

**MINUTES OF THE WAVERLEY COUNCIL AUDIT
COMMITTEE MEETING HELD AT THE WAVERLEY
COUNCIL CHAMBERS ON FRIDAY 10 JUNE 2016**

Voting Members Present:

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

Also Present:

Mr P Brown	General Manager
Mr S Helweh	Internal Auditor
Cr T Kay	Waverley Council (Alternate Council Representative)
Mr F Rombola	Executive Manager, Financial Waverley
Mr J Wire	Manager, Procurement, Fleet and Stores
Mr A Johnston	Committee Secretary

At the commencement of proceedings at 10.10am, those present were as listed above.

A-1606.A

Apologies

There were no apologies.

A-1606.DI

Declarations of Interest

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

A-1606.1

Confirmation of Minutes of Previous Meeting – 11 December 2015

DECISION: That the Minutes of the Waverley Council Audit Committee Meeting of 11 December 2015; 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-1606.2

Internal Audit's Progress Report (A10/0345)

The Internal Auditor provided a verbal update on progress with the FY15-16 Audit Plan.

DECISION: That the Committee receives and notes the progress report on the FY15-16 Audit Plan.

A-1606.3

Internal Audit FY16-17 Audit Plan (A10/0345)

The Internal Auditor presented the revised FY16-17 Audit Plan.

DECISION: That:

1. The Committee adopts the FY16-17 Audit Plan attached to the agenda subject to the Internal Auditor and the General Manager determining whether any additional items should be included in the Plan giving consideration to the possible Council merger.
2. The Committee supports the proposal in Council's Implementation Plan for a joint meeting of the Waverley, Randwick and Woollahra Audit Committees to be held within 30 days of the proclamation.

A-1606.4

CONFIDENTIAL REPORT - Internal Audit Follow Up Report on Fleet Management

Confidential Internal Audit Follow Up Report on Fleet Management issued February 2016.

DECISION: That:

1. The Committee receive and note the Confidential Internal Audit Internal Audit Follow Up Report on Fleet Management.
2. The Confidential Internal Audit Internal Audit Follow Up Report on Fleet Management 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.
3. 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-1606.5

CONFIDENTIAL REPORT - Internal Audit Report Review of Store Cards

Confidential Internal Audit Report Review of Store Cards issued May 2016.

DECISION: That:

1. The Committee receive and note the Confidential Internal Audit Report Review of Store Cards.
2. A Guideline or Procedure be prepared for the use of store cards that includes expenditure limits and a list of items that may be purchased.
3. The Confidential Internal Audit Report Review of Store Cards 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.
3. 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-1606.6

Next Meeting of the Committee (A09/1105)

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

- 10.00am on Friday 9 September 2016

DECISION: That the meeting scheduled for 9 September 2016 be brought forward to a date to be advised by the General Manager in consultation with the Internal Auditor.

A-1606.7

GENERAL BUSINESS

There were no matters of General Business.

THE MEETING CLOSED AT 12.15 PM.