

Nillumbik Audit and Risk Committee minutes

Monday 26 August 2024 at 4.00pm
Edendale Community Farm,
30 Gastons Road, Eltham Victoria 3095



Held Monday 26 August 2024 at 4.00pm, Edendale Community Farm

1 Present

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

Councillors:

Mayor Cr Ben Ramcharan, Deputy Mayor Cr Karen Egan

Council officers:

Carl Cowie (Chief Executive Officer), Vince Lombardi (Chief Operating Officer), Jeremy Livingston (Director Culture and Performance), Melika Sukunda (Manager Finance, Procurement and Assets), Daniel Tarquinio (IT Manager)

Other invitees:

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

Graham Noriskin (Pitcher Partners), Craig Commane (Risk and Safety Lead)

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

iii. External Auditors – Any obstructions to the work of the external audit.

Nil

6 Confirmed the minutes of the meeting held 6 May 2024

Decision

It was noted the minutes of the Audit and Risk Committee meeting held on 6 May 2024 were confirmed by circular resolution.

7 CEO Update

The CEO update was presented to the Committee.

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 Annual Financial Statement variance analysis and financial performance summary, and the Asset Disclosure Statement 2024

The Annual Financial Statement variance analysis and financial performance summary and the Asset Disclosure Statement 2024 were presented to the Committee

Decision

The Annual Financial Statement variance analysis and financial performance summary and the Asset Disclosure Statement 2024 were discussed and noted.

10 Draft VAGO Final Audit Management Letter 2024 and Draft Closing Report 2024

The draft VAGO Final Audit Management Letter 2024 and the Draft Closing Report 2024 were presented to the Committee.

Decision

The draft VAGO Final Audit Management Letter 2024 and the Draft Closing Report 2024 was received and noted.

Michael Gummery (HLB Mann Judd) noted that while there were still several small matters to be completed, they provided no impediment to the Committee making a recommendation to Council on the Financial Report and Performance Statement.

11 Annual Financial Statement

11.1 Annual Financial Report and Performance Statement

The Annual Financial Report and Performance Statement for 2023-2024 were presented to and discussed by the Committee.

Decision

- 1) That the Annual Finance Report and Performance Statement be received and noted.
- 2) The Committee noted that there are disclosures to be updated prior to the statements being finalised, however the external auditor provided assurance that these changes are not material and should not impede the recommendation of the draft financial statements by the Committee to the Council.
- 3) The Audit and Risk Committee recommend to Council that they:
 - Record approval 'in principle' to the annual financial report and performance statement (the statements) for the year ended 30 June 2024; and

That the Council, in respect of the final version of the financial report and the performance statement:

- Authorise the Chief Executive Officer to send the statements to the Auditor-General.
- Authorise the Chief Executive Officer, the Mayor and Deputy Mayor to certify the final version of the statements.
- Authorise the Finance Manager to implement any non-material changes to the statements as recommended by the Auditor-General, and provide a summary of such changes to the Audit and Risk Committee at its next meeting. Any material changes will be discussed with the Chair of the Audit and Risk Committee prior to being presented to Council.

Moved: Deputy Mayor Karen Egan

Seconded: Gregory Rimmer-Hollyman

Carried unanimously

The Committee recorded its acknowledgement for the work completed by the officers, for the standard of financial report and performance statements and for their timely presentation. Further, the Committee recorded its appreciation to the auditors for the work undertaken on the end of financial year accounts.

12 Council Expenses Policy

The Council Expenses Policy was presented to the Committee.

Decision

The Council Expenses Policy was received and noted. The Committee noted that the policy will be considered by the incoming Council post the 2024 election, including the suggestions put forward by the Committee.

13 BCP and IT DRP Internal Audit Report

The BCP and IT DRP Internal Audit Report was presented to the Committee.

Decision

The BCP and IT DRP Internal Audit was received and endorsed.

The Committee noted the relatively short target dates for completion and indicated it would be receptive to the potential extension of the due dates if considered necessary by management.

14 Internal Audit Status Report

The internal audit status report was presented to the Committee.

Decision

The internal audit status report was received and noted.

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.

The Committee requested additional clarification on a number of items within the report.

18 Cybersecurity dashboard

The Cybersecurity Dashboard was presented to the Committee.

Decision

The Cybersecurity Dashboard was received and noted.

19 Rates in Arrears report

The rates in arrears report was presented Committee.

Decision

The Rates in arrears report was received and noted.

20 Councillor Expenses report

The Councillor Expenses report was presented to the Committee.

Decision

The Councillor Expenses report was received and noted.

21 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

Decision

The Audit Committee work plan was received and noted.

22 Next meeting

The next Audit and Risk Committee meeting was scheduled to be held on 18 November 2024, 4pm, via Zoom.

The confirmed meeting schedule for 2025 is:

- 24 February 2025, 4pm
- 2 June 2025, 4pm
- 1 September 2025, 4pm
- 17 November 2025, 4pm

23 Other Business

The Chair acknowledged the work of Mayor Cr Ben Ramcharan and Deputy Mayor Cr Karen Egan and their contributions to the Committee and wished them well through the upcoming election period if they are re-nominating.

The Chair thanked Richard Rowe for his informative tour of the Edendale Community Farm facility.

Mayor Cr Ramcharan acknowledged the work of and his appreciation for the Committee.

Deputy Mayor Cr Egan expressed her thanks to the staff for their contributions to the Committee.