



# **SUMMARY REPORT**

## **AUDIT COMMITTEE**

**MEETING HELD ON**

**18 MAY 2009**

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All reports marked with an asterisk (\*) were considered as read and a collective resolution passed.

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**AUDIT COMMITTEE MEETING  
OF THE DAREBIN CITY COUNCIL HELD AT  
THE DAREBIN CIVIC CENTRE,  
350 HIGH ST, PRESTON ON MONDAY, 18 MAY 2009**

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**THE MEETING OPENED AT 3.38PM**

**1. PRESENT**

**Members:**

Ms Merran Kelsall – Chairperson  
Mr Albert Zago – Independent External Member  
Cr Vince Fontana – Committee Member  
Cr Gaetana Greco – Committee Member

**External Auditors:**

Mr Robert Wernli - DFK Collins  
Mr Mark Warren – DFK Collins

**Internal Auditors:**

Mr Jason Agnoletto – PricewaterhouseCoopers  
Mr Mark Trajcevski – PricewaterhouseCoopers  
Mr Geoff Peck - PricewaterhouseCoopers

**Officers:**

Mr Michael Ulbrick – Chief Executive Officer  
Mr Bruce Dobson –General Manager Corporate Services  
Mr Jeff Saker – General Manager City Services  
Mr Michael O’Riordan - Group Coordinator Accounting, Payroll & Purchasing  
Mr Pradeep Agrawal – Manager Information Services  
Ms Catherine O’Mallon – Manager Risk Services

**Minutes:**

Ms Marisa Schiavello

**2. APOLOGIES**

Mr Colin Parker – Independent External Member

**3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

<b>COMMITTEE DECISION</b>
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**MOVED:** *Cr Vince Fontana*  
**SECONDED:** *Mr Albert Zago*

**THAT** the minutes of the Audit Committee Meeting held on Tuesday, 24 February 2009 be confirmed.

**CARRIED**

#### **4. MATTERS ARISING FROM PREVIOUS MEETING**

- City of Darebin Strategic Internal Audit Plan 2009-2011 and Internal Audit Plan for the Preston Public Cemetery 2009 (PricewaterhouseCoopers) – Refer Item 8
- External Audit Strategy for the City of Darebin and the Preston Public Cemetery (Rob Wernli) – Refer Item 14
- Risk Management Framework (Catherine O’Mallon) – Refer Item 18

#### **5. DISCLOSURES OF CONFLICT OF INTEREST**

Audit Committee members were asked to disclose any conflicts of interest on any matters listed on the Agenda. No disclosures were made.

#### **6. REGISTER OF INTERESTS**

The permanent record of member’s disclosures will remain until retracted by the member concerned.

**7. FRAUD AND LOCAL GOVERNMENT SURVEY RESULTS****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET  
IMPLICATIONS:** Nil**SUMMARY:**

Mr Geoff Peck, Director Fraud and Forensics, PricewaterhouseCoopers, has prepared a presentation for the Audit Committee on Fraud and Local Government Survey Results. The report is attached for your information and reference.

**CONSULTATION:**

<b>COMMITTEE RECOMMENDATION</b>
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**MOVED:** *Cr Vince Fontana*  
**SECONDED:** *Mr Albert Zago*

**THAT** the attached report titled “*Victorian Local Government Fraud and Corruption Survey 2008*” prepared by the Internal Auditors, be received and noted.

**CARRIED**

[Mr Saker entered the meeting at 3.50pm  
Mr Peck left the meeting at 4.00pm  
Mr Agrawal entered the meeting at 4.00pm]

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**8. CITY OF DAREBIN DRAFT STRATEGIC INTERNAL AUDIT PLAN 2009-2011 AND INTERNAL AUDIT PLAN FOR THE PRESTON PUBLIC CEMETERY 2009**

**AUTHOR:** General Manager Corporate Services – Bruce Dobson

**MANAGER:** Chief Executive Officer – Michael Ulbrick

**BUDGET  
IMPLICATIONS:** Nil

**SUMMARY:**

The Draft Strategic Internal Audit Plans for Council and the Preston Public Cemetery were presented to the February 2009 Audit Committee meeting. The Committee endorsed the plans subject to a number of changes as noted in the minutes for the February meeting. The changes have now been made and updated plans are attached.

**CONSULTATION:**

Executive Management Team  
PricewaterhouseCoopers

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Cr Vince Fontana*  
**SECONDED:** *Cr Gaetano Greco*

**THAT** the attached reports titled “*Draft Strategic Internal Audit Plan 2009-2011*” and “*Internal Audit Plan for the Preston Public Cemetery 2009*” prepared by the Internal Auditors be endorsed.

**CARRIED**

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**9. INTERNAL AUDIT REPORT – PURCHASING, PAYMENTS & PAYROLL REVIEW****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

In accordance with the Darebin City Council's approved 2009 Internal Audit Plan, PricewaterhouseCoopers (PwC) undertook a review of Council's purchasing, payments and payroll processes.

The objective of the assignment was to review and assess Council's purchasing, payments and payroll processes and the control environment in which they operate.

The review focussed on the following key areas:

- Purchasing – reviewing council's adherence to relevant policies and procedures surrounding purchasing processes;
- Payments – reviewing Council's processes over payments to suppliers; and
- Payroll – reviewing payroll processing in relation to new employees, terminated employees and changes to pay rates.

The review was completed by examining relevant documentation, interviewing key Council staff, and undertaking sample testing.

PwC report that the review identified four medium risk issues for which action plans and timeframes have been agreed with management.

**CONSULTATION:**

Bruce Dobson – General Manager Corporate Services

Michael O'Riordan – Coordinator Accounting, Payroll & Procurement

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Cr Gaetano Greco*

**SECONDED:** *Mr Albert Zago*

**THAT** the attached report titled "*Purchasing, Payments and Payroll Review*" prepared by the Internal Auditors be received and noted.

**CARRIED**

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**10. INTERNAL AUDIT REPORT – IT STRATEGY REVIEW****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

In accordance with the Darebin City Council's 2009 Internal Audit Plan, PricewaterhouseCoopers (PwC) undertook a review of the IT Strategy 2009-2013.

The objective of the assignment was to review and consider Council's draft Strategic Information Technology Strategy.

The review focussed on:

- Processes around the development, planned approval and distribution of Council's draft IT Strategy 2009-2013; and
- Assessing appropriateness of the IT Strategy for Council's environment and to identify opportunities for improvement.

The review was completed by reviewing relevant documentation and interviewing key Council staff.

PwC report that the review identified two issues for which action plans and timeframes have been agreed with management.

**CONSULTATION:**

Bruce Dobson – General Manager Corporate Services  
Pradeep Agrawal – Manager Information Services  
Arthur Pope – Information Services Consultant

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Mr Albert Zago*  
**SECONDED:** *Cr Vince Fontana*

**THAT** the attached report titled "*IT Strategy Review*" prepared by the Internal Auditors be received and noted.

**CARRIED**

[Mr Agrawal left the meeting at 4.30pm]



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**11. INTERNAL AUDIT REPORT – PRESTON PUBLIC CEMETERY -  
MAUSOLEUM PROJECT (STAGE 3) REVIEW (1 JULY TO 31  
DECEMBER 2008)****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET  
IMPLICATIONS:** Nil**SUMMARY:**

In accordance with the Preston Public Cemetery's (PPC) approved 2008 Internal Audit Plan, PricewaterhouseCoopers (PwC) undertook a review of Mausoleum expenditure (Stage 3) for the period 1 July 2008 to 31 December 2008.

The objective of the assignment was to consider the controls over project funding, expenditure and to review project reporting controls for the specified period.

PwC report that two exceptions were noted in relation to revenue assumptions, however, no discrepancies in the financial system were identified and there were no exceptions in regard to relevant supporting documentation.

**CONSULTATION:**

Jeff Saker – General Manager City Services  
Bruce Dobson – General Manager Corporate Services  
Michael O'Riordan – Group Coordinator Accounting, Payroll & Purchasing

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Vince Fontana  
**SECONDED:** Cr Gaetano Greco

**THAT** the attached report titled "*Preston Public Cemetery Mausoleum Project (Stage 3) Review (1 July – 31 December 2008)*" prepared by the Internal Auditors be received and noted.

**CARRIED**

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**12. INTERNAL AUDIT REPORT – PRESTON PUBLIC CEMETERY –  
CASH AND INVESTMENT MANAGEMENT REVIEW (1 JULY TO  
31 DECEMBER 2008)****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

In accordance with the Preston Public Cemetery's (PPC) approved 2008 Internal Audit Plan, PricewaterhouseCoopers (PwC) undertook a review of the PPC's cash and investment activities as managed by the City of Darebin for the period 1 July 2008 to 31 December 2008.

The objective of the assignment was to conduct a review of key controls over accounting for the PPC's cash and investments and to review whether investments were made in accordance with the PPC's formal Investment Strategy.

The review was completed by reviewing and considering key controls over PPC's cash management and investment processes and by undertaking sample testing of cash and investment activity for the defined period.

PwC report that, based on limited sample testing of the PPC's investment and cash transactions for the period 1 July 2008 to 31 December 2008, key controls are operating effectively. PwC identified one medium risk issue requiring attention and an action plan and time frame for implementation has been agreed with management.

**CONSULTATION:**

Jeff Saker – General Manager City Services

Bruce Dobson – General Manager Corporate Services

Michael O'Riordan – Group Coordinator Accounting, Payroll &amp; Purchasing

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Mr Albert Zago***SECONDED:** *Cr Gaetano Greco*

**THAT** the attached report titled "*Preston Public Cemetery Cash and Investment Management Review (1 July to 31 December 2008)*" prepared by the Internal Auditors be received and noted.

**CARRIED**

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**13. INTERNAL AUDIT REPORT – INTERNAL AUDIT ACTIVITY(\*)****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

The Internal Auditors, PricewaterhouseCoopers (PwC), have prepared a report to update the Audit Committee on the status of the Council and the Preston Public Cemetery's Internal Audit Plans since the last meeting in February 2009. The report also includes a section on "*Internal Audit Topics*".

**CONSULTATION:**

Bruce Dobson – General Manager Corporate Services  
Senior Council Officers

<b>COMMITTEE RECOMMENDATION</b>
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**MOVED:** *Cr Vince Fontana*  
**SECONDED:** *Mr Albert Zago*

**THAT** the attached report titled "*Internal Audit Activity*" prepared by the Internal Auditors be received and noted.

**CARRIED**

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**14. EXTERNAL AUDIT STRATEGY FOR THE CITY OF DAREBIN  
AND THE PRESTON PUBLIC CEMETERY(\*)****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

The External Audit Strategy for Darebin City Council for the 2009 financial audit was presented to the Audit Committee on 24 February 2009 by Mr Rob Wernli of DFK Collins. At that meeting, it was resolved that the Audit Strategy for Darebin City Council be presented to the Committee's next meeting May in order to give the Committee more time to study the document. It was further resolved that the Audit Strategy for the Preston Public Cemetery for the 2009 audit also be presented for formal endorsement.

**CONSULTATION:**

Senior Council Officers  
PricewaterhouseCoopers

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Cr Vince Fontana***SECONDED:** *Mr Albert Zago*

**THAT** the External Audit Strategy for the City of Darebin and the Preston Public Cemetery for the 2009 financial audit prepared by the External Auditors be endorsed.

**CARRIED**

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**15. FOLLOW UP ON OUTSTANDING AUDIT ACTIONS**

**AUTHOR:** General Manager Corporate Services – Bruce Dobson

**MANAGER:** Chief Executive Officer – Michael Ulbrick

**BUDGET**

**IMPLICATIONS:** Nil

**SUMMARY:**

It was agreed at the Audit Committee meeting on 24 February 2009, that Mr Dobson would review the actions list with a view to addressing the many outstanding issues that evolved over time and would provide an update report to the Committee's next meeting in May 2009.

The report has been prepared and provides an update on the progress made to date by Council Officers on the implementation of recommendations made in previous internal and external audit reports.

**CONSULTATION:**

Senior Council Officers

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Cr Vince Fontana*

**SECONDED:** *Mr Albert Zago*

**THAT** attached report titled "*Outstanding Audit Actions*" for the City of Darebin and the Preston Public Cemetery be received and noted.

**CARRIED**

[Ms O'Mallon entered the meeting at 4.45pm.

Mr Wernli and Mr Warren left the meeting on completion of their business at 4.50pm]

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**16. FINANCIAL REPORT - PRESTON PUBLIC CEMETERY – 9  
MONTHS ENDED 31 MARCH 2009(\*)**

**AUTHOR:** Group Coordinator Accounting, Payroll & Purchasing – Michael O’Riordan

**MANAGER:** General Manager Corporate Services – Bruce Dobson

**BUDGET**

**IMPLICATIONS:** Year to date operating surplus of \$1.2 million and capital works expenditure of \$2.3 million.

**SUMMARY:**

A comprehensive financial review has been undertaken for the nine months ended 31 March 2009 to assess the financial performance of the Preston Public Cemetery (the Cemetery) year-to-date (YTD). The outcome of the review indicates that the Cemetery has achieved a YTD operating surplus of \$1.2 million and capital works expenditure of \$2.3 million. All material variations have been explained in the report

**CONSULTATION:**

Managers and Co-ordinators.

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Vince Fontana  
**SECONDED:** Mr Albert Zago

**THAT** the contents of the attached report titled “Preston Public Cemetery financial report for the 9 months ended 31 March 2009” included as **Appendix A** to this report be received.

**CARRIED**

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**17. FINANCIAL REPORT - CITY OF DAREBIN – 9 MONTHS ENDED  
31 MARCH 2009(\*)**

**AUTHOR:** Group Coordinator Accounting, Payroll & Purchasing– Michael O’Riordan

**MANAGER:** General Manager Corporate Services – Bruce Dobson

**BUDGET**

**IMPLICATIONS:** Year to date operating surplus of \$24.3 million and capital works expenditure of \$16.9 million.

**SUMMARY:**

A comprehensive financial review has been undertaken for the nine months ended 31 March 2009 to assess the financial performance of Council year-to-date (YTD). The outcome of the review indicates that Council has achieved a YTD operating surplus of \$24.3 million and capital works expenditure of \$16.9 million. All material variations have been explained in the report.

**CONSULTATION:**

Managers and Co-ordinators.

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Vince Fontana  
**SECONDED:** Mr Albert Zago

**THAT** the contents of the “Financial Report for the nine months ended 31 March 2009” included as **Appendix A** to this report be received and the year-to-date actual and budget operating and capital results be noted.

**CARRIED**

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**18. RISK MANAGEMENT FRAMEWORK****AUTHOR:** Risk Services Manager – Catherine O’Mallon**MANAGER:** General Manager Corporate Services – Bruce Dobson**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

The implementation of the Risk Management Framework across Council is progressing well. Since commencing in February 2009, the Risk Services Manager has undertaken a review of the Risk Management Policy and Framework and facilitated risk identification workshops with Council officers. Risks have been assessed and prioritised, actions have been assigned to relevant officers and a reporting framework has been established to monitor risks.

**CONSULTATION:**

Executive Management Team  
Council Officers

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** Cr Gaetano Greco  
**SECONDED:** Mr Albert Zago

**THAT** this report on progress on implementing the Risk Management Framework be noted and that the updated Risk Management Framework and Policy be endorsed by the Audit Committee.

**CARRIED**

[Ms O’Mallon left the meeting at 5.30pm]



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**19. METROPOLITAN CEMETERY CHANGE ADVISORY  
COMMITTEE UPDATE****AUTHOR:** General Manager City Services – Jeff Saker**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET****IMPLICATIONS:** Within 2008/09 Budget Allocation**SUMMARY:**

On 3 July 2008, the Minister for Health announced that two new major metropolitan trusts will be created in Victoria under reforms to the Victorian cemeteries sector. Preston will form part of the trust covering the north and eastern metropolitan areas.

As part of this restructure, the Minister has established a Department of Human Services project board to implement sector reforms and will work with sector advisory committees to ensure the proposed changes are implemented effectively. The Metropolitan Cemetery Change Advisory Committee (MCCAC) has been established to provide advice and information to the Minister through the Department's project board to enable the efficient and effective implementation of the previously announced structural changes to the specified cemetery trusts within the specified timeframes. The Minister has set the 1 January 2010 as the date for this reform to be implemented by.

This report provides an update of the progress of the work undertaken by this Committee.

**CONSULTATION:**

Members of the Preston Cemetery Trust  
Chief Executive Officer  
General Manager Corporate Services  
Manager Civic and Customer Services – City of Darebin  
Manager Organisation Development  
Department of Human Services

<b>COMMITTEE RECOMMENDATION</b>
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**MOVED:** Cr Gaetano Greco  
**SECONDED:** Cr Vince Fontana

**THAT** the Audit Committee receives this report and notes that a further update will be presented to the Committee at its next meeting in August 2009.

**CARRIED**

*Note: Item 19 "Metropolitan Cemetery Change Advisory Committee Update" was discussed prior to Item 18 "Risk Management Framework".*

[Mr Saker left the meeting 5.00pm]

**20. COUNCIL RELATED ENTITIES(\*)****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET  
IMPLICATIONS:** Nil**SUMMARY:**

A report on Council Related Entities is presented to the Audit Committee on an annual basis. The report includes details of the entities and their objectives, as well as details of members and recent financial results. The attached report also includes the accounting implication for Council relation to each of the entities.

It is noted that a review of associated entities is scheduled to be performed by the Internal Auditors during 2009.

**CONSULTATION:**

<b>COMMITTEE RECOMMENDATION</b>
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**MOVED:** *Cr Gaetano Greco*  
**SECONDED:** *Mr Albert Zago*

**THAT** the attached report titled “*Council Related Entities*” be received and noted.

**CARRIED**

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## 21. CUSTOMER AND ASSET MANAGEMENT SYSTEM (CAMS) UPDATE(\*)

**AUTHOR:** Project Manager CAMS Implementation – Anita Craven

**MANAGER:** General Manager Community Assets & Leisure – Geoff Glynn

### **BUDGET**

**IMPLICATIONS:** Within current budget allocation

### **SUMMARY:**

The need for a core Asset Management System, integrated with other core systems including a Customer Request Tracking system, was identified in April 2005 with the adoption of Council's Asset Management Strategy. The implementation of these systems was seen as essential to improving Asset Management practices across the organisation. Additionally it provides a number of benefits back to both the community and the organisation, including:

- Operational efficiencies through automated and integrated work practices and the elimination of manual processes
- Greater consistency and clarity of work processes as a result of having a system and pre-set work flows
- The capacity to provide real time information about the progress of a customer service request
- The opportunity to manage our assets better and reduce long term costs for maintenance and renewal of assets
- The opportunity to review and redesign the current work practices, which have been in place for a long time.

In September, 2007 Council signed a contract with Infor Global Solutions (formerly Hansen International) for the purchase and implementation of the Hansen V8 Asset Management and Customer Request Tracking System modules. Contract negotiations were concluded within the budgeted allocation.

The negotiation process was delayed due to the sale of Hansen International to Infor Global Solutions, a large company based in the USA that specialises in software development for the Public Sector. GEAC, the providers of Council's property and rating system, Pathway, also became part of this group through the acquisition.

Implementation of the system commenced in November 2007 for Customer Service and February 2008 for Asset Management modules and is scheduled to be phased in over a period of 2 years.

This report provides an update on the implementation to date, with a particular focus on key project risks, timelines and response to the recommendations made by PricewaterhouseCoopers (PwC) through the pre-implementation audit review carried out in 2008.

**COMMITTEE RECOMMENDATION**

*MOVED: Cr Gaetano Greco*  
*SECONDED: Mr Albert Zago*

**THAT** this report providing an update on the implementation of Customer and Asset Management System (CAMS) be received and noted.

**CARRIED**

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**22. NATIONAL COMPETITION POLICY COMPLIANCE PROGRAM(\*)****AUTHOR:** Manager Business Improvement – Rhys Thomas**MANAGER:** General Manager Corporate Services – Bruce Dobson**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

This report provides an update on the progress of the City of Darebin's Competitive Neutrality compliance program.

Following a progress report to the Committee in May 2008, ongoing monitoring of Council's three identified businesses has taken place to identify potential conflicts with the competitive neutrality provisions of the National Competition Policy. Most notably, this included a consideration of competitive neutrality during the development and monitoring of 2008/2009 Service Plans for the three affected business units.

In December 2008, the Victorian Department of Planning and Community Development released a long awaited report, titled *National Competition Policy and Local Government - A revised statement of Victorian government policy – December 2008*. This report endeavoured to set out the Victorian Government's approach to the implementation of competition policy (and more particularly, competitive neutrality) in local government.

In anticipation of this revised statement of government policy, the planned comprehensive review of the entire organisation was put on hold.

<b>COMMITTEE RECOMMENDATION</b>
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**MOVED:** Cr Gaetano Greco  
**SECONDED:** Mr Albert Zago

**THAT** the update on the City of Darebin's National Competition Policy compliance program be received and noted.

**CARRIED**

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**23. OUTSTANDING ANNUAL LEAVE AND LONG SERVICE LEAVE ENTITLEMENTS(\*)****AUTHOR:** Manager Organisation Development – Sharon Hutchinson**MANAGER:** General Manager Corporate Services – Bruce Dobson**BUDGET  
IMPLICATIONS:****SUMMARY:**

Following an Audit Committee request in February 2006, an annual report is presented to the Audit Committee on outstanding annual leave and long service leave entitlements. This progress report provides information on the current annual and long service excess balances and strategies.

**CONSULTATION:**

Bruce Dobson – General Manager Corporate Services

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Cr Gaetano Greco*  
**SECONDED:** *Mr Albert Zago*

**THAT** this report on Outstanding Annual Leave and Long Service Leave Entitlements be received and noted.

**CARRIED**

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**24. CALENDAR OF EVENTS****AUTHOR:** General Manager Corporate Services – Bruce Dobson**MANAGER:** Chief Executive Officer – Michael Ulbrick**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

The Audit Committee has requested an update on the high level reports expected to be tabled at future meetings. A table has been prepared which shows the reports expected to be tabled for the following four meetings to be held in August and November 2009 and February and May 2010.

**CONSULTATION:**

Bruce Dobson – General Manager Corporate Services  
PricewaterhouseCoopers

<b>COMMITTEE RECOMMENDATION</b>
---------------------------------

**MOVED:** *Cr Gaetano Greco*  
**SECONDED:** *Mr Albert Zago*

**THAT** this report outlining the Calendar of Events for the next four meetings in August and November 2009 and February and May 2010 be received and noted.

**CARRIED**

## **25. OTHER BUSINESS**

### **25.1 CONGRATULATIONS ON APPOINTMENT AS GENERAL MANAGER CORPORATE SERVICES**

Mr Ulbrick was pleased to advise that Mr Dobson had been appointed to the position of General Manager Corporate Services following a rigorous external process where a number of applications had been considered.

The Committee congratulated Mr Dobson on his appointment as General Manager Corporate Services.

## **26. NEXT MEETING/S**

### **Tuesday, 25 August 2009**

The meeting on 25 August 2009 was confirmed as all Committee members are able to attend.

### **Monday, 23 November 2009**

No apologies have been noted.

[At 5.40pm Messrs Ulbrick, Dobson, and O’Riordan and Ms Schiavello left the meeting.]

## **27. IN CAMERA DISCUSSION**

The meeting continued in-camera with Ms Kelsall, Councillors Fontana and Greco, Messrs Zago, Agnoletto and Trajcevski in attendance.

**THE MEETING CLOSED AT 5.40PM**