

7.3.3 AUDIT AND RISK COMMITTEE MEETING MINUTES SEPTEMBER 2026

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

RECOMMENDATION

That Council receives the Monash Council Audit and Risk Committee's meeting minutes of 28 September 2026.

INTRODUCTION

The Audit and Risk Committee (the Committee) met on 28 September 2026. The minutes of the meeting are attached and have been reviewed by Committee members out of session. These will be confirmed by the Chair of the Committee at the next Committee meeting, and any substantive changes to the minutes 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. The Audit and Risk Committee Charter provides scope to the Committee. The Charter requires that the 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 Audit and Risk Committee Chair approved the 28 September 2026 Committee minutes (Attachment 1) on 9 October 2026. They have been shared and confirmed with Committee members.

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 28 September 2026 be noted by Council. The minutes will be confirmed by the Committee at its next meeting with any substantive changes reported to the next Council meeting (if required).

ATTACHMENT LIST

1. Audit and Risk Committee 29 September Minutes [**7.3.3.1** - 10 pages]



AUDIT AND RISK COMMITTEE

28 SEPTEMBER 2026

MEETING MINUTES



AUDIT AND RISK COMMITTEE MINUTES
1:20 PM – 3:20 PM MONDAY 28 SEPTEMBER 2026
FUNCTION ROOM (CIVIC CENTRE) AND VIA ZOOM

Audit and Risk Committee	
Paul O'Connor	Independent Chair
Binda Gokhale	Independent Member
Sally Bennett	Independent Member (online)
Mayor Stuart James	Audit and Risk Committee Member
Cr Nicky Luo	Audit and Risk Committee Member (online)
Other Invitees	
Council	
Tanya Scicluna	Acting Chief Executive Officer
Simone Wickes	Director Corporate Services
Vicki Blackman	Executive Manager People and Safety
Deep Sethi	Chief Financial Officer (left after item 4.1)
Jessica Kelemen	Manager Workplace Relations and Safety (arrived at item 4.2, left after item 4.3, arrived at item 5.3 and left after item 5.4)
Kaitlyn Zeeck	Manager City Planning (left after item 2.3)
Jason Farrugia	Manager Strategic Procurement (left after item 5.5)
Kate Heissenbuttel	Manager Corporate Performance (online while on leave)
Hirosha De Costa	Accounting Services Lead (left after item 4.1)
Chris Lee	Safety Lead (arrived at item 4.2 and left after item 4.3)
Sharon Tzimokas	Coordinator Business Assurance and Risk Management
Anna Constantinou	Acting Coordinator Corporate Planning
Dina Alas	Executive Assistant to Director Corporate Services
Externals	
Mark Peters	External Auditors: Partner, HLB Mann Judd
Richard Wilson	Internal Auditors: Client Director, Aster Advisory
Zachary Sapoznikoff	Internal Auditors: Manager, Aster Advisory

1 Opening of Meeting/Procedural

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

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

1.2 Acknowledgement of Country

The Chair opened the meeting with an Acknowledgement of Country.

1.3 Apologies

- Daniel Ganeshan, Acting Manager Governance and General Counsel
- Amanda Sapolu, Manager Governance and General Counsel
- Sarah Kleine, Manager Children, Youth and Family Services
- Simran Sohal, Coordinator Project Management Office (no longer Acting Manager Corporate Performance as stated in ARC Pack)
- Taylor Eldridge, Child Safety Compliance Officer

1.4 Declarations of Interest (personal interest disclosures, conflicts to declare for meeting, confirmation of agenda papers read)

No personal interest disclosures or conflicts of interest were declared. The Committee confirmed that members had received, read and reviewed the agenda papers prior to the meeting.

1.5 Consent Agenda

The Committee agreed to take all items on the Consent Agenda as read.

Audit and Risk Committee Resolution

The Committee noted the report.

1.6 Confirmation of Minutes (29/06) *

The minutes of the Audit and Risk Committee meeting of 29 June 2026 were accepted.

1.7 Matters Arising *

The report was taken as read. The Committee noted that all actions had been completed.

Audit and Risk Committee Resolution

The Committee noted the report.

Audit and Risk Meeting Monday 28 September 2026 Minutes

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2 Executive Reporting

2.1 CEO Briefing

The Acting CEO provided a verbal update on:

- Monash Aquatic and Recreation Centre (MARC) project status
- Glen Waverley Precinct project status update
- Commonwealth Home Support Program (CHSP) and Council's continued exit and current transition status (noting the Federal extension of the program for a further two years)
- Suburban Rail Loop Authority status

Audit and Risk Committee Resolution

The Committee noted the report.

[Action]: The Chair requested regular updates on the Glen Waverley Precinct Project to the Committee.

[Officer]: Manager Corporate Performance.

2.2 Aged Care Quarterly Report (Confidential) *

Acting Chief Executive Officer provided an overview of the confidential Aged Care Quarterly Report for the period 1 April 2026 to 30 June 2026.

Independent Member suggested that future incident reporting be enhanced through the inclusion of an additional column outlining investigation outcomes.

Audit and Risk Committee Resolution

The Committee noted the report.

[Action]: Management to review incident reporting and incorporate an additional column outlining investigation findings and resolution outcomes in future reports.

[Officer]: Director Community Services

2.3 State Planning Reform Update

The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

3 Financial and Performance Reporting

3.1 Annual Financial Statements

The Chief Financial Officer presented the draft 2025/26 Financial Statements and provided an update on the external audit.

Audit and Risk Committee Resolution

Refer to item 3.6.

3.2 Closing Report

The Chief Financial Officer discussed the Closing Report, including the status and results of the external audit.

Audit and Risk Committee Resolution

Refer to item 3.6.

3.3 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 3.6.

3.4 2025/26 Annual Performance Statement and Governance and Management Checklist

Acting Coordinator Corporate Planning presented the Committee as per the report.

Audit and Risk Committee Resolution

Refer to item 3.6.

[Action]: Review target and commentary for O3 Loans and Borrowings in the Annual Performance Statement.

[Officer]: Chief Financial Officer.

3.5 LGPRF 2025/26 Results

Acting Coordinator Corporate Planning presented the Committee with the 2025/26 LGPRF results.

Audit and Risk Committee Resolution

Refer to item 3.6.

3.6 Financial and Performance Reporting Recommendation

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 Annual Performance Statement for the financial year ending 30 June 2026 ('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 2025/26 Annual Report;
 - 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 with 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.
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 Statements, 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 2026 to a satisfactory conclusion and for the high standard of presentation.

4 Risk and Opportunity Management

4.1 Strategic Risk and Opportunities Update

Director Corporate Services provided an update on the strategic risk register and associated reporting.

The Committee expressed a desire for reporting to provide deeper insights into the maturity, over time, of the management of risk. It was noted that while the Risk Management Committee will be focusing on measuring the strength of controls, also for consideration will be to incorporate explicit performance targets for both key controls and risk treatment plans.

Further discussions centered on residual risk ratings. To support this, a broader initiative will review risk appetite statements and impact thresholds. This additional work will be discussed at the Risk Management Committee meeting with the outcome being reported back to the Audit and Risk Committee.

The Committee also requested that Child Safety risks be reported to the Audit and Risk Committee.

It was recommended to recommence the practice for Executive Leadership Team (ELT) members to present relevant strategic risks at future Audit and Risk Committee meetings. Each ELT member will rotate responsibility for presenting a strategic risk.

Audit and Risk Committee Resolution

The Committee noted the report.

4.2 Operational and Project Risk and Opportunities Update

Director Corporate Services provided an update as per the report.

Audit and Risk Committee Resolution

The Committee noted the report.

4.3 OHS Performance Update

The Executive Manager People and Safety, Manager Workplace Relations and Safety, and Safety Lead provided an overview of Council's annual safety performance. The Committee discussed key safety trends and emerging risks within the report.

Audit and Risk Committee Resolution

The Committee noted the report.

[Action]: Include frequency rates and five-year trend data in future Occupational Health and Safety performance reports.

[Officer]: Manager Workplace Relations and Safety.

5 Internal Audit

5.1 Internal Audit Annual Plan Status Update *

The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

5.2 Open Internal Audit Recommendations *

The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

5.3 Contract Management Internal Audit

Aster Advisory presented a summary of the Contract Management Internal Audit. Manager Strategic Procurement provided their reflections and insights.

Audit and Risk Committee Resolution

The Committee noted the report.

5.4 Child Safe Standards Internal Audit

Aster Advisory presented a summary of the Child Safe Standards Internal Audit. Manager Workplace Relations and Safety provided their reflections and insights.

Audit and Risk Committee Resolution

The Committee noted the report.

5.5 Internal Audit - Scoping Discussions

The Committee reviewed the proposed scope for the Core Financial Controls Internal Audit. During the discussion, the Independent Member noted that greater visibility over exemption reporting would be beneficial. The Chair queried the Chief Financial Officer's involvement in the internal audit. However, it was noted that lead responsibility for the relevant functions sits outside the Chief Financial Officer's portfolio, and the Committee accepted this clarification.

Payroll was also discussed as a key risk area. It was noted that any consideration of system-related changes will be deferred pending the planned major system upgrade and will be progressed through to the Digital and Technology Steering Committee.

Audit and Risk Committee Resolution

The Committee endorsed the scope.

6 Internal Control Environment

6.1 Audit and Risk Annual Workplan 2026/27

The Committee reviewed the Audit and Risk Annual Workplan 2026/27. The Committee agreed to oversight of the annual asset revaluation plan.

Audit and Risk Committee Resolution

The Committee noted the report.

6.2 Report on Audit and Risk Committee Statement for Annual Report 2025/26

The Committee discussed the proposed Audit and Risk Committee Statement for inclusion in the Annual Report. Members noted that the reference to the Committee's risk appetite under Item 296 – Other Activities should be amended, as risk appetite is organisational rather than a Committee matter.

The Chair sought clarification on the Building and Pools Internal Audit, including the relevant audit program year, and on the Cybersecurity (Govern and Identify) Internal Audit.

It was agreed the above items would be communicated to the Committee.

Audit and Risk Committee Resolution

The Committee notes the report.

6.3 Internal Business Assurance Update *

The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

6.4 Public Liability Insurance Claim Update *

The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

7 Integrity Body Reports

7.1 VAGO Report - Enhanced Maternal and Child Health Program Performance *

The report was taken as read.

Audit and Risk Committee Resolution

The Committee noted the report.

8 Meeting Schedule

8.1 Confirmed Meeting Schedule for 2026 and 2027

Confirmed date for 2026:

17 December 2026 - 8:00am to 10:30am

ARC meeting options for 2027:

The Committee discussed preferred meeting dates for 2027. Council officers will circulate proposed dates to Committee members to confirm their availability.

9 Meeting Close

The meeting was closed at 3:10pm.

Confirmed by Chair (Paul O'Connor).

Date: 28 September 2026.