

ACTION PLAN - REVIEW AT 12 NOVEMBER 2008 GOVERNANCE MEETING

DATE	REPORT	ACTIONS	RESPONSIBILITY	DUE DATE	STATUS
13/08/2008	GC019 - Update on Extreme and High Corporate Risks	1 That the Asset Management Plan be completed.	Corporate Planning	End of December 2008	To be provided by December 2008
		2 That the Draft Strategic Shire Vision be completed.	Corporate Planning	Late April 2009	To be placed on exhibition by April 2009 and recommended for adoption July 2009.
13/08/2008	GC022 - Internal Auditor's Report	Internal Audit Plan to be discussed at a meeting arranged by the Mayor with the GM and independent members. The discussion will also consider enhancing the mechanisms for tracking and reporting on the performance of the Internal Audit section (including the delivery of the audit plan, and other contemporary Key Performance Indicators), and enhancing the report on Outstanding Audit Recommendations (eg status original target dates; commentary on actions in hand).	Internal Audit	23/10/08	Teleconference meeting held 23 October 2008. A further teleconference meeting to be held prior to the next Governance Committee Meeting to address outstanding issues.
13/08/2008	GC023 - Council's Online (COL) Post Implementation Review (PIV)	Further discussion on report required and update to be provided at a future meeting.	Corporate Services	11/02/09	To be reported at 11 February 2009 Governance Committee Meeting.
13/08/2008	GC024 - Governance and Audit Issues	1 That the Committee consider suitable wording to be included in updated Charter. Examples for consideration are; separate meetings to discuss ongoing performance, Chairperson to contribute to performance assessment of Independent Auditor, the Committee consider any changes regarding incumbent to Internal Auditor positions.	Internal Auditor	11/02/09	Revised Governance Committee and Internal Audit charters to be prepared for consideration at 11 February 2009 Governance Committee Meeting.

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05/11/2008	GC029 - 2007/2008 Annual Financial Reports	1	That a breakdown be provided of general, water and sewer accounts for 2007/2008 Financial Year at the 11 February 2009 Committee Meeting and to be presented with future Annual Reports.	Corporate Services	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
		2	That the Committee receive a draft executive sign off to be used as a standard in the future, presented to the General Manager and Council prior to Council's adoption of Annual Financial Reports.	Corporate Services	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
12/11/2008	GC033 - Executive Summary Report for Councillors		That the committee receive a comparison of rates outstanding for similar Councils.	Corporate Services	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
12/11/2008	GC034 - Internal Auditor's Report	1	That a summary of the Mangrove to Mardi pipeline project be reported to the next Committee Meeting and that Neil Adams be invited to present his findings.	Internal Audit	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
		2	That a flow chart be presented on internal and external audit processes.	Internal Audit	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting

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12/11/2008	GC034 - Internal Auditor's Report (contd)	3	That an analysis of audit recommendations be provided including a differentiation of operational or strategic issues. The analysis and reporting should also encompass the timely resolution of audit recommendations, especially for high risk recommendations. Ideally, this will include information that shows the slippage against the original target dates, and the ageing of recommendations. For overdue high risk recommendations, there should be commentary on the action being taken by management to mitigate the risk, and when this is likely to be completed.	Internal Audit	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
		4	That a Quality Assessment Review be undertaken.	Internal Audit	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
		5	That a draft probity policy be provided for review at the next Committee Meeting.	GM	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
		6	That an update on DECC issues be provided at the next meeting and on a regular basis and that the Mayor be kept informed.	Internal Audit	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
12/11/2008	GC034 - Internal Auditor's Report (contd)	7	That the GM meet with DECC in an effort to resolve outstanding issues including Buttonderry s88 Audit, Gwandalan and Toukley.	GM		Meeting to be arranged.
		8	That a summary of the Animal Care Facility report be provided to the Committee.	Internal Audit	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting

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12/11/2008	GC035 Annual Performance Review	1	That training be offered to all Councillors on Governance concepts.	GM		Training to be scheduled.
		2	That the Chairperson present a briefing to Councillors following the next Governance Meeting and that an informal discussion be scheduled annually.	GM/David Holmes	11/02/09	Briefing to be scheduled following 11 February 2009 Governance Committee Meeting.
		3	That Councillor's consider the position of 'spokesperson' to discuss Governance Minutes at Ordinary Meetings and balance between Independent Members/Councillors.	Councillor Delegates	11/02/09	To be discussed at the 11 February 2009 Governance Committee Meeting.
		4	That the External Auditor present the External Audit Plan and Management Letter previously issued and that in the future these documents be provided to Governance Committee as a matter of course.	Dennis Banicevic	11/02/09	To be provided at 11 February 2009 Governance Committee Meeting
12/11/2008	GC036 Governance and Audit Issues	1	That the Committee approve the Internal Audit Plan.	Internal Auditor	11/02/09	Appropriate wording to be incorporated into Charter.
		2	That the Committee define functional reporting and administration reporting.	Internal Auditor	11/02/09	Appropriate wording to be incorporated into Governance Committee and Internal Audit Charters.
		3	That the hiring and dismissal of Internal Auditor be addressed in the Charter in terms of the Committee having an advisory role in order to strengthen independents.	Internal Auditor	11/02/09	Appropriate wording to be incorporated into Charter.
		4	That the Governance Committee Charter be adjusted to include the Chairperson's involvement with the Performance Appraisal of the Internal Auditor.	Internal Auditor	11/02/09	Appropriate wording to be incorporated into Charter.
12/11/2008	GC037 Annual Review of Corporate Risks		That an update of the Performing Arts Centre be reported to the next Governance meeting.	Manager Corporate Planning	11/02/09	To be reported at 11 February 2009 Governance Committee Meeting.