

Nillumbik Audit Committee minutes

Held Monday 12 November 2018 at 5pm at the Civic Centre, Civic Drive, Greensborough

1 Present

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

Councillors: Cr Peter Clarke (arrived 17:07pm), Cr Bruce Ranken (arrived 17:08pm)

Council officers: Carl Cowie (CEO), Vince Lombardi (Executive Manager Finance), Lance Clark (Procurement Specialist), Craig Commane (Risk Advisor), Hjalmar Philipp (Director Sustainability and Place), Blaga Naumoski (Executive Manager Governance)

Other invitees: Martin Thompson (Crowe Horwath),

2 Apologies

Mark Peters Melika Sukunda
HLB Mann Judd

3 Disclosure of any conflicts of interests

John Watson disclosed his position with the Victorian Grants Commission in respect to item 15 – VAGO report – Delivering Local Government Services.

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 CEO Update

The CEO update was presented to the committee

Decision

The CEO update was received and noted.

6 Adoption of the minutes of the meeting held 13 August 2018

Decision

The minutes of the Audit Committee meeting held on 13 August 2018 were confirmed as accurate.

7 Table of actions arising

The table of actions arising was presented to the Committee.

Decision

The status of actions outstanding was received and noted.

8 Internal Audit progress report

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

Decision

The internal audit progress report was received and noted.

9 Internal Audit report on Capital Works Management

The Internal audit report on capital works management was presented to the Committee.

Decision

That the Internal audit report on capital works management was received and noted.

The committee endorses the findings and management responses and requested a table and Gantt chart illustrating timeframes and plan of action be presented at the February meeting.

10 Internal Audit report on emergency management review

The Internal audit report on emergency management review was presented to the Committee.

Decision

That the Internal audit report on emergency management was received and noted.

The committee support the engagement of an expert in the field and seek an update at the February meeting.

11 Status report of outstanding internal audit recommendations

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

Decision

That the status report was received and noted.

12 Risk and Insurance report

The risk and insurance report was presented to the Committee.

Decision

That the risk and insurance report was received and noted.

13 VAGO Report – Local Government Insurance Risks

13.1 Summary and commentary in response to report recommendations and VAGO Report.

The VAGO report and commentary in response to report recommendations was presented to the Committee.

Decision

That the VAGO report and commentary in response to report recommendation was received and noted.

14 VAGO Report – Delivering Local Government Services

14.1 Summary and commentary in response to report recommendations and VAGO Report.

The VAGO report and commentary in response to report recommendations was presented to the Committee.

Decision

That the VAGO report and commentary in response to report recommendations was received and noted.

15 Annual Procurement report

The annual procurement report was presented to the Committee.

Decision

That the annual procurement report was received and noted.

16 September Quarter Financial Report Summary and September Quarter Financial Report

The September quarter financial report summary and September quarter financial report was presented to the Committee.

Decision

That the September quarter financial report summary and the September quarter financial report was received and noted.

17 Rates in Arrears report

The rates in arrears report was presented to the Committee.

Decision

That the Rates in arrears report was received and noted.

18 Audit Committee work plan

The Audit Committee work plan was presented to the Committee

Decision

That the Audit Committee work plan was received and noted and subsequent review will be undertaken following the update to the Committee Charter.

19 Meeting Schedule

The proposed next Audit Committee Meeting dates for the 2019 year:

5pm Monday 11 February 2019

5pm Monday 27 May 2019

5pm Monday 12 August 2019

5pm Monday 11 November 2019

Decision

The meeting dates were agreed upon.