

### ACTION PLAN - 13 AUGUST 2008 GOVERNANCE MEETING

DATE	REPORT	ACTIONS	RESPONSIBILITY	DUE DATE	STATUS
13/02/2008	GC004 - Internal Auditor's Report	Reporting and management of issues raised by staff to be discussed at the August 2008	Internal Audit	Completed	A suggestion box facility has been implemented with effect from 4 August 2008 - refer internal audit report for further details
14/05/2008	GC011 - Update on Extreme and High Corporate Risks	That a report be issued to Senior Management on the progress to date on CR8 - Information Management.	Corporate Planning	Completed	Report presented to senior management at the Organisational Management Forum (OMF) on 24 July 2008.
14/05/2008	GC013 - Internal Auditor's Report	1 That a Long Term Audit Plan be provided at the next Governance Committee Meeting.	Internal Audit	Completed	Refer internal audit report for further details.
		2 That the resourcing of Internal Audit section be reviewed.	Internal Audit	12/11/08	Internal audit resourcing is being considered as part of the process to develop a 3 year internal audit plan. A report will be provided to the Governance Committee in November 2008 covering the proposed plan and resourcing levels.
		3 That the response from DECC regarding potential illegal dumping of materials at a closed landfill site be reported to the Governance Committee.	Internal Audit	Continuing	DECC investigation into Gwandalan and other waste sites is continuing. A report has been received from an independent investigator appointed by council recommending various actions for improvement of processes. Further matters are still being addressed by the investigator.
		4 That the implications/costs of commencing a Statutory Compliance Report be researched.	Internal Audit	Continuing	The implementation of a legislation compliance policy is being developed along with a legislation compliance plan to assist with the monitoring process. Talks with other councils are continuing with objective of sharing the development process.

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14/05/2008	Business Arising	That a process be devised to review the performance of Independent Members individually and collectively and the Committee generally.	Internal Audit	Continuing	Process has been discussed between independent members of Governance Committee, General Manager and Internal Auditor. Self assessment checklist distributed to committee members, executive team and internal and external auditor for direct response to Committee Chair. Committee Charter compliance checklist being completed along with an assessment of the performance of individual members of the committee. Committee Chair will provide update on process to the August 2008 meeting. Action plan will be developed to address major items arising from the process.
13/08/2008	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.
		3 That Council's Online and Gwandalan Landfill Compliance emerging risks be addressed.	Corporate Planning	12/11/08	To be reported at 12 November 2008 Governance Committee Meeting
13/08/2008	2007-08 Management Plan - June 2008 Quarter Review	1 Timetable to be provided of Dennis Banicevic's induction session with new Councillor's, meeting with independent members and Committee Meeting dates to be scheduled.	Corporate Services	ASAP	Appointments to be scheduled with Dennis Banicevic, Bruce Turner and David Holmes.
		2 Management Plan report to include all items outside of Council's control, regardless of whether they have been previously reported.	Corporate Planning	12/11/08	To be reported at 12 November 2008 Governance Committee Meeting
13/08/2008	Executive Summary Report for Councillors	Future reports to cover the following topics briefly over 2 pages: a paragraph each on key financial indicators, key operational issues, key risks and a statement on any non-compliance issues.	Corporate Planning	12/11/08	To be reported at 12 November 2008 Governance Committee Meeting.

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13/08/2008	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		Meeting to be arranged.
13/08/2008	Support and Encouragement for Potential Whistleblowers	1 Timeline on implementation of independent reporting hotline to be advised and determination made on whether to establish with DLG or independently.	Internal Audit	12/11/08	To be reported at 12 November 2008 Governance Committee Meeting.
		2 Continual reinforcement of message needed through a communication strategy such as newsletters, posters.	Internal Audit		To be implemented as soon as practicable.
		3 An update on progress of all recommendations from Neil Adams to be reported.	Internal Audit		To be reported at 12 November 2008 Governance Committee Meeting.
13/08/2008	Council's Online (COL) Post Implementation Review (PIV)	Further discussion on report required and update to be provided at a future meeting.	Corporate Services	12/11/08	To be reported at 12 November 2008 Governance Committee Meeting.

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13/08/2008	Governance and Audit Issues	1 Resolve legal situation as discussed.	GM	12/11/08	To be reported at 12 November 2008 Governance Committee Meeting.
		2 That subject to legal response, the matter of Internal Auditor's independence be considered.	GM		
		3 That the Committee consider definition of 'best practice' and review at the next Meeting.	ALL		
		4 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.	ALL		