

7.3.6 AUDIT AND RISK COMMITTEE MEETING MINUTES SEPTEMBER 2025

Responsible Manager:	Kate Heissenbuttel, Manager Corporate Performance
Responsible Director:	Simone Wickes, Director Corporate Services

RECOMMENDATION

That Council receives the minutes of the 22 September 2025 Audit and Risk Committee meeting.

INTRODUCTION

The purpose of this paper is to receive the minutes of the 22 September 2025 Audit and Risk Committee meeting, and any substantive changes to the minutes, if required, will be reported to the next possible Council meeting.

COUNCIL PLAN STRATEGIC OBJECTIVES

A council with good governance, strong leadership and community involvement in decision making.

A Council that provides governance and leadership for the benefit of our community through community engagement, advocacy, decision making and action.

BACKGROUND

The Audit and Risk Committee is made up of three independent members and two Councillors. There is an Audit and Risk Committee Charter (Charter) that provides scope to the Committee. The Charter requires that the unconfirmed minutes of each Audit and Risk Committee meeting be reported to Council within two months of the relevant meeting.

DISCUSSION

The minutes of the 22 September meeting of the Audit and Risk Committee is provided at Attachment 1. The minutes have been approved by the Committee Chair (2 October 2025) and the Committee members (8 October 2025).

FINANCIAL IMPLICATIONS

There are no financial implications to this report.

POLICY IMPLICATIONS

There are no policy implications to this report.



CONSULTATION

Community consultation was not required.

SOCIAL IMPLICATIONS

There are no social implications to this report.

HUMAN RIGHTS CONSIDERATIONS

There are no human rights implications to this report.

GENDER IMPACT ASSESSMENT

A GIA was not completed because this agenda item is not a 'policy', 'program' or 'service'.

CONCLUSION

The Audit and Risk Committee recommends that the minutes of its meeting held on 22 September 2025 be noted by Council.

ATTACHMENT LIST

1. Audit and Risk Committee minutes September 2025 [**7.3.6.1** - 9 pages]



AUDIT AND RISK COMMITTEE

22 SEPTEMBER 2025

MEETING MINUTES





AUDIT AND RISK COMMITTEE MINUTES

08:00 – 10.30 AM MONDAY 22 SEPTEMBER 2025

FUNCTION ROOM (CIVIC CENTRE) AND VIA ZOOM

Audit and Risk Committee	
Andrew Dix	Independent Chair
Binda Gokhale	Independent Member
John Watson	Independent Member (online)
Councillor Geoff Lake	Audit and Risk Committee Member (online)

Other Invitees	
Dr Andi Diamond	Chief Executive Officer (online)
Simone Wickes	Director Corporate Services
Sean McNamee	Acting Director City Development
Deep Sethi	Chief Financial Officer (left after item 3.2)
Kate Heissenbuttel	Manager Corporate Performance
Amanda Sapolu	Manager Governance and Legal (arrived at item 6.1 and left after item 6.3)
Jessica Keleman	Manager Workplace Relations (arrived at item 4.1 and left after item 4.2)
Kaitlyn Zeek	Manager City Planning (arrived at item 4.1 and left after item 5.3)
Timothy Nuttall	Municipal Building Surveyor (arrived at item 4.1 and left after item 5.3)
Chris Lee	Safety Lead (arrived at item 4.1 and left after item 4.2)
Callum Beale	Principal Contract Administration Officer (arrived at item 6.1 and left after item 6.2)
Simran De Cruze	Coordinator Project Management Office (arrived at item 6.1 and left after item 6.2)
Rebecca Freebody	Coordinator Business Assurance and Risk Management
Anna Constantinou	Acting Coordinator Corporate Planning
Ishan Weeratunga	Finance Business Partner (left after item 3.2)
Graham Noriskin	Executive Director –Aster Advisory

Other Invitees	
Zachary Sapoznikoff	Manager- Aster Advisory
Mark Peters	Partner- HLB Mann Judd (online)
Tania Yeung	Manager- HLB Mann Judd (online, left after item 4.1)

1 Opening of Meeting/Procedural

1.1 Invitation to HLB Mann Judd to meet separately with Audit and Risk Committee members

The Committee met with the HLB Mann Judd in the absence of management.

1.2 Apologies

Councillor Nicky Luo

1.3 Disclosure of Conflicts of Interest

1.4 Confirmation of Minutes - (30/06)

Audit and Risk Committee Resolution

The minutes of the Audit and Risk Committee meeting of 30 June 2025 be accepted.

Noted the minutes had been confirmed by email circular resolution by the Committee members.

1.5 Matters Arising *

The report was taken as read. All current open actions are either completed in the current meeting or are scheduled for completion at future meetings.

Audit and Risk Committee Resolution

The Committee noted the report.

1.6 CEO briefing



Dr Andi Diamond, CEO, provided an update per the report. Discussion occurred regarding the draft Waste Charge, the draft Enterprise Bargaining Agreement for Monash staff, and Victoria Police relationships and the rise in vandalism and incivility.

Audit and Risk Committee Resolution

The Committee noted the report.

2 Finance

2.1 Annual Financial Statements

Chief Financial Officer presented the 2024/25 draft Annual Financial Report to the Committee along with explanatory notes as supplementary guidance to Councils 2024/25 Financial Statements providing an insight to:

- the purpose of each element of financial report;
- any material issues that have affected the financial performance of Council; and
- the draft 2024/25 Financial Statement and Performance Statements.

The Committee acknowledged the work by all officers involved and the auditors in bringing the 2024/25 year accounts and statements to this conclusion, noting the challenges surrounding AASB13 changes.

Audit and Risk Committee Resolution

Refer to item 3.3.

2.2 2024/25 Annual Performance Statement and Governance and Management Checklist

Acting Coordinator Corporate Planning presented the Committee with the draft 2024/25 Performance Statement. The Committee discussed the benefits of adding Monash context around the percentages detailed in the management commentary.

Audit and Risk Committee Resolution

Refer to item 3.3.

2.3 LGPRF 2024/25 results

Acting Coordinator Corporate Planning presented the Committee with the 2024/25 LGPRF results.

Audit and Risk Committee Resolution

Refer to item 3.3.

3 External Audit

3.1 Closing Report

Mark Peters, HLB Mann Judd, advised that they were satisfied with Council's Financial Report and Performance Statement. HLB Mann Judd advised that all outstanding matters are being dealt with satisfactorily.

Audit and Risk Committee Resolution

Refer to item 3.3.

3.2 Final Management Letter

The Committee confirmed the presence of the Final Management Letter and considers it reviewed.

Audit and Risk Committee Resolution

Refer to item 3.3.

3.3 2024/25 Financial and Performance Reporting Recommendation

Audit and Risk Committee Resolution

In performing its duties and responsibilities of oversight of the external audit function as set down in the Charter and required under statute, the Audit and Risk Committee:

1. informs Council that the Committee has received and considered:
 - a. the Annual Financial Report (comprising audited Financial Statements) and the audited Performance Statement for the financial year ending 30 June 2025 ('Audited Statements');
 - b. the External Auditor's Closing Report and Final Management Letter relating to the audit process for the Audited Statements;
 - c. the Governance and Management Checklist completed by management that accompanies the final form of the Audited Statements in Council's 2024/25 Annual Report; and
 - d. the report by the Acting Coordinator Corporate Planning;
2. assures Council that the Committee has raised and discussed with the External Auditor and management all matters it has identified as part of such consideration and is satisfied with clarifications and advice it has received from the External Auditor and management;
3. is satisfied from its enquiries that there are no incomplete or unresolved matters of a material nature pertaining to the audit that prevents the Committee from providing the following recommendations to Council;

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4. based on the Committee's considerations and enquiries, recommends that Council pass a resolution:
 - a. giving its approval in principle to the Audited Statements;
 - b. authorising the Chief Executive Officer to submit the approved-in-principle Audited Statements to the Victorian Auditor-General's Office (VAGO) for reporting on the audit;
 - c. if any subsequent changes recommended or agreed by VAGO are to be made to the approved-in-principle Audited Statements², authorising Council's Principal Accounting Officer to make any changes that are of a non-material nature; and to make any changes that are of a material nature after first consulting with the Committee's Chairperson;
 - d. requiring that Council's Principal Accounting Officer prepare a summary of any changes made to the approved-in-principle Audited Statements to enable them to be presented in their final form and provide this summary to both Council and the Committee for their noting;
 - e. authorise the certification (signing) of the final form of the Audited Statements by the Mayor, another Councillor and the Chief Executive Officer;

The Committee expressed its thanks to the External Auditor and the Council staff involved in working with the External Auditor, and acknowledges the efforts involved to bring the external audit process for the financial year ending 30 June 2025 to a satisfactory conclusion and for the high standard of presentation.

4 Risk Management/Ethical Behaviour

4.1 Risk Update including Strategic Risk Report

Manager Corporate Performance presented the Risk Report and provided an update on the recent Council Meeting, where Battleground (Risk Consultant) delivered a refresher to Councillors on the strategic risks and risk appetite. The Chair of the Audit and Risk Committee also presented the Committee's biannual report to Council.

Director Corporate Services provided the Committee an update on emerging risks and Director Community Services provided an update on insurance considerations regarding vandalism on Council assets.

Audit and Risk Committee Resolution

The Committee noted the report.

4.2 OHS performance update

Manager Workplace Relations presented the OHS performance update to the Committee, providing a visual representation and insights on key safety metrics and trends.

Audit and Risk Committee Resolution

The Committee noted the report.

5 Internal Audit

5.1 Status of delivery of annual plan *

Aster Advisory provided the Committee with a status update of the current internal audit activities in accordance with the 2025/26 Plan. The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

5.2 Open audit recommendation status update

The Committee noted the status update and the report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

5.3 Building and Pools (Compliance and Enforcement)

Aster Advisory presented the Building and Pools (Compliance and Enforcement) internal audit summary. Manager City Planning provided their reflections and insights.

Audit and Risk Committee Resolution

The Committee noted the report.

6 Internal Control Environment

6.1 Audit and Risk Committee Charter and Workplan

The Committee discussed the draft Audit and Risk Committee Charter and 2025/26 Workplan. During the discussion, the inclusion of Artificial Intelligence (AI) was raised. The Committee agreed that AI is a council-wide operational matter and not solely within the remit of the Committee. The Committee recommended management to consider how to reflect controls around the use of AI in the broader organization.



The Committee reviewed the proposed Audit and Risk Committee Charter and suggested that Council may wish to consider formalising the terms of Councillor appointments to the Committee as part of its broader policy on Councillor participation in sub-committees.

Additionally, the Committee recommended non material administrative updates to clauses 4.4.1, 6.1.3, and 6.6.

Audit and Risk Committee Resolution

The Committee noted the report and recommends to Council to consider the draft Charter and Committee feedback.

6.2 Project Management Framework

Coordinator Project Management Office presented the new Project Management Framework and Delegation and Governance Framework for Project Variations. The Committee expressed support for the framework and its approach, however, recommended adding further definition of 'PMO' (Project Management Office) function (role) to be included in the documentation.

Audit and Risk Committee Resolution

The Committee noted the report.

PUBLIC LIABILITY UPDATE

6.3 Public liability update

Manager Governance and Legal presented the 2024/25 public liability insurance report.

Audit and Risk Committee Resolution

The Committee noted the report.

6.4 Audit Committee 2024-25 Annual Report

Manager Corporate Performance presented the draft Audit and Risk Committee report for inclusion in Council's 2024/25 Annual Report. The report outlined the membership structure, performance and key activities for the year.

Audit and Risk Committee Resolution

The Committee noted the report and supported its inclusion in Council's 2024/25 Annual Report (with the deletion of the reference to the Annual Workplan cross referencing phrase (and it item 6.2 of this pack) and adding the Chair's presentation to Council within the reporting period.

7 Meeting Schedule **

7.1 Confirmed Meeting Schedule for 2025

11 December 2025 8am-10.30am

8 Meeting Close

The meeting was closed at 10.19 am

Confirmed by Chair (Mr Andrew Dix):

9.1 Items for Noting Only

Audit and Risk Committee Resolution

The Committee noted the following documents supplied as part of the meeting information:

1. IT Steering Committee Minutes
2. Fraud and Prevention Steering Committee Meeting Minutes
3. Risk Management Committee Meeting Minutes
4. Service Planning and Review Framework
5. Integrated Planning and Reporting Framework
6. Business Continuity Policy - Tracked Changes