

# Nilumbik Audit and Risk Committee minutes



Held Monday 11 November 2019 at 5pm at the Civic Centre, Civic Drive, Greensborough

## 1 Pre-meeting In Camera

Nil

## 2 Present

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

Councillors:

Deputy Mayor Cr Peter Clarke, Cr Bruce Ranken

Council officers:

Carl Cowie (Chief Executive Officer), Vince Lombardi (Chief Financial Officer), Hjalmar Philipp (Director Operations and Infrastructure), Blaga Naumoski (Executive Manager Governance), Jeremy Livingston (Executive Manager Organisational Performance), Melika Sukunda (Finance Manager), Craig Commane (Risk Advisor), Lance Clark (Senior Procurement Specialist).

Other invitees:

Graham Noriskin (Pitcher Partners), Richard Wilson (Pitcher Partners)

## 3 Apologies

Nil

## 4 Disclosure of any conflicts of interests

Nil

## 5 Declarations

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

Disclosed under the CEO update

ii. Internal Auditor – 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 12 August 2019**

### ***Decision***

The minutes of the Audit and Risk Committee meeting held on 12 August 2019 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 Business Function Assurance Map**

The Business Function Risk Assurance Map by Pitcher Partners was presented to the Committee.

### ***Decision***

The Business Function Risk Assurance Map was received and noted.

## **10 Updated Internal Audit Plan**

The Updated Internal Audit Plan by Pitcher Partners was presented to the Committee.

### ***Decision***

The Updated Internal Audit Plan was received and noted.

## **11 Internal Audit Update**

The Internal Audit Update was presented to the Committee.

### ***Decision***

The Internal Audit Update was received and noted.

## **12 Status report of outstanding internal audit recommendations**

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

### ***Decision***

The status report was received and noted.

## **13 Risk and Insurance report**

The risk and insurance report was presented to the Committee.

### ***Decision***

The risk and insurance report was received and noted.

The Committee requested that they be emailed the results of the scheduled business continuity testing.

## **14 Annual Procurement report**

The annual procurement report was presented to the Committee.

### ***Decision***

The annual procurement report was received and noted.

## **15 Response to recommendations - IBAC Procurement in Local Government Report and - IBAC Procurement in Local Government Report**

The IBAC Procurement in Local Government Report and response to recommendations was presented to the Committee.

### ***Decision***

The IBAC Procurement in Local Government Report and response to recommendations was received and noted.

## **16 Finance policies and guidelines:**

**Asset Lifecycle Policy**

**Cash Handling and Receipting Policy**

**Investment Policy**

**Petty Cash Guidelines**

**Purchase Card Procedures**

**Sundry Debtor Policy**

The selected Finance policies and guidelines were presented to the Committee.

### ***Decision***

The selected Finance policies and guidelines were received and noted.

The Internal Auditor will provide the Finance Manager with a list of suggested prohibited purchases for possible inclusion in the Petty Cash Guidelines.

### **17 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***

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

### **18 Rates in Arrears report**

The rates in arrears report was presented to the Committee.

### ***Decision***

The Rates in arrears report was received and noted.

### **19 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.

### **20 Other Business**

- 1) Local Government sector issues
- 2) Jeremy Livingston, Executive Manager Business Transformation & Performance, provided a verbal update on OH&S
- 3) Victorian Ombudsman Embargo Report: Revisiting Councils and Complaints
- 4) Rating System Review
- 5) Annual Chairpersons Report was presented to Council at the September OCM.

## **21 Meeting Schedule**

The agreed upon Audit and Risk Committee Meeting schedule for 2020:

5pm, Monday 17 February 2020

5pm, Monday 11 May 2020

5pm, Monday 17 August 2020

5pm, Monday 9 November 2020