
WYONG SHIRE COUNCIL

MINUTES OF THE WYONG SHIRE GOVERNANCE COMMITTEE TO BE HELD IN WILFRED BARRETT AND TIM FARRELL ROOMS, WYONG CIVIC CENTRE, HELY STREET, WYONG ON WEDNESDAY, 14 MAY 2008 COMMENCING AT 9:31 AM

INDEX

PRESENT

MR DAVID HOLMES (CHAIRPERSON), COUNCILLORS N T ROSE, R C STEVENS, R E STEWART AND MR BRUCE TURNER.

APOLOGY

AN APOLOGY FOR THE INABILITY TO ATTEND THE MEETING WAS RECEIVED ON BEHALF OF MAYOR WELHAM.

IN ATTENDANCE

GENERAL MANAGER, INTERNAL AUDITOR, ASSISTANT INTERNAL AUDITOR, ACTING DIRECTOR CORPORATE SERVICES, DIRECTOR SHIRE PLANNING (9.37 AM), ACTING DIRECTOR SHIRE SERVICES, MANAGER CORPORATE PLANNING, ACTING MANAGER FINANCIAL SERVICES, MR DENNIS BANICEVIC (COUNCIL'S EXTERNAL AUDITOR) (9.33 AM), ACTING MANAGER FINANCIAL SERVICES, SENIOR FINANCIAL ACCOUNTANT AND AN ADMINISTRATION OFFICER

Minutes of the Governance Committee held on 14 May 2008 (contd)

GC008 Disclosure of Interests

F2004/06507 MW

RECOMMENDATION

That Members now disclose any interests and reasons for declaring such interest in the matters under consideration by Committee at this meeting.

GC011 UPDATE ON EXTREME AND HIGH CORPORATE RISKS

DAVID HOLMES DECLARED A NON-PECUNIARY INSIGNIFICANT CONFLICT OF INTEREST FOR THE REASON THAT HE HAS A MINOR SHAREHOLDING IN CAPGEMINI.

DAVID HOLMES STATED:

"I CHOOSE TO REMAIN IN THE COMMITTEE AND PARTICIPATE IN DISCUSSION AND VOTING AS THE CONFLICT HAS NOT INFLUENCED ME IN CARRYING OUT MY PUBLIC DUTY."

GC011 UPDATE ON EXTREME AND HIGH CORPORATE RISKS

COUNCILLOR ROSE DECLARED A NON-PECUNIARY INSIGNIFICANT CONFLICT OF INTEREST IN THE MATTER FOR THE REASON THAT HE IS AN EMPLOYEE OF THE FEDERAL GOVERNMENT, WORKING IN THE OFFICE OF THE MEMBER OF DOBELL AND ISSUES WERE RAISED THAT INVOLVED THIS OFFICE AND PARTICIPATED IN CONSIDERATION OF THIS MATTER.

COUNCILLOR ROSE STATED:

"I CHOOSE TO REMAIN IN THE COMMITTEE AND PARTICIPATE IN DISCUSSION AND VOTING AS THE CONFLICT HAS NOT INFLUENCED ME IN CARRYING OUT MY PUBLIC DUTY."

GOVERNANCE COMMITTEE RESOLUTION

That the report be received and advice of disclosure noted.

Minutes of the Governance Committee held on 14 May 2008 (contd)

**GC009 Minutes of Wyong Shire Governance Committee –
13 February 2008**

F2004/07245 MW

GOVERNANCE COMMITTEE RESOLUTION*That the report be received and the information noted.***GC010 Wyong Shire Governance Committee Action Plan –
13 February 2008**

F2004/07245 SW

GOVERNANCE COMMITTEE RESOLUTION*That the report be received and the information noted.***GC011 Update on Extreme and High Corporate Risks**

F2007/01725 BR:BR

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GOVERNANCE COMMITTEE RESOLUTION*That the report be received and the information noted.*

Minutes of the Governance Committee held on 14 May 2008 (contd)

GC012 2007/2008 Management Plan – March 2008 Quarter Review

F2004/07006 BR

RECOMMENDATION

That the report be received and the information noted.

GOVERNANCE COMMITTEE RESOLUTION

That the report be received and the information noted.

GC013 Internal Auditor's Report

F2004/07245 JS

RECOMMENDATION

- 1 *That the report be received and the information noted*
- 2 *That Council congratulate Mr Bruce Turner on his receipt of the Bob McDonald Award for his outstanding services to the auditing profession.*

GOVERNANCE COMMITTEE RESOLUTION

- 1 *That the report be received and the information noted*
- 2 *That Jeff Simpson be commended for his quality of work and comprehensive reporting to the Governance Committee.*
- 3 *That Council consider the resourcing of Internal Audit.*
- 4 *That Council congratulate Mr Bruce Turner on his receipt of the Bob McDonald Award for his outstanding services to the auditing profession.*

GC014 Agreement Register

F2008/00504 ED/MW

GOVERNANCE COMMITTEE RESOLUTION

That the report be received and the information noted.

Minutes of the Governance Committee held on 14 May 2008 (contd)

GC015 Contact and Dealings with Developers

F2004/07245? CB/SG

GOVERNANCE COMMITTEE RESOLUTION

That the report be received and the information noted.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11:33 AM.

ACTION PLAN - 14 MAY 2008 GOVERNANCE COMMITTEE MEETING

DATE	REPORT	ACTIONS	RESPONSIBILITY	DUE DATE	STATUS
14/11/2007	AUC21 – Enterprise Risk Management and Update on Extreme and High Corporate Risks	That a sample of Executive Level Reporting be provided for future discussion incorporating the ideas raised by Council's External Auditor.	Corporate Services	25/07/08	Report to be provided at the 13 August 2008 Governance Committee Meeting.
13/02/2008	GC004 - Internal Auditor's Report	Reporting and management of issues raised by staff to be discussed at the August 2008 Governance Committee Meeting.	Internal Audit	30/06/08	Effective means of capturing and managing issues raised by staff being considered by Internal Audit and Business Improvement. Discussions on establishing an online suggestions/solutions box through Sharepoint have been held. A test site will be developed to determine its feasibility. Long term solution lies in management continuing to foster a culture which encourages staff to s Use of a reporting hotline for more sensitive issues which provides confidentiality and anonymity if required could supplement these initiatives. A sector hotline solution would however be more appropriate and cost effective. General Manager to make a su
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	30/06/08	Report being prepared for distribution in June.
14/05/2008	GC012 - 2007/2008 Management Plan - March 2008 Quarter Review	That the Committee be advised on the outcome of Performing Arts Centre Briefing.	Corporate Planning	30/06/08	Advice to be provided at the 13 August Governance Committee Meeting.

ACTION PLAN - 14 MAY 2008 GOVERNANCE COMMITTEE MEETING (CONTD)

DATE	REPORT	ACTIONS	RESPONSIBILITY	DUE DATE	STATUS
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	25/07/08	Plan to be provided at the 13 August Governance Committee Meeting.
		2 That the resourcing of Internal Audit section be reviewed.	Internal Audit	25/07/08	Report to be provided at the 13 August 2008 Governance Committee Meeting.
		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	Awaiting reply from DECC	Response to be reported once received from DECC.
		4 That the implications/costs of commencing a Statutory Compliance Report be researched.	Internal Audit	25/07/08	Advice to be provided at the 13 August Governance Committee Meeting. Dennis Banicevic to provide an example of Wollongong Council's reporting for comparison.
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	25/07/08	Item to be tabled for discussion at the 13 August Governance Committee Meeting. Jeff Simpson to provide guidelines to assist review.