

Borough of Queenscliffe

Audit & Risk Committee Meeting

Minutes - Draft

Monday 9 December 2024 at 3:00PM

Wirrng Wirng



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.



1. Opening of Meeting	5
2. Present & Apologies	5
3. Conflict of Interest Disclosures.....	6
4. Previous Audit & Risk Committee Meetings	6
4.1. Audit & Risk Committee Meeting 2 September 2024.....	6
4.2. Business Arising from Audit & Risk Committee Meeting on 2 September 2024.....	6
5. Internal Audit	7
5.1. Progress on Open Audit Recommendations	7
5.2. Internal Audit Review	8
5.3. Scope for Internal Audit Review.....	8
6. Compliance Management	9
6.1. Reports from the Victorian Auditor General's Office (VAGO)	9
6.2. Risk & Governance Committee Meetings.....	9
7. Control Framework & Risk Management	10
7.1. Council Policies Adopted by Council.....	10
7.2. Review of Council Policies.....	10
7.3. Review of Procurement Policy (CP013).....	10
7.4. Reports on any instances of unethical behaviour, fraud, corruption and lack of integrity.....	11
7.5. Business Continuity Plan & Testing Regime.....	12
7.6. Strategic Risk Register.....	12
7.7. ICT Update	12
8. Council Financial & Performance Reporting	13



8.1. Annual Report 2023–2024	13
8.2. 2024–2025 Quarterly Financial Report at 30 September 2024.....	13
9. Chief Executive Officer update.....	13
9.1. Chief Executive Officer Update	13
10. Information to Note	14
10.1. Other Information to Note	14
11. Audit & Risk Committee	15
11.1. Council Representatives on Council's Audit & Risk Committee	15
12. General Business	15
12.1. General Business.....	15
13. Meetings Schedule.....	16
13.1. Meeting Schedule	16
14. Close of Meeting	17



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.