

Nillumbik Audit and Risk Committee minutes



Held Monday 17 August 2020 at 5pm via Zoom digital meeting platform

1 Pre-meeting In Camera

Nil

2 Present

Independent members: John Watson (Chair), Greg Rimmer-Hollyman, Chris Eddy

Councillors:

Deputy Mayor Cr Peter Clarke, Cr Bruce Ranken, Cr Peter Perkins (observer)

Council officers:

Carl Cowie (Chief Executive Officer), Vince Lombardi (Chief Financial Officer), Corrienne Nichols (Executive Manager Community Services), Jeremy Livingston (Executive Manager Organisational Performance), Melika Sukunda (Finance Manager)

Other invitees:

Nick Walker (HLB Mann Judd), Donna Attard (HLB Mann Judd), Graham Noriskin (Pitcher Partners), Richard Wilson (Pitcher Partners)

3 Apologies

Blaga Naumoski (Executive Manager Governance), Hjalmar Philipp (Director Operations and Infrastructure), Rosa Zouzoulas (Executive Manager Executive Manager Planning & Community Safety), Craig Commene (Risk and Safety Lead)

4 Disclosure of any conflicts of interests

For the purposes of complete transparency, Chris Eddy reported his appointment as LG Pro Interim CEO.

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 internal audit.

Nil

6 CEO Update

The CEO update was presented to the Committee.

Decision

The CEO update was received and noted.

7 Adoption of the minutes of the meeting held 11 May 2020

Decision

The minutes of the Audit and Risk Committee meeting held on 11 May 2020 were confirmed as accurate.

8 Table of actions arising

The table of actions arising was presented to the Committee.

Decision

The status of actions outstanding was received and noted.

9 Covid-19 Update

The Covid-19 Update was presented to the Committee.

Decision

The Covid-19 update was received and noted.

10 Parking Infringement Review

The Parking Infringement Review was presented to the Committee.

Decision

The Parking Infringement Review was received and noted.

The Committee will be provided an update regarding the revised downward financial exposure.

11 Councillor and Staff Gift Register 2019-2020

The Councillor and Staff Gift Registers 2019-2020 was presented to the Committee.

Decision

The Councillor and Staff Gift Registers 2019-2020 was received and noted.

12 Draft Closing Report, issued by HLB Mann Judd

The Draft Closing Report was presented the Committee.

Decision

The Draft Closing Report was received and noted.

13 VAGO Interim Management Letter and Draft VAGO Final Management Letter

The VAGO Interim Management Letter and Draft VAGO Final Management Letter was be presented to the Committee.

Decision

The VAGO Interim Management Letter and Draft VAGO Final Management Letter was received and noted.

14 Annual Financial Statement variance analysis

The Annual Financial Statement variance analysis was presented to the Committee

Decision

The Annual Financial Statement variance analysis was received and noted.

15 Annual Financial and Performance Statements

The Annual Financial Performance Statements for 2019-2020 was presented to the Committee.

Resolution

- 1) The Annual Financial and Performance Statement was received and noted.
- 2) The Audit Committee recommended that Council:
 - Record its approval 'in principle' to the annual financial report and performance statement (the statements) for the year ended 30 June 2020; andThat subject to the review of the final version of the financial report and the performance statement, Council:
 - 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 Committee at its next meeting. Any material changes will be discussed with the Chair of the Audit Committee prior to being presented to Council.
- 3) The Committee record appreciation and recognition for the work completed by the organisation for the early completion and the standard of financial report and performance statements.

Moved: Bruce Ranken

Seconded: Chris Eddy

Carried unanimously

16 Internal Audit Update and Recent Risk and Issues Brief

The Internal Audit Update and Recent Risk and Issues Brief was presented to the Committee.

Decision

The Internal Audit Update and the Recent Risk and Issues Brief was received and noted.

17 Volunteering Internal Audit Report

The Volunteering Internal Audit Report was presented to the Committee.

Decision

The Volunteering Internal Audit Report was received and noted.

18 Pending audit recommendations report

The pending audit recommendations report was presented to the Committee.

Decision

The pending audit recommendations report was received and noted.

19 Risk and Safety report

The Risk and Safety report was presented to the Committee.

Decision

The Risk and Safety report was received and noted.

20 Local Government Act 2020 Implementation plan

The Local Government Act 2020 implementation plan was presented to the Committee.

The Committee requested that in subsequent updates a status report be included.

Decision

The Local Government Act 2020 implementation plan was received and noted.

21 Council Expenses Policy

The Council Expenses Policy was presented to the Committee.

Decision

The Council Expenses Policy was received and noted.

22 Debt Collection Policy

The Debt Collection Policy was presented to the Committee.

Decision

The Debt Collection Policy was received and noted.

23 Transformation at Nillumbik (T@N) Update

The Transformation at Nillumbik (T@N) update was presented to the Committee.

Decision

The Transformation at Nillumbik (T@N) update was received and noted and the Committee recognition of the significant progress being made, notwithstanding the difficulties being faced in the current pandemic environment.

24 Rates in Arrears report

The rates in arrears report was presented to the Committee.

Decision

The Rates in arrears report was received and noted.

25 Audit Committee work plan

The Audit and Risk Committee work plan was be presented to the Committee

Decision

The Audit and Risk Committee work plan was received and noted.

26 Other Business

Nil

27 Meeting Schedule

The next Audit and Risk Committee Meeting is scheduled for:

5pm, Monday 9 November 2020

The meeting closed 6.40pm to all non-committee members, other than the CEO and CFO

28 Post-meeting members only, with CEO and CFO

The CEO updated the committee on a previously raised matter.