

### 7.3.4 AUDIT AND RISK COMMITTEE MEETING MINUTES MARCH 2025

<b>Responsible Manager:</b>	Kate Heissenbuttel, Manager Corporate Performance
<b>Responsible Director:</b>	Simone Wickes, Director Corporate Services

#### RECOMMENDATION

**That Council receives the minutes of the 13 March 2025 Audit and Risk Committee.**

#### INTRODUCTION

The purpose of this paper is to receive the minutes of the 13 March 2025 Audit and Risk Committee, and any substantive changes to the minutes will be reported to the next possible Council meeting.

#### COUNCIL PLAN STRATEGIC OBJECTIVES

##### **Good Governance**

Maintain the highest standards of good governance.

#### 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. Receiving the unconfirmed minutes ensures Council receives timely advice and guidance rather than waiting for the Committee to confirm the minutes at its next meeting, which typically is three months later.

#### DISCUSSION

The minutes of the 13 March Audit and Risk Committee is provided at Attachment 1. The minutes have been approved by the Committee Chair (13 March 2025) and the Committee members (28 March 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 13 March 2025 be noted by Council.

## **ATTACHMENT LIST**

1. Audit and Risk Committee Meeting Minutes March 2025 [**7.3.4.1** - 10 pages]



## AUDIT AND RISK COMMITTEE

**13 MARCH 2025**

MEETING MINUTES




## AUDIT AND RISK COMMITTEE MINUTES

08:00 – 10.30 AM THURSDAY 13 MARCH 2025

FUNCTION ROOM (CIVIC CENTRE) AND VIA ZOOM

Audit and Risk Committee	
Andrew Dix (online)	Independent Chair
Binda Gokhale (online)	Independent Member
John Watson	Independent Member
Councillor Geoff Lake (online)	Audit and Risk Committee Member
Councillor Nicky Luo (joined online 9.08am at item 5.3)	Audit and Risk Committee Member

Other Invitees	
Andi Diamond (online)	Chief Executive Officer
Simone Wickes (online)	Director Corporate Services
Russell Hopkins (online)	Director Community Services
Jarrold Doake (online, left after item 5.4)	Director City Services
Rachel Berhang (online)	Acting Executive Manager People and Safety
Deep Sethi (online)	Chief Financial Officer
Kate Heissenbuttel (online)	Manager Corporate Performance
Sharon Bahn (online, left after item 6.3)	Manager Children Youth & Family Services
Amanda Sapolu (online, left after item 6.2)	Manager Governance and Legal
Kristy Green (online, left after item 5.4)	Manager Sustainable Monash
Beth McIntosh (online, left after item 5.5)	Safety Lead
Hirosha De Costa (online, left after item 4.1)	Accounting Services Lead
Rebecca Freebody	Coordinator Business Assurance and Risk Management
Fiona Fernandes	Coordinator Corporate Planning and Reporting
Richard Wilson (online)	Client Director - Aster Advisory
Erdem Uzuner (online, left after item 5.3)	Client Director - Aster Advisory
Zachary Sapoznikoff (online)	Manager - Aster Advisory



Mark Peters (online. left after item 4.1)	Partner - HLB Mann Judd
Tania Yeung (online. left after item 3.1)	Partner - HLB Mann Judd

## 1 Opening of Meeting/Procedural

### 1.1 Apologies

- Jessica Keleman, Manager Workplace Relations and Safety
- Graham Noriskin, Executive Director Aster Advisory

### 1.2 Disclosure of Conflicts of Interest

None disclosed

### 1.3 Update from Chair

Chair of the Audit and Risk Committee provided the committee with an updated process on administration of the meeting following the Committee's out of meeting discussion after its December 2024 meeting. This included:

- Agreement for largely administrative items in the agenda to be 'taken as read'. These will be nominated in the agenda with a colour coded asterisk.
- A concerted effort on reducing the pack length, with an aim for 200 pages or less
- For management to work with the Chair and Committee to review the ARC Charter and Workplan.

#### Audit and Risk Committee Resolution

The Committee noted the update.

### 1.4 Confirmation of Minutes - (16 December 2024)

#### Audit and Risk Committee Resolution

The minutes of the Audit and Risk Committee meeting of 16 December 2024 be accepted.

The minutes were confirmed by email circular confirmation 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 update State Government housing targets released, and whether Monash expects to be impact by changes to building approval process and the removal of peoples rights to object.

#### *Audit and Risk Committee Resolution*

The Committee noted the report.

## **2 Risk Management/Ethical Behaviour**

### **2.1 Risk Update including Strategic Risk Report**

Manager Corporate Performance, Kate Heissenbuttel, provided an update to the Committee on the report.

Director Corporate Services, Simone Wickes, provided the Committee an update on emerging risks and the comfort across the Risk Management Committee in our risk planning and general maturity.

The Committee discussed:

- The inclusion of the treatment register in the next Committee report.
- Top operational risk OR-122 and the treatments and actions currently occurring to improve council's capital planning and delivery, this included the updated Project Management Framework, new enterprise project management system, budgeting processing and service planning and reviews.

- The importance of service planning, service reviews and asset management levels of services. Management provided commentary on the good quality of Monash's asset condition data and process to ensure assets are well kept.

Audit and Risk Committee Resolution

The Committee noted the report.

**[Action]: Management to include the Strategic treatment plan register in the ensuing Committee meetings.**

**[Officer]: Rebecca Freebody, Coordinator Risk Management and Business Assurance to action.**

## **2.2 OHS performance update**

Beth McIntosh, Safety Lead presented the OHS performance update to the Committee, providing a visual representation and insights on key safety metrics and trends.

Further work will continue into a deep dive of Council's slip, trip or fall safety reports to identify the root causes and potential controls.

Audit and Risk Committee Resolution

The Committee noted the report.

## **3 External Audit**

### **3.1 External Audit Strategy and Plan**

Mark Peters, HLB Mann Judd, provided the Committee with an update and overview of the planned audit approach to the annual audit of the financial report and performance statement of Monash City Council.

HLB Mann Judd advised of subtle amendments to the asset revaluation standards.

Audit and Risk Committee Resolution

The Committee noted the report.

## **4 External Reporting**

### **4.1 Asset Accounting Update**

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Deep Sethi, Chief Financial Officer provided the Committee an update on asset accounting.

The Committee asked for Management's concerns on the impact and difficulty in implementing the new changes in AASB13 (Fair Value Measurement). Management is confident about implementation. Discussion occurred on the general difficulty for the drainage asset class.

*Audit and Risk Committee Resolution*

The Committee noted the report.

## **5 Internal Audit**

### **5.1 Status of delivery of annual plan \***

The report was taken as read. The audit plan is progressing as scheduled.

*Audit and Risk Committee Resolution*

The Committee noted the report.

### **5.2 Status of open recommendations**

Rebecca Freebody, Coordinator Risk Management and Business Assurance, presented the report to the Committee.

The Committee requested that the target due date for over due actions not be adjusted in the reporting in future updates.

*Audit and Risk Committee Resolution*

The Committee noted the report.


**[Action]: The Committee requested to show the original due date for overdue items, and to not include any adjusted dates moving forward.**

**[Officer]: Rebecca Freebody, Coordinator Risk Management and Business Assurance to action.**

### **5.3 Digital Transformation internal audit report**

Aster Advisory presented the Digital Transformation internal audit. Management, Chief Information Office and Director Corporate Services, also provided their reflections and insights.





It was noted that the audit did not include reviewing the governance of the Digital Technology Steering Committee, however, the Committee noted the positive impact of the Committee, particularly the independent member for Council. Discussion occurred on the value of developing a broad benefits realisation tool for significant projects.

*Audit and Risk Committee Resolution*

The Committee noted the report.

**5.4 Climate Change (Adaptation) internal audit report**

Aster Advisory presented the Climate Change (Adaption) internal audit summary. Management (Director City Services and Manager Sustainability) also provided their reflections and insights.

The Committee indicated that the audit was beneficial to make distinction between climate mitigation and adaption and this approach considered to be very practical and useful for Council.

*Audit and Risk Committee Resolution*

The Committee noted the report.

**5.5 Safety (OHS) internal audit report**

Aster Advisory presented the Safety (OHS) internal audit report. Monash's Safety Lead also provided their reflections and insights.

*Audit and Risk Committee Resolution*

The Committee noted the report.

**6 Internal Control Environment**

**6.1 Legislative Compliance Management Framework review**

Amanda Sapolu, Manager Corporate Governance and Legal, provided the Committee with a revised Framework and Obligation Owners checklist, following Committee recommendation in the December 2024 meeting.

It is considered that the Framework and associated checklist are relevant, compliant and appropriate for the Council context.

The Committee recommended to add assurance into the second line of defense function in the Framework, as it was not currently listed.

Audit and Risk Committee Resolution

The Committee noted the report.

**[Action]: The Committee recommended to add assurance into the second line of defense function in the Framework, as it was not currently listed.**

**[Officer]: Amanda Sapolu, Manager Governance and Legal to action.**

**6.2 Annual Legislative Compliance Update**

Amanda Sapolu, Manager Corporate Governance and Legal, provided the Committee with a review of the compliance actions allocated to their area to consider whether the Council complies, partially complies or does not comply.

Management is satisfied that its obligations under legislation are being appropriately managed. Management will continue to facilitate a body of work deep diving into high risk obligations to garner more meaningful data for the Committee.

Audit and Risk Committee Resolution

The Committee noted the report.

**6.3 Child Safety Compliance**

Sharon Bahn, Manager Children Youth and Family Services, presented the report to the Committee, highlighting actions that ensure that Council's exposure to liability and comfort that the risks related to child safeguarding minimised.

Audit and Risk Committee Resolution

The Committee noted the report.

**6.4 Periodic reporting of CEO expenses \***

CEO expenditure for the period of January to December 2024, (in accordance with the recommendations of the VAGO Fraud and Corruption Control - Local Government (June 2019)) report was presented. The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

## **7 Governance**

### **7.1 REVIEW OF ITEMS FOR NOTING**

#### **7.2 Identify confidential matters for separate minuting**

There was no confidential items brought to the Committee's attention.

## **8 Other Business**

## **9 Meeting Schedule \*\***

### **9.1 Confirmed Meeting Schedule for 2025**

- Thursday 19 June 2025, 9.30am - 11.00 am
- Thursday 18 September 2025, 9.30am - 11.00 am
- Thursday 11 December 2025, 8.00am-10.30 am

## **10 Meeting Close**

The meeting was closed at 9.55am.

Confirmed by Chair (Mr Andrew Dix).

### **11.1 Items for Noting Only**

#### *Audit and Risk Committee Resolution*

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

- 1. MINUTES Risk Management Committee Feb 2025 [11.1.1 - 2 pages]
- 2. Fraud and Corruption Prevention Steering Committee TOR clean [11.1.2 - 3 pages]
- 3. Legislative Compliance Owner Checklist 2025 Amendments [11.1.3 - 9 pages]
- 4. Legislative Compliance Framework 2025 Amendments [11.1.4 - 21 pages]



- 5. MINUTES Digital Technology Steering Committee Feb 2025 [11.1.5 - 4 pages]

