

**MINUTES OF THE WAVERLEY COUNCIL
AUDIT COMMITTEE MEETING HELD AT THE
WAVERLEY COUNCIL CHAMBERS ON
FRIDAY, 17 FEBRUARY 2012**

Voting Members Present:

Mr M Bass	Independent Member (Chair)
Mr N Hall	Independent Member
Cr K Sloan	Waverley Council

Also Present:

Cr P Cancian	Waverley Council
Mr T Reed	General Manager
Mr S Helweh	Senior Internal Auditor
Mr I Mead	Divisional Manager, Finance & Information Systems & Services
Mr R Russo	Governance Manager / Committee Secretary
Ms J Reid	Governance Officer / Assistant Committee Secretary

Invitee:

Mr P Brennan	Director, Planning and Environmental Services (for Item A-1202.3 – Internal Auditors' Report on Developer Contributions – Section 94A Review)
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At the commencement of proceedings at 10.05am, those present were as listed above with the exception of Cr Sloan who arrived at 10.20am.

Mr Brennan arrived at the meeting at 10.30am and left at 11.20am.

Mr Reed left the meeting at 12.30pm.

**A-1202.A
Apologies**

Late apologies were received and accepted from Cr K Sloan.

**A-1202.DI
Declarations of Interest**

The Chair called for Declarations of Interest and none were received.

A-1202.1

Confirmation of Minutes of Previous Meeting – 2 December 2011

DECISION: That the Minutes of the Waverley Council Audit Committee Meeting of 2 December 2011; 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-1202.2

Matters Arising from Previous Minutes

There were no Matters arising from Previous Minutes.

A-1202.3

Internal Auditor's Progress Report

Report dated 6 February 2012 from the Senior Internal Auditor providing an update on progress with the Financial Years 2010/11 and 2011/12 Audit Plans respectively.

A copy of the Confidential Internal Audit Reports was distributed separately with the agenda.

DECISION: That:

1. The Committee receive and note this progress report.
2. The Committee receive and note the Confidential Internal Audit Reports of the Budgeting Review, General Insurance Review and Developer Contributions –Section 94A Review which were distributed separately with the Agenda.
3. The Internal Audit Reports of the Budgeting Review, General Insurance Review and Developer Contributions –Section 94A 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 reports contain 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.
4. 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.
5. In regard to the Internal Auditors' General Insurance Review report, Council Management in its action plan prioritise action based on a prudent assessment of risk minimisation and financial benefit to the organisation.

A-1202.4

Schedule of Meeting Dates for 2012

DECISION: That the following schedule of meeting dates be adopted for the remainder of 2012:

- 10.00am, Friday, 11 May 2012
- 10.00am, Friday, 20 July 2012
- 10.00am, Friday, 12 October 2012
- 10.00am, Friday, 7 December 2012

A-1202.5

GENERAL BUSINESS

There were no items of General Business.

THE MEETING CLOSED AT 12.50PM