

**MINUTES OF THE WAVERLEY COUNCIL AUDIT  
COMMITTEE MEETING HELD AT THE WAVERLEY  
COUNCIL CHAMBERS ON FRIDAY 11 DECEMBER 2015**

**Voting Members Present:**

Mr N Hall	Independent Member (Chair)
Mr M Bass	Independent Member
Cr B Mouroukas	Waverley Council

**Also Present:**

Mr A Kyron	General Manager
Mr S Helweh	Internal Auditor
Cr T Kay	Waverley Council (Alternate Council Representative)
Mr F Rombola	Executive Manager, Financial Waverley
Ms E Scott	Acting Director, Waverley Renewal
Ms S Cassidy	Acting Executive Manager, Creating Waverley
Ms M Diebert	Acting Cemetery Manager
Mr A Johnston	Committee Secretary

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*At the commencement of proceedings at 10.01 am, those present were as listed above.*

**A-1512.A**

**Apologies**

There were no apologies.

**A-1512.DI**

**Declarations of Interest**

There were no declarations of interests.

**A-1512.1**

**Confirmation of Minutes of Previous Meeting – 16 October 2015**

**DECISION:** That the Minutes of the Waverley Council Audit Committee Meeting of 16 October 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-1512.2**

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

The Internal Auditor provided a verbal report on progress to date and advised the meeting that a follow up review on fleet management and a lifeguard services review will be presented to the Committee at its March 2016 meeting.

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

## **A-1512.3**

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

*Subsequent to the publishing of the Audit Committee Agenda, an updated report on this matter was provided to the Committee by the Internal Auditor at the request of the General Manager. The updated report was issued as an additional agenda item and considered by the Committee at item A-1512.6.*

This matter was previously considered by the Committee at its meeting in October 2015.

At that meeting the Committee resolved in part to defer the matter to this meeting to allow the Director, Waverley Renewal and the 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 the responses to the Committee.

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 Committee receives and notes the Confidential Internal Audit Follow-Up Report on Asset Management – Kerb and Gutter.
2. 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.
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.

**A-1512.4**

**Audit Committee's Annual Report to Council (A09/1105)**

Part 5 of the Audit Committee Charter adopted by Council requires that the Committee report to Council annually on its activities.

A copy of the report prepared by the Committee's Chairs was attached to the Agenda. The report was considered by Council at its meeting on 15 December 2015.

**DECISION:** That the Committee receives and notes the Audit Committee's Annual Report to Council.

**A-1512.5**

**GENERAL BUSINESS**

There were no items of general business.

**A-1512.6**

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

*This report is an updated version of the confidential report at item A-1512.3 on the Agenda.*

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

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

**DECISION:** That:

1. The Updated 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 Committee receives and notes the report.
4. The Asset Management – Kerb and Gutter review be included in the 2016-17 Audit Program with a view to a further assessment in June 2016.

**A-1512.7**

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

*Subsequent to the publishing of the Audit Committee Agenda, this report was provided to the Committee as an additional agenda item by the Internal Auditor at the request of the General Manager.*

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

This matter was previously considered by the Committee at its meeting in October 2015. At that meeting the Committee resolved in part that 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.

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

**DECISION:** That:

1. 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.
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 Committee receives and notes the report.
4. The Waverley Cemetery review be included in the 2016-17 Audit Program with a view to a further assessment in June 2016.

**THE MEETING CLOSED AT 11.35 AM.**