



Australian Government

Office of the Australian Information Commissioner

## AUDIT COMMITTEE MEETING No. 4/13

Thursday, 28 March 2013 at 10.30am  
175 Pitt Street  
Level 3

### NOTICE OF MEETING and AGENDA

- A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –
  - 1. 22 November 2012
- B. Business arising from minutes –
  - 1. Action Items
  - 2. Status of Audit Recommendations
- C. New business –
  - **Management Update – verbal report**
  - **ANAO - Financial Statements Audit**
    - 1. 2012-2013 Financial Statements – Planning & Interim Audit
  - **Internal Audit Activity**
    - 2. Internal Audit Status Report
- D. Other business –
  - **Next Meeting**
    - 1. Proposed for 10:30am - Thursday, 20 June 2013

Alison Leonard  
Chair

## Distribution:

*Members:*

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

*Secretariat:*

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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*Observers:*

Mr D Richards	Chief Finance Officer, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Audit Principal, ANAO
s22	s22

## ATTACHMENTS

- |   |   |    |
|---|---|----|
| A | Draft minutes: 22 November 2012         | A1 |
| B | Business arising:                       |    |
|   | ➤ Action Items                          | B1 |
|   | ➤ Status of Audit Recommendations       | B2 |
| C | New business:                           |    |
|   | ➤ Internal Audit Status Report          | C1 |
|   | ➤ Proposed Internal Audit Coverage 2013 | C2 |
| D | Other business:                         |    |



Australian Government

Office of the Australian Information Commissioner

## AUDIT COMMITTEE MEETING No. 1/14

Thursday, 20 June 2013 at 10.30am  
175 Pitt Street  
Level 3

### NOTICE OF MEETING and AGENDA

- A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –
  - 1. 28 March 2013
- B. Business arising from minutes –
  - 1. Action Items
  - 2. Status of Audit Recommendations
- C. New business –
  - **Management Update – verbal report**
  - **ANAO - Financial Statements Audit**
    - 1. 2012-2013 Financial Statements – Interim & Final Audit
  - **Internal Audit Activity**
    - 2. Internal Audit Status Report
- D. Other business –
  - 1. ANAO Audit Report 28 – The Australian Government Performance Measurement and Reporting Framework
  - 2. ANAO Audit Report 35 – Control of Credit Card Use
  - **Next Meeting**
    - 3. Proposed for 10:30am - Thursday, 5 September 2013  
[this meeting will focus on clearing the financial statements]

Alison Leonard  
Chair

## Distribution:

*Members:*

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

*Secretariat:*

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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*Observers:*

Mr D Richards	Chief Finance Officer, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Audit Principal, ANAO
s22	s22

## ATTACHMENTS

- |   |  |          |
|---|--|----------|
| A | Draft minutes: 28 March 2013   | A1       |
| B | Business arising: <ul style="list-style-type: none"> <li>➤ Action Items</li> <li>➤ Status of Audit Recommendations</li> </ul>  | B1<br>B2 |
| C | New business: <ul style="list-style-type: none"> <li>➤ Interim Management Letter</li> <li>➤ Internal Audit Status Report</li> </ul>  | C1<br>C2 |
| D | Other business <ul style="list-style-type: none"> <li>➤ ANAO Audit Report 28 – The Australian Government<br/>Performance Measurement and Reporting<br/>Framework</li> <li>➤ ANAO Audit Report 35 – Control of Credit Card Use</li> </ul> | D1<br>D2 |



Australian Government

Office of the Australian Information Commissioner

## AUDIT COMMITTEE MEETING No. 2/14

Thursday, 5 September 2013 at 10.30am  
175 Pitt Street  
Level 3

### NOTICE OF MEETING and AGENDA

A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –

1. 20 June 2013

B. Business arising from minutes –

1. Action Items
2. Status of Audit Recommendations

C. New business –

- **Management Update – verbal report**

- **ANAO - Financial Statements Audit**

1. 2012-2013 Financial Statements –Final Audit
2. Audit Closing Report (to be tabled at meeting)
3. 2012-2013 Management Representation Letter
4. 2012-2013 Certificate of Compliance

- **Internal Audit Activity**

5. Internal Audit Status Report

D. Other business –

1. ANAO Audit Report 45 – Cross-Agency Coordination of Employment Programs
2. ANAO Audit Report 49 – Interim Phase of the Audit of the Financial Statements of Major General Government Sector Agencies for the year ending 30 June 2013
3. ANAO Audit Report 53 – Agencies Implementation of Performance Audit Recommendations
4. ANAO Audit Report 54 – Administration of Government Advertising Arrangements: August 2011 to March 2013

- **Next Meeting**

5. Proposed for 10:30am - Thursday, 5 December 2013

Alison Leonard  
Chair

## Distribution:

## Members:

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

## Secretariat:

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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## Observers:

Mr D Richards	Chief Finance Officer, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Audit Principal, ANAO
s22	s22

## ATTACHMENTS

- |   |  |    |
|---|--|----|
| A | Draft minutes: 20 June 2013  | A1 |
| B | Business arising:  |    |
|   | ➤ Action Items   | B1 |
|   | ➤ Status of Audit Recommendations  | B2 |
| C | New business:  |    |
|   | ➤ Draft 2012-2013 Financial Statements   | C1 |
|   | ➤ Draft Management Representation Letter   | C2 |
|   | ➤ Draft Certificate of Compliance  | C3 |
|   | ➤ Draft Certificate of Compliance Letters  | C4 |
| D | Other business   |    |
|   | ➤ ANAO Audit Report 45 – Cross-Agency Coordination of<br>Employment Programs   | D1 |
|   | ➤ ANAO Audit Report 49 – Interim Phase of the Audit of<br>the Financial Statements of Major General Government<br>Sector Agencies for the year ending 30 June 2013 | D2 |
|   | ➤ ANAO Audit Report 53 – Agencies Implementation of<br>Performance Audit Recommendations   | D3 |
|   | ➤ ANAO Audit Report 54 – Administration of Government<br>Advertising Arrangements: August 2011 to March 2013   | D4 |



Australian Government

Office of the Australian Information Commissioner

## AUDIT COMMITTEE MEETING No. 3/14

Thursday, 5 December 2013 at 10.30am  
175 Pitt Street  
Level 3

### NOTICE OF MEETING and AGENDA

- A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –
  - 1. 5 September 2013
- B. Business arising from minutes –
  - 1. Action Items
  - 2. Status of Audit Recommendations
- C. New business –
  - **Management Update – verbal report**
  - **ANAO - Financial Statements Audit**
    - 1. 2013-2014 Financial Statements – Planning
  - **Internal Audit Activity**
    - 2. Internal Audit Status Report
    - 3. Draft Strategic Internal Audit Plan 2014-2016
- D. Other business –
  - 1. ANAO Audit Reports (Across Agencies only)
  - **Next Meeting**
    - 2. Proposed for 10:30am - Thursday, 13 March 2014

Alison Leonard  
Chair



## Distribution:

*Members:*

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

*Secretariat:*

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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*Observers:*

Mr D Richards	Chief Finance Officer, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Audit Principal, ANAO
s22	s22

## ATTACHMENTS

- |   |   |    |
|---|---|----|
| A | Draft minutes: 5 September 2013   | A1 |
| B | Business arising:   |    |
|   | ➤ Action Items  | B1 |
|   | ➤ Status of Audit Recommendations   | B2 |
| C | New business:   |    |
|   | ➤ Internal Audit Status Report  | C1 |
|   | ➤ Payroll, HR Management and WHS Review   | C2 |
|   | ➤ Draft Strategic Internal Audit Plan 2014-2016   | C3 |
| D | Other business  |    |
|   | ➤ ANAO Audit Report 4 – Confidentiality in Government<br>Contracts: Senate Order for Departmental and Agency<br>Contracts (Calendar Year 2012 Compliance) | D1 |
|   | ➤ ANAO Audit Report 7 – Agency Management of<br>Arrangements to Meet Australia's Treaty Obligations   | D2 |



Australian Government

Office of the Australian Information Commissioner

## AUDIT COMMITTEE MEETING No. 4/14

Thursday, 27 March 2014 at 10.30am  
175 Pitt Street  
Level 3

### NOTICE OF MEETING and AGENDA

- A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –
  - 1. 5 December 2013
- B. Business arising from minutes –
  - 1. Action Items
  - 2. Status of Audit Recommendations
- C. New business –
  - **Management Update – verbal report**
  - **ANAO - Financial Statements Audit**
    - 1. 2013-2014 Financial Statements – Planning
    - 2. Performance Audit Reports (Across Agencies)
  - **Internal Audit Activity**
    - 3. Internal Audit Status Report
    - 4. Draft Strategic Internal Audit Plan 2014-2016 (verbal update)
- D. Other business –
  - 1. OAIC Risk Assessment
  - 2. OAIC Fraud Control Plan
  - 3. Update on Preparation/Implementation of the PGPA Act
  - **Next Meeting**
    - 4. Proposed for 10:30am - Thursday, 19 June 2014

Alison Leonard  
Chair

## Distribution:

*Members:*

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

*Secretariat:*

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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*Observers:*

Mr D Richards	Chief Finance Officer, AHRC
Mr D Vircillo	Corporate Projects Manager – HR, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Executive Director, ANAO
s22	s22

## ATTACHMENTS

- |                        |   |    |
|------------------------|---|----|
| A                      | Draft minutes: 5 December 2013  | A1 |
| B    Business arising: |   |    |
|                        | ➤ Action Items  | B1 |
|                        | ➤ Status of Audit Recommendations   | B2 |
| C    New business:     |   |    |
|                        | ➤ ANAO Draft Engagement Letter & Audit Strategy   | C1 |
|                        | ➤ Report Number 13 – Audits of the Financial Statements<br>of Australian Government Entities for the Period Ended<br>30 June 2013 | C2 |
|                        | ➤ Report Number 21 – Pilot Project to Audit Key<br>Performance Indicators   | C3 |
|                        | ➤ Internal Audit Status Report  | C4 |
| D    Other business    |   |    |
|                        | ➤ OAIC Risk Assessment  | D1 |
|                        | ➤ OAIC Fraud Control Plan   | D2 |
|                        | ➤ PMRA Newsletter 03 and Status Log   | D3 |



Australian Government

Office of the Australian Information Commissioner

## AUDIT COMMITTEE MEETING No. 1/15

Thursday, 19 June 2014 at 10.30am  
175 Pitt Street  
Level 3

### NOTICE OF MEETING and AGENDA

- A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –
1. 27 March 2014
- B. Business arising from minutes –
1. Action Items
  2. Status of Audit Recommendations
- C. New business –
- **Management Update – verbal report**
  - **ANAO - Financial Statements Audit**
    1. 2013-2014 Financial Statements – interim
    2. Performance Audit Reports (Across Agencies)
  - **Internal Audit Activity**
    3. Internal Audit Status Report
    4. Draft Strategic Internal Audit Plan 2014-2016
- D. Other business –
1. OAIC Audit Committee – Change of Membership
- **Next Meeting**
    2. Proposed for 10:30am - Monday, 8 September 2014 (note: this meeting will clear the annual financial statements)

Karen Toohey  
Chair

## Distribution:

*Members:*

Ms K Toohey	Assistant Commissioner Dispute Resolution (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

*Secretariat:*

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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*Observers:*

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication (Chair)
Mr D Richards	Chief Finance Officer, AHRC
Mr D Vircillo	Corporate Projects Manager – HR, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Executive Director, ANAO
s22	s22

## ATTACHMENTS

- |   |   |    |
|---|---|----|
| A | Draft minutes: 27 March 2014  | A1 |
| B | Business arising:   |    |
|   | ➤ Action Items  | B1 |
|   | ➤ Status of Audit Recommendations   | B2 |
| C | New business:   |    |
|   | ➤ ANAO Interim Management Letter  | C1 |
|   | ➤ Report Number 32 – Delivery of the Hearing Community Service Obligation     | C2 |
|   | ➤ Report Number 33 – Indigenous Employment in Australian Government Entities  | C3 |
|   | ➤ Report Number 34 – Implementation of ANAO Performance Audit Recommendations | C4 |
|   | ➤ Internal Audit Status Report  | C5 |
| D | Other business  |    |



Australian Government

Office of the Australian Information Commissioner

**AUDIT COMMITTEE MEETING No. 2/15**

**Thursday, 4 September 2014 at 10.30am**  
**175 Pitt Street**  
**Level 3**

**NOTICE OF MEETING and AGENDA**

**A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –**

1. 19 June 2014

**B. Business arising from minutes –**

1. *Action Items*
2. *Status of Audit Recommendations*

**C. New business –**

- **Management Update – verbal report**
- **Financial Statements**
  1. *2013-2014 Financial Statements*
  2. *2013-2014 Representation Letter*
  3. *2013-2014 Certificate of Compliance*
- **ANAO**
  4. *Final Audit and Clearance*
  5. *Performance Audit Reports (Across Agencies)*
  6. *ANAO Better Practice Guides*
- **Internal Audit Activity**
  7. *Internal Audit Status Report*
  8. *Strategic Internal Audit Plan 2014-2016*

**D. Other business –**

1. Draft Audit Committee Charter

- **Next Meeting**

2. Proposed for 10:30am - Thursday, 4 December 2014

Karen Toohey  
Chair

## Distribution:

*Members:*

Ms K Toohey	Assistant Commissioner, Dispute Resolution (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

*Secretariat:*

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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*Observers:*

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication (Chair)
Mr D Richards	Chief Finance Officer, AHRC
Mr D Vircillo	Corporate Projects Manager – HR, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Executive Director, ANAO
s22	s22

## ATTACHMENTS

A	Draft minutes: 19 June 2014	A1
B	Business arising:	
	➤ Action Items	B1
	➤ Status of Audit Recommendations	B2
C	New business:	
	➤ 2013-2014 Financial Statements	C1
	➤ 2013-2014 Representation Letter	C2
	➤ 2013-2014 Certificate of Compliance and Related Letters	C3
	➤ ANAO Audit Closing Report	C4
	➤ Report Number 44 – Interim Phase of the Audits of the Financial Statements of Major General Government Sector Agencies for the year ending 30 June 2014	C5
	➤ Report Number 47 – Managing Conflicts of Interest in FMA Agencies	C6
	➤ Report Number 49 – The Management of Physical Security	C7

- *Report Number 50 – Cyber Attacks: Securing Agencies' ICT Systems* C8
- *Report Number 54 – Establishment and Use of Multi Use Lists* C9
- *BPG: Public Sector Governance: Strengthening performance through good governance* C10
- *BPG: Public Sector Audit Committees: update*
- *Internal Audit Status Report* C11
- *Strategic Internal Audit Plan 2014-2016* C12

D Other business





Australian Government

Office of the Australian Information Commissioner

## AUDIT COMMITTEE MEETING No. 3/15

Thursday, 4 December 2014 at 10.30am  
175 Pitt Street  
Level 3

### NOTICE OF MEETING and AGENDA

- A. Acknowledgement of conflicts of interest and confirmation of draft minutes from meeting of –
  - 1. 4 September 2014
- B. Business arising from minutes –
  - 1. Action Items
  - 2. Status of Audit Recommendations
- C. New business –
  - **Management Update – verbal report**
  - **Financial Statements**
    - 1. 2014-2015 Financial Statements Planning
  - **Internal Audit Activity**
    - 4. Internal Audit Status Report
  - **ANAO**
    - 5. 2014-2015 Financial Statements Planning
    - 6. Performance Audit Reports (Across Agencies)
- D. Other business –
  - 1. Closure of the Canberra Office
  - 2. Transitional Arrangements
  - **Next Meeting**

Karen Toohey  
Chair

**Distribution:***Members:*

Ms K Toohey	Assistant Commissioner, Dispute Resolution (Chair)
Ms P Raman	Executive Director, AHRC
Ms J O'Brien	Director, Legal Services, AHRC
Mr S Sanders	Manager Executive Support Unit, Classification Branch, Attorney-General's Department

*Secretariat:*

Mr D Yesberg	Deputy Chief Finance Officer, AHRC
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*Observers:*

Ms A Leonard	Assistant Commissioner, Corporate Support And Communication
Mr D Richards	Chief Finance Officer, AHRC
Mr D Vircillo	Corporate Projects Manager – HR, AHRC
s22	Director, Assurance & Risk Management Consulting, Oakton
s22	Executive Director, ANAO
s22	s22

**ATTACHMENTS**

- |   |  |                      |
|---|--|----------------------|
| A | Draft minutes: 4 September 2014  | A1                   |
| B | Business arising:<br>➤ Action Items<br>➤ Status of Audit Recommendations   | B1<br>B2             |
| C | New business:<br>➤ Internal Audit Status Report<br>➤ Report Number 1 – Confidentiality in Government<br>Contracts: Senate Order for Departmental and Agency<br>Contracts (Calendar Year 2013 Compliance)<br>➤ Report Number 3 – Fraud Control Arrangements<br>➤ Report Number 6 – Business Continuity Management | C1<br>C2<br>C3<br>C4 |
| D | Other business   |                      |