

**MINUTES OF THE WAVERLEY COUNCIL AUDIT  
COMMITTEE MEETING HELD AT THE WAVERLEY  
COUNCIL CHAMBERS ON FRIDAY 16 OCTOBER 2015**

**Voting Members Present:**

Mr M Bass	Independent Member (Chair)
Mr N Hall	Independent Member
Cr T Kay	Waverley Council

**Also Present:**

Mr A Kyron	General Manager
Mr S Helweh	Internal Auditor
Mr F Rombola	Executive Manager, Financial Waverley
Ms J Worthy	Manager, Internal Ombudsman's Office
Mr A Johnston	Waverley Council, Committee Secretary

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*At the commencement of proceedings at 10.05 am, those present were as listed above.*

*At 11.30 am, at the completion of item A-1510.5, Cr T Kay left the meeting and did not return.*

**A-1510.A**

**Apologies**

Apologies were received and accepted from Cr B Mouroukas.

**A-1510.DI**

**Declarations of Interest**

The Chair called for Declarations of Interest and the following was received:

1. Mr M Bass informed the meeting that he is an employee of Elton Consulting and that he will remove himself from the deliberations on any matters before the Committee where there is or may be a conflict of interest.

**A-1510.1**

**Confirmation of Minutes of Previous Meeting – 29 May 2015**

**DECISION:** That the Minutes of the Waverley Council Audit Committee Meeting of 29 May 2015, a copy of which was distributed to each Committee member, be received and that such Minutes be confirmed as a true record of the proceedings of that meeting.

## **A-1510.2**

### **Internal Audit's Progress Report (A10/0345)**

The Internal Auditor will provide a verbal report on progress to date.

**DECISION:** That the Committee receives and notes the verbal progress report from the Internal Auditor.

## **A-1510.3**

### **CONFIDENTIAL REPORT - Internal Audit Report - Follow Up Report of Asset Management – Kerb and Gutter (A12/0554)**

*This matter is classified as confidential under the provisions of Section 6.4(d) of Waverley Council's Audit Committee Charter.*

Confidential Report issued September 2015 from the Internal Auditor on the Kerb and Gutter Asset Management.

**DECISION:** That:

1. The Confidential Internal Audit Follow-up report on Asset Management – Kerb and Gutter be treated as confidential in accordance with the provisions of Section 6.4(d) of Waverley Council's Audit Committee Charter for the following reasons:
  - (a). The report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
  - (b). It is not in the public interest to reveal commercially sensitive information about Council's internal operations and business interests, which if disclosed may prejudice Council's effective operation of its functions.
2. The correspondence and reports relevant to the subject business be withheld from the public as provided by Section 6.4 of the Audit Committee Charter.
3. The matter be deferred to the next meeting of the Audit Committee in December 2015 to allow the Director, Waverley Renewal and Executive Manager, Creating Waverley in consultation with the General Manager to prepare an evidence based response to each section of the action plan identified as unsatisfactory and present this to the Committee at the December meeting.
4. The response prepared by the Director, Waverley Renewal and the Executive Manager, Creating Waverley is to be circulated to the committee members prior to the December 2015 meeting.
5. The Committee requests the Director, Waverley Renewal and the Executive Manager, Creating Waverley to attend the December 2015 meeting.

**A-1510.4**

**CONFIDENTIAL REPORT - Internal Audit Report – Follow Up Report of Procurement – Stores (A06/1691)**

*This matter is classified as confidential under the provisions of Section 6.4(d) of Waverley Council's Audit Committee Charter.*

Confidential Report issued July 2015 from the Internal Auditor on Procurement - Stores

**DECISION:** That:

1. The Committee receive and note the Confidential Internal Audit Follow-Up Report on Procurement – Stores, which has been distributed separately with the agenda.
2. The Confidential Internal Audit Follow-up report on Procurement – Stores be treated as confidential in accordance with the provisions of Section 6.4(d) of Waverley Council's Audit Committee Charter for the following reasons:
  - (a). The report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
  - (b). It is not in the public interest to reveal commercially sensitive information about Council's internal operations and business interests, which if disclosed may prejudice Council's effective operation of its functions.
3. The correspondence and reports relevant to the subject business be withheld from the public as provided by Section 6.4 of the Audit Committee Charter.
4. Due to changes to the procurement process since this review was undertaken a further procurement audit be included in the Audit Plan for 2016/17.

**A-1510.5**

**CONFIDENTIAL REPORT – Internal Audit Report – Special Request – Review of Waverley Cemetery (incl. South Head Cemetery) (A15/0292)**

*This matter is classified as confidential under the provisions of Section 6.4(d) of Waverley Council's Audit Committee Charter.*

Confidential Report issued July 2015 from the Internal Auditor on a review of Waverley Cemetery, including South Head Cemetery.

**DECISION:** That:

1. The Committee receive and note the Draft Confidential Internal Audit Report on a review of Waverley Cemetery, including South Head Cemetery, which has been distributed separately with the agenda.
2. The Confidential Internal Audit report on a review of Waverley Cemetery, including South Head Cemetery be treated as confidential in accordance with the provisions of Section 6.4(d) of Waverley Council's Audit Committee Charter for the following reasons:

- (a). The report contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.
  - (b). It is not in the public interest to reveal commercially sensitive information about Council's internal operations and business interests, which if disclosed may prejudice Council's effective operation of its functions.
3. The correspondence and reports relevant to the subject business be withheld from the public as provided by Section 6.4 of the Audit Committee Charter.
4. The Final Report and Action Plan as well as the response by the Director, Waverley Renewal be presented to the Committee at its December 2015 meeting.

#### **A-1510.6**

##### **Schedule of Meeting Dates for 2015 (A09/1105)**

At its last meeting the Committee adopted the following schedule of meeting dates for 2015.

- 10.00am, Friday 11 December 2015

**DECISION:** That the Committee receive and note this information.

#### **A-1510.7**

##### **GENERAL BUSINESS**

##### **A-1510.7.1**

##### **Waverley Audit Committee – Report to Council on its activities (A09/1105)**

This matter was raised by the Chair as an item of general business.

**DECISION:** That:

1. The Waverley Audit Committee's report to Council on its activities be submitted to the November 2015 Council Meeting.
2. The report cover the Committee's activities since June 2013 and include the Annual Audit Plan for adoption.

**THE MEETING CLOSED AT 11.48 AM.**