

**MINUTES OF THE WAVERLEY COUNCIL  
AUDIT COMMITTEE MEETING HELD AT THE  
WAVERLEY COUNCIL CHAMBERS ON  
FRIDAY, 6 DECEMBER 2013**

**Voting Members Present:**

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

**Also Present:**

Cr T Kay	Waverley Council
Mr P Brown	General Manager
Mr S Helweh	Senior Internal Auditor
Mr S Kidnapillai	Senior Internal Auditor
Ms J Reid	Governance & Integrated Planning Officer / Assistant Committee Secretary
Mr R Russo	Governance Manager / Committee Secretary

**Invitees:**

Mr G Mottau	Director, Hill Rogers Spencer Steer (External Auditors)
Ms F Calabrese	Divisional Manager, Human Resources & Organisational Development (for Item A-1312.5 – Confidential Report - Internal Audit Follow-up Report – Payroll)
Ms V Canepa	Financial Services Manager (for Item A-1312.5 – Confidential Report - Internal Audit Follow-up Report – Payroll and Item A1312.3 – Final Audit Report for the Year Ended 30 June 2013)

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*At the commencement of proceedings at 10.04am, those present were as listed above with the exception of Ms Calabrese (for Item A-1312.5) and Ms Canepa (for Items A-1312.5 and A-1312.3) who were invited into the meeting at 10.10am and left at 10.40am and 10.55am respectively.*

*At 11.10am Cr T Kay left the meeting and did not return.*

## **A-1312.A Apologies**

Apologies were received and accepted from:

Mr I Mead	Divisional Manager, Finance & Information Systems & Services
Ms B Kelly	Director, Corporate & Technical Services
Mr P Monks	Director, Planning & Environmental Services

## **A-1312.DI Declarations of Interest**

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

## **A-1312.1 Confirmation of Minutes of Previous Meeting – 1 August 2013**

**DECISION:** That the Minutes of the Waverley Council Audit Committee Meeting of 1 August 2013; 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-1312.2 Matters Arising from Previous Minutes**

There were no matters arising from the previous Minutes that were submitted for the Committee's consideration.

## **A-1312.3 Final Audit Report for the Year Ended 30 June 2013 (A02/0647-09)**

Report dated 6 November 2013 from the Director, Corporate & Technical Services in relation to Council's 2012/13 Annual Financial Statements (including General and Special Purpose Financial Statements and Special Schedules).

*This report was considered by Council at its meeting on 19 November 2013. At that meeting Council adopted the report's recommendation with no amendments.*

A full version of the Statements is available on Council's website at the following address:

[http://www.waverley.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0015/64023/Annual\\_Financial\\_Statement\\_12-13.pdf](http://www.waverley.nsw.gov.au/__data/assets/pdf_file/0015/64023/Annual_Financial_Statement_12-13.pdf)

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

**A-1312.4**  
**Internal Audit's Progress Report (A10/0345)**

Report dated 28 November 2013 from Internal Auditor providing an update on progress with the FY2013 Audit Plan.

**DECISION:** That the Committee receive and note this progress report.

**A-1312.5**  
**CONFIDENTIAL REPORT - Internal Audit Follow-up Report – Payroll (A13/0638)**

Confidential Internal Audit Follow-up report dated 28 November 2013 on Payroll.

*The Confidential Internal Audit Report on Payroll was distributed separately with the agenda.*

**DECISION:** That:

1. The Committee receive and note the Confidential Internal Audit Follow-up report on Payroll, which has been distributed separately with the agenda.
2. The Internal Audit Follow-up report on Payroll 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.
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.

**A-1312.6**  
**Proposed Schedule of Meeting Dates for 2014 (A09/1105)**

Following is the proposed schedule of meeting dates for the Audit Committee for 2014:

- 10.00am, Friday, 21 February 2014
- 10.00am, Friday, 9 May 2014
- 10.00am, Friday, 18 July 2014
- 10.00am, Friday, 17 October 2014
- 10.00am, Friday, 5 December 2014

**DECISION:** That the Committee adopts the schedule of meeting dates for 2014.

**A-1312.7**

**GENERAL BUSINESS**

There were no Items of General Business.

**THE MEETING CLOSED AT 11.37PM**