

# Borough of Queenscliffe

## Audit & Risk Committee Meeting

### Minutes - Draft

Monday 9 December 2024 at 3:00PM

Wirrng Wirrng



**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.



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## **1. Opening of Meeting**

Richard Davies declared the meeting open at 3:02 pm.

## **2. Present & Apologies**

### **Present:**

#### **Committee members**

Cr Di Rule, Mayor

Cr Isabelle Tolhurst

Richard Davies (Chair)

Rebecca Brezzi - *arrived at 3.49pm*

Richard Bull

Michael Tehan - via MS Teams

#### **Auditors**

Kathie Teasdale, Engagement Partner (Internal Audit Provider: RSD Audit)(until 4.24pm)

Paul Harrison, Internal Audit Manager (Internal Audit Provider: RSD Audit) (until 4.24pm)

#### **Invitees**

Nil.

#### **Officers**

Martin Gill, Chief Executive Officer

Gihan Kohobange, Manager Finance & ICT Services

Jenni Walker, HR & Governance Coordinator - *arrived at 3.15pm*

Belinda Bennett, HR & Organisational Development Advisor

Paul O'Leary, Coordinator Business Systems and Transformation (until 4.36pm)

Makenna Byron, Communications Coordinator (until 3.43pm)

#### **Apologies**

Nil.



### 3. Conflict of Interest Disclosures

There were no conflict of interest disclosures.

### 4. Previous Audit & Risk Committee Meetings

#### 4.1. Audit & Risk Committee Meeting 2 September 2024

##### RESOLUTION

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

**Moved: Richard Bull**

**Seconded: Richard Davies**

**CARRIED**

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

##### RESOLUTION

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.

That the table above be confirmed as an accurate record.

**Moved: Richard Bull**

**Seconded: Richard Davies**

**CARRIED**

## **5. Internal Audit**

### **5.1. Progress on Open Audit Recommendations**

**Presenter:** Manager Finance & ICT Services

#### **RESOLUTION**

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

**Moved: Cr Isabelle Tolhurst**

**Seconded: Richard Bull**

**CARRIED**



## **5.2. Internal Audit Review**

**Presenter:** Internal Auditor

### **RESOLUTION**

That the Audit & Risk committee notes the update provided.

**Moved: Cr Di Rule**

**Seconded: Cr Isabelle Tolhurst**

**CARRIED**

## **5.3. Scope for Internal Audit Review**

**Presenter:** Internal Auditor

The Audit & Risk Committee asked the CEO to undertake a review of the internal audit scope in consultation with council with the objective of confirming the current proposed forward auditing schedule.

### **RESOLUTION**

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

**Moved: Richard Bull**

**Seconded: Cr Di Rule**

**CARRIED**





## 6. Compliance Management

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

**Presenter:** Manager Finance & ICT Services

#### RESOLUTION

That the Audit & Risk Committee notes the update provided.

**Moved:** Michael Tehan

**Seconded:** Cr Isabelle Tolhurst

**CARRIED**

### 6.2. Risk & Governance Committee Meetings

**Presenter:** HR & Governance Coordinator

The Committee discussed the reports from the Risk & Governance Committee meeting of September, October and November.

#### RESOLUTION

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

**Moved:** Richard Davies

**Seconded:** Richard Bull

**CARRIED**

*Paul O'Leary, Coordinator Business Systems & Transformation took absence from the meeting from 3.46pm and returned at 3.51pm due to confidential content provided in the above reports.*



## 7. Control Framework & Risk Management

### 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

#### **RESOLUTION**

That the Audit & Risk committee noted and endorsed the proposed changes to the following Council policies.

CP030 Asset Disposal

CP047 User Fees and Charges

**Moved: Richard Bull**

**Seconded: Rebecca Brezzi**

**CARRIED**

### 7.3. Review of Procurement Policy (CP013)

**Presenter:** Manager Finance & ICT Services

#### **RECOMMENDATION**

The committee considered instances where the CEO might have a conflict of interest when authorising contracts under the relevant delegation.



The Committee considered that in these circumstances a note detailing the process of delegation of authority should be explicitly added to the policy, and it was noted where this is not required then appropriate delegations are outlined in delegations document and legislation.

**Note:** Cr Tolhurst raised the issue of naming specific supplier panels (vendor panels) within the procurement documents, with respect to competition.

## **RESOLUTION**

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

**Moved: Rebecca Brezzi**

**Seconded: Richard Davies**

**CARRIED**

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

**Presenter:** HR & Governance Coordinator

HR & Governance Coordinator provided there were nil to report. There were no instances during this period.

## **RESOLUTION**

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

**Moved: Richard Bull**

**Seconded: Cr Di Rule**

**CARRIED**



## **7.5. Business Continuity Plan & Testing Regime**

**Presenter:** HR & Governance Coordinator

### **RESOLUTION**

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

**Moved: Michael Tehan**

**Seconded: Rebecca Brezzi**

**CARRIED**

## **7.6. Strategic Risk Register**

**Presenter:** Manager Finance & ICT Services

### **RESOLUTION**

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

**Moved: Cr Isabelle Tolhurst**

**Seconded: Richard Davies**

**CARRIED**

## **7.7. ICT Update**

**Presenter:** Coordinator of Business Systems and Transformation

### **RESOLUTION**

That the Audit & Risk committee notes the update provided.

**Moved: Cr Di Rule**

**Seconded: Rebecca Brezzi**

**CARRIED**



## **8. Council Financial & Performance Reporting**

### **8.1. Annual Report 2023–2024**

**Presenter:** Manager Finance & ICT Services

#### **RESOLUTION**

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

**Moved: Richard Davies**

**Seconded: Cr Isabelle Tolhurst**

**CARRIED**

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

**Presenter:** Manager Finance & ICT Services

#### **RESOLUTION**

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

**Moved: Cr Di Rule**

**Seconded: Richard Davies**

**CARRIED**

## **9. Chief Executive Officer update**

### **9.1. Chief Executive Officer Update**

**Presenter:** Chief Executive Officer

#### **Discussion**



The Chief Executive Officer provided a verbal update in relation to the following matters 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.

## **RESOLUTION**

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

**Moved: Cr Di Rule**

**Seconded: Richard Bull**

**CARRIED**

## **10. Information to Note**

### **10.1. Other Information to Note**

**Presenter:** Manager Finance & ICT Services

#### **Discussion**

The following additional information was 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)

## **RESOLUTION**

That the Audit & Risk Committee notes the information provided.

**Moved: Rebecca Brezzi**

**Seconded: Cr Di Rule**

**CARRIED**

## **11. Audit & Risk Committee**

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

## **RESOLUTION**

That the Audit & Risk Committee notes the Councillors, Cr Di Rule and Cr Isabelle Tolhurst were appointed as members of the Committee.

**Moved: Richard Davies**

**Seconded: Rebecca Brezzi**

**CARRIED**

## **12. General Business**

### **12.1. General Business**

There were no other items of General Business apart from the following item tabled in the Agenda:

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



The Chair informed the meeting of the content of a recent Auditor-General's Webinar presented by Andrew Greaves (A/G) to the Chairs of Audit & Risk Committees across Victoria. Both ARC members Richard Davies and Michael Tehan (in his role as Chair of the Goulburn Valley Health Service' Audit & Risk Committee) participated.

The webinar covered key topics of artificial intelligence and financial sustainability of the State's forward-looking position.

In the context of the latter topic, he emphasized that at Committee level, and given future state-sponsored grant funding will be challenging, focus on future long-term sustainability should remain a key focus, amongst the ARC's other Charter requirements, and entities should be advised to consider how best this matter can be strengthened as necessary.

The CEO noted the matter would be discussed internally prior to the next meeting.

## **RESOLUTION**

That the Audit & Risk Committee notes general business item.

**Moved: Richard Davies**

**Seconded: Rebecca Brezzi**

**CARRIED**

## **13. Meetings Schedule**

### **13.1. Meeting Schedule**

## **RESOLUTION**

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

**Moved: Richard Davies**

**Seconded: Cr Di Rule**

**CARRIED**





## **14. Close of Meeting**

Richard Davies declared the meeting closed at 5:08 pm.