

**MINUTES OF THE WAVERLEY COUNCIL AUDIT
COMMITTEE MEETING HELD AT THE MILL HILL
CENTRE ON THURSDAY 24 MAY 2018**

Voting Members Present:

Mr N Hall	Independent Member (Chair)
Cr G Copeland	Waverley Council

Also Present:

Cr D Wy Kanak	Waverley Council
Ms U Sivanandan	Internal Auditor
Mr R Coelho	Acting Internal Ombudsman
Mr G Mottau	Director, Audit and Assurance, Hill Rogers
Ms T Su	Executive Manager, Financial Waverley
Mr K Trinh	Executive Manager, Digital Waverley
Ms A Trubenbach	Executive Manager, Caring Waverley
Ms D Groth	Executive Manager, People and Culture
Mr M Williams	Manager, Risk & Safety

At the commencement of proceedings at 10.07 am, those present were as listed above with the exception of Cr Wy Kanak who arrived at 10.36am.

A-1805.A

Apologies

Apologies were received and accepted from Mr M Bass (Independent Member) and Mr P Monks (Acting General Manager) and Ms C Egri (Manager, Children's Services).

A-1805.DI

Declarations of Interest

The Chair called for declarations of interests and none were received.

A-1805.1

Confirmation of Minutes of Previous Meeting – 23 February 2018

DECISION: That the minutes of the Audit Committee Meeting of 23 February 2018, a copy of which was distributed to each Committee member, be received and noted, and that such minutes be confirmed as a true record of the proceedings of that meeting.

A-1805.2**2017–18 Client Service Plan (A18/0184)**

Presentation from the External Auditor on the 2017–18 Client Service Plan. The discussion referred briefly to the NSW Auditor-General's Local Government Audit 2016–17 also attached to the agenda as part of this item.

DECISION: That:

1. The Committee endorses the 2017-18 Client Service Plan.
2. In future the Annual Financial Statements be submitted to the Committee before they are presented to Council.
3. The Governance Framework currently being drafted be presented to the Committee at its next meeting.
4. Council's response to the Auditor General's fraud control survey be presented to the Committee at its next meeting.

A-1805.3**Status of Audits in the Annual Audit Plan 2017/2018 as at 18 May 2018 (A10/0345-02)**

Report from the Internal Auditor on the Status of Audits in the Annual Audit Plan 2017/2018 as at 18 May 2018.

DECISION: That:

1. The Committee notes the progress of the Internal Audit function's work.
2. An updated Annual Audit Plan be presented to the Committee at its next meeting.
3. The Internal Auditor provide an updated 3 year Audit Plan to the Committee Chairs and Cr Copeland as soon as it is available.

A-1805.4**CONFIDENTIAL REPORT – Internal Audit Report – Purchasing Processes in Children's Services (A18/0106)**

Confidential Internal Audit report dated April 2018 from the Internal Auditor on Purchasing Processes in Children's Services.

DECISION: That:

1. The report be treated as confidential in accordance with section 6.4(d) of the 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 that, if disclosed, may prejudice the effective operation of Council.
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 endorses the Management Agreed Actions contained in the report.
4. The draft policy on credit/purchasing cards be presented to the Committee.

A-1805.5

Scope for Audit of Information and Technology Systems (A18/0106)

Report from the Executive Manager, Digital Waverley on the brief for the Audit of Council's Information and Technology Systems, as requested by the Committee at its meeting on 23 February 2018.

DECISION: That:

1. The Committee adopts the scope for the Audit of Information and Technology Systems as outlined in the report.
2. The Executive Manager, Digital Waverley provide progress reports to each Committee meeting.
3. The consultant's final audit report be presented to the Committee.

A-1805.6

Draft Template for the Register of Management Actions (SF18/416)

The draft Register of Management Actions template was attached to the agenda as requested by the Committee at its previous meeting.

DECISION: That the template be redrafted and populated and presented to the Committee at its next meeting.

A-1805.7

Risk Management Update and Risk Workshop (A14/0211)

The Manager, Risk and Safety provided information on risk management, including the risk workshop.

DECISION: That the Committee requests the Manager, Risk and Safety to provide an update to the Committee at its next meeting particularly on the development of the Risk Register and Business Continuity Plan.

A-1805.8

Next Meeting of the Committee

DECISION: That the next meeting of the Committee be held on Thursday, 11 October 2018 at 10.00 am, subject to the availability of Committee members.

A-1805.9

GENERAL BUSINESS

There were no matters of General Business.

THE MEETING CLOSED AT 1.15 PM.