



Merri-bek
City Council

Merri-bek City Council

Audit and Risk Committee

Performance Report 2024 – 2025



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1. Introduction

The Merri-bek City Council Audit and Risk Committee (the Committee) has continued to undertake its role in providing independent advice to the Council and management of Merri-bek City Council (Council) throughout the period 1 July 2024 to 30 June 2025 as covered by this report.

Pursuant to 53(2) of the Local Government Act 2020 (the Act), the Committee does not have any delegated powers, including executive powers, management functions, or delegated financial responsibility. The Committee's role is to advise the Council on how to best fulfil its responsibilities and facilitate decision making by providing a forum for improving communications between the Committee members and senior management, risk and finance managers, internal and external auditors.

The Committee assists Council with discharging its responsibilities under the Act including:

- Monitoring the compliance of Council policies and procedures with:
 - the overarching governance principles
 - the Act and the regulations and any Ministerial directions, and
 - other relevant laws and regulations
- Monitoring internal controls
- Monitoring Council financial and performance reporting
- Monitoring and provide advice on risk management and fraud prevention systems and controls
- Overseeing internal audit function
- Overseeing external audit functions, and
- Monitoring related party transactions.

To fulfil its role, some of the key activities undertaken by the Committee during this period were to:

- Review the draft Financial Statements and recommend their adoption to Council
- Review the Annual Performance Statement and recommend its adoption to Council
- Monitor compliance obligations and challenge the existence and effectiveness of accounting and financial systems and other systems of internal control and business risk management
- Review the audit plans, results, and effectiveness of the organisation through the Internal Audit Program.

Overall, through its work, the Committee's aim is to add to the credibility of Council by promoting ethical standards. Under the guidance of the Committee Chair, strategic and operational risk issues and mitigations were considered.

In fulfilling its responsibilities, the Committee has provided input and advice to internal audit plans by contracted Internal Auditors, Crowe Australasia (Crowe), for Council during the reporting period.

During the year, Crowe made an annual declaration of independence to the Committee, declaring that they had maintained and would continue to maintain their independence.

2. Audit and Risk Committee membership

The Committee is comprised of seven members appointed by Council, with three members being Councillors and four members being independent of Council. The membership of the Committee during the reporting period is set out below:

2.1 Council representatives

The following Councillors were members of the Audit and Risk Committee during 2024–25:

Councillor Adam Pulford (appointed December 2022)

Councillor Lambros Tapinos (appointed December 2022)

Councillor Monica Harte (appointed December 2022)

Councillor Helen Davidson (appointed December 2024)

Councillor Helen Politis (appointed December 2024)

Councillor Ella Svensson (appointed December 2024).

2.2 Independent members

Mr John Watson (Chairperson)

Ms Lisa Tripodi

Mr Jeff Rigby

Ms Marilyn Kearney.

3. Meetings and attendance

A total of four meetings were held during the reporting period. Committee member attendance throughout the year is shown in Table 1 below.

The four meetings were held on:

- 3 September 2024
- 4 March 2025
- 17 December 2024
- 3 June 2025.

A summary of committee attendance is displayed in table 1.

Table 1 – Membership, meeting dates and attendance

Member	Role	03/09/24	17/12/24	4/03/25	3/06/25
John Watson	Independent Chairperson	✓	✓	✓	✓
Lisa Tripodi	Independent Member	✓	✓	✓	✓
Jeff Rigby	Independent Member	✓	✓	✓	✓
Marilyn Kearney	Independent Member	✓	✓	✓	✓
Cr Adam Pulford	Council Member	✓	O	O	O
Cr Lambros Tapinos	Council Member	X	O	O	O
Cr Monica Harte	Council Member	✓	O	O	O
Cr Helen Davidson	Council Member	O	✓	✓	✓
Cr Helen Politis	Council Member	O	✓	✓	✓
Cr Ella Svensson	Council Member	O	✓	✓	X

Key

✓ = In attendance, X = Apology, O = not required / no longer a committee member on meeting date/ had not yet commenced.

Representatives for the Victorian Auditor General's Office (External Auditors), RSD Audit, attended 3 of the 4 meetings.

Representatives from Crowe, the internal audit contractor for the period, attended all four meetings.

Senior management representatives from Council also attended each Committee meeting. These included the Chief Executive Officer, Director Business Transformation, Chief Financial Officer and Manager Governance and Strategy. In addition, there was attendance by other Directors when there were Directorate related items on the agenda. A summary attendance by regular attendees is shown in table 2.

Table 2 – Regular Attendees, meeting dates and attendance

Regular Attendee	Role	3/09/24	17/12/24	4/3/25	3/6/25
Josh Porker	Principal, RSD Audit	✓	X	✓	✓
Blessing Muncan	Team leader RSD Audit	✓	O	O	O
Cranos Moyo	Team leader RSD Audit	O	O	✓	✓
Andrew Zavitsanos	Partner, Crowe	✓	✓	✓	✓
Cathy Henderson	Chief Executive Officer	✓	✓	✓	✓
Anita Curnow	Director City Infrastructure	✓	✓	✓	✓
Sue Vujcevic	Director Business Transformation	✓	✓	✓	✓
Eamonn Fennessy	Director Community	✓	✓	✓	✓
Pene Winslade	Director Place and Environment	✓	✓	✓	✓
Bernie McMullen	Program Director Transformation	✓	✓	✓	O
Yvonne Callanan	Manager Governance and Strategy	✓	✓	✓	✓
Jemma Wightman	Chief Financial Officer	✓	✓	✓	✓
Robert Raiskums	Manager Information Technology	✓	✓	✓	✓
Sophie Barison	Unit Manager Integrity Risk and Resilience	✓	✓	✓	✓
Colleen Seymour	Unit Manager Finance	✓	O	O	O

Key

✓ = In attendance, X = Apology, O = not required / had not yet commenced working with Council.

4. Internal Audit

4.1 Internal audit contract

A key responsibility of the Committee is to monitor Council's internal audit program. The internal audit function of Council is supported by the engagement of independent Internal Audit professionals to provide analysis and recommendations aimed at improving Council's governance, risk, and management controls. Representatives from Crowe attended each Committee meeting and presented the audit results for each audit undertaken during the reporting period, responded to questions, and provided and welcomed advice from the Committee.

In July 2024, an extension option was deliberated and subsequently granted by Council to Crowe, thus reaffirming their role as Council's internal auditor until September 2025.

4.2 Internal Audit plan 2024-25

The Annual Strategic Internal Audit Plan for the reporting period was presented to the Committee and adopted in March 2024. The eight audits scheduled for 2024-25 were:

1. Follow Up Review
2. Rates Management
3. Building's Maintenance – Essential Safety Measures
4. Trader Association Funding Agreements
5. Aged Care Services
6. Depot Operations
7. Privacy and Third Party Management
8. Human Resources – Recruitment and Selection.

The timetable for the eight internal audits is shown below.

Table 3 – 2024 - 25 Internal audit timetable

No	Internal audit project	Jul. 24	Aug. 24	Sept. 24	Oct. 24	Nov. 24	Dec. 24	Jan. 25	Feb. 25	Mar. 25	Apr. 25	May 25	Jun. 25
	Annual Internal Audit Program												
1	Follow Up Review	■		▲									
2	Rates Management,		■	■		▲							
3	Building's Maintenance - Essential Safety Measures			■	■	▲							
4	Special Rate Charge – Funding Agreements					■	■			▲			
5	Aged Care Service					■	■			▲			
6	Depot Operations								■	■			▲
7	Privacy and Third-Party Management								■	■			▲
8	Human Resources – Recruitment & Selection									■	■		▲

Key

■ Audit field work and report writing

▲ Committee meeting at which the Audit Report was presented.

Final internal audit reports were reviewed and discussed by the Committee at each of the four meetings. The status of Internal and External audit recommendations was reported to the Committee at each committee meeting and off-track audit actions were explained and extensions requested.

4.3 Internal audit reports reviewed

At the conclusion of each internal audit, Crowe issue an Audit Report. The report contains an unbiased assessment of the effectiveness of Council's processes, existing controls, and compliance measures. Each report includes an overall audit rating, audit findings, and a list of recommendations.

A total of nine internal audits reports were presented to the Audit and Risk Committee during 2024-25. This included an additional unplanned audit titled Management of Contract Variations - Hosken Reserve commissioned by Council in September 2024 and presented at the 17 December 2024 committee meeting.

Table 4 – 2024/25 Internal Audits and summary of findings

Title of Audit and Date of Presentation to Committee		Summary of Findings
1	Follow up Review September 2024	The Follow-Up Review confirmed that 47 out of a total of 50 audit recommendations have been implemented. Three partially implemented recommendations have been reopened and will be monitored until finalised.
2	Rates Management December 2024	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Governance Framework - Management of Conflict-of-Interest - Management Oversight - Management Reporting - Rates Database Controls - Data Analytics.
3	Management of Contract Variations - Hosken Reserve December 2024	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Initiating the variations approval process - Approvals within the Finance System - Functioning of Hosken Reserve Project Control Board.
4	Buildings maintenance - Essential Safety Measures	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Governance Framework

Title of Audit and Date of Presentation to Committee		Summary of Findings
	December 2024	- Essential Safety Measure Database - Management Reporting - Status of Annual ESM Reports - Database Completeness - Management of Occupancy Permit / Maintenance Determination - Management of Leased Facilities - IT System Limitations.
5	Special Rate Charge – Funding Agreements March 2025	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Governance Framework – Operating Procedures - Carryover of Unspent Funds - Fraud Risk Assessment and Conflict of Interest Considerations - Outstanding Special Rates - Management Reporting - Monitoring Funding Agreement Requirements.
6	Aged Care Service March 2025	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Service Delivery - Mandatory Training - Mandatory checks - record retention - Aged Care Debtor Management - Management reporting.
7	Depot Operations June 2025	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Stock takes - Process to manage small plant and equipment - Disposal of assets - Managing bulk consumables - Site Security - Physical key management - Record of training and licenses - Outside employment declarations - Fraud and corruption training.
8	Privacy & Third-Party Management Operations June 2025	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Information Privacy and Health Records Policy - Information Asset Register and Privacy Risk Assessments - Privacy Impact Assessments - Privacy Information Statement - Social Media Platforms

Title of Audit and Date of Presentation to Committee		Summary of Findings
		- Transborder Data Flows and Sensitive Information - Third-Party Information Security Risk Management and Compliance - Third Party Contracts.
9	Human Resources – Recruitment & Selection Operations June 2025	The auditor identified opportunities to strengthen the current controls. The findings relate to the following areas: - Operating framework - Pre-employment checks - Credentials validation - Temporary Agency Contractors - Fraud and corruption - Child safety management.

4.4 Implementation of audit recommendations

The Committee continued to encourage management to implement all internal audit recommendations in a timely manner to ensure that better practices and controls in Council's services are achieved.

To monitor progress of audit actions, an Audit Actions progress report is provided to the Committee at each meeting. The report records the recommendations from Internal Audits completed by Crowe as well as any External Audits completed by VAGO. The report outlines the number of open, closed and off-track actions. In most cases management was able to implement audit actions in a timely manner. Any exceptions were highlighted and explained to the committee in the quarterly Audit Actions progress report.

5. External Audit

In August 2021 the Victorian Auditor General's Office (VAGO) appointed RSD Audit for external audits of Merri-bek City Council.

Josh Porker is the current Principal at RSD Audit for the Audit and Risk Committee meetings. RSD Audit's approach focuses on key financial reporting risks. This involves understanding of significant financial reporting processes and a combination of internal control testing and substantive audit procedures to assess the residual risk of material error.

The VAGO Closing Report 30 June 2024 and Final Management Letter 2023/24 were presented to the Committee at its meeting of 3 September 2024.

6. Oversight of annual financial reports

The Audit and Risk Committee considered the accounts for the year ended 30 June 2024 in the meeting held 3 September 2024. This work was undertaken by the Committee in a timely manner so that final clearance of all financial statements was received within the deadline set under the Local Government Act.

7. Duties and responsibilities

Review of Audit and Risk Committee Charter

The Audit and Risk Committee Work Plan stipulates that the Audit and Risk Committee Charter be reviewed biennially. As it was last reviewed in 2023-24 there was no requirement for it to be reviewed in 2024-25. The next review of the Charter is scheduled for September 2025.

Audit and Risk Committee Performance Evaluation

In accordance with the Audit and Risk Committee Charter 2023 an Audit and Risk Committee performance evaluation is completed every two years through a survey. The most recent survey was completed in June 2024, the next survey is scheduled for June 2026.

Annual Assessment against the Committee Charter

The Audit and Risk Committee works to its Charter, supported by the annual Committee Work Plan.

The Committee is required to undertake an annual assessment of its performance against the Audit and Risk Committee Charter and incorporate this into the annual Committee Performance Report in accordance with the Charter and section 54(4a) of the Local Government Act 2020.

The Committee Work Plan is aligned to the Audit and Risk Committee Charter, to ensure visibility that Charter requirements have been fulfilled as shown in Appendix 1.

The Committee dealt with most matters scheduled for consideration in the Work Plan in the reporting period with the following exceptions:

- Committee members will complete Personal Interest Returns.
This task was not completed as the returns were finalised in January 2024 and are not due again until January 2026. The inclusion of this item in the Work Plan was an error.
- Assurance that the Disaster Recovery Plan is in place, current and active.
Due to an oversight, the plan was presented at the December 2024 meeting instead of September 2024.

Overall assessment of Merri-bek City Council's risk, control and compliance framework

The Committee's overall assessment is that Council has continued to maintain a strong internal control environment and its management of strategic, operational, financial, and compliance risks is effective. Council and management has continued to work well with the Audit and Risk Committee and has demonstrated a high level of commitment to being open to audit findings, genuine in addressing any issues or improvement opportunities, and consistent in the fulfilment of its commitments.

It is the independent view of the Committee that the governance culture of Merri-bek City Council is supporting the development of a robust risk, control and compliance framework which continues to strengthen and adapt to changes in Merri-bek City Council's operations.

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
Assess Council's policy framework and procedures to ensure: - the embedding of the governance principles - the strengthening of Council's policy framework - policies are reviewed as per schedule	Quarterly	4.1.2	Committee Management and Work Plan				
Business Transformation				☒			
City Infrastructure					☒		
Community						☒	
Place and Environment							☒
Monitor Council processes for compliance of Council policies and procedures	Quarterly	4.1	Committee Management and Work Plan	☒	☒	☒	☒
Review Register of Delegations	Annually	4.1.2	Committee Management and Work Plan				☒
Review report on Gifts, Benefits and Hospitality	Biannually	4.1.2	Committee Management and Work Plan		☒		☒
Review report on Councillor Expenses	Biannually	4.1.2	Committee Management and Work Plan	☒		☒	
Review Report on Interstate and Overseas Travel	Biannually	4.1.2	Committee Management and Work Plan	☒		☒	
Review CEO credit card transactions	Biannually	4.1.2	Committee Management and Work Plan	☒		☒	

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
Review the Procurement Framework (with a focus on probity and transparency of policies, processes, and procedures)	Annually	4.1.1	Procurement Framework			☒	
Monitor improvements in financial management through the 3-year Financial Management Improvement Plan	Quarterly	4.1.3	Financial Management	☒	☒	☒	☒
Review the CEO Employment Matters Policy and Terms of Reference for CEO Employment Matters Advisory Committee and ensure compliance with the Act	Annually	4.1.2	Committee Management and Work Plan	☒			
Monitor work by the Council to mitigate and plan for climate change risk	Biannually	4.1.4	Climate Risk & Resilience	☒		☒	
Monitor Council's controls for unusual transactions above acceptable risk	Quarterly	4.2.2	Financial Management	☒	☒	☒	☒
Monitor Council's commercial interests including compliance with relevant laws and regulations	Annually	4.3	Committee Management and Work Plan	☒			
Review management reports on any breakdowns in key controls	Quarterly	4.2.1	Risk Management	☒	☒	☒	☒
Review systems and controls implemented to monitor compliance with legislation and regulations through internal audit and external audit reporting	Quarterly	4.3.1, 4.3.2	Memorandums of Audit Planning and Audits Completed	☒	☒	☒	☒
Review Council's procedures to receive, retain and treat complaints through a report on: Complaints Handling framework and performance Public Interest Disclosure framework and handling	Annually	4.3.3	Risk Management				☒

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
An overview of Council's handling of complaints and public interest disclosures	Quarterly	4.3.3	Risk Management	☒	☒	☒	☒
An overview of Council's handling of accounting, internal accounting controls or auditing matters or other matters likely to affect the Council or its compliance with relevant legislation and regulations	Quarterly	4.3.3	Financial Management	☒	☒	☒	☒
Obtain assurance that adverse trends are identified and review management's plans to deal with these	Quarterly	4.3.4	Recent Reports and Publications	☒	☒	☒	☒
Monitor actions arising from Audit and Risk Committee meetings and the Recent Reports and Publications report	Quarterly	4.3.6	Business Actions Progress	☒	☒	☒	☒
Review management disclosures in financial reports on the effect of significant compliance issues	Quarterly	4.3.5	Financial Management	☒	☒	☒	☒
Committee members will complete Personal Interest Returns	Biennially	4.3.6	Committee Management and Work Plan		☒		
Committee members will confirm understanding of their obligations following the biennial review of the Committee Charter	Biennially	4.3.6	Committee Management and Work Plan	A review of the Audit and Risk Committee charter was completed in 2023/24 and the committee confirmed their understanding of their obligations.			
Receive assurance that Council has appropriate systems and procedures in place for collecting and analysing information and data to measure performance against	Annually	4.4.1	Council Plan Implementation		☒		

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
the Council Plan through a report on annual Council Plan implementation							
Review the process for the management and governance of the use of data, information, and knowledge through a report from the Chief Information Officer. This includes the controls covering the public release of information	Annually	4.4.2; 4.4.8	Committee Management and Work Plan		☒		
Review any changes in accounting policies and procedures and the methods of applying them ensuring they are in accordance with the stated financial reporting framework disclosures with management	Annually	4.4.3	Financial Management		☒		
Review the mid-year and end of year VAGO report: · assess significant estimates and judgements in financial reports by asking management and VAGO about the processes used in making material estimates and judgements and the basis for these · Review the appropriateness of accounting policies and disclosures to present a true and fair view · Review the process for the consolidation of financial information of Council related entities into the financial reports of the Council · Assess whether a comprehensive process has been established for the purposes of legislative disclosure reporting requirements · Seek the external auditor's independent opinion on	Biannually	4.4.4; 4.4.6; 4.4.7; 4.4.8; 4.4.10	VAGO	☒		☒	

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
management's technical compliance with accounting standards; proper application of the accounting principles; clarity in financial disclosure practices as used or proposed in the financial report							
Recommend to the Council whether the financial report including the performance statement should be approved based on the Committee's assessment of them	Annually	4.4.9	Annual Financial Report and Performance Statement	☒			
Monitor Management Financial and performance reporting	Quarterly	4.4	Financial Management	☒	☒	☒	☒
Monitor improvement in risk management through a 3-year Risk Management Improvement Plan	Quarterly	4.5.1	Risk Management	☒	☒	☒	☒
Receive an annual risk report, which provides: · the risk profile for Council · an overview of the Enterprise Risk Management Framework and implementation strategy · an overview of the processes for identification and control of risks in accordance with risk appetite · an overview of management of each strategic risk · An overview of key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported · Seek assurance that the Business Continuity Plan is in place, current and active (through testing)	Annually	4.5.2; 4.5.3; 4.5.4. 4.5.5	Risk Management		☒		
Report on significant litigation and claims	Quarterly	4.5.5	Risk Management	☒	☒	☒	☒

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
Report on Occupational Health and Safety	Annually	4.5.5	Risk Management		☒		
Assess adequacy of Council process to manage insurable risks	Annually	4.5.6	Risk Management	☒			
Seek assurance that the Business Continuity Plan is in place, current and active (through testing)	Annually	4.5.7	Risk Management				☒
Seek assurance that the Disaster Recovery Plan is in place, current and active (through testing)	Annually	4.5.7	Risk Management	☒			
Receive an annual Fraud Risk report, which provides: · an overview of fraud risks identified and the action to establish and implement treatment plans · the Fraud and Theft Incident Register (as an attachment) · Actions arising from Fraud Reviews · An overview of fraud prevention and detection activities undertaken	Annually	4.5.8; 4.5.9; 4.5.10; 4.5.11	Risk Management	☒			
CEO reporting to the Committee of all suspected and actual frauds, thefts, and material breaches of legislation	Quarterly	4.5.9	Section 3B of the agenda	☒	☒	☒	☒
To increase staff awareness of activities that amount to Fraud, report on completion rate of Fraud awareness training	Annually	4.5.11	Risk Management	☒			
Review of Internal Audit Contract & Contractor Performance	Annually	4.6.1	Committee Management and Work Plan			☒	

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
Review strategic annual internal audit plan to ensure it addresses key risks through the Annual Internal Audit Plan report	Annually	4.6.3	Memorandums of Audit Planning and Audits Completed			☒	
At the commencement of each meeting, the Chair is to seek assurance that there have been no obstructions to the work by the internal auditor	Quarterly	4.6.2	Section 3B of the agenda	☒	☒	☒	☒
Review and approve Memorandum of Audit Planning	Quarterly	4.6.3	Memorandums of Audit Planning and Audits Completed	☒	☒	☒	☒
Provide the opportunity for audit committee members to meet with the internal auditors without management being present	Quarterly	4.6.4	Pre-meeting	☒	☒	☒	☒
Critically review internal audit reports completed since previous meeting	Quarterly	4.6.7	Memorandums of Audit Planning and Audits Completed	☒	☒	☒	☒
Review internal audit progress against Strategic Annual Internal Audit Plan	Quarterly	4.6.6	Memorandums of Audit Planning and Audits Completed	☒	☒	☒	☒
Review outstanding audit actions	Quarterly	4.6.8	Audit Action Progress Report	☒	☒	☒	☒
Follow up on past audit recommendations	Biennially	4.6.7	Memorandums of Audit Planning and Audits Completed	A Follow Up review is scheduled September 2024 and is next due in 2025/26			
External auditor to outline external audit plan, including proposed audit strategies and how they might relate to identified risk areas	Annually	4.7.1	VAGO			☒	
At the commencement of each meeting, the Chair is to seek assurance that there have been no obstructions to the work by the external auditor	Quarterly	4.6.2	Section 3B of the agenda	☒	☒	☒	☒

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
Upon completion of external audit, confirm if there have been any significant resolved or unresolved disagreements with management	As required	4.7.1	VAGO				
Review outcomes of external audit, including findings and recommendations	Annually	4.7.3	VAGO				☒
Review external interim management letter	Annually	4.7.3	VAGO	☒			☒
Meet with external auditor in absence of management 15 minutes before each meeting (as required)	Quarterly	4.6.4	Pre-Meeting	☒	☒	☒	☒
Review other VAGO reports for impacts on Council through the Recent Reports and Publications Report	Quarterly	4.7.5	Recent Reports and Publications	☒	☒	☒	☒
Review the processes for the identification, nature, extent, and reasonableness of related-party transactions	Annually	4.8	Financial Management	☒			
Review of the Committee Charter	Biennially	14	Committee Management and Work Plan	A review of the Committee charter was completed in 2023/24 and is next scheduled in 2025/26.			
Set Committee Meeting schedule	Annually	8.8.1	Committee Management and Work Plan		☒		
Review Committee Work Plan	Annually	8.8.2	Committee Management and Work Plan				☒
Committee Member Induction	As required	13					
Assessment of Committee and Committee Member Performance through a survey	Biennially	6	Committee Management and Work Plan	An evaluation survey was completed in July 2024 and is next scheduled for 2025/26.			

Merri-bek City Council Audit and Risk Committee Work Plan 2024-25

Action	Frequency	Audit and Risk Committee Charter Reference/ VAGO Report title	Title of Report / Section of Agenda where action is addressed	3 September 2024	17 December 2024	4 March 2025	3 June 2025
Performance of the Committee against its Charter.	Annually	4.3.8	Committee Management and Work Plan				☒
Prepare an Audit and Risk Report (describing activities and including findings and recommendations) and provide to the CEO for reporting to Council	Biannual	7	Committee Management and Work Plan	☒		☒	
Provide a Summary of Audit and Risk Committee Minutes to Council through the Governance Report – Cyclical Report	Quarterly	7	Governance Report – Cyclical Report	☒	☒	☒	☒
Prior to balance date, review the finance team's accounting paper.	Annually	VAGO Report: 'Results of the 2022/23 VAGO audits: Local Government	Financial Management				☒
After balance date and at the time of reviewing the draft financial report: - Determine whether there have been any changes to circumstances that would indicate that key assumptions behind the finance teams initial advice and key judgements no longer hold true. - assess the reasonableness of the valuation and fair value assessment outcomes.	Annually	VAGO Report: 'Results of the 2022/23 VAGO audits: Local Government	Annual Financial Report and Performance Statement	☒			