



# **SUMMARY REPORT**

**AUDIT COMMITTEE**

**MEETING HELD ON**

**3 SEPTEMBER 2012**

---

# Table of Contents

Item Number		Page Number
1.	PRESENT .....	1
2.	APOLOGIES .....	1
3.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	2
4.	MATTERS ARISING FROM PREVIOUS MEETING .....	2
5.	DISCLOSURES OF CONFLICT OF INTEREST .....	2
6.	REGISTER OF INTERESTS .....	2
7.	DRAFT 2011/2012 FINANCIAL STATEMENTS, STANDARD STATEMENTS AND PERFORMANCE STATEMENT .....	4
8.	EXTERNAL AUDITORS CLOSING REPORT.....	5
9.	ROBUST TERMINATION PROCESS.....	6
10.	OUTSTANDING ANNUAL LEAVE AND LONG SERVICE LEAVE ENTITLEMENT ...	7
11.	RISK MANAGEMENT FRAMEWORK – COUNCIL’S ANNUAL RISK ATTESTATION .....	8
12.	INTERNAL AUDIT REPORT – ROAD MANAGEMENT PLAN COMPLIANCE.....	9
13.	INTERNAL AUDIT REPORT – BUILDING MAINTENANCE – ESSENTIAL SAFETY MEASURES .....	11
14.	INTERNAL AUDIT REPORT – LOCAL LAW ENFORCEMENT REVIEW .....	13
15.	INTERNAL AUDIT REPORT – VICROADS CONFIDENTIALITY REVIEW.....	14
16.	INTERNAL AUDIT REPORT – INTERNAL AUDIT PROGRESS REPORT.....	15
17.	REVIEW OF THE DEVELOPMENT CONTRIBUTION SCHEME .....	16
18.	FOLLOW UP ON OUTSTANDING AUDIT ACTIONS .....	17
19.	LASF DEFINED BENEFIT PLAN.....	18
20.	INVESTMENT PERFORMANCE REPORT – 12 MONTHS ENDED 30 JUNE 2012..	19
21.	CALENDAR OF EVENTS .....	20
22.	COUNCILLOR SUPPORT AND EXPENSES POLICY.....	21
23.	OTHER BUSINESS.....	22
24.	NEXT MEETING/S .....	22
25.	IN CAMERA DISCUSSION .....	22

---

**AUDIT COMMITTEE MEETING OF THE  
DAREBIN CITY COUNCIL HELD AT DAREBIN CIVIC CENTRE,  
350 HIGH ST, PRESTON ON MONDAY, 3 SEPTEMBER 2012**

---

**THE MEETING OPENED AT 3.33PM**

[As the Audit Committee meeting scheduled for Monday 27 August 2012 was inquorate, the meeting was rescheduled to 3 September 2012]

## **1. PRESENT**

**Members:**

Mr David Ashmore – Chairperson  
Mr Albert Zago – Independent External Member  
Dr Bruce Carroll – Independent External Member  
Cr Steven Tsitas (Mayor) – Committee Member

**Internal Auditors:**

Mr Garry Leon – Crowe Horwath

**External Auditors:**

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

**Officers:**

Mr Daniel Freer – A/Chief Executive  
Ms Kerrie Jordan – A/Director Corporate and Business Services  
Mr Damian Robertson – A/Chief Financial Officer  
Mr Michael O’Riordan – Financial Accountant  
Ms Katina Angelofsky – Senior Coordinator People and Development  
Mr Michael Ballock – Director City Works and Development  
Mr Chris Lo Piccolo – Manager City Works  
Mr Grant Thorne – Manager Major Projects, Engineering and Transportation  
Ms Ellie Mandritis – A/Manager Economic Development and Civic Compliance

**Minutes:**

Ms Marisa Schiavello

### **1.1 INTRODUCTIONS**

Ms Jordan introduced Mr Freer and Mr Robertson to the Committee and both were welcomed to the meeting.

## **2. APOLOGIES**

Cr Diana Asmar (Deputy Mayor) – Committee Member  
Mr Martin Thompson – Crowe Horwath  
Mr Rasiah Dev – Chief Executive  
Ms Gracie Valenti – Senior Coordinator Corporate Risk Management

### 3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

<b>COMMITTEE DECISION</b>
---------------------------

**MOVED:** Dr Bruce Carroll  
**SECONDED:** Cr Steven Tsitas

**THAT** the Minutes of the Audit Committee Meeting held on 4 June 2012 be confirmed.

**CARRIED**

### 4. MATTERS ARISING FROM PREVIOUS MEETING

Item 9: Robust Termination Process  
Item 10: Outstanding Annual Leave and Long Service Leave Entitlement

### 5. DISCLOSURES OF CONFLICT OF INTEREST

Audit Committee members were asked to disclose any conflicts of interest on any matters listed on the Agenda. The following disclosures were made.

**Item 22: Councillor Support and Expenses Policy**

Cr Tsitas disclosed a conflict of interest on this item describing the type of interest as a direct interest and the nature of the interest being that the report related to expenditure incurred by him. Cr Tsitas left the meeting prior to discussion of that item.

### 6. REGISTER OF INTERESTS

The Chairperson invited members to declare any changes to their record of members' pecuniary interests. No further declarations were made.

The following are a permanent record of members' disclosures and will remain until retracted by the member concerned.

**Mr David Ashmore**

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

**Mr Albert Zago**

- Nil

**Dr Bruce Carroll**

- Brighten Nominees Pty Ltd
- Reconnexion Inc
- Southern Health Human Research Ethics Committee
- Monash Surgical Private Hospital

**Cr Steven Tsitas**

- Darebin Enterprise Centre Limited (DECL)

**Cr Diana Asmar**

- Darebin Enterprise Centre Limited (DECL)

**7. DRAFT 2011/2012 FINANCIAL STATEMENTS, STANDARD STATEMENTS AND PERFORMANCE STATEMENT****AUTHOR:** Financial Accountant– Michael O’Riordan**MANAGER:** Acting Chief Financial Officer – Damian Robertson**FINANCIAL  
IMPLICATIONS:** Nil**SUMMARY:**

This report presents the draft Financial Statements, Performance Statement and Standard Statements for the 2011/12 year for Audit Committee review. Key elements in relation to the Statements are discussed together with commentary on the major variances from the previous year and budget in the Financial and Standard Statements respectively.

The report proposes that the Audit Committee recommend to Council that it approve in principle each of the Statements and authorise two Councillors to sign the Statements in their final form after any changes recommended, or agreed to, by the Auditor have been made.

**CONSULTATION:**

Rasiah Dev – Chief Executive Officer  
Rob Wernli - DFK Collins (Auditor-General’s contractor)  
Kerrie Jordan – Acting Director Corporate and Business Services

**COMMITTEE RECOMMENDATION**

**MOVED:** Dr Bruce Carroll  
**SECONDED:** Mr Albert Zago

**THAT** the Audit Committee recommend to Council that Council:

approve in principle the Financial Statements, the Performance Statement and Standard Statements for the 2011/12 year subject to a management representation letter, minor amendments to the Statements and the Auditor-General’s review, and

recommend two Councillors be authorised to sign the Statements in their final form after any changes recommended, or agreed to, by the Auditor have been made.

**CARRIED**

[Mr Zago entered the meeting during discussion of this item at 3.42pm  
Messrs Ballock, Thorne and Lo Piccolo entered the meeting during discussion of this item at 4.30pm]

---

**8. EXTERNAL AUDITORS CLOSING REPORT**

**AUTHOR:** Acting Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

At the meeting the External Auditors, DFK Collins, will present a closing report on the audit conducted at Darebin City Council.

**CONSULTATION:**

Senior Council Officers

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

**MOVED:** Dr Bruce Carroll  
**SECONDED:** Mr Albert Zago

**THAT** the closing report on the audit at Darebin City Council presented to the Audit Committee by the Auditor-General's representative, DFK Collins, be received and noted.

**CARRIED**

[Cr Tsitas left the meeting during discussion of this item at 5.00pm and re-entered the meeting at 5.03pm. The Committee Recommendation for Item 8 was put and carried on Cr Tsitas' return to the meeting  
Messrs Wernli and Warren left the meeting at 5.02pm and did not return  
Mr O'Riordan left the meeting at 5.02pm  
Ms Jordan left the meeting at 5.03pm and re-entered the meeting at 5.04pm]

---

**9. ROBUST TERMINATION PROCESS**

**AUTHOR:** Senior Coordinator People and Development – Katina Angelofsky

**REVIEWED BY:** Group Manager People and Performance – Fred Warner

**SUMMARY:**

On 21 November 2011 ‘VicRoads Confidentiality Review 2010/11’ requested payroll procedures in place regarding termination are robust. The Audit Committee were advised that the Recruitment and Selection Policy was under review and that as part of that review Council would also develop an Exit Policy.

**CONSULTATION:**

Group Manager People and Performance  
Payroll Coordinator  
Workforce Planning Consultant

<b>COMMITTEE DISCUSSION</b>
-----------------------------

The Committee postponed discussion of this item to a later time in the day. However, as time did not permit, it was decided to discuss the report at the Committee’s next meeting.



---

**10. OUTSTANDING ANNUAL LEAVE AND LONG SERVICE LEAVE ENTITLEMENT**

**AUTHOR:** Senior Coordinator People and Development – Katina Angelofsky

**REVIEWED BY:** Group Manager People and Development – Fred Warner

**SUMMARY:**

The Audit Committee requested a report in relation to excess annual and long service leave entitlement. This is a progress report that provides information on the current annual and long service excess balances and leave strategies.

**CONSULTATION:**

Group Manager People and Performance  
Corporate and Business Services

<b>COMMITTEE DISCUSSION</b>
-----------------------------

The Committee postponed discussion of this item to a later time in the day. However, as time did not permit, it was decided to discuss the report at the Committee's next meeting.

---

**11. RISK MANAGEMENT FRAMEWORK – COUNCIL'S ANNUAL  
RISK ATTESTATION**

**AUTHOR:** Senior Coordinator Corporate Risk Management – Gracie Valenti

**REVIEWED BY:** Group Manager People and Performance – Fred Warner

**SUMMARY:**

The Audit Committee requested that the Senior Coordinator Corporate Risk Management, provide regular briefings to the Audit Committee on the implementation of Council's Risk Management Strategy.

Council approved and adopted a new Risk Management Policy and Framework during 2011. Risk attestation by the Chief Executive or his representative, Group Manager People and Performance, is an important component of risk management.

During my absence on maternity leave, the Acting Senior Coordinator Corporate Risk Management, presented the attached report to the Executive Management Team on 26 June 2012.

**CONSULTATION:**

Executive Management Team

**RECOMMENDATION**

**THAT** the Audit Committee receive and note this report on Council's Annual Risk Attestation.

**COMMITTEE DISCUSSION**

The Committee postponed discussion of this item to a later time in the day. However, as time did not permit, it was decided to discuss the report at the Committee's next meeting.

---

## 12. INTERNAL AUDIT REPORT – ROAD MANAGEMENT PLAN COMPLIANCE

**AUTHOR:** Acting Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasiah Dev

### SUMMARY:

In response to the Victorian Road Management Act 2004, Council prepared its Road Management Plan to:

- Establish a management system for the road management function of Council which is based on policy, operational objectives and available resources;
- Establish the relevant standards or policies in relation to the discharge of duties in the performance of those road management functions; and
- Detail the management systems that Council proposed to implement in the discharge of its duty to inspect, maintain and repair those public roads for which Council is responsible.

In accordance with the Darebin City Council's 2012 Internal Audit Plan, Crowe Horwath undertook a review of the Road Management Plan (RMP) to assess whether the controls and processes were operating satisfactorily.

The objectives of the audit were to review the adequacy of:

- Council's processes for meeting its obligations under its Road Management Plan;
- The recording and complying with the RMP's assets inspections;
- Recording, prioritising and complying with the Plan's road maintenance standards and defects; and
- Reviewing the adequacy of the reporting of Road Management Plan compliance to senior management.

The audit was conducted through reviewing relevant documentation, interviews and discussion with relevant Council staff, observation and limited sample testing.

Crowe Horwath report that the review identified nine issues (five high and four medium rated findings) for which actions plans and timeframes have been agreed to by management.

### CONSULTATION:

Director City Works and Development  
Manager City Works  
Coordinator Infrastructure Maintenance and Support  
Coordinator Infrastructure Inspections  
Coordinator Infrastructure Maintenance

**COMMITTEE RECOMMENDATION**

**MOVED:** Mr Albert Zago  
**SECONDED:** Dr Bruce Carroll

**THAT** the attached report titled '*Road Management Plan Compliance Review*' prepared by the internal auditors, Crowe Horwath, be received and noted.

**CARRIED**

[Cr Tsitas left the meeting during discussion of this item at 5.04pm and re-entered the meeting at 5.11pm

Mr O'Riordan re-entered the meeting at 5.11pm]

---

## 13. INTERNAL AUDIT REPORT – BUILDING MAINTENANCE – ESSENTIAL SAFETY MEASURES

**AUTHOR:** Acting Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasia Dev

### SUMMARY:

Building owners, including councils, are required to maintain safe buildings for occupants, tenants and the public. Building owners are required to maintain the Essential Safety Measures (ESMs) and equipment in their buildings such as fire extinguishers, emergency lighting and alarm systems.

In accordance with the Darebin City Council's 2012 Internal Audit Plan, Crowe Horwath undertook a review of Building Maintenance – Essential Safety Measures (ESMs) of Council owned buildings to assess whether the procedures and practices are operating satisfactorily.

The objectives of the audit were to:

- Identify and assess the adequacy of policies and procedures regarding Council's building ESM inspections and management
- Review the adequacy of Council's ESM inspection program
- Review the adequacy of Council's ESM annual reporting program
- Identify and assess how Council manages its ESM responsibilities for its tenanted buildings.

The audit was conducted through reviewing relevant documentation, interviews and discussion with relevant Council staff, observation and limited sample testing.

Crowe Horwath report that the review identified 20 issues (five high, twelve medium and three low rated findings) for which action plans and timeframes have been agreed to by management.

### CONSULTATION:

Director City Works and Development  
Manager Assets and Properties  
Property Manager  
Manager City Development  
Manager Major Projects, Engineering and Transport  
Facilities Coordinator  
Coordinator Corporate Risk Management  
Municipal Building Surveyor  
Building Maintenance Officer

**COMMITTEE RECOMMENDATION**

**MOVED:** Dr Bruce Carroll  
**SECONDED:** Cr Steven Tsitas

**THAT** the attached report titled '*Building Maintenance – Essential Safety Measures*' prepared by the internal auditors, Crowe Horwath, be received and noted.

**CARRIED**

[Mr Lo Piccolo left the meeting at 5.20pm  
Ms Mandritis entered the meeting during discussion of this item at 5.23pm  
Ms Angelofsky entered the meeting at 5.26pm and left the meeting at 5.43pm  
Mr Ballock and Mr Thorne left the meeting at 5.45pm]

---

**14. INTERNAL AUDIT REPORT – LOCAL LAW ENFORCEMENT  
REVIEW**

**AUTHOR:** Acting Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasia Dev

**SUMMARY:**

In accordance with Darebin City Council's 2012 Internal Audit Plan, Crowe Horwath undertook a review of process used by Council to manage and control the local law enforcement function.

The objectives of the audit were to review the adequacy of the processes with respect to the:

- Internal controls designed to prevent fraud and corruption;
- Local law enforcement policies and procedures;
- Receipt, assessment, charging for and issuing permits;
- Customer complaint / request management processes;
- Processes for issuing infringements and undertaking prosecutions;
- Processes to ensure adequate consideration of the specific needs of all community members in the enforcement of local laws; and
- Infringement database for supporting local laws and animal pound operation.

The audit was conducted through reviewing relevant documentation, interviews and discussion with relevant Council staff, observation and limited sample testing.

Crowe Horwath report that the review identified 25 issues (five high, 13 medium and seven low rated findings) for which action plans and timeframes have been agreed to by management.

**CONSULTATION:**

Acting Director Corporate and Business Services  
Manager Economic Development and Civic Compliance  
Coordinator Health and Planning Protection  
Coordinator Local Laws  
Administration Officer Local Laws  
Local Laws Officer  
Business Systems Analyst

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

**MOVED:** Cr Tsitas  
**SECONDED:** Mr Albert Zago

**THAT** the attached report titled '*Local Law Enforcement Review*' prepared by the internal auditors, Crowe Horwath, be received and noted.

**CARRIED**

[Cr Tsitas and Ms Mandritis left the meeting at 5.50pm and did not return]

---

**15. INTERNAL AUDIT REPORT – VICROADS CONFIDENTIALITY  
REVIEW**

**AUTHOR:** Acting Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

As required by Section 92 of the Road Safety Act 1986, Council is required to undertake a review with respect to its compliance with the VicRoads Confidentiality Agreement (the Agreement).

In accordance with Darebin City Council's 2012 Internal Audit Plan, Crowe Horwath undertook to review the key controls surrounding access to VicRoads information in order for Council to provide an annual certification to VicRoads over its compliance with the Agreement for the review period (July 2011 to June 2012).

The audit was conducted through reviewing relevant documentation, interviews and discussion with relevant Council staff, observation and limited sample testing.

Crowe Horwath report that the review identified ten issues (3 medium and seven low rated findings) for which action plans and timeframes have been agreed to by management.

**CONSULTATION:**

Acting Director Corporate and Business Services  
Manager Economic Development and Civic Compliance  
Coordinator Compliance & Amenity  
Business Systems Team Leader

<b>COMMITTEE DISCUSSION</b>
-----------------------------

Due to time constraints, the 'VicRoads Confidentiality Report' was not discussed. The Audit Committee requested that the report be tabled at the next Audit Committee meeting.



---

**16. INTERNAL AUDIT REPORT – INTERNAL AUDIT PROGRESS  
REPORT**

**AUTHOR:** Acting Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

The Internal Auditors, Crowe Horwath, has prepared a report to update the Audit Committee on Council's internal audit activity for the period January to December 2012. A further update will be provided for the Committee at its meeting on 3 December 2012.

**CONSULTATION:**

Senior Council Officers

<b>COMMITTEE DISCUSSION</b>
-----------------------------

Due to time constraints, the 'Internal Audit Progress Report' was not discussed. A further update will be provided at the next Audit Committee meeting.

---

**17. REVIEW OF THE DEVELOPMENT CONTRIBUTION SCHEME**

**AUTHOR:** Manager Assets and Properties – Chris Meulblok

**REVIEWED BY:** Acting Director Corporate and Business Services – Kerrie Jordan

**SUMMARY:**

The Darebin City Council has a Development Contributions Plan (DCP) which has been in operations since August 2004. The purpose of the DCP was to assist in the funding of Darebin's infrastructure needs through the charging of up-front capital contributions from development projects within the City.

This report provides the outcome of an external review of operation of the DCP from its approval until April 2012.

The review came to a number of conclusions about the operation of the scheme and expenditures of DCP funds and made a series of recommendations to improve the quality of inputs and processes in any future DCP applied by Council.

**CONSULTATION:**

Coordinator Property  
Director City Works and Development  
Daly International  
Optus

<b>COMMITTEE DISCUSSION</b>
-----------------------------

Due to time constraints, the 'Review of the Development Contribution Scheme' report was not discussed. The Audit Committee requested that the report be tabled at the next Audit Committee meeting.

---

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

**AUTHOR:** Acting Chief Financial Officer – Damian Robertson

**REVIEWED BY:** Acting Director Corporate and Business Services – Kerrie Jordan

**SUMMARY:**

A report has been prepared to update the Committee on progress made to date by Council Officers on the implementation of recommendations made in previous internal and external reports since the last Committee meeting on 4 June 2012.

An extra column has been added to comply with the Committee's request for the inclusion of reference data.

**CONSULTATION:**

Senior Council Officers

<b>COMMITTEE DISCUSSION</b>
-----------------------------

Due to time constraints, the 'Follow up on Outstanding Audit Actions' report was not discussed. An updated report will be tabled at the next Audit Committee meeting.

---

**19. LASF DEFINED BENEFIT PLAN**

**AUTHOR:** A/Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasiah Dev

**SUMMARY:**

The purpose of this report is to inform Audit Committee of the results of the 31 December 2011 actuarial investigation of the Local Authorities Superannuation Fund (LASF) defined benefit plan, the consequential funding impact on Darebin City Council and the options available to Darebin to fund the “actuarial shortfall”.

<b>COMMITTEE DISCUSSION</b>
-----------------------------

Due to time constraints, the ‘LASF Defined Benefit Plan’ report was not discussed. The Audit Committee requested that the report be tabled at the next Audit Committee meeting.

---

**20. INVESTMENT PERFORMANCE REPORT – 12 MONTHS ENDED  
30 JUNE 2012**

**AUTHOR:** Financial Accountant - Michael O’Riordan

**MANAGER:** Acting Chief Financial Officer – Damian Robertson

**BUDGET**

**IMPLICATIONS:** Investments of \$43.2 million as at 30 June 2012 and interest earned on invested funds of \$2.13 million for the twelve months ended 30 June 2012.

**SUMMARY:**

A comprehensive review of Council’s investment portfolio has been undertaken for the twelve months ended 30 June 2012. The Council’s investment portfolio has earned \$2.13 million in interest on investments with term deposits and cash investments earning an annualised rate of 5.59% (2011: 5.85%). As at 30 June 2012, the Council’s investment portfolio was valued at \$43.2 million (June 2011 \$39.2 million).

**CONSULTATION:**

CPG Research & Advisory.

<b>COMMITTEE DISCUSSION</b>
-----------------------------

Due to time constraints, the ‘Investment Performance Report – 12 Months Ended 30 June 2012’ report was not discussed. The Audit Committee requested that the report be tabled at the next Audit Committee meeting.

---

**21. CALENDAR OF EVENTS**

**AUTHOR:** Acting Director Corporate and Business Services – Kerrie Jordan

**REVIEWED BY:** Chief Executive – Rasiah Dev

**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 proposed reports for the next four meetings in December 2012, February, May and August 2013.

**CONSULTATION:**

Senior Council Officers

<b>COMMITTEE DISCUSSION</b>
-----------------------------

The Calendar of Events was noted and will be updated for the next Audit Committee meeting.

*Cr Tsitas disclosed a conflict of interest on this item classifying the type of interest as a direct interest and the nature of the interest being that the report relates to expenditure incurred by him. Cr Tsitas left the meeting at 5.50pm prior to discussion of this item.*

## 22. COUNCILLOR SUPPORT AND EXPENSES POLICY

**AUTHOR:** Acting Manager Corporate Governance– Jacinta Stevens

**DIRECTOR:** Acting Director Corporate and Business Services – Kerrie Jordan

### SUMMARY:

At the Audit Committee meeting of 4 June 2012, through 'Matters Arising' it was requested that:

*The Councillor Expense Reports to include 12 months expenditure by Councillor.*

This report provides the summary of expenses and reimbursements made by Councillors for the period 1 July 2011 to 30 June 2012.

### COMMITTEE DISCUSSION

The confidential 'Schedule of Councillor Expenses 2011/2012' was circulated and the Committee commended Council Officers on the new format.

The document was discussed and variations noted.

In response to questions from the Committee, Ms Jordan confirmed that there were guidelines in place regarding Councillor expenditure and that the amounts expended were within budget. She also advised that each Councillor was sent information on land line and mobile phone expenditure on a monthly basis and Councillors were asked to reimburse Council for private calls. The Conference/Training budget was also discussed.

Mr Ashmore suggested, and the Committee agreed, that a report tabling the figures be provided to all Councillors, on a confidential basis, so that Councillors could monitor their own expenditure. Ms Jordan undertook to provide the information to the new Council

## **23. OTHER BUSINESS**

### **23.1 CLARIFICATION OF RISK RATINGS – HIGH, MEDIUM AND LOW**

Clarification of high, medium and low risk classifications was sought. As every organisation has its own determination for risks, the Audit Committee requested the provision of a report at its next meeting outlining the definition of high, medium and low risk ratings used by Crowe Horwath.

### **23.2 DEVELOPMENT CONTRIBUTION PLAN (DCP)**

A review of the DCP was undertaken by ANA Infrastructure earlier in the year. The recommendations will be incorporated into the audit actions follow up register.

### **23.3 TRANSACTION OF AUDIT COMMITTEE BUSINESS**

To ensure business is continually transacted in an efficient and timely manner, a number of suggestions were put forward including the possibility of an additional Councillor for the Audit Committee. Ms Jordan undertook to consider the various options.

## **24. NEXT MEETING/S**

The next Audit Committee meeting is scheduled for Monday, 3 December 2012.

## **25. IN CAMERA DISCUSSION**

No in-camera discussion was held.

[Mr Freer left the meeting at 6.05pm – at the conclusion of Item 23.1  
Ms Schiavello left the meeting at 6.12pm  
Messrs Ashmore and Zago, Dr Carroll, Mr Leon, Ms Jordan and Messrs Robertson and O’Riordan left the meeting at 6.13pm]

**THE MEETING CLOSED AT 6.13PM**