Minutes

Audit and Risk Committee Meeting, held at 9.00 AM on Thursday 11 June 2026, online via Microsoft Teams.

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1 Present

Mr Tony Roberts (Chair)
Mr Peter Knights
Ms Fiona Rae
Cr Karen Hyslop
Mr Brent McAlister, Chief Executive Officer
Mr Vaughan Williams, Director Corporate Services
Mrs Jay Driscoll, Manager Financial Services
Ms Fern Hahn, Coordinator Financial Services
Ms Camille Buntsma, Manager People and Culture
Ms Brittany Burns, Governance and Risk Officer
Mr Jeevan Pinto, Acting Director Infrastructure & Amenity
Mr Zander McDougall, Acting Director Strategy Prosperity & Engagement

2 Apologies

Cr Karen Probst, Mrs Stretch Smith, Manager Business Transformation

3 Disclosures of a Conflict of Interest at a Council Auspiced Meeting

4 Confirmation of Minutes from the Previous Meeting

Northern Grampians Shire Council Audit and Risk Committee meeting held on 11th December 2025.

Recommendation
That the minutes as listed, copies of which have been circulated, be confirmed, adopted and recommended to Council for review.

Moved: Peter Knights
Seconded:Karen Hyslop
CARRIED

Northern Grampians Shire Council Audit and Risk Committee meeting held on 11th April 2026.

Recommendation
That the minutes as listed, copies of which have been circulated, be confirmed, adopted and recommended to Council for review.

Moved:Tony Roberts
Seconded:Fiona Rae
CARRIED

5 Matters Arising from the Minutes
Held over from April Meeting

Item 4.1 Minutes of Meeting held 11th December 2025
That the minutes be reviewed and passed from December meeting as these were not passed at April meeting due to minutes not being circulated.

- Carried as above

Item 6.6 Environmental Impact Considerations for Council
Mr Jeevan Pinto to present on council's environmental footprint.

- Presented & noted.

Item 9.1 Biannual Audit and Risk Committee Report
Mr Tony Robers to provide a Biannual Audit and Risk Committee report.

-Presented and Endorsed

6 Risk Management
6.1 Risk Committee Minutes
Mr Vaughan Williams provided an update from the latest Risk Committee meeting held online via Teams on Monday 25 May 2026.

- Risk Committee updates noted including safety incidents and staff behaviour trends.

6.2 Risk Review
Ms Brittany Burns presented on the risk register and provide an update on the risk review progression. The draft *Risk Management Policy, Risk Management Framework* and *Risk Appetite Statement* was also presented.

- Risk framework, policy and appetite statement supported progressing to Council.

6.3 Victorian Protective Data Security Standard (VPDSS) Progress Summary
Ms Stretch Smith to present on the progress of VPDSS annual action plan

- VPDSS update deferred to September Meeting.

6.4 Business Continuity Plan Review
Mr Vaughan Williams provided an update on the Business Continuity Plans to the Committee.

- Business Continuity Plan framework completed and endorsed.

7 Internal and external audits
7.1 Annual Valuations Draft Outcomes
Mrs Jay Driscoll presented on the Annual Valuations Draft outcomes.

- Annual Valuations pending – to be circulated post meeting.

7.2 Interim Management Letter
Mrs Jay Driscoll presented on the Interim Management letter

RSD [External Audit Provider] was present to discuss the Management Letter

- Interim audit findings noted (bank reconciliations and provisions).

7.3 Outstanding Audit Recommendations
Mrs Jay Driscoll presented and discussed the outstanding audit recommendations

- Audit recommendations progressing; improved reporting requested.

7.4 LSV Pool Safety Assessment Audit March 2026
Mr Zander McDougall presented and discussed the LSV Pool Safety Assessment Audit

- Pool audit showed Bronze rating with improvement actions underway.

8 Financial Reporting
8.1 Quarterly Finance Report
Mrs Jay Driscoll presented the March Quarter Finance Report and any findings

- Quarterly report noted; capital works rephased and cash position improved.

8.2 Councillor Reimbursement Report
Mr Vaughan Williams provided a quarterly report of councillor expenses to the Audit and Risk Committee that includes:

a. expenses incurred during the quarter
b. reimbursement claims made during the quarter
c. reimbursements made during the quarter, and
d. any breaches of the *Council Expenses Policy*.

- Councillor reimbursements compliant with no breaches

9 General Business
9.1 Meeting Schedule Forthcoming Year
Chair to confirm the 2026/27 meeting schedule. There will be four meetings per year.

Meeting one: Thursday 10th September 2026 at 9am via Teams
Meeting two: Thursday 10th December 2026 at 9am via Teams
Meeting three: Thursday 11th March 2027 at 9am via Teams
Meeting four: Thursday 10th June 2027 at 9am via Teams

- Meeting schedule endorsed.

9.2 Annual Work Program Review
Chair to confirm annual work program.

-Work program confirmed.

9.3 Appointment of Chair
Chair to call for nominations of the chair for the following financial year.

Nominees: Tony Roberts

Does the nominee accept: Yes

Recommendation
That Tony Roberts be nominated as the chair of the Audit and Risk Committee for the 2026/2027 financial year.
Moved: Peter Knights
Seconded: Karen Hyslop
CARRIED

9.4 MAV Fuel Session and Guidelines
Mr Vaughan Williams discussed the impacts of the Fuel Crisis.

- Fuel monitoring ongoing

9.5 Outsourcing Small Claims Handling - Ombudsman's Report
Mr Vaughan Williams reported to the committee on the Victorian Ombudsman's report on small claims handling. Attached is the response to the report from council's under excess claims contractor NC Solutions as well as a summary of the Ombudsman's report.

Members can read the full Obudsman's report here
Outsourcing small claims handling: How councils manage fairness and responsibility | Victorian Ombudsman

- Ombudsman findings noted as compliant.

10 Other Reports
10.1 Penetration Testing Report
Ms Stretch Smith to present on the progress of the last remaining penetration testing action

- Penetration testing report deferred to September meeting.

11 Next Meeting
The next Audit and Risk Committee to be held at Thursday 10th September 2026 at 9am via Teams.

12 Close

The meeting is scheduled to close at 11.04am.