



SUMMARY REPORT

AUDIT COMMITTEE

MEETING HELD ON

3 MARCH 2010

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**AUDIT COMMITTEE MEETING
OF THE DAREBIN CITY COUNCIL HELD AT
THE DAREBIN CIVIC CENTRE,
350 HIGH ST, PRESTON ON WEDNESDAY, 3 MARCH 2010**

THE MEETING OPENED AT 3.35PM

1. PRESENT

Members:

Ms Merran Kelsall – Chairperson
Cr Gaetano Greco – Committee Member
Mr Albert Zago – Independent External Member
Mr David Ashmore – Independent External Member

External Auditors:

Mr Robert Wernli, DFK Collins
Mr Mark Warren, DFK Collins

Internal Auditors:

Mr Mark Trajcewski – PricewaterhouseCoopers
Ms Jane Lim – PricewaterhouseCoopers

Officers:

Mr Bruce Dobson – Director Corporate Services
Ms Kerrie Jordan – Chief Financial Officer
Mr Jeff Saker – Executive Manager Infrastructure Performance
Mr Ray McQuillen, Manager Corporate Governance
Ms Sharon Hutchinson – Manager Organisation Development
Mr Michael O’Riordan – Financial Accountant

Minutes:

Ms Marisa Schiavello

1.1 APPOINTMENT OF AUDIT COMMITTEE MEMBERS

Following an expression of interest in November 2009, Mr Dobson was pleased to announce that Mr Zago and Mr Ashmore had been appointed as Independent External Members of the Audit Committee. Mr Zago and Mr Ashmore were congratulated on their appointment and welcomed to the meeting.

2. APOLOGIES

Cr Diana Asmar – Committee Member
Ms Jan Black – A/Chief Executive Officer
Mr Jason Agnoletto – PricewaterhouseCoopers

2.1 ACTING CHIEF EXECUTIVE OFFICER

Mr Dobson advised that Mr Ulbrick, Chief Executive Officer, had tendered his resignation and left the organisation on Friday, 26 February 2010 and that Ms Black had been appointed Acting Chief Executive Officer. Unfortunately, due to other pre-existing commitments, Ms Black was unable to attend today’s proceedings.

3. ELECTION OF CHAIRPERSON

BACKGROUND

The Audit Committee is an Advisory Committee appointed pursuant to Sections 86 and 139 of the Local Government Act 1989 to assist Council in fulfilling its responsibilities relating to internal control mechanisms and external reporting requirements.

In accordance with the Audit Committee Charter (see Attachment), a Chairperson is elected at its first meeting following the Special Meeting of Council.

On 24 February 2009, Ms Kelsall was reappointed as Chairperson of Council's Audit Committee for a period of 12 months.

PROCESS

The Director Corporate Services will invite nominations for election to the position of Chairperson of the Audit Committee. If a ballot is required, then the Director Corporate Services is required to conduct an election in accordance with the City of Darebin Governance Law 1999.

COMMITTEE DISCUSSION

The Director, Corporate Services, Mr Dobson, called for nominations for election of a Chairperson. Ms Kelsall was nominated for the position by Mr Zago and seconded by Mr Ashmore. There being no further nominations Ms Kelsall was duly elected Chairperson of the Audit Committee for the next 12 months.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION

MOVED: *Mr Albert Zago*
SECONDED: *Ms Merran Kelsall*

THAT the minutes of the Audit Committee Meeting held on Tuesday, 1 December 2009 be confirmed.

CARRIED

5. MATTERS ARISING FROM PREVIOUS MEETING/S

- Draft Strategic Internal Audit Plan (2009-2011) for the City of Darebin – Refer Item 11
- Annual Self-Assessment Implementation Plan – Refer Item 22

6. DISCLOSURES OF CONFLICT OF INTEREST

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

7. REGISTER OF INTERESTS

Audit Committee members are asked to declare any items of pecuniary interest. The following record of members' disclosures will remain until amended by the member concerned.

Ms Merran Kelsall

- Melbourne Water
- RACV
- Department of Innovation, Industry and Regional Development

Mr Albert Zago

- Nil

Mr David Ashmore

- Grant Thornton Australia Limited
- Regional Kitchen Pty Ltd
- Moonee Valley City Council
- Boroondara City Council

Cr Gaetano Greco

- Preston Public Cemetery Trust
- Darebin Business Centre Ltd
- Inner Northern Group Training Ltd

8. MEMBERSHIP AND CHARTER – AUDIT COMMITTEE**AUTHOR:** Manager Corporate Governance – Ray McQuillen**MANAGER:** Director Corporate Services – Bruce Dobson**BUDGET
IMPLICATIONS:** Nil**SUMMARY:**

At its special meeting on 7 December 2009, the Council re-established the Audit Committee as an Advisory Committee of the Council for the 2009/2010 Council year.

This report outlines the Committee charter and membership and statutory responsibilities of Committee members.

CONSULTATION:

Chief Executive Officer
Chief Financial Officer

COMMITTEE RECOMMENDATION

MOVED: *Mr David Ashmore*
SECONDED: *Cr Gaetano Greco*

THAT

- (1) The membership and Committee Charter for the Audit Committee for the 2009/2010 Council year attached as **Appendix A** to this report be received and noted.
- (2) The Charter be reviewed once the draft Good Practice Guide has been finalised.

CARRIED

[Cr Greco entered the meeting during discussion of this item at 3.45pm]

9. EXTERNAL AUDIT STRATEGY**AUTHOR:** Director Corporate Services – Bruce Dobson**MANAGER:** A/Chief Executive Officer – Jan Black**BUDGET
IMPLICATIONS:** Nil**SUMMARY:**

Mr Rob Wernli, Partner, DFK Collins, will discuss the External Audit Strategy at the Audit Committee meeting. A copy of the Strategy is attached.

CONSULTATION:

Senior Council Officers
PricewaterhouseCoopers

COMMITTEE RECOMMENDATION

MOVED: *Mr Albert Zago*
SECONDED: *Mr David Ashmore*

THAT the External Audit Strategy presented by the External Auditors be received and noted.

CARRIED

[Mr Saker entered the meeting during discussion of this item at 4.15pm]

10. INTERNAL AUDIT REPORT – INTERNAL AUDIT FOLLOW UP REVIEW**AUTHOR:** Director Corporate Services – Bruce Dobson**MANAGER:** A/Chief Executive Officer – Jan Black**BUDGET****IMPLICATIONS:** Nil**SUMMARY:**

In accordance with the 2009 Internal Audit Plan, PricewaterhouseCoopers (PwC), undertook a follow up review of outstanding internal audit issues as at 7 December 2009. The review was undertaken by obtaining written comments from responsible Council Officers, interviewing and discussing the implementation of action plans with responsible Council Officers and reviewing the evidence provided to assess whether the action taken addressed the issue. Of the 24 internal audit recommendations assessed, 20 were completed and 4 were in progress.

CONSULTATION:

Senior Council Officers

COMMITTEE RECOMMENDATION**MOVED:** Mr Albert Zago
SECONDED: Mr David Ashmore

THAT the attached report titled “*Follow Up Review*” prepared by the Internal Auditors be received and noted.

CARRIED

[Ms Hutchinson entered the meeting during discussion of this item at 4.35pm]

**11. INTERNAL AUDIT REPORT – DRAFT STRATEGIC INTERNAL
AUDIT PLAN (2009-2011) FOR THE CITY OF DAREBIN****AUTHOR:** Director Corporate Services – Bruce Dobson**MANAGER:** A/Chief Executive Officer – Jan Black**BUDGET****IMPLICATIONS:** Within Budget**SUMMARY:**

In consultation with Senior Council Officers and the Executive Management Team, PricewaterhouseCoopers (PwC) has prepared a draft Strategic Internal Audit Plan for the City of Darebin. The Plan highlights those reviews suggested for calendar year 2010 and focuses on potential key risk areas to Council.

The Plan was tabled at the Committee's meeting on 1 December 2009 where it was agreed that a robust discussion on the Plan was required prior to its endorsement.

CONSULTATION:

Executive Management Team
Senior Council Officers

COMMITTEE RECOMMENDATION**MOVED:** *Mr David Ashmore***SECONDED:** *Mr Albert Zago*

THAT the attached report titled “*City of Darebin Strategic Internal Audit Plan 2009-2011*” prepared by the Internal Auditors be endorsed subject to the changes made by the Audit Committee being inclusion of EFT in the Corporate Compliance review and scheduling of the Risk and Controls Insight review in early 2011, and be further reviewed once the strategic risk work was completed.

CARRIED

12. FOLLOW UP ON OUTSTANDING AUDIT ACTIONS

AUTHOR: Director Corporate Services – Bruce Dobson

MANAGER: A/Chief Executive Officer – Jan Black

**BUDGET
IMPLICATIONS:** Nil

SUMMARY:

Management has prepared a report to update the Committee on progress made to date by Council Officers on the implementation of recommendations made in previous internal and external audit reports since the last Committee meeting on 1 December 2009. The report will be reconciled with the Internal Auditors Follow-up Review once the Audit Committee has received and noted that report.

CONSULTATION:

Senior Council Officers

COMMITTEE RECOMMENDATION

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

THAT the attached report titled “*Follow up on Outstanding Audit Actions*” be received and noted.

CARRIED

13. FINANCIAL REPORT FOR THE CITY OF DAREBIN – 6 MONTHS ENDED 31 DECEMBER 2009**AUTHOR:** Financial Accountant- Michael O’Riordan**MANAGER:** Chief Financial Officer – Kerrie Jordan**BUDGET****IMPLICATIONS:** Year to date operating surplus of \$41.7 million and capital works expenditure of \$7.2 million. Forecast full year operating surplus of \$5.3 million and capital works expenditure of \$32.4 million.**SUMMARY:**

A comprehensive mid-year financial review has been undertaken for the six months ended 31 December 2009 to assess the financial performance of Council year-to-date (YTD) and the forecast financial position as at 30 June 2010. The outcome of the review indicates that Council has achieved a YTD operating surplus of \$41.7 million and capital works expenditure of \$7.2 million. The forecast actual results for the year ending 30 June 2010 are an operating surplus of \$5.3 million and capital works expenditure of \$32.4 million. All material variations have been explained in the report.

CONSULTATION:

Managers and Coordinators.

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

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

CARRIED*[Mr Wernli left the meeting at 5pm]*

**14. FINANCIAL REPORT FOR THE PRESTON PUBLIC CEMETERY –
6 MONTHS ENDED 31 DECEMBER 2009****AUTHOR:** Financial Accountant- Michael O’Riordan**MANAGER:** Chief Financial Officer – Kerrie Jordan**BUDGET****IMPLICATIONS:** Year to date operating surplus of \$0.5 million and capital works expenditure of \$1.0 million. Forecast full year operating surplus of \$1.5 million and capital works expenditure of \$1.7 million.**SUMMARY:**

A comprehensive financial review has been undertaken for the six months ended 31 December 2009 to assess the financial performance of the Preston Public Cemetery (the Cemetery) year-to-date (YTD) and the actual financial position as at 31 December 2009. The outcome of the review indicates that the Cemetery has achieved a YTD operating surplus of \$0.5 million and capital works expenditure of \$0.7 million. The forecast actual results for the year ending 30 June 2010 are an operating surplus of \$1.5 million and capital works expenditure of \$1.7 million. All material variations have been explained in the report.

CONSULTATION:

Managers and Co-ordinators.

COMMITTEE RECOMMENDATION**MOVED:** Mr Albert Zago
SECONDED: Mr David Ashmore

THAT the contents of the attached report titled “*Preston Public Cemetery Financial Report for the 6 months ended 31 December 2009*” be received and noted.

CARRIED

15. RISK MANAGEMENT FRAMEWORK**AUTHOR:** Risk Services A/Manager – Sharon Hutchinson**MANAGER:** Director Corporate Services – Bruce Dobson**BUDGET
IMPLICATIONS:** Nil**SUMMARY:**

Following the implementation of the Risk Management Framework across Council, risks have been identified and prioritised, actions have been assigned to relevant officers and a reporting framework has been established to monitor risks.

The December quarter review of High rated risks has been completed and progress comments are included in this report. Work on identifying and documenting strategic risks has commenced and will be finalised shortly, and work has also commenced on Business Continuity Planning.

This report also includes an update on the risk management insurance audits undertaken during February 2010 and the process of identifying strategic risks.

CONSULTATION:

Executive Management Team
Council Officers

COMMITTEE RECOMMENDATION

MOVED: Mr David Ashmore
SECONDED: Cr Gaetano Greco

THAT this report regarding the Risk Management Framework be received and noted.

CARRIED

[Ms Hutchinson left the meeting at 5.05pm]

*[Prior to discussing Item 16 Governance and Compliance Issues, the Committee discussed
Item 17 Financial Reporting Developments and
Item 18 Investment Performance Report for the City of Darebin – 6 Months Ended December 2009]*

16. GOVERNANCE AND COMPLIANCE ISSUES

AUTHOR: Manager Corporate Governance – Ray McQuillen

MANAGER: Director Corporate Services – Bruce Dobson

**BUDGET
IMPLICATIONS:** Nil

SUMMARY:

A presentation was made to the Audit Committee in February 2009 on new governance obligations arising from the Local Government Amendment (Councillor Conduct and Other Matters) Act 2008.

The Committee was interested in how the new provisions would be implemented and it was agreed a report would be submitted to a subsequent meeting of the Committee.

This report outlines the implementation of the new governance legislation and other governance/compliance issues arising during 2009.

CONSULTATION:

Chief Executive Officer
Chief Financial Officer

COMMITTEE RECOMMENDATION

MOVED: Mr Albert Zago
SECONDED: Cr Gaetano Greco

THAT this report on governance and compliance issues be received and noted.

CARRIED

[Mr McQuillen left the meeting at 5.23pm]

17. FINANCIAL REPORTING DEVELOPMENTS**AUTHOR:** Financial Accountant - Michael O'Riordan**MANAGER:** Chief Financial Officer – Kerrie Jordan**BUDGET
IMPLICATIONS:** Nil**SUMMARY:**

This report provides a brief overview of key financial reporting developments which Council will need to consider for its financial reporting for the year ending 30 June 2010.

CONSULTATION:

Rob Wernli – DFK Collins

COMMITTEE RECOMMENDATION

MOVED: *Mr David Ashmore*
SECONDED: *Mr Albert Zago*

THAT this report on financial reporting developments be received and noted.

CARRIED

**18. INVESTMENT PERFORMANCE REPORT FOR THE CITY OF
DAREBIN – 6 MONTHS ENDED DECEMBER 2009****AUTHOR:** Financial Accountant - Michael O’Riordan**MANAGER:** Chief Financial Officer – Kerrie Jordan**BUDGET****IMPLICATIONS:** Investments of \$33.5 million as at 31 December 2009 and interest earned on invested funds of \$576,000 for the six months ended 31 December 2009.**SUMMARY:**

A comprehensive review of Council’s investment portfolio has been undertaken for the six months ended 31 December 2009. The Council’s investment portfolio has earned \$576,000 in interest on investments with term deposits and cash investments earning an annualised rate of 4.10% (2009: 5.67%). As at 31 December 2009, the Council’s investment portfolio was valued at \$33.5 million (June 2009: \$26.7 million).

CONSULTATION:

Grove Research & Advisory.

COMMITTEE RECOMMENDATION**MOVED:** Mr David Ashmore
SECONDED: Mr Albert Zago

THAT the contents of this report titled “*Investment Performance Report for the City of Darebin – 6 months ended 31 December 2009*” be received and noted.

CARRIED

[Mr McQuillen re-entered the meeting during discussion of this item at 5.10pm]

**19. INVESTMENT PERFORMANCE REPORT FOR THE PRESTON
PUBLIC CEMETERY – 6 MONTHS ENDED DECEMBER 2009****AUTHOR:** Financial Accountant - Michael O’Riordan**MANAGER:** Chief Financial Officer – Kerrie Jordan**BUDGET****IMPLICATIONS:** Investments of \$10.0 million as at 31 December 2009 and interest earned on invested funds of \$209,000 for the six months ended 31 December 2009.**SUMMARY:**

A comprehensive review of the Preston Public Cemetery’s investment portfolio has been undertaken for the six months ended 31 December 2009. The Cemetery’s investment portfolio has earned \$209,000 in interest on investments with term deposits and cash investments earning an annualised rate of 4.03% (June 2009: 5.26%). As at 31 December 2009, the Preston Public Cemetery’s investment portfolio was valued at \$10.0 million (June 2009: \$10.0 million).

CONSULTATION:

Grove Research & Advisory.

COMMITTEE RECOMMENDATION**MOVED:** Mr David Ashmore
SECONDED: Mr Albert Zago

THAT this report titled “*Investment Performance Report for the Preston Public Cemetery – 6 Months July to December 2009*” be received and noted.

CARRIED

**20. TRANSITION OF THE PRESTON CEMETERY TRUST TO THE
GREATER METROPOLITAN CEMETERIES TRUST****AUTHOR:** Executive Manager Infrastructure Performance – Jeff Saker**MANAGER:** A/Chief Executive Officer – Jan Black**BUDGET****IMPLICATIONS:** Within 2009/2010 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 Greater Metropolitan Cemeteries Trust.

As part of this restructure, the Minister established a Department of Human services project board to implement sector reforms and to work with sector advisory committees to ensure the proposed changes are implemented effectively. The Metropolitan Cemetery Change Advisory Committee (MCCAC) was 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.

This report provides an overview of the work undertaken by the Trust to ensure that transition to the new trust occurs on 1 March 2010.

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

COMMITTEE RECOMMENDATION**MOVED:** *Mr David Ashmore***SECONDED:** *Cr Gaetano Greco***THAT** the Audit Committee:

1. Receives and notes this report;
2. Note that the Metropolitan Cemetery Change Advisory Committee held its final meeting on 28 January 2010;
3. Note that an attestation from the Preston Cemetery Trust will be given to the successor Board that the Preston Cemetery Trust is unaware of any matters that would preclude the successor Trust from formally adopting the final accounts of this Trust for the period 1 July 2009 to 28 February 2010;

4. Note that at its meeting on the 22 February 2010, the Preston Cemetery Trust resolved to provide assurance to the next meeting of the Audit Committee (3 March 2010) that all material existing risk mitigation strategies and actions previously identified were operating effectively;
5. Note that negotiations with the interim Chief Executive Officer of the Greater Metropolitan Cemeteries Trust for the continued provision of Council services in accordance with the current Service Level Agreement (SLA) including completion of Stage 3 of the mausoleum and management of the event to commemorate the opening of Stage 3 are occurring;
6. Note that due to contract variations and price increases in material and labour, it is anticipated that the approved Mausoleum project budget may be exceeded by up to \$250,000;
7. Note that the Executive Manager Infrastructure Performance has been authorised by the Preston Cemetery Trust to prepare and sign off a handover package for the new Trust;
8. Note that at its meeting on the 22 February 2010, the Preston Cemetery Trust resolved to provide an attestation to the Audit Committee meeting on 3 March 2010 that there were no significant audit issues that have arisen from 1 November 2009 until the present time;
9. Note that, at its meeting on 22 February 2010, the Preston Cemetery Trust transferred responsibility for the preparation and sign-off of the Financial Statements of the Preston Cemetery Trust for the period 1 July 2009 to 28 February 2010 to the new Board of the Greater Metropolitan Trust.;
10. Note that the Preston Cemetery Trust resolved, subject to a final review by the Executive Manager Infrastructure Performance, to confirm its attestation of the due diligence audit recently undertaken by RSM Bird Cameron on behalf of the Department is true and accurate and delegate the Executive Manager Infrastructure Performance to provide advice to the new Trust as to whether any material issues have arisen in the intervening period and to detail what has occurred and what steps are being undertaken to deal with any such issues; and
11. Note that the Preston Cemetery Trust officially ceased to operate as at close of business on 28 February 2010.

CARRIED

*[Mr Saker left the meeting at 5.30pm
Mr O'Riordan left the meeting at 5.30pm]*

21. AUDIT COMMITTEES DRAFT GOOD PRACTICE GUIDE**AUTHOR:** Director Corporate Services - Bruce Dobson**MANAGER:** A/ Chief Executive Officer - Jan Black**BUDGET
IMPLICATIONS:** Nil**SUMMARY:**

Local Government Victoria (LGV) has issued a draft publication titled 'Audit Committee – A Guide to Good Practice for Local Government'. LGV is seeking comments from Councils and key stakeholders in relation to the Guide by 26 March 2010. The draft Guide is attached to this report.

CONSULTATION:

Finance Professionals in Local Government

COMMITTEE RECOMMENDATION

MOVED: *Mr David Ashmore*
SECONDED: *Cr Gaetano Greco*

THAT the Committee note the draft 'Audit Committees – A Guide to Good Practice for Local Government' and that submission be made to Local Government Victoria following an assessment of Darebin's Charter against the proposed best practice and further input of Audit Committee members.

CARRIED

[Mr Trajcevski left the meeting during discussion of this item – 5.45pm]

22. ANNUAL SELF ASSESSMENT IMPLEMENTATION PLAN**AUTHOR:** Director Corporate Services – Bruce Dobson**MANAGER:** A/Chief Executive Officer – Jan Black**BUDGET
IMPLICATIONS:** Nil**SUMMARY:**

At its meeting on 1 December 2009, the Audit Committee made a number of recommendations on improving its performance. The Committee asked management to prepare an implementation plan for consideration at its first meeting in 2010.

CONSULTATION:

Audit Committee
Senior Council Officers

COMMITTEE RECOMMENDATION

MOVED: *Mr David Ashmore*
SECONDED: *Cr Gaetano Greco*

THAT this report on the status of recommended actions resulting from the Annual Self-Assessment be received and noted.

CARRIED

23. CALENDAR OF EVENTS**AUTHOR:** Director Corporate Services – Bruce Dobson**MANAGER:** A/Chief Executive Officer – Jan Black**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 to be tabled for the following four meetings to be held in May, August and November 2010 and February 2011.

CONSULTATION:

Bruce Dobson – Director Corporate Services
PricewaterhouseCoopers (PwC) – Internal Auditors

COMMITTEE RECOMMENDATION

MOVED: Mr Albert Zago
SECONDED: Cr Gaetano Greco

THAT this report outlining the Calendar of Events for the next four meetings in May, August and November 2010 and February 2011 be received and noted.

CARRIED

[A paper for the late item was distributed at the meeting]

24. LATE ITEM: INTERNAL AUDIT REPORT – INTERNAL AUDIT ACTIVITY REPORT

AUTHOR: Director Corporate Services – Bruce Dobson

MANAGER: A/Chief Executive Officer – Jan Black

**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 on 1 December 2009. The report also includes a section on "*Internal Audit Topics*" on the issue of fraud.

CONSULTATION:

Bruce Dobson – Director Corporate Services
Senior Council Officers

COMMITTEE RECOMMENDATION

MOVED: *Mr David Ashmore*
SECONDED: *Mr Albert Zago*

THAT the attached report titled "*Internal Audit Activity Report*" prepared by the Internal Auditors be noted and further discussion take place on the "internal audit topics" at the Audit Committee meeting on 24 May 2010.

CARRIED

25. OTHER BUSINESS

25.1 RESIGNATION - CHIEF EXECUTIVE OFFICER

Mr Dobson advised that Mr Ulbrick, Chief Executive Officer, had tendered his resignation and left the organisation on Friday, 26 February 2010 and that he had notified Committee members on the matter via email. He advised that the position of Chief Executive Officer had been advertised in February 2010 and that an appointment would be made following the interview process.

Mr Dobson also advised that Ms Jan Black, Director Communities and Culture, had been appointed Acting Chief Executive Officer.

26. NEXT MEETING/S

Monday, 24 May 2010

August 2010 – The Committee requested that a date be set quickly for the August Committee meeting.

Monday, 22 November 2010

27. IN CAMERA DISCUSSION

Mr Dobson, Ms Jordan and Ms Schiavello left the meeting at 6.05pm. The meeting continued with an in camera discussion and included Ms Kelsall, Cr Greco, Messrs Zago, Ashmore and Warren and Ms Lim.

THE MEETING CLOSED AT 6.07PM