

Nillumbik Audit and Risk Committee minutes

Monday 24 February 2025 at 4.10pm
Civic Drive, Greensborough and via MS Teams



Held Monday 24 February 2025 at 4.10pm, at Civic Drive Greensborough and via MS Teams

1 Present

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

Councillors:

Nil

Council officers:

Carl Cowie (Chief Executive Officer), Melika Sukunda (Interim Chief Operating Officer), Jeremy Livingston (Director Culture and Performance), Blaga Naumoski (Director Governance, Communications & Community Safety), Heath Gillet (Operations Centre Manager), Daniel Tarquinio (Manager IT)

Other invitees:

Graham Noriskin (Pitcher Partners), 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 The Chair welcomed the new Councillor Committee members.

4 Apologies

Nil.

5 Items presented for noting:

Item 10. Noting of Minutes

Item 12. Table of actions arising

Item 15. Internal Audit Status report

Item 16. Recent Risk and Issues Brief

Item 23. Rates in arrears report

Item 24. Councillor expenses report

The above items were taken as read and accompanying recommendations agreed.

6 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

Decision

The Audit and Risk Committee work plan was discussed by the Committee.

The Committee request that a review of the work plan be undertaken, including:

- Consideration of extreme or high-rated operation risk on an annual basis.
- Review of the ten year financial plan, including the review of the underlying assumptions for both the plan and the annual budget.
- Receive and review the Annual Asset Valuation and Fair Value Assessment
- Annual or bi-annual Audit and Risk Committee self-assessment.

The Audit Committee work plan was received and noted.

7 Disclosure of any conflicts of interests

Nil

8 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

9 Vale Craig Commane

The Committee recorded a condolence motion in recognition of the passing of Craig Commane (Risk and Safety Lead) and the dedication and tenacity he demonstrated during his tenure.

The Committee acknowledged the value and significant contribution Craig made to The Committee, and through The Committee, to Council.

Moved: Jonathan

Seconded: Greg

Carried unanimously.

10 Minutes of the meeting held 26 August 2024

The minutes of the Audit and Risk Committee meeting held on 26 August 2024 were confirmed by circular resolution.

11 CEO Update

The CEO update was presented to the Committee.

Decision

The CEO update was received and noted.

12 Draft 2024/2025 VAGO Audit Strategy

The draft 2024/2025 VAGO Audit Strategy was presented to the Committee.

Decision

The draft 2024/2025 VAGO Audit Strategy was received and accepted.

13 Tree Management Internal Audit Report

The Tree Management Internal Audit Report was presented to the Committee.

Decision

The Tree Management Internal Audit and was received and endorsed, with the recommendations strongly supported.

Several questions were raised by the Committee regarding the ProMapp system function, mapping and identification of trees, allocation of monitoring and maintenance workflows and contractor management processes, which were addressed by management who confirmed that all high risk trees have been identified and reviewed for safety.

Management will provide an update regarding the tree management maintenance tender outcome once this process has concluded.

14 Cybersecurity Dashboard and the Essential 8 update

The Cybersecurity Dashboard and the Essential 8 update were presented to the Committee.

Decision

The Cybersecurity Dashboard and the Essential 8 update were received and noted.

The Committee requested that management include policy exemptions in future bi-annual reporting that may impact the Essential 8 score.

15 Stock-take of internet facing technology assets

The Stock-take of internet facing technology assets was presented to the Committee.

Decision

The Stock-take of internet facing technology assets 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.

The table on page 10 will be updated to reflect the number of items now outstanding.

The Committee asked the internal auditors to come back with a proposal to review high-risk internal audit findings.

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 that leisure centre incident reporting to reviewed and details of “major” incidents to be reported back to the Committee.

18 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 were received and noted.

19 Other Business

The Fraud Control Policy and Control System Review will be presented at the November 2025 meeting.

The Committee was made aware that the Chair has been invited to present to Councillors on the role and responsibilities of the Audit and Risk Committee, and highlight sector issues which may impact them in their capacity as Councillors.

The Committee discussed the possibility of running a further risk session with Councillors regarding financial literacy and related sector issues.

20 Next meeting

The next Audit and Risk Committee meeting was scheduled to be held on 2 June 2025 at Civic Drive, Greensborough