

Nillumbik Audit and Risk Committee minutes

Monday 18 November 2024 at 4.30pm
Civic Drive, Greensborough and via Zoom



Held Monday 18 November 2024 at 4.30pm, via Zoom

1 Present

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

Councillors:

Nil

Council officers:

Carl Cowie (Chief Executive Officer), Vince Lombardi (Chief Operating Officer), Jeremy Livingston (Director Culture and Performance), Blaga Naumoski (Director Governance, Communications & Community Safety), Melika Sukunda (Manager Finance, Procurement and Assets)

Other invitees:

Graham Noriskin (Pitcher Partners) (joined meeting 16:58), Richard Wilson (Pitcher Partners)

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

3 Apologies

Craig Commane (Risk and Safety Lead)

The Committee understand that Craig is unwell currently and pass their best wishes onto him.

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 26 August 2024

Decision

It was noted the minutes of the Audit and Risk Committee meeting held on 26 August 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 Procurement Report

The Annual Procurement Report was presented to the Committee.

Decision

The Annual Procurement Report was received and noted.

The Committee suggested some further reporting be considered by management for inclusion in the next report.

10 Fleet Policy

The Fleet Policy was presented to the Committee.

Decision

The Fleet Policy was received and noted.

11 Councillor and Staff Gift Registers

The Councillor and Staff Gift Registers was presented to the Committee.

Decision

The Councillor and Staff Gift Registers was received and noted.

12 OHS Internal Audit Report

The OHS Internal Audit Report was presented to the Committee.

Decision

The OHS Internal Audit was received and endorsed.

13 Internal Audit Status Report

The internal audit status report was presented to the Committee.

Decision

The internal audit status report was received and noted.

14 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.

15 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.

16 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 consideration be given to:

- Tree maintenance safety reviews, including reporting
- Confirmation of no notable incidents occurring at leisure centres
- Slip and fall updates

17 Essential 8 verbal update

The Essential 8 verbal update was presented to the Committee.

Decision

The Essential 8 verbal update was received and noted, with further information to be provided at the next meeting of the Committee.

18 Outcome from the Commission for Gender Equity in the Public Sector Progress Report and Progress Audit

The Outcome from the Commission for Gender Equity in the Public Sector reports was presented to the Committee.

Decision

The Outcome from the Commission for Gender Equity in the Public Sector reports was received and noted.

19 September Quarter Financial Report Summary and September Quarter Financial Report

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

Decision

The September Quarter Financial Report Summary and September Quarter Financial Report were received and noted.

20 Annual Material Change Review 2024 valuations report

The Annual Material Change Review 2024 valuation report was presented to the Committee.

Recommendation

The Annual Material Change Review 2024 valuation 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.

22 Councillor Expenses report

The Councillor Expenses report was presented to the Committee.

Decision

The Councillor Expenses report was received and noted.

23 Finance Policies Review Dates

The Finance Policies Review Dates was presented to the Committee.

Recommendation

The Finance Policies Review Dates was received and noted.

24 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

Decision

The Audit Committee work plan was received and noted.

The Fraud Control Policy and Control System Review will be presented at the next meeting.

25 Next meeting

The next Audit and Risk Committee meeting was scheduled to be held on 24 February 2025 at Civic Drive, Greensborough

The confirmed meeting schedule for 2025 is:

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

26 Other Business

The Chair wished all attendees a very Merry Christmas and a happy new year.