

**MINUTES OF THE WAVERLEY COUNCIL
AUDIT COMMITTEE MEETING HELD AT THE
WAVERLEY COUNCIL CHAMBERS ON
FRIDAY, 27 JULY 2012**

Voting Members Present:

Mr M Bass	Independent Member (Chair)
Mr N Hall	Independent Member

Also Present:

Mr Tony Reed	General Manager
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

Invitees:

Mr P Spyve	Divisional Manager, Governance & Integrated Planning
Ms Linda Bathur	Divisional Manager, Library & Customer Services

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

**A-1207.A
Apologies**

Apologies were received from:

Cr Kerryn Sloan
Cr Prue Cancian
Mr G Mottau, Director, Hill Rogers Spencer Steer

**A-1207.DI
Declarations of Interest**

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

A-1207.1

Confirmation of Minutes of Previous Meeting – 11 May 2012

DECISION: That the Minutes of the Waverley Council Audit Committee Meeting of 11 May, 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-1207.2

Matters Arising from Previous Minutes

A-1207.2.1

Internal Auditor's Progress Report – May 2012

At the May meeting of the Audit Committee, the Committee requested that the General Manager and, at his discretion, Council's Directors be invited to attend this meeting of the Committee to discuss the Committee's concerns regarding the will of the organisation to implement changes that emanate from the internal and external audit process.

The General Manager gave an undertaking to the Committee that when he is unable to attend Audit Committee meetings he will delegate a representative to attend the meeting on his behalf.

DECISION: That the Committee receive and note this information.

A-1207.3

Internal Auditors' Progress Report – June 2012

Report dated 17 July 2012 from the Internal Auditors providing an update on progress with both the 2011/12 and 2012/13 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 Delegations of Authority and Customer Complaints and Request Handling which have been distributed separately with the Agenda.
3. The above Internal Audit reports 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.

A-1207.4 Audit Committee's Report to Council (A09/1105)

Section 5 of the Audit Committee Charter adopted by Council requires that the Committee report to Council twice yearly, preferably in May and November, on its activities.

The report for the period November 2011 to May 2012 has been prepared by the Committee's Chair and is presented for endorsement by voting members of the Committee prior to tabling at the Council meeting to be held on 21 August, 2012.

DECISION:

That:

1. The report is endorsed by voting members of the Committee and is to be tabled at the August Council Meeting.
2. As previously resolved by the Committee, the 2012/13 Audit Plan and the Three Year Audit Plan will be submitted to Council as part of the Committee's report.

A-1207.4 Schedule of Meeting Dates for 2012

At its last meeting the Committee adopted the following schedule of meeting dates for 2012. The schedule takes into consideration the Committee's reporting requirements to Council in November 2012.

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

DECISION:

That the Committee receive and note this information.

A-1207.7.1

Audit implementation (A09/0284)

The General Manager informed the Committee that the following resolution was made by Council at the Council Meeting held on 19 June 2012:

“MOTION / UNANIMOUS DECISION (Cancian / Sloan)

That:

1. The General Manager develops an Audit Implementation Plan to ensure that Audit Committee findings and recommendations are effectively translated into Council operations.
2. The Audit Implementation Plan specifically addresses effective implementation of audit by including the following:
 - (a). Responsibilities for audit and governance in Waverley Together 3 Strategic Plan.
 - (b). Responsibilities for audit in Council operations and staff performance management.
 - (c). Any required staff training.
 - (d). Any IT infrastructure upgrading necessary.
3. The Audit Implementation Plan includes identification of barriers and obstacles to the plan, and strategies to address them.
4. A regular six monthly confidential Audit Implementation progress report be presented to Council by the General Manager.”

DECISION: That the information be received and noted.

A-1207.7.2

Audit Report Outcomes (A09/0284)

In instances where Internal Audit reviews touch on cross organisational issues, complexities in ownership and accountability of the report are created. To ensure the outcomes of the report are achieved, the Committee recommends that in such instances, a lead director be assigned by the General Manager.

DECISION: That the General Manager be requested to appoint a lead director who is responsible to deliver the outcomes of each Internal Audit report.

A-1207.7.3

Independent external members of the committee re-appointment (A09/0284)

The independent external members of the Committee advised that they are available for re-appointment as independent external members of the Waverley Council Audit Committee, if required, for the Council term 2012 to 2016.

DECISION: That the information be received and noted.

THE MEETING CLOSED AT 12.45PM.