

Nillumbik Audit and Risk Committee minutes

Monday 19 February 2024
Civic Drive, Greensborough

Held Monday 19 February 2024 at 4.00pm, Civic Drive, Greensborough

1 Present

Independent members: John Watson (Chair), Greg Rimmer-Hollyman, Jonathan Kyvelidis

Councillors:

Mayor Cr Ben Ramcharan, Deputy Mayor Cr Karen Egan

Council officers:

Vince Lombardi (Acting Chief Executive Officer), Jeremy Livingston (Director Culture and Performance), Blaga Naumoski (Director Governance, Communications and Community Safety), Melika Sukunda (Manager Finance, Procurement and Assets), Craig Commene (Risk and Safety Lead), Daniel Tarquinio (Manager IT)

Other invitees:

Graham Noriskin (Pitcher Partners), Richard Wilson (Pitcher Partners), Michael Gummery (HLB Mann Judd)

2 The Chair welcomed attendees and acknowledged the traditional owners and custodians of the lands on which attendees were meeting.

3 Apologies

Carl Cowie (Chief Executive Officer)

4 Disclosure of any conflicts of interests

Nil

5 Declarations

i. CEO – Any impending legal action, legislation breaches or instances of fraud.

Nil

ii. Internal Auditors – Any obstructions to the work of the internal audit.

Nil

6 Confirmed the minutes of the meeting held 20 November 2023

Decision

It was noted the minutes of the Audit and Risk Committee meeting held on 20 November 2023 were confirmed by circular resolution.

7 CEO Update

The CEO update was presented to the Committee by Vince Lombardi as acting CEO.

Decision

The CEO update was received and noted.

8 Table of actions arising

The table of actions arising was presented to the Committee.

Decision

The table of actions arising was received and noted.

9 Draft 2023/2024 VAGO Audit Strategy

The draft 2023/2024 VAGO Audit Strategy was presented to the Committee.

Decision

The draft 2023/2024 VAGO Audit Strategy was received and noted, noting that the reference to the Audit and Risk Committee meeting date requires updating.

10 Draft Leasing and Licensing Policy

The Draft Leasing and Licensing Policy Memorandum and the Draft Leasing and Licensing Policy were presented to the Committee.

Decision

The Draft Leasing and Licensing Policy Memorandum and the Draft Leasing and Licensing Policy were received and noted.

11 Procurement Internal Audit Report (Attachment 5, page 30) – Graham Noriskin

The Procurement Internal Audit Report was presented to the Committee.

Decision

The Procurement Internal Audit was received and endorsed. The Committee noted that the Internal Auditors will, with management's agreement, review finding two regarding related management comment, to ensure the scope and level of testing has been appropriately captured in the report.

12 Internal Audit Status Report

The internal audit status report was presented to the Committee.

Decision

The internal audit status report was received and noted.

13 Business Function Risk Assurance Map

The Business Function Risk Assurance Map was presented to the Committee.

Decision

The Business Function Risk Assurance Map was received and noted.

The Committee suggested some further additions to the document, referencing other agencies with a potential role (e.g. OVIC).

14 Internal Audit Plan

The internal audit plan was presented to the Committee.

Decision

The internal audit plan be received and approved, noting the Capital Works Management and the BCP and IT DRP internal audits will be interchanged.

15 Recent Risk and Issues Brief

The Recent Risk and Issues Brief was presented to the Committee.

Decision

The Recent Risk and Issues Brief was received and noted.

16 Pending audit recommendations report

The status report of pending audit recommendations report was presented to the Committee.

Decision

The pending audit recommendations report was received and noted.

17 Risk and Safety report

The Risk and Safety report was presented to the Committee.

Decision

The Risk and Safety report was received and noted.

18 Business Continuity Policy and Framework

The Business Continuity Policy and Framework Memorandum, Business Continuity Policy and the Business Continuity Framework were presented to the Committee.

Decision

The Business Continuity Policy and Framework Memorandum, Business Continuity Policy and the Business Continuity Framework were received and noted.

19 IT suppliers risk exposures summary

The IT suppliers exposures summary was presented to the Committee.

Decision

The IT suppliers risk exposures summary was received and noted.

The Committee request that an IT risk summary report be presented on a bi-annual basis.

20 December Quarter Financial Report Summary and December Quarter Financial Report

The December Quarter Financial Report Summary and December Quarter Financial Report were presented to the Committee.

Decision

The December Quarter Financial Report Summary and December Quarter Financial Report was received and noted.

21 Rates in Arrears report

The rates in arrears report was presented Committee.

Decision

The Rates in arrears report was received and noted.

The Committee expressed concern at the restriction on Council's ability to undertake formal debt management activities.

22 Councillor Expenses report

The Councillor Expenses report was presented to the Committee.

Decision

The Councillor Expenses report was received and noted.

23 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

Decision

The Audit Committee work plan was received and noted.

24 Other Business

Nil

25 Post-meeting In Camera

No members raised matters they wished to discuss in camera.

26 Next meeting

The next Audit and Risk Committee meeting is scheduled to be held on 6 May 2024, 4pm, to be held at Edendale Community Farm, 30 Gastons Road, Eltham Victoria 3095.