

Nilumbik Audit Committee minutes



Held Monday 12 December 2016 at 5pm at the Civic Centre, Civic Drive, Greensborough

1 Present

Linda MacRae, John Watson, Greg Hollyman, Cr Peter Clarke

In attendance

Stuart Burdack, Andrew Port, Vince Lombardi, Conal Creedon, Lisa Pittle, Melika Sukunda, Craig Commene, Garry Leon (Crowe Horwath)

2 Apologies

Cr Bruce Ranken

3 Disclosure of any conflicts of interests

Nil

4 Declarations

i. CEO – Any impending legal action or legislation breaches.

Nil

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

Nil

5 Adoption of the minutes of the meeting held 15 August 2016

Resolution

The minutes of the Audit Committee meeting held on 15 August 2016 were adopted.

6 Council Resolution – 22 November 2016; Investigation into Nillumbik Planning Scheme Amendment C101

The Council Resolution – 22 November 2016; Investigation into Nillumbik Planning Scheme Amendment C101 was presented to the Committee.

Resolution

The Council Resolution – 22 November 2016; Investigation into Nillumbik Planning Scheme Amendment C101 was received and noted.

The report regarding the findings of the investigation will be circulated to Committee Members once finalised.

7 Open Space – Tree Management Audit Report and Memorandum of response

Open Space – Tree Management Audit Report audit report and Memorandum of response were presented to the Committee.

Resolution

Parks and Gardens – Tree Management Audit Report and Memorandum of response were received and noted and:

1. That the Audit Committee endorses the recommendations in the internal audit report on Open Space - Tree Management.
2. That the Audit Committee recommends that the report to Council which is to be prepared in regard to Finding Number 11 be fast tracked and be provided to Council in early 2017 and considered as part of the 2017/18 budget process.

8 Leisure Centre Management Review Audit Report

Leisure Centre Management Review Audit Report audit report was presented to the Committee.

Resolution

Leisure Centre Management Review Audit Report was received and noted.

9 Internal Audit progress report

The progress report on internal audit by Crowe Horwath was presented to the Committee.

Resolution

The internal audit progress report was received and noted.

6.00pm Councillor Peter Clarke and Garry Leon (Crowe Horwath) left the meeting

10 Matters arising

10.1 Status report of outstanding internal audit resolutions

The status report of outstanding internal audit resolutions was presented to the Committee.

Resolution

The status report was received and noted.

The Audit Committee expressed their thanks to officers on completion of all outstanding internal audit resolutions.

11 Risk and Insurance report

The risk and insurance report was presented to the Committee.

Resolution

The risk and insurance report was received and noted.

12 Finance Policy Index

Finance Policy index highlighting review dates was presented to the Committee.

Resolution

Finance Policy index was received and noted.

13 Draft Bank Guarantee Policy

The draft Bank Guarantee Policy was presented to the Committee

Resolution

Feedback was provided on the draft Bank Guarantee Policy.

The Audit Committee urge caution in the granting of loan guarantees and suggest that a ceiling be included in the policy to limit Council's exposure.

14 Diamond Creek Scout Hall brief

Diamond Creek Scout Hall brief was presented to the Committee, as requested.

Resolution

Diamond Creek Scout Hall brief was received and noted.

15 Yarrambat Park Golf Course brief

Yarrambat Park Golf Course brief was presented to the Committee, as requested.

Resolution

Yarrambat Park Golf Course brief was received and noted.

16 Victorian Auditor-General's 2015-2016 Audit Snapshot

The Victorian Auditor-General's 2015-2016 Audit Snapshot was presented to the Committee.

Resolution

The Victorian Auditor-General's 2015-2016 Audit Snapshot was received and noted.

That a response to the Victorian Auditor-General's recommendations contained within the snapshot report be prepared and presented at the next Audit Committee meeting.

That a report regarding the asset revaluation movements and processes be presented to the Audit Committee.

17 September Quarter Financial report

The September quarter financial report was presented to the Committee.

Resolution

The September quarter financial report was received and noted.

18 Procurement Report

The procurement report was presented to the Committee.

Resolution

The procurement report was received and noted.

The Audit Committee expressed their support of officers in their endeavor to reach 80 percent – 90 percent Purchase Order compliance rate organisation wide.

19 Rates in Arrears report

The rates in arrears report was presented to the Committee.

Resolution

The Rates in arrears report was received and noted.

20 Audit Committee 2017 Meeting Schedule

The 2017 committee meeting schedule was presented to the Committee.

Resolution

The 2017 committee meeting schedule was received and noted.

21 Other Business

- 1) SecurePay PCI Compliance
- 2) Local Government sector issues

22 Meeting Schedule

The next Audit Committee Meeting:

5pm Monday 13 February 2017