



Nillumbik Audit Committee minutes

Held Monday 8 May 2017 at 5pm at the Civic Centre, Civic Drive, Greensborough

1 Present

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

In attendance

Mark Stoermer, Andrew Port, Vince Lombardi, Melika Sukunda, Craig Commane, Tim Loughnan (VAGO), Mark Peters (HLB Mann Judd), Garry Leon (Crowe Horwath)

2 Apologies

Cr Bruce Ranken, Martin Thompson (Crowe Horwath)

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 13 February 2017

Resolution

The minutes of the Audit Committee meeting held on 13 February 2017 were adopted.

6 External audit strategy for the financial year ended 30 June 2017

The external audit strategy was presented by Mark Peters, HLB Mann Judd.

Tim Loughnan (VAGO) attended the meeting and discussed the external audit strategy and areas of focus for VAGO, including AASB 124, changes to VAGO's structure and performance reporting and rate capping review.

Resolution

The external audit strategy was received and noted.

7 Financial Controls (Accounts Payable, Procurement and Accounts Receivable – Rates) Audit Report

Financial Controls (Accounts Payable, Procurement and Accounts Receivable - Rates) audit report was presented to the Committee.

Resolution

Financial Controls (Accounts Payable, Procurement and Accounts Receivable – Rates) Audit Report was received and noted.

Further review will be undertaken to ensure legal requirements are being met in relation to rate in the dollar rounding.

An update on the 109 vendors identified as requiring further review will be provided to the Committee at the next meeting.

The Committee requests the Internal Audit Partner, Martin Thompson, provide additional information regarding the disclaimer contained within all internal audit reports.

8 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.

9 Strategic Internal Audit Plan

The Strategic Internal Audit Plan was presented to the Committee.

Resolution

The Strategic Internal Audit Plan was received and noted.

The Committee endorses the commencement of the Native Vegetation Offset Program audit.

The Committee requests a short report be prepared outlining the link between the planned audits for the 2017-2018 program to strategic and operational risks register.

The Committee requests that where changes are made to the Strategic Internal Audit Plan that information regarding why audits have been rearranged be included in the plan.

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.

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.

The Committee requests that the Risk report notes any changes to the register during the period.

12 Response Draft Budget 2017-2018 and Strategic Resource Plan, Officers' report OCM.043/17 Draft Budget 2017-2018 and Strategic Resource Plan

The Draft Budget 2017-2018 and Strategic Resource Plan and the Officers' report OCM.043/17 Draft Budget 2017 - 2018 and Strategic Resource Plan was presented to the Committee.

Resolution

That the Draft Budget 2017-2018 and Strategic Resource Plan and the Officers' report OCM.043/17 Draft Budget 2017-2018 was received and noted.

Mayor Peter Clarke left the meeting.

13 March Quarter Financial report

The March quarter financial report was presented to the Committee.

Resolution

The March quarter financial report was received and noted.

14 Procurement Report

The procurement report was presented to the Committee.

Resolution

The procurement report was received and noted.

15 Rates in Arrears report

The rates in arrears report was presented to the Committee.

Resolution

The Rates in arrears report was received and noted.

16 Other Business

- 1) Local Government sector issues
- 2) The Committee acknowledged the long term contributions made by Andrew Port and expresses their thanks, wishing him success in all future endeavors.
- 3) Audit Committee Member tenure renewal

17 Meeting Schedule

The next Audit Committee Meeting:

Monday 14 August 2017, time to be confirmed.

Mayor Peter Clarke requested that the start time of future Audit Committee meetings be reviewed.