

**MINUTES OF THE WAVERLEY COUNCIL  
AUDIT COMMITTEE MEETING HELD AT THE  
WAVERLEY COUNCIL CHAMBERS ON  
FRIDAY, 1 AUGUST 2013**

**Voting Members Present:**

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

**Also Present:**

Ms B Kelly	Director, Corporate & Technical Services (representing the 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 & Integrated Planning Officer / Assistant Committee Secretary
Mr R Russo	Governance Manager / Committee Secretary

**Invitees:**

Mr G Mottau	Director, Hill Rogers Spencer Steer (External Auditors)
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*At the commencement of proceedings at 10.05am, those present were as listed above with the exception of Ms B. Kelly who arrived at 10.08am.*

*Cr B Mouroukas left the meeting at 11.17am and did not return.*

**A-1308.A  
Apologies**

Apologies were received and accepted from:

Cr T Kay	Waverley Council
Mr T Reed	General Manager

**A-1308.DI  
Declarations of Interest**

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

#### **A-1308.1**

##### **Confirmation of Minutes of Previous Meeting – 24 May 2013**

**DECISION:** That the Minutes of the Waverley Council Audit Committee Meeting of 24 May 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-1308.2**

##### **Matters Arising from Previous Minutes**

There were no matters arising from the previous Minutes.

#### **A-1308.3**

##### **Audit Committee's Bi-annual Report to Council (A09/1105)**

Part 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.

A copy of the report prepared by the Committee's Chair and included on the Council meeting agenda for 16 July 2013 was attached. At that meeting Council resolved to receive and note the report of the Audit Committee.

**DECISION:** That the Committee receive and note this information and the Bi-annual report of the Audit Committee.

#### **A-1308.4**

##### **CONFIDENTIAL REPORT - Internal Audit Report on the Property Investment Strategy (A10/0632)**

Confidential Internal Audit Report dated 23 July 2013 on the Property Investment Strategy.

*The Confidential Internal Audit Report on the Property Investment Strategy was distributed separately with the agenda.*

**DECISION:** That:

1. The Committee receive and note this information.
2. The Committee receive and note the Confidential Internal Audit Report on the Property Investment Strategy, which was been distributed separately with the agenda.
3. The Internal Audit Report on the Property Investment Strategy 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.
5. The Committee recommends that Management consider the adoption of an automated system for contract management and other applications which have been previously discussed by the Committee.

**A-1308.5**  
**Internal Audit's Progress Report (A10/0345)**

Internal Audit provided a verbal report on progress to date.

**DECISION:** That the Committee receive and note the verbal progress report from Internal Audit.

**A-1308.6**  
**Proposed New Format for Internal Audit Reports (A09/1105)**

The proposed new format for Internal Audit reports was submitted for the Committee's consideration.

**DECISION:** That the Committee adopt the new format for Internal Audit reports.

**A-1308.7**  
**Proposed Annual Audit Plan for the Financial Year Ending 30 June 2014 (A10/0345)**

The proposed Annual Audit Plan for the financial year ending 30 June 2014 is attached for the Committee's consideration.

**DECISION:** That the Committee:

1. Adopt the proposed Annual Audit Plan for the financial year ending 30 June 2014.
2. Notes that Management considers the Internal Audit function as value adding to the organisation.

#### **A-1308.8**

#### **CONFIDENTIAL REPORT – Observations and Suggestions for Improvement from the External Audit Management Letter and Management’s Responses (A04/0630)**

Confidential Report on the Observations and Suggestions for Improvement from the External Audit Management Letter of 2 May 2013 and Management’s responses.

*The Confidential Report was distributed separately with the agenda.*

**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.
4. The Committee notes that this is the first External Audit Management Letter and that a subsequent Letter has been received, which will be tabled with Management’s responses, at the next meeting of the Committee.

#### **A-1308.9**

#### **Schedule of Meeting Dates for 2013 (A09/1105)**

The Committee adopted the following schedule of meeting dates for 2013.

- 10.00am, Friday, 18 October 2013
- 10.00am, Friday, 6 December 2013

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

#### **A-1308.10**

#### **GENERAL BUSINESS**

There were no Items of General Business.

**THE MEETING CLOSED AT 12.15PM**