

**MINUTES OF THE WAVERLEY COUNCIL
AUDIT COMMITTEE MEETING HELD AT THE
WAVERLEY COUNCIL CHAMBERS ON
FRIDAY, 11 MAY 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 S Helweh	Senior Internal Auditor
Mr S Kidnapillai	Senior Internal Auditor
Mr I Mead	Divisional Manager, Finance & Information Systems & Services
Ms J Reid	Governance Officer / Committee Secretary

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

**A-1205.A
Apologies**

Apologies were received from:

Mr T Reed, General Manager
Mr G Mottau, Director, Hill Rogers Spencer Steer

**A-1205.DI
Declarations of Interest**

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

**A-1205.1
Confirmation of Minutes of Previous Meeting – 17 February 2012**

DECISION: That the Minutes of the Waverley Council Audit Committee Meeting of 17 February, 2012, 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-1205.2
Matters Arising from Previous Minutes

There were no matters arising from previous Minutes.

A-1205.3
Internal Auditor's Progress Report

Report dated 11 May 2012 from the Senior Internal Auditor providing an update on progress with the Financial Year 2011/12 Audit Plan.

DECISION: That:

1. The Committee receive and note this progress report.
2. The Committee receive and note the Confidential Internal Audit Report of Procurement in Public Works which has been distributed separately with the Agenda.
3. The above Internal Audit report 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 report relevant to the subject business be withheld from the public as provided by Section 6.4 of the Audit Committee Charter.
5. Internal follow-up reports are to be formally tabled at the next and subsequent, meetings of the Audit Committee.
6. That the General Manager be requested to attend the next Audit Committee meeting and, at the discretion of the General Manager, Council's Directors be also invited to attend to discuss the Committee's concerns regarding the will of the organisation to implement changes that emanate from the internal and external audit process.

A-1205.4
Draft Financial Year 2012/13 Audit Plan

Report dated 11 May 2012 from the Senior Internal Auditor seeking the approval of the Draft Financial Year 2012/13 Audit Plan

DECISION: That the Committee receive and note this report.

A-1205.5

CONFIDENTIAL REPORT - Audit Management Letter – Observations and Responses

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

Confidential External Audit Findings Report and Management's response is attached in the agreed format.

DECISION: That:

1. The Committee receive and note the report.
2. The report be treated as confidential in accordance with the provisions of Section 6.4(d) of Waverley Council's Audit Committee Charter for the following reason:
 - (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 report relevant to the subject business be withheld from the public as provided by section 6.4 of the Audit Committee Charter.

A-1205.6

Schedule of Meeting Dates for 2012

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

- 10.00am, Friday, 27 July 2012
- 10.00am, Friday, 12 October 2012
- 10.00am, Friday, 7 December 2012

A-1205.7

GENERAL BUSINESS

There were no items of General Business.

THE MEETING CLOSED AT 12.40PM