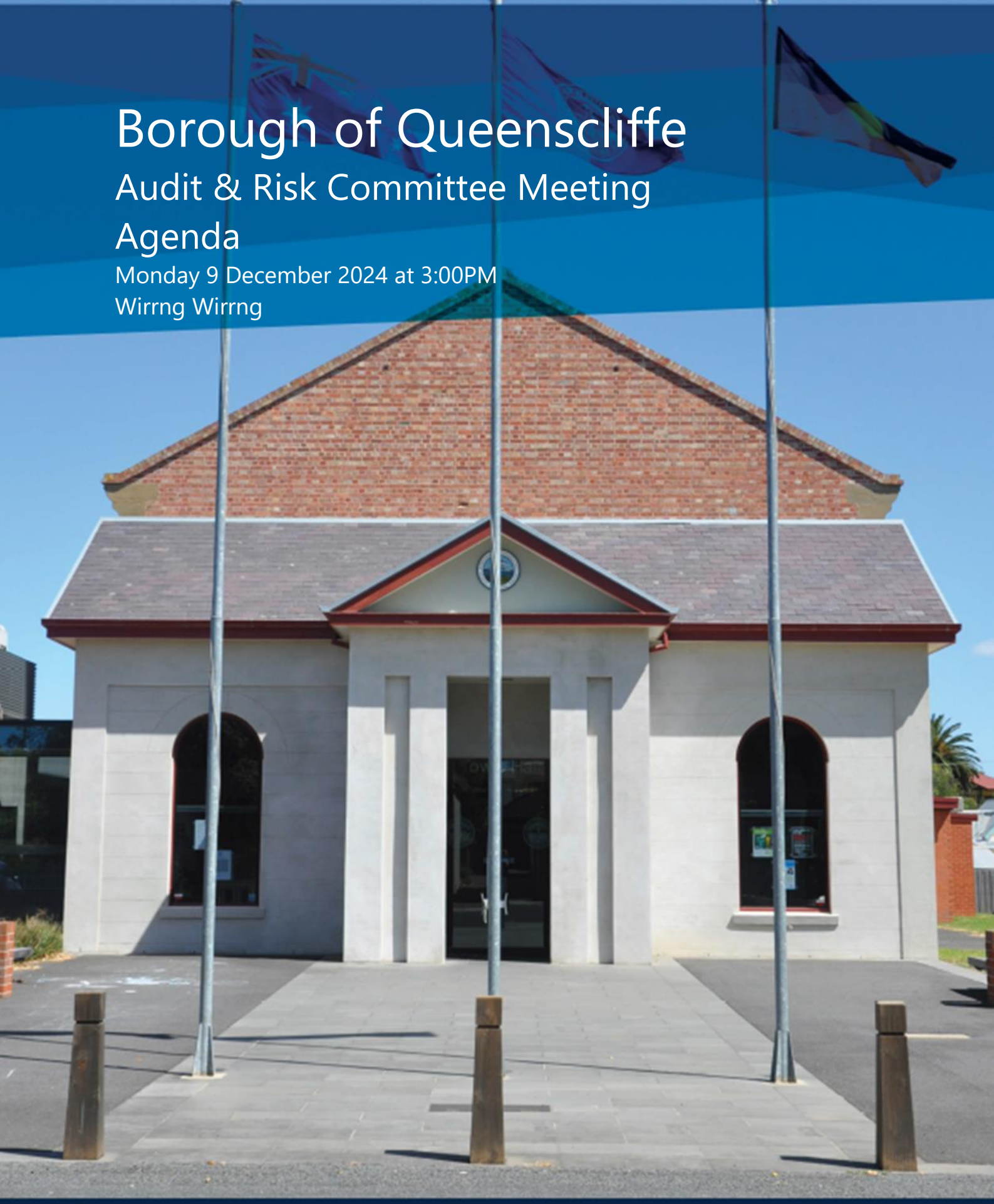

Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia

Community Vision

The Borough is a special and restorative place, renowned for its distinctive coast, rich living heritage and vibrant culture. Our community is caring, and welcoming to visitors. We have a deep respect for the Wadawurrung People and are taking action to protect Country.

Our Values

1. **Integrity:** We take ownership and responsibility for our decisions and are accountable for all that we do.
2. **Respect:** We treat everyone with dignity, fairness and empathy, look out for the safety and wellbeing of others, and nurture positive and inclusive relationships.
3. **Community Focus:** We always work with our community's experience in mind and take pride in supporting our community.
4. **Sustainability:** We place climate change risks at the core of our decision-making, and take extensive action to protect our natural environment.
5. **Openness:** We actively engage with our community and are transparent in our decision-making.

Acknowledgement of Country

Bellawiyn is the Wadawurrung name for the lands where the Borough of Queenscliffe is located.

Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People.

We acknowledge and respect their continuing connections to their lands, waters, skies, culture and the contribution they make to the life and spirit of our community.

We pay respect to their past and present Elders and extend this respect to all Aboriginal and Torres Strait Islander peoples.

Distribution List

Committee Members

Cr Di Rule, Mayor
Cr Isabelle Tolhurst
Richard Davies (Chair)
Rebecca Brezzi
Richard Bull
Michael Tehan

Officers

Martin Gill, Chief Executive Officer
Gihan Kohobange, Manager Finance & ICT Services
Jenni Walker, HR & Governance Coordinator
Belinda Bennett, HR & Organisational Development Advisor
Paul O'Leary, Coordinator Business Systems and Transformation

Invitees

Internal Audit Provider: RDS
Kathie Teasdale, Engagement Partner
Paul Harrison, Internal Audit Manager

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1. Opening of Meeting

Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.

2. Present & Apologies

The chair will note who is present and call for apologies.

3. Conflict of Interest Disclosures

Councillors and Members of the Audit & Risk Committee must disclose a conflict of interest in accordance with section 130 of the *Local Government Act 2020*.

Independent Members & Councillors:

Officers:

4. Previous Audit & Risk Committee Meetings

4.1. Audit & Risk Committee Meeting 2 September 2024

A copy of the minutes from the Audit & Risk Committee Meeting 2 September 2024 is attached.

RECOMMENDATION

That the minutes of the Audit & Risk Committee Meeting 2 September 2024, as distributed, be confirmed as an accurate record.

Attachments

1. Audit & Risk Committee Meeting 2 September 2024 - Minutes [**4.1.1** - 19 pages]

4.2. Business Arising from Audit & Risk Committee Meeting on 2 September 2024

Item	Action	Status
8.3 (Sep 2024) - Scope for Internal Audit Review	The Committee determined that it would provide several nominated projects for review and these nominations would be provided by the Committee's Councillor representatives to the CEO on behalf of the Committee to be handed on to RSD.	Completed
10.2 (Sep 2024) - Review of Council Policies	The draft CP013 Procurement Policy to be circulated to independent members for further review and comment.	Completed
10.2 (Sep 2024) - Review of Council Policies	To seek feedback, from the internal auditors before presenting the draft policy (CP013 Procurement Policy) to Council for approval.	Pending / BoQ is yet to send the final draft to RSD.

RECOMMENDATION

That the table above be confirmed as an accurate record.

5. Internal Audit

Background
Council's annual budget provides for two internal audit reviews to be conducted during the year, with the internal audit service provider reporting through to management and the Audit & Risk Committee at scheduled meetings in June and December of each year.

5.1. Progress on Open Audit Recommendations

Presenter: Manager Finance & ICT Services

A summary of the current outstanding internal audit recommendations is provided below:

Review	Period		Audit Recommendations			
		No. in the original IA report	Sep 2024	New	Complete	Dec 2024
Records Management	May-2018	9	3	-	-	3
IT Network and Security (including Cyber Security)	Oct-2018	9	1	-	-	1
Business Continuity Planning and Disaster Recovery	Nov-2019	7	1	-	(1)	-
Management, Oversight and Monitoring of Outsourced Service Provider	May-2021	3	2	-	-	2
Initial Risk Assessment	May-2023	7	3	-	-	3
Council's Tourist Park operations	Aug-2023	10	4	-	(1)	3
Procurement	Apr-2024	12	5	-	-	5
Asset Management (including the	Aug-2024	9	-	9	(1)	8

Review	Period		Audit Recommendations			
		No. in the original IA report	Sep 2024	New	Complete	Dec 2024
Management of Tree Assets)						
Total			**19**	**9**	**(3)**	**25**
Analysis based on the risk rating						
High			2	0	(1)	1
Medium			8	3	(1)	10
Low			9	6	(1)	14
Total			**19**	**9**	**(3)**	**25**

Since the last Audit & Risk Committee meeting, three (3) outstanding internal audit recommendations, including one high risk audit recommendation, have been successfully addressed.

The remaining high risk audit recommendations pertain to the development and implementation of a formalised and comprehensive records management strategy as part of Council's overall IT Strategy. At the time of the 2018 review, Council did not have an electronic records management system in place.

In May 2023, Council successfully launched its new Electronic Data and Records Management (EDRM) system, based on Microsoft Teams. The system incorporates data retention and disposal protocols that align with the requirements specified by the Public Records Office Victoria (PROV). When staff utilise the designated Teams channels or folders, PROV requirements are automatically applied to relevant documents without requiring additional user intervention.

Council is currently collaborating with three other councils involved in the project to develop an organisational policy that formalises the new records management processes. Once these policies and procedures are finalised, Council will be able to close this recommendation.

The actions taken to date have significantly reduced the overall risk associated with this recommendation, bringing it close to a low risk level.

The progress of planned actions related to records management, ICT, and Tourist Park processes have been impacted by staff turnover.

A summary of outstanding internal audit recommendations considered as high and medium risk is provided in the attachment.

The risk assessment mentioned in the summary reflects the risk level at the time the respective internal reviews were finalised.

RECOMMENDATION

That the Audit & Risk Committee notes the progress on the outstanding actions from previous internal audit recommendations.

Attachments

1. High and medium risk outstanding internal audit recommendations Dec 24 [**5.1.1** - 3 pages]

5.2. Internal Audit Review

Presenter: Internal Auditor

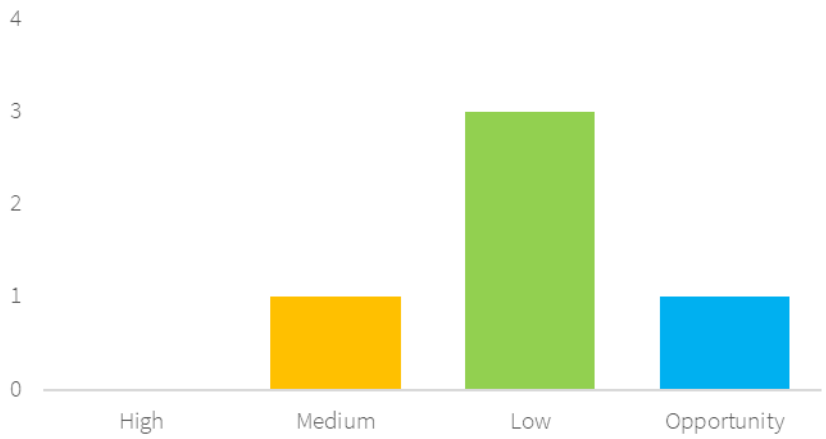
Background
The Audit & Risk Committee considered at its April meeting documentation prepared by RSD Audit outlining the scope of the next internal audit review, covering the review topic: Community Engagement which was undertaken in October/November 2024.

Discussion
The Borough of Queenscliffe has achieved strong engagement with its community, and projects reviewed as part of this internal audit review were conducted in line with community engagement principles, and were found to be of high quality.

The communications team at Council consists of two employees, who have high levels of involvement and oversight across the whole engagement processes. As such, they have developed processes to conduct engagement activities, however they also have limited formal documentation to guide these processes.

While we acknowledge this approach is currently working for the organisation, there is potential for improvements through formally documenting planning processes and other key considerations. This will also address risks of reliance on a small number of staff expertise which is commonplace in a small organisation.

The following graph highlights the number of issues identified from this review and flags the risk rating allocated.



Council officers have acknowledged that there are opportunities for improvements in the areas of risk identified by the internal auditor. A timeframe for completion of the audit recommendations is included in the management response to the internal audit report.

RECOMMENDATION

That the Audit & Risk committee notes the update provided.

Attachments

1. IA Report - Borough of Queenscliffe - Community Engagement(Final) [**5.2.1** - 22 pages]

5.3. Scope for Internal Audit Review

Presenter: Internal Auditor

Background
The Committee considered the Internal Audit Plan for 2023–2026 at its December 2023 meeting.

Discussion
Attached to this agenda item is documentation prepared by RSD Audit outlining the scope of the next internal audit review scheduled for April/May 2025, covering the review topic, Project Management (including Management of Contracts).

This will include an assessment of the adequacy of the current systems utilised to manage and monitor projects. Key areas of focus will include:

- Planning processes;
- Work prioritisation;
- Delivery of the agreed program;
- Process and procedure for identifying and considering project scope changes after project inception and budget allocations;
- Budgeting process including accounting vs. engineering estimates;
- Support systems; and
- Communication of issues.

Processes for managing contracts will be assessed to ensure:

- There are documented procedures that cover the entire contract lifecycle from appointment, to ongoing management and contract closure;
- There are appropriate performance requirements of contractors contained in contract documents and Council effectively monitors contractor performance in line with these performance requirements;
- Policies and procedures are adequately supported by appropriate forms, templates and management controls to ensure consistence of approach; and
- Policies and procedures are adequately supported by appropriate forms, templates and management controls to ensure consistence of approach.

Officers have reviewed the proposed audit scope to ensure it adequately addresses the associated risks.

Additionally, a status update on the 2024–2027 Internal Audit Plan is included as a separate attachment to this document.

RECOMMENDATION

That the Audit & Risk Committee reviews and provides feedback on the scope of the upcoming internal audit review.

Attachments

1. Project Scope - Project Management(draft) [**5.3.1** - 5 pages]
2. Internal Audit Status Report December 2024 [**5.3.2** - 3 pages]

6. Compliance Management

6.1. Reports from the Victorian Auditor General's Office (VAGO)

Presenter: Manager Finance & ICT Services

Background
The Victorian Auditor-General's Office (VAGO) provides in its Annual Plan for a range of performance audits to be conducted each financial year. These performance reports typically include state government departments as well as a sample of local councils selected for audit.

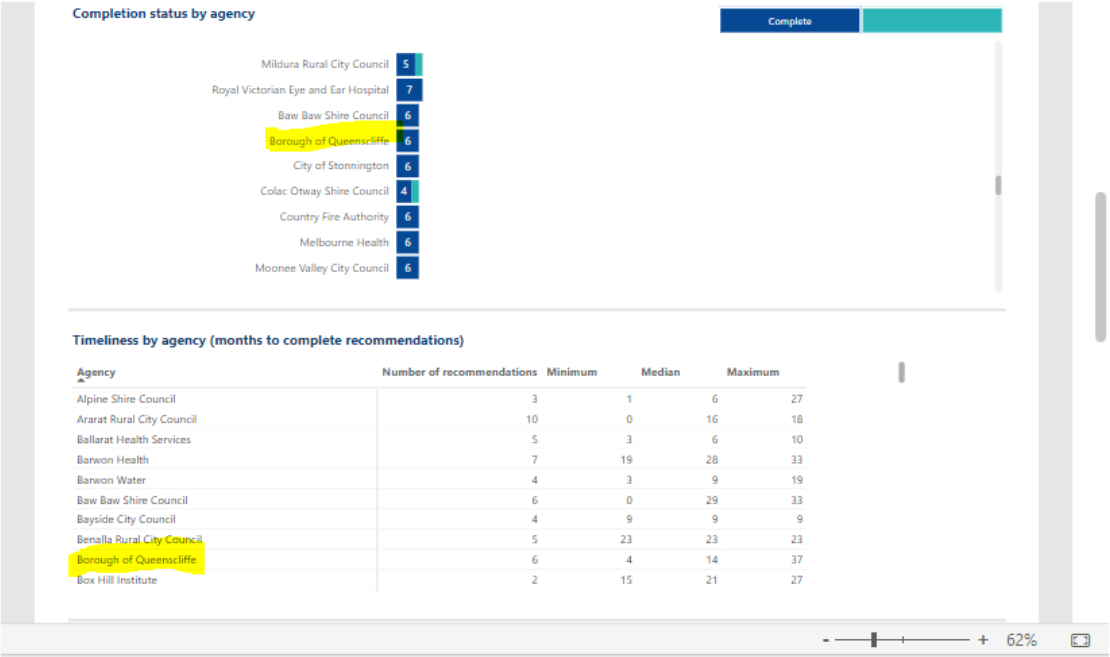
The Borough of Queenscliffe was last included in the performance audit conducted in 2019 in relation to Reporting on Local Government.

Discussion
VAGO has tabled a report in October 2024 outlining the progress of various agencies in responding to performance engagement recommendations from audits conducted between July 2018 and June 2023.

The detailed report can be accessed via the below link
Responses to Performance Engagement Recommendations: Annual Status Update 2024

Below is an extract from the dashboard available on the digital report in relation to the Borough of Queenscliffe.

Data dashboard



Agency	Number of recommendations	Minimum	Median	Maximum
Alpine Shire Council	3	1	6	27
Ararat Rural City Council	10	0	16	18
Ballarat Health Services	5	3	6	10
Barwon Health	7	19	28	33
Barwon Water	4	3	9	19
Baw Baw Shire Council	6	0	29	33
Bayside City Council	4	9	9	9
Benalla Rural City Council	5	23	23	23
Borough of Queenscliffe	6	4	14	37
Box Hill Institute	2	15	21	27

VAGO has been conducting a follow-up audit of the 2019 performance audit on Reporting on Local Government. As at the writing of this agenda paper, VAGO has not yet tabled the follow-up audit report in the Parliament of Victoria.

A draft copy of the report, provided by VAGO for Council's review and response, is included in the "Chief Executive Officer update" section of this agenda, along with Council's responses. This information is presented as a confidential item.

RECOMMENDATION

That the Audit & Risk Committee notes the update provided.

Attachments

Nil

6.2. Risk & Governance Committee Meetings

Presenter: HR & Governance Coordinator

The Risk & Governance Committee met on:

- 17 September 2024;
- 15 October 2024; and
- 8 November 2024.

Officers have attached a report on matters arising from these meetings of the Risk & Governance Committee that require the attention of the Audit & Risk Committee.

RECOMMENDATION

That the Audit & Risk Committee notes the report from the Risk & Governance Committee.

Attachments

1. Risk and Governance Committee - Report to ARC Dec 2024 meeting [**6.2.1** - 3 pages]

7. Control Framework & Risk Management

Background
Council and officers review Council policies and internal organisational policies on a regular basis; those policies with a financial and risk management focus are also reviewed by the Audit & Risk Committee.

7.1. Council Policies Adopted by Council

Presenter: HR & Governance Coordinator

Discussion
No policies have been adopted by Council since the last Audit & Risk Committee meeting in September 2024. This is due to Council being in caretaker mode from 17 September to 26 October 2024, and then a new Council being sworn in on 13 November 2024.

7.2. Review of Council Policies

Presenter: Manager Finance & ICT Services

Discussion
The following policies with a financial and risk management focus are to be reviewed by the Audit & Risk Committee prior to being forwarded to Council for adoption.

CP030 Asset Disposal
This policy was first adopted in July 2014 and last revised in October 2021. The purpose of this policy is to provide direction for the disposal and rationalisation of Council assets when the assets are no longer required to meet agreed services or when there is no clear need for Council to retain ownership of the asset.

This policy defines the process for identifying and proceeding with the disposal or sale of Council owned assets, and identifies how the proceeds from any asset sales are to be applied.

Only minor wording changes are being proposed.

The draft policy with tracked changes is given as an appendix to this agenda item.

CP047 User Fees and Charges
The purpose of this policy is to apply a standard methodology, for the setting of fees and charges, which is applied consistently across the Borough in order to enhance accountability and provide transparency to the community in Council's decision making process.

Only minor wording changes are being proposed, along with some changes to provide improved clarification.

The draft policy with tracked changes is given as an appendix to this agenda item.

RECOMMENDATION

That the Audit & Risk committee notes and endorses the proposed changes to the Council policies.

Attachments

1. CP030 Asset Disposal UNDER REVIEW Dec 2024 [**7.2.1** - 7 pages]
2. CP047 User Fees and Charges UNDER REVIEW Dec 2024 [**7.2.2** - 4 pages]

7.3. Review of Procurement Policy (CP013)

Presenter: Manager Finance & ICT Services

Discussion

CP013 Procurement
Council's procurement policy (CP013) was reviewed by the Audit & Risk Committee at its September 2024 meeting and was circulated to independent members for further review following this meeting.

Due to the extensive review of this policy, as well as the importance of this policy, CP013 Procurement is again presented to the Audit & Risk Committee for review and noting prior to it being forwarded to Council for adoption.

Following feedback from the Audit & Risk Committee, these changes have been made:

- At section 1.3 to further clarify the separation of an officer with a conflict (including a conflict arising from a related party) from both the decision-making and contract management processes;
- At section 1.6 to clarify solicitation of gifts is never allowed while the acceptance of unsolicited gifts is allowed provided discretion is exercised;
- Providing clarification at section 2.5 that while First Nations businesses will be encouraged to tender for goods/services that this does not mean their tender will necessarily be successful; the aim is to ensure First Nations businesses are being considered.

Officers have also proposed a further change to the policy with a new section on Panel Suppliers (at section 2.6), as well as removed duplicates and no longer relevant items at Appendix II.

During the December meeting, Officers will also address issues raised in feedback from the Audit & Risk Committee independent members.

The draft policy with both tracked changes and a 'clean' version are given as appendices to this agenda item.

RECOMMENDATION

That the Audit & Risk committee notes the proposed changes to Council's procurement policy (CP013).

Attachments

1. CP013 Procurement TRACK CHANGES Dec 2024 [**7.3.1** - 35 pages]
2. CP013 Procurement CLEAN Dec 2024 [**7.3.2** - 30 pages]

7.4. Reports on any instances of unethical behaviour, fraud, corruption and lack of integrity

Presenter: HR & Governance Coordinator

Discussion
The HR & Governance Coordinator will provide a verbal update on reported or suspected cases of unethical behaviour, fraud and/or corruption, or lack of integrity reported or suspected since the last Audit & Risk Committee meeting.

RECOMMENDATION

That the Audit & Risk Committee notes the update provided by Council officers, with respect to unethical behaviour, fraud, corruption and lack of integrity.

Attachments
Nil

7.5. Business Continuity Plan & Testing Regime

Presenter: HR & Governance Coordinator

Background
Business Continuity Management refers to risk management systems put in place by an organisation to allow it to continue to perform its critical functions in the event of a significant incident impacting on the organisation's normal capacity. The key instrument in the system is the Business Continuity Plan.

Discussion
Council's Business Continuity Plan (BCP) has been comprehensively reviewed following the real life test of the BCP as a result of the COVID-19 pandemic. The BCP has now been reviewed against the Australian Standard *AS ISO 22301:2020 Security and resilience—Business continuity management systems—Requirements standard* (which is an identical adoption of the international standard ISO 22301:2019).

The revised BCP was tested by officers in a table top exercise held on 12 August 2024. Learnings from that exercise were incorporated and the BCP reviewed again by the Risk & Governance Committee at its meeting on 20 August 2024. This document was then given final approval by the Chief Executive Officer on 20 August 2024.

A table top exercise will again be conducted of the BCP in 2025.

RECOMMENDATION

That the Audit & Risk Committee notes the summary provided by officers, with respect to Business Continuity Planning and Testing regime.

Attachments
Nil

7.6. Strategic Risk Register

Presenter: Manager Finance & ICT Services

Background
The Strategic Risk Register articulates risks that could impact Council's strategic objectives. It is presented at each Audit & Risk Committee meeting, and the unconfirmed minutes of the Audit & Risk Committee are then tabled at the following Ordinary Meeting of Council.

Further, the Strategic Risk Register is reviewed as a standard agenda item at the Risk & Governance Committee meeting held each month.

Discussion
There are eleven risk items identified in the Strategic Risk Register, with seven of them currently exceeding the Council's risk appetite. However, the planned control measures are expected to reduce the risk levels of these items to within the Council's acceptable range, except for the risk related to climate change and major disasters.

Changes made to the Strategic Risk Register since the last Audit & Risk Committee meeting are summarised below:

- HW01 (Failure to Ensure Safety at Public Places and at Workplace)
  Council has completed a review of the effectiveness of beach warning and safety signage across coastal foreshores under its management. As part of this initiative, Council is in the process of installing new beach safety signs. Despite these efforts, the residual risk is expected to remain at a moderate level, rated 8 on a scale from 1 to 25, with 25 being the highest risk rating.

- HW02 (Major Disasters)
  The implementation of an up-to-date Business Continuity Plan (BCP) and the regular conduct of response drills and testing exercises have been identified as existing ongoing controls. However, given the inherent nature of this risk, the residual risk is expected to remain at a medium level, rated 8 on the risk scale.

- EN02 (Not Managing Trees)

Council has successfully implemented a comprehensive tree management system and associated procedures, significantly reducing the risk level for the "EN02: Not Managing Trees" risk item. As a result, this risk has been removed from the strategic risk register and transitioned to the operational risk register of the Infrastructure and Environment directorate for ongoing management.

- HPI01 (Poor Project Management)
  The timeline for the planned control measure—developing and implementing a framework/system for monitoring projects after initiation—has been extended from 31 December 2024 to 31 March 2025. While the framework is already in place, the draft policy remains under review and will require approval by the new Council.

- The timeline for the planned control measure of implementing an asset management system (under the listed risk items below) has been extended. This system aims to improve the accuracy of forecasting future asset renewal and depreciation expenses. Council is now targeting to identify a suitable asset management system by 31 March 2025, with implementation timelines to be determined thereafter.
  - HPI02 (Failure to Close Asset Management Gap); and
  - GF01 (Financial Sustainability of Council).

- GF04 (ICT Failure (including Cyber risk)
  All of Council's essential systems, the finance system, rating and property system, planning and building system, payroll system, records management system, telephony system, and tourist park revenue management system, are now hosted by verified vendors. This improvement has reduced the likelihood of associated risks from likely (4) to possible (3), decreasing the overall risk level from 16 to 12. While the risk level remains classified as high, it reflects a significant improvement.

  Additionally, a new planned control measure has been identified based on findings from the recent ICT audit. Council aims to achieve and maintain at least Level 1 cyber maturity, aligning with the Essential 8 scorecard from the Australian Cyber Security Centre (ACSC).

- GF05 (Legislative Compliance)

Council has implemented an internal compliance checklist, which has now been identified as an existing ongoing control.

RECOMMENDATION

That the Audit & Risk Committee notes the update provided by Council officers, with respect to the Strategic Risk Register.

Attachments

1. Bo Q Strategic Risk Register [**7.6.1** - 7 pages]

7.7. ICT Update

Presenter: Coordinator of Business Systems and Transformation

Discussion

An update regarding ongoing developments undertaken by the Council to enhance ICT capabilities and strengthen the security of its ICT systems is included as a confidential attachment to this agenda paper. The attachment is classified as confidential as it contains information related to the Council's ICT security measures.

RECOMMENDATION

That the Audit & Risk committee notes the update provided.

Attachments

1. ARC ICT Briefing Dec 2024 [**7.7.1** - 1 page]

8. Council Financial & Performance Reporting

8.1. Annual Report 2023–2024

Presenter: Manager Finance & ICT Services

Discussion
The Borough of Queenscliffe 2023–2024 Annual Report was completed within the statutory timeframe and presented to the public at the Ordinary Council Meeting on 23 October 2024.

The Victorian Auditor-General's Office issued unqualified audit opinions for both the performance statement and financial statements, which have been incorporated into the Annual Report.

An electronic copy of the annual report is available to the public on Council's website and can be accessed via the following link:

Annual Report 2023 – 2024

RECOMMENDATION

That the Audit & Risk Committee notes the Borough of Queenscliffe 2023–2024 Annual Report.

Attachments
Nil

8.2. 2024–2025 Quarterly Financial Report at 30 September 2024

Presenter: Manager Finance & ICT Services

Discussion

The 30 September 2024 Quarterly Financial Report will be presented to Council at its Ordinary Meeting on 11 December 2024. The timelines for presenting the Quarter 1 Financial Report were slightly adjusted due to the Council election and the induction of new Councillors.

The projected cash result for the 2024–2025 financial year shows a surplus of $134,000. The actual cash surplus carried forward to 2024–2025 exceeded the budget forecast by $233,000. Of this additional surplus, $100,000 has been allocated to foreshore repair work needed due to storm damage, leaving the Council with an additional $134,000, after incorporating a $1,000 saving in Council contributions due to additional grant income, for future projects.

In addition to adjustments made to account for carry-forward projects from the previous financial year, the following allocations have been incorporated into the updated forecasted result:

- $30,000 reallocated from unused funds originally earmarked for the tree management system development to the Hesse Street Streetscape project, to address additional funding requirements;
- $100,000 allocated for the Royal Park oval upgrade, including initial design work for the sports facility and caravan park amenity renewal. This project was not included in the 2024–2025 budget, and the funds have been drawn from a specific reserve previously established for this purpose; and
- $75,000 allocated from the asset renewal reserve for the Royal Park oval fence renewal, as approved by a Council resolution in June 2024.

According to the Local Government Performance Reporting Framework (LGPRF) definition, the Council's adjusted underlying result reflects a deficit of $0.3 million (-1.9%). There is an increase in the deficit compared to the budget, which is due to rates-funded operating projects carried over from 2023–2024, transferred through carry-forward reserves, as well as additional budget allocations for foreshore repair work necessitated by storm damage.

The underlying result, as defined in the Borough's Council Plan, is projected to show a deficit of $82,000 for the year, in contrast to the budgeted breakeven result of approximately $17,000. This deficit arises from an additional budget allocation of $100,000 designated for foreshore repair work required due to storm damage.

Council currently carries no debt and is operating well within the Victorian Government's prudential ratio limits. It is projected that as of 30 June 2025, the Council will have $1.45 million designated for the general reserve, $2.43 million allocated to the asset replacement reserve, and an additional $4.98 million in reserve accounts created for specific purposes. All of Council's reserve balances are fully cash-backed.

RECOMMENDATION

That the Audit & Risk Committee notes the 2024–2025 Quarterly Financial Report as at 30 September 2024.

Attachments

1. 2024 – 2025 Quarterly Financial Report at 30 September 2024 [**8.2.1** - 25 pages]

9. Chief Executive Officer update

9.1. Chief Executive Officer Update

Presenter: Chief Executive Officer

Discussion
The Chief Executive Officer will provide a verbal update in relation to the following areas at the meeting:

- Councillor induction – post election;
- Murray Road claim;
- Integrated Strategic Planning requirements post a Council election;
    - Community Vision (31 Oct 25)
    - Council Plan (31 Oct 25)
    - Financial Plan (31 Oct 25)
    - Asset Plan (31 Oct 25)
    - Revenue and Rating Plan (30 June 25)
    - Workforce Plan (31 Dec 25)
- VAGO's reporting on local government performance: follow-up engagement (attachment is confidential until VAGO releases the report);
- Collaboration and exploration of future opportunities for resource sharing and shared services with Northern Grampians and Southern Grampians Shire Councils.

RECOMMENDATION

That the Audit & Risk Committee notes the Chief Executive Officer update.

Attachments
1. CONFIDENTIAL Proposed Report - Reporting on local government performance - follow-up [**9.1.1** - 35 pages]
2. CONFIDENTIAL Council response to VAGO reporting on local Government performance follow up [**9.1.2** - 2 pages]

10. Information to Note

10.1. Other Information to Note

Presenter: Manager Finance & ICT Services

Discussion
The following additional information is attached for the Audit & Risk Committee's reference.

- Local Government Internal Audit Update – Q1 FY2025 (RSD Audit)
- VAGO Status Report Local Government Update - November 2024
- Investment in Term Deposits (Confidential Attachment)

RECOMMENDATION

That the Audit & Risk Committee notes the information provided.

Attachments
1. Local Government Internal Audit Update – Q1 FY2025 (RSD Audit) [**10.1.1** - 9 pages]
2. VAGO status report Local Government update - November 2024 [**10.1.2** - 18 pages]
3. Investment in Term Deposits [**10.1.3** - 1 page]

11. Audit & Risk Committee

11.1. Council Representatives on Council's Audit & Risk Committee

Council's Audit & Risk Committee Charter provides for membership of one to three Councillors and four external members appointed by Council, all with full voting rights.

At the Special Council Meeting held on 25 November 2024, Council resolved to appoint the following Councillors as its two representatives on Council's Audit & Risk Committee:

- Cr Di Rule
- Cr Isabelle Tolhurst

RECOMMENDATION

That the Audit & Risk Committee notes the Councillors appointed.

12. General Business

12.1. General Business

The Chair will call for General Business items:

- Victorian Auditor General's web presentation to public sector Audit Committees - 29th November 2024

RECOMMENDATION

That the Audit & Risk Committee notes general business items.

13. Meetings Schedule

13.1. Meeting Schedule

Background
Audit & Risk Committee meetings are scheduled to occur at least one week prior to an Ordinary Council Meeting, in order for the Minutes of the Audit & Risk Committee meeting to be finalised and included in the Agenda for the Ordinary Council Meeting, for acceptance by Council.

All meetings of the Audit & Risk Committee have previously commenced at 3:30pm.

The September meeting of the Audit & Risk Committee each year is for the specific purpose of reviewing the draft financial statements and recommending that Council consider adoption of the financial statements, in principle, at its Ordinary Council Meeting in September.

Discussion
The chair would like to propose that Audit & Risk Committee meetings are brought forward by 30 minutes in future, to commence at 3:00pm. Proposed dates for 2025 are below:

Audit & Risk Committee Meeting	Ordinary Meeting of Council
Monday 14 April 2025	Wednesday 30 April 2025
Tuesday 10 June 2025 (note King's Birthday Monday 9 June)	Wednesday 25 June 2025
Monday 8 September 2025	Wednesday 24 September 2025
Monday 1 December 2025	Wednesday 10 December 2025

RECOMMENDATION

That the Audit & Risk Committee notes the proposed meeting schedule.

14. Close of Meeting

The meeting will be declared closed.