

**MINUTES OF THE WAVERLEY COUNCIL AUDIT
COMMITTEE MEETING HELD AT THE WAVERLEY
COUNCIL CHAMBERS ON FRIDAY, 23 FEBRUARY 2018**

Voting Members Present:

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

Also Present:

Cr S Lewis	Waverley Council (Alternate Councillor Member)
Mr P Monks	Acting General Manager
Ms U Sivanandan	Internal Auditor
Ms T Su	Executive Manager, Financial Waverley
Ms J Worthy	Internal Ombudsman
Mr R Coelho	Governance and Internal Ombudsman Officer

Invitees:

Ms E Scott	Director, Waverley Life
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Observers:

Cr D Wy Kanak	Waverley Council (Deputy Mayor)
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At the commencement of proceedings at 9.59 am, those voting members present were as listed above.

At 10.22 am, Ms Scott left the meeting and did not return.

At 11.14 am, Cr Lewis left the meeting and did not return.

A-1802.A

Apologies

There were no apologies.

A-1802.DI

Declarations of Interest

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

A-1802.1

Confirmation of Minutes of Previous Meeting – 3 November 2017

DECISION: That the minutes of the Audit Committee Meeting of 3 November 2017, 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-1802.2

New Internal Auditor

The Chair welcomed the new Internal Auditor, Umayal Sivanandan.

A-1802.3

CONFIDENTIAL REPORT – Internal Audit Report – Public Place Cleansing – Occupational Health and Safety Review (A18/0106)

Confidential Internal Audit report, issued September 2017, from the former Internal Auditor on the Occupational Health and Safety Review of the Public Place Cleansing business unit.

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 receives and notes the report, which has been distributed separately with the agenda.
4. A report come back to the August Audit Committee meeting on the progress of the management actions contained in the report.

A-1802.4

CONFIDENTIAL REPORT – Management Letter 2017 (A17/0252)

The Executive Manager, Financial Waverley, presented the Management Letter from the Audit Office of NSW for the year ending 30 June 2017.

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 receives and notes the report, which has been distributed separately with the agenda.
4. A report come back to the August Audit Committee meeting on the progress of the management actions contained in the report.

A-1802.5

Register of Management Actions (SF18/416)

The Internal Ombudsman provided a verbal update on the Register of Management Actions.

The register will contain management actions arising out of internal and external audits, as well as process and business improvement recommendations from investigations co-ordinated by the Internal Ombudsman.

DECISION: That:

1. The draft Register of Management Actions be tabled at the next Audit Committee meeting.
2. The register be tabled at each subsequent Audit Committee meeting.
3. Council considers incorporating the progress of the Audit Plan into the register.

A-1802.6**Risk Workshop (SF18/331)**

The Internal Ombudsman provided a verbal update on the risk workshop.

DECISION: That:

1. The risk workshop inform the development of the Annual Audit Plan 2018–19.
2. The Annual Audit Plan 2018–19 be tabled at the August Audit Committee meeting.
3. Issues identified by the Internal Auditor outside the Audit Plan be reported to the Committee in the Audit Plan or the Register of Management Actions.

A-1802.7**Next Meeting of the Committee**

The next meeting of the Committee is scheduled to be held on:

- Friday, 25 May 2018 at 10.00 am.

DECISION: That the meeting be changed to Thursday, 24 May 2018 at 10.00 am.

A-1802.8**GENERAL BUSINESS****A-1802.8.1****Review of the Audit Committee (A17/0669)**

DECISION: That:

1. As part of the review of the Audit Committee, Council considers:
 - (a) Membership and independence.
 - (b) The confidentiality of reports.
 - (c) Other Councils' Audit Committees, including Blacktown City Council's.
2. The Independent Members report back to the next Audit Committee meeting on the Audit Office of NSW's Internal Audit Information Session, to be held on 20 April 2018.

A-1802.8.2

Audit of Information Technology Systems (A18/0106)

DECISION: That:

1. The Committee notes that the audit of Council's information technology systems is ongoing.
2. The scope of the audit include cloud-based storage.
3. The audit brief be tabled at the next Audit Committee meeting.

THE MEETING CLOSED AT 11.57 AM.