

Strathbogie Shire Council

Audit and Risk Committee Meeting Minutes

31 May 2024

Euroa Conference Centre

Minutes of the meeting of the Strathbogie Shire Council Audit and Risk Committee held on Friday 31 May 2024 commencing at 9:30 am via TEAMS.

Present

Paul Ayton (Chair)	Community Member
Sophie Lukeis	Community Member
Alister Purbrick	Community Member
Peter Stephenson	Council Administrator

Officers

Julie Salomon	Chief Executive Officer
Amanda Tingay	Director People and Governance
Rachael Frampton	Director Community and Planning
John Harvey	Director Sustainable Infrastructure
Sarah Williams	Chief Financial Officer
Heike Manet	Manager People and Culture
Nicole Hose	ICT Business Analyst
Michelle Bromley	Coordinator Governance and Record Management
Kerry Lynch	Governance Officer (Minutes)

Auditors

Kathie Teasdale	Internal Auditors - RSD Audit
Paul Harrison	Internal Auditors - RSD Audit
Danielle McKenzie	External Auditors – Crowe Australasia

**9:30 am to 9:45 – Confidential Briefing
Audit and Risk Committee and Internal Auditors RSD Audit**

- 1. Welcome**
- 2. Acknowledgement of Traditional Landowners**

We acknowledge the Traditional Custodians of the places we live, work and play.

We recognise and respect the enduring relationship they have with their lands and waters, and we pay respects to the Elders past, present and emerging.

Today we are meeting on the lands of the Taungurung peoples of the Eastern Kulin nation, whose sovereignty here has never been ceded.

- 2. Apologies**

Alistair Thomson absent.

- 3. Disclosure of Interests**

There were no disclosures of interest.

4. Confirmation of Minutes of the Audit and Risk Committee held on [5 April 2024](#)**Motion**

That the Minutes of the Audit and Risk Committee meeting held on 5 April 2024 be confirmed as an accurate record of the meeting.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

6. Business
7. Standing Items
8. Items raised by Committee Members
9. Confidential Briefing with Chief Executive Officer
10. Next Meeting

6. BUSINESS**6.1 Appointment of Council Administrator**

On 7 March 2024, the Minister for Local Government, the Hon Melissa Horne MP (the Minister) announced the re-appointment of Mr Peter Stephenson as the Administrator for Strathbogie Council effective from 7 March 2024 until 6.00 am on the day of the October 2024 Council elections (refer Attachment 1). Notice of the Orders in Council, affirming the appointment, was published in the Victorian Government Gazette on 7 March 2024.

The report was noted.

MOTION

That the Audit and Risk Committee note the report.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

6.2 Rural Councils Transformation Program - Project CODI

The Project CODI report and risk assessment were noted which outlined some challenges but also some very positive outcomes going forward.

The Committee acknowledged there could be an expectation around a high level of customisation of individual systems which may not always be possible and that each of the four participating Councils (Benalla, Mansfield, Murrindindi and Strathbogie) will need to be adaptable in accepting the eventual outcomes.

Data Migration has been identified as requiring further specialist assistance with data cleansing and restructuring to meet the requirements of the destination ERP system as well as designing a

solution for archiving of data not migrated while retaining accessibility to comply with regulatory and operational requirements.

A tender is being prepared by Mansfield, however the financial impact on the project is anticipated to exceed the forecast. This is listed as a key risk for monitoring by the project manager and a consideration for alternative options with the ICT teams.

Resource capacity of staff across multiple streams is an ongoing constraint on project delivery, posing a risk to our ability to meet the projected timeframes. This is listed as a key item to be monitored by the project manager and the relevant Service Management Teams and reported to the Project Control Group at fortnightly meetings.

An Organisational Change Management consultant was engaged in early 2024 to evaluate program awareness and develop change management and communication plans for the remainder of the program.

The Committee considered the following:

- The Change Management Plan may need to be looked at in more detail
- The decisions being made need to consider not only the short term project but the whole of project life and the financial implications of the broader scope
- Consideration of financial implications of potential budget blow outs associated with data migration processes and the determining the actual costs involved with the migration
- Consideration of challenges of Murrindindi Council going live and how this will affect the other three Councils
- Strathbogie Shire Council is due to go live during July to October 2024 – the Committee wanted some confidence that all problems have been resolved before going live and that there is some recourse if it is identified that the system(s), as delivered at that point will not go live
- There is commentary around and the steps Council will be taking to minimise our share of costs.

Action:

Officers to provide the Committee with additional information relating to:

- **Budget actuals and forecasts**
- **Murrindindi “Go Live”**
- **Change Management Plans**

MOTION

That the Audit and Risk Committee note the progress of the Rural Councils Transformation Project and the request for additional information.

Moved: Paul Ayton
Seconded: Peter Stephenson

Carried

6.3 Disaster Recovery Plan and Business Continuity Plan Update

Business Continuity Plan

A review of the Business Continuity Plan (BCP) is underway and a mandatory workshop and training is scheduled for 20 June 2024.

The aim of the workshop is to create awareness around the effectiveness of Council's Business Continuity Plan and to receive feedback, evaluation, and recommendations for the review of the BCP.

The training will be facilitated by Jardine Lloyd Thompson (JLT), and the training scenarios will not be disclosed to the relevant attendees. The session will run for approximately two and a half hours and will be followed by a question and answer session and training de-brief.

A report will be provided to the Audit and Risk Committee in September.

Disaster Recovery Plan

For several years Council have engaged a Managed Service Provider for the ICT Disaster Recovery (DR) systems. Prior to this a business case was done to establish the initial and ongoing costs of a Managed Service versus maintaining our own separate datacentre for DR replication. The Managed Service was approved by Executive and subsequently implemented.

Utilising this Managed Service, Council maintain an average Recovery Point Objective of 15 seconds. This means that if there was a critical failure of council systems, we would only lose up to 15 seconds of data changes made prior to the failure. Previous auditors have commented that Council is in a significantly better position with ICT DR compared with larger metropolitan councils.

The existing ICT Disaster Recovery Plan (DRP) is being reviewed/updated to reflect the current organisational chart. The technical components of the DRP have not changed. Regular testing is undertaken every six months with the most recent disaster recovery test conducted on Wednesday 22 May 2024.

MOTION

That the Audit and Risk Committee note the Business Continuity Plan and Disaster Recovery Plan updates.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

6.4 2024 Local Government Election Update

The Local Government Election internal process is well underway, and officers have been involved in addressing the dual requirements to meet the set deadlines:

- Information for Voters
- Information for Candidates

Information for voter activity is progressing and actions being met in a timely manner.

During April and May Strathbogie Shire Council conducted a series of “Your CommUNITY Your Voice” information sessions for potential Council candidates, including face to face, online and one on one meeting opportunities.

These will be supported by candidacy sessions conducted by the Municipal Association of Victoria commencing in June with a session to be held in Euroa on 11 June 2024. In addition, further candidacy information sessions will be delivered closer to the election.

On 30 April 2024, the Government introduced the Local Government Amendment (Governance and Integrity) Bill 2024 into Parliament. Based on advice from the Victorian Electoral Commission (VEC), the Bill includes an amendment to the date for the close of the roll for the upcoming October 2024 council elections. When the Bill is passed, the election caretaken period will be from 17 September 2024 to 26 October 2024.

MOTION

That the Audit and Risk Committee note the 2024 Local Government election update and the progress underway to complete the required milestones.

Moved: Paul Ayton
Seconded: Peter Stephenson

Carried

6.5 Bi-Annual Audit and Risk Committee Performance Report

The Committee is required under its Charter to prepare a biannual audit and risk report that describes the activities of the Audit and Risk Committee and includes the Committee’s findings and recommendations in accordance with section 54(5a) of the Act, along with the agreed actions.

This report will be provided to the Chief Executive Officer for reporting to Council twice a year in July and January.

MOTION

That the Audit and Risk Committee note the Audit and Risk Committee Bi-Annual Report January – June 2024 with minor amendments.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

6.6 Victorian Auditor-Generals Office – Results of 2022-23 Audits: Local Government

On 7 March 2024, the Victorian Auditor-General tabled in Parliament an audit titled *Results of 2022-23 Audits: Local Government*.

The Victorian Auditor-General’s Office (VAGO) has reported clear audit opinions on both the financial and performance statements for 78 Victorian councils

The report, a general observation, finds that Councils’ short term financial health is satisfactory. The report states that councils face longer-term challenges that require sound financial planning and management to maintain this financial health.

The report includes recommendations addressed to councils, finance teams, audit and risk committees and Local Government Victoria, and includes commentary around how councils can improve their reporting processes.

The other recommendations directed to Local Government Victoria relate to enhancements to the model performance statement and the development of a governance training program with the Municipal Association of Victoria.

VAGO has reported that Strathbogrie Shire Council met all its audited financial and performance obligations for 2022-23 Both financial statements and performance statements were signed by the council on 3 October 2023 with VAGO providing a clear audit opinion and signing on 11 October 2023. These signed reports were presented to the council meeting on 17 October 2023.

Council has reviewed the specific VAGO recommendations from the report which fall into six categories, and actions are already in place for finance and the Audit and Risk Committee and will be updated in the Audit and Risk Annual Plan.

External Auditor Crowe Australasia have worked closely with Officers during the interim audit process and have included recommendations specific to Councils in the Interim Management Letter which was presented to the Committee for information.

MOTION

That the Audit and Risk Committee note:

- 1. the Victorian Auditor-Generals Office – Results of 2022-23 Audits: Local Government report**
- 2. accept the recommendations of the report and recommend that Council adopts the recommendations moving forward.**

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

6.7 Fair Value Assessment and Asset Valuation

As per the Australian Accounting Standards AASB 116, after recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.

During the year council engaged an external valuer, LG Valuation Services, to revalue land, buildings and open space assets. In addition, council officers will perform an indexation assessment of other assets to see any significant movements in assets value that may require disclosure in 2023-2024 financial statements.

Building, land and open space assets were last fully revalued in 2019-2020 and 2020-21 respectively. Council officers performed an indexation assessment of these assets in 2022-2023 and recorded them at indexation values as at 30 June 2023 as fair value.

The latest available data from the Australian Bureau of Statistics (ABS) Producer Price Index (December 2023) and book values as at 30 June 2023 were used for assessing fair value movement of other infrastructure assets. Council officers will review this calculation again when June 2024 quarter ABS indices are available and discuss results with the external auditors before making any adjustments in the financial statements.

During the review of Council land and building assets register, there were several assets newly identified as owned or managed by the council to the value of \$8.6M. Found assets under buildings and parks, open space and streetscapes assets were identified by LG Valuation Services during the revaluation process. Twenty eight (28) new land assets were identified by Council Officers during a detailed review of land asset register.

Reason for found assets and action taken to ensure that all assets will be captured in assets registers going forward

Buildings parks, open space and streetscapes

The development of the asset management framework identified that the closing out of the asset improvement/maintenance process was missing in current project delivery processes. This is partly due to some capital projects being carried out by departments other than the Projects department.

This process was identified as needing to be performed so that this information was collected in future capital programs. Council engaged a Senior Projects Advisor to identify any gaps within the assets management process. Forms and processes developed by the Senior Advisor are at the Beta phase of implementation. Officers are confident that this process will provide the information required to update our asset records at the end of every financial year in the future.

Land

A land asset list was originally maintained by the Finance team. However, there has been no connection between records available at council rates system and records maintained by the asset team.

Management have identified some gaps within the property management function and created a new temporary position – Principal Property Officer in August 2023 to streamline the property management function. The Principal Property Officer critically evaluated all land assets managed by the Council by referring to various data sources available. As a result of this exercise, Council identified new assets that need to be included in our accounts and requested LG Valuation to provide a valuation. Management is confident that all land assets are now captured in our books. In addition, council will maintain a centralised register for lands going forward and Assets Officers will maintain the register for completeness and accuracy.

Found Assets - Impact on prior year depreciation

Impact on prior year depreciation is found to be immaterial and management believe prior year adjustment is not required.

	2023 Depreciation
Buildings	36,101
Open Space	30,508
Total	66,609

Overall the increase in fair value of infrastructure assets is estimated at \$25,871,181 for land, building and open space assets. Book values will be updated to reflect fair value of these assets as at 30 June 2024.

Given significant changes in fair value in recent years and the last full revaluation being done several years ago, Council officers had an initial discussion with external auditors Crowe, and agreed to perform a full revaluation of land, buildings and open space assets for the 2023-2024 financial year.

VAGO through Crowe will identify if there is a material change to the budget and how this will be recognised in our financial statements in prior years and the 2023-24 financial year.

Crowe will continue to go through the valuation process and undertake testing and monitor that Council improves its record management of assets to assure that the assets and finance teams are correctly recording assets. It is recommended that Council implement a centralised asset register.

MOTION

That the Audit and Risk Committee note the Fair Values Assessment and Assets Valuation report.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

6.8 Capital Works Program Update

Delivery of the annual Capital Works Program on time and budget is one of the core services the Council provides to its ratepayers and residents. The successful delivery of the adopted program is a key component of the maintenance and delivery of the services to the broader community which underpins the financial viability of the community.

The delivery of Council's Capital Works Program forms part of the annual budget process and allocates expenditure related to Council-owned and managed assets. The Capital Works Program is made up of infrastructure, property, plant and equipment-related projects. Projects are prioritised based on community need and Council's Asset Management Strategy. These projects can be classed as:

- renewal
- upgrade
- expansion or
- new acquisition.

The Capital Works Program Update Report provided commentary on the delivery status of all approved capital works projects for the 2023-24 financial year, including an update of the budget phasing comparison and completion timelines. These key areas of the report are highlighted using a traffic light system with the following reporting conditions:

- if the project actual expenses or the timeline for completion are within +/- 10% of the forecasted status, the information is provided in yellow

- if the current actual expenses are greater than the phased budget forecast or the timeline for completion is past the original planned date, the information is reported in red
- if the current actual expenses are less than the phased budget forecast or the timeline for completion is before the original planned date, the information is reported in green.

In future, monthly reports will go through to Council reporting on the progress of capital works delivery and focussing on projects that are 10% outside of budget

An internal audit is underway on capital projects and the final report from RSD Audit will be reported to the Audit and Risk Committee in September 2024.

The Committee acknowledged the improved focus on project delivery and noted the following:

- Budget forecasting should be more accurate
- More accurate reporting around how many capital projects are getting completed, and understanding the capacity to deliver projects without overstressing resources
- Delivery capability must meet the asset requirements of the business and different delivery methods considered e.g. contractors may carry out lower risk operations to free resources to complete other project
- Repairs and maintenance and asset renewal gap – are we replacing assets in a timely manner, if not, how can this be better managed and resourced
- Continue to advocate individually and through other stakeholders to increase funding opportunities and increase capacity to complete projects
- Concentrate on completion of existing projects before committing to new ones.

Action:

Update the report to add commentary around “red” marked items, indicating if they are going over budget and what the quantum might be.

MOTION

That the Audit and Risk Committee note the report.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

6.9 Appointment of Interim Chief Executive Officer

Strathbogie Shire Council Chief Executive Officer (CEO), Julie Salomon announced her resignation on 3 April 2024, effective 4 July 2024. Council will now need to fill that vacancy.

Council’s Administrator, Mr Peter Stephenson, has determined that the appointment of a Chief Executive Officer should be one of the first tasks of the newly elected Councillors post the 26 October 2024 elections. As such, Mr Stephenson sought to appoint an Interim Chief Executive Officer.

The recently adopted CEO Employment and Remuneration Policy is silent in regard to the appointment process of an Interim CEO under such extraordinary circumstances where Council is not governed by elected representatives and the role of the CEO becomes vacant.

As such, the CEO Employment and Remuneration Committee recently met to clarify a process. It was determined that an Interim CEO will be appointed for a period of up to 12 months via a selected invitation process targeting experienced former Local Government CEOs. The roles and responsibilities of the Interim CEO would include inter alia:

- to fulfill the role and responsibilities of the CEO in accordance with the *Local Government Act 2020*
- ensure business continuity and stability for the organisation over a period of up to 12 months until a longer-term CEO is appointed
- to lead the Councillor Induction Program, post the 26 October 2024 Council Elections
- assist the newly elected Councillor team with the recruitment, selection and decision making for the onboarding of the new CEO.

The appointment of the Interim Chief Executive officer is consistent with the principles as enunciated in Division 7, sections 44 and 45 of the *Local Government Act 2020*.

At the Council meeting held on 21 May 2024, Council endorsed the appointment of Mr Tim Tamlin to the role of Interim Chief Executive Officer (CEO) for Strathbogie Shire Council for a period of up to 12 months, effective 15 July 2024.

Action:

Provide the Audit and Risk Committee independent members with a copy of Tim Tamlin's resume.

MOTION

That the Audit and Risk Committee note the report.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

7 STANDING ITEMS

7.1 Audit Updates

7.1.1 Internal Audit Updates – RSD Audit

In the period since the last report the Internal Auditors RSD Audit have completed or commenced a number of audits in line with the 2024-2026 Strategic Internal Audit Program.

The Infrastructure (Civil) Asset Management audit is complete and the Project Management (including Management of Contracts) audit is underway.

Infrastructure (Civil) Asset Management

The overall conclusion of the audit of the management of Council's key civil infrastructure assets determines the systems and processes in place are in an immature state. This is due to:

- The underutilisation of the asset management system (Confirm)
- The lack of formal documented processes and procedures causing inconsistencies and confusion for staff.

Fifteen recommendations were made by RSD Audit with two being considered high risk, five medium risk and eight low risk. Concern was also expressed over the completeness of asset data to make key asset decisions.

Management responses to the recommendations from the audit and timeframes for implementation of the recommendations were reported to the Audit and Risk Committee and will be updated into the Outstanding Internal Audit Items Action Plan for tracking and completion.

The Audit and Risk Committee noted that:

- Although management has agreed to migrating data from the Maloney system to the Confirm asset management system in the short term, Council is committed to longer term asset management solutions being considered as part of Project CODI. The expected completion date for migrating the data is December 2024.
- In the short term, work towards interfacing Confirm with the Finance System acknowledging that the two systems are not compatible and may require workarounds
- There needs to be improved alignment between the asset management register and finance reconciliations
- Is it the intention to integrate predictor modelling into Confirm – it was clarified that the predictor modelling is not well enough tested and that other systems will be tested to see if it is a best fit for predictor modelling

7.1.2 Internal Audit Status Report

The report was included for information and noted.

7.1.3 Quarter Four Industry Updates

The report was included for information and noted.

MOTION

That the Audit and Risk Committee note the reports.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

7.2 External Audit Updates – Crowe Australasia

Crowe Australasia has issued an interim management letter as part of the 2023-24 external audit process and worked with management to agree to recommendations and actions. Crowe noted some of their findings listed below:

- Grant register and revenue recognition assessment
- IPPE reconciliation and capitalisation
- Exception reporting over the creditor, debtor and payroll Masterfile
- Internal audit review of developer incentives and officials corrupt conduct
- Payroll system changeover
- Valuer General reconciliations
- ICT Strategy

Crowe will continue to work with the management until the financial and performance statements are fully audited and reported to Council in September 2024.

MOTION

That the Audit and Risk Committee note the external audit update.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

7.2 Outstanding Internal Audit Items

The report noting the progress of the outstanding internal audit recommendations was provided for information.

MOTION

That the Audit and Risk Committee note the outstanding Internal Audit items update and progress made on implementation of past audit recommendations.

Moved:
Seconded:

Carried

7.3 Policy Review

The report was noted.

Action:

Provide the Committee with copies of:

- **Councillor Briefing Policy**
- **Tourism Related Directional Signage Policy**

MOTION

That the Audit and Risk Committee note the progress being made on updating Council's policy framework and other strategic documents.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

7.4 Risk Management

Work is still being undertaken to finalise the draft Risk Management Policy and draft Risk Management Framework and a report will be presented to Council in June or July 2024 for their consideration.

MOTION

That the Audit and Risk Committee note the Risk Management Update.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

7.5 Audit and Risk Committee 2023-24 Work Plan

The Audit and Risk Committee developed an annual workplan at the Committee workshop conducted in July 2023. The plan is a live document and is updated for information at each future meeting to note the progress of completion on the Audit and Risk Committee annual obligations.

The current plan lapses in June 2024 and the draft 2024-25 work plan will be presented to the Audit and Risk Committee for review in September 2024.

The report was noted.

MOTION

That the Audit and Risk Committee note the progress of the 2023-24 Audit Work Plan under Sec 54(3) of the *Local Government Act 2020*.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

7.6 Human Resources Update

The human resources report notes that there are no significant changes since the previous reporting period.

Several vacant positions have been filled by hiring new employees, but also internal appointments in critical roles, reflecting Council's belief in promotion within the organisation where internal applicants meet the requirements of the roles. However, at the same time there is an increase in the number of employees leaving the organisation, taking up opportunities in neighbouring Councils.

The reduction of excess annual leave continues. In particular indoor staff have reduced their excess annual leave by 80%. The excess time in lieu recorded for the Outdoor team has also reduced by 42%. The Committee acknowledged the downward trend in the excess leave balances.

The number of claims has further reduced. Since the last report no new Income Protection or WorkCover claim has been received. Furthermore, only one Income Protection claim remains open and the still open WorkCover claim is about to be resolved.

It was recommended that Officers consider the makeup of the Human Resources Report and for completeness adding additional reports and taking out less relevant report.

MOTION

That the Audit and Risk Committee note the Human Resources Key Strategic Indicators report.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

7.7 Administrator Expenses and Reimbursements

Councillor expenses are required to be reported to the community through Council's Annual Report.

Section (40) of the *Local Government Act 2020* states that legitimate expenses incurred by Councillors during the course of their duties can be reimbursed in accordance with a council expenses policy. Section (37) of the Councillor Expenses Policy requires quarterly reports on Mayoral and Councillor allowances and expenditure to be forwarded to Council's Audit and Risk Committee, reported to Council through the Committee's minutes and published on Council's website on a quarterly basis after the information is available.

The Council Administrator expenses for the period January 2023 to May 2024 were noted.

MOTION

That the Audit and Risk Committee note the Administrator Expenses Report for the period January 2024 to May 2024.

Moved: Paul Ayton
Seconded: Alister Purbrick

Carried

7.8 CEO Purchasing Card

Clause (11) of Council's Purchasing Card Policy requires a quarterly report on transactions for the CEO purchasing card to be provided to the Committee.

Currently the CEO does not hold a Council issued credit card, therefore there are no transactions to report.

MOTION

That the Audit and Risk Committee note the CEO Purchase Card report.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

7.9 Fraud Risk Management

As stated in Clause 11.7 of Council's Fraud and Corruption Policy and Procedures, the Audit and Risk Committee provides a key role in monitoring the Council's fraud control processes.

Any incident of fraud will be reported to the Committee as part of the regular risk review report at the quarterly meeting of the Audit and Risk Committee. There are no incidents to report in the current period.

MOTION

That the Audit and Risk Committee note the Fraud Risk Management report.

Moved: Paul Ayton
Seconded: Sophie Lukeis

Carried

7.10 Investment and Borrowings Report for the Period

As part of its financial framework, Council's Investment and Cash Management Policy requires that investments and borrowings are reported to the Audit and Risk Committee quarterly.

The Audit and Risk Committee noted the positive interest rates being achieved by current Council investments.

Action:

Officers to provide an update to the next meeting on the status of loan(s) reported for maturity at 28/6/24.

MOTION

That the Audit and Risk Committee note the Investment and Borrowings report.

Moved: Paul Ayton
Seconded: Peter Stephenson

Carried

8. ITEMS RAISED BY COMMITTEE MEMBERS

Nil.

9. CONFIDENTIAL BRIEFING WITH CHIEF EXECUTIVE OFFICER

No confidential briefing was required.

10. NEXT MEETING

The next meeting of the Audit and Risk Committee will be held on 21 June 2024
Meeting closed at 11:35 am.

Audit and Risk Committee Meeting Actions

Audit and Risk Committee – follow up actions from meeting held on 31 May 2024						
Meeting Date	Item Number	Action	Responsible	Due Date	Status	Comment
2 December 2022	7.2 Outstanding Internal Audit Items Update	Director People and Governance to present a draft ICT Strategy to the Audit and Risk Committee in March 2023.	Director People and Governance	December 2024	Deferred	The Strategy will be dependent on the finalisation of the State Digital Transformation Strategy and further work to be undertaken on the Regional Digital Transformation Project (Project CODI). Project CODI is well progressed with the relevant business areas completing consultation processes. Tenders are in place in some areas for the purchase and development of new systems.
1 March 2024	7.2 Outstanding Internal Audit Items	<ol style="list-style-type: none"> Complete a test of the disaster recovery plan and a report to be provided to the Audit and Risk Committee on 31 May on the status of business continuity and disaster recovery plan testing Review the outstanding internal audit list items and provide updated dates indicating estimated dates for completions 	Manager Digital Innovation and Technology Director People and Governance	31 May 2024	Complete	
31 May 2024	6.2 Rural Councils Transformation Program	Officers to provide the Committee with additional information relating to: <ul style="list-style-type: none"> Budget actuals and forecasts Murrindindi “Go Live” Change Management Plans 	Manager Digital Innovation and Technology		Complete	To be distributed with draft minutes

31 May 2024	6.8 Capital Works Program Update	Update the report to add commentary around “red” marked items, indicating if they are going over budget and what the quantum might be.			Not Started	
31 May 2024	6.9 Appointment of Interim CEO	Provide the Audit and Risk Committee independent members with a copy of Tim Tamlin’s resume.			Complete	Resume distributed by Administrator Peter Stephenson
31 May 2024	7.3 Policy Review	Provide the Committee with copies of: <ul style="list-style-type: none"> • Councillor Briefing Policy • Tourism Related Directional Signage Policy 			Complete	To be distributed with draft minutes
31 May 2024	7.10 Investments and Borrowings	Officers to provide an update to the next meeting on the status of loan(s) reported for maturity at 28/6/24.			Not Started	