



Meeting objective: *The objective of the Audit Committee is to enhance the corporate governance of Port Stephens Council through the provision of independent oversight, review and advice. The Committee will assist Council by providing independent assurance and assistance on the organisation's governance, risk, control and compliance frameworks.*

Attendance:

Members in attendance: (Chair) Ben Niland, Councillor Ken Jordan, Councillor John Morello

Officers in attendance: Wayne Wallis (Acting GM), Jason Linnane (GMFS), Mike McIntosh (GMDS), Tim Hazell (Financial Services Manager), Tony Wickham (Executive Officer)

Auditors in attendance: Courtney Fox (PKF Lawler)

Apologies: David Wheeler, Peter Gesling, (GM), Paul Quealey (PKF Lawler), Clayton Hickey (PKF Lawler).

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
1	Welcome and apologies	5 mins	Chair	Noted.	15/05/2014	Complete
2	Declarations of Interest [attachment 1]	5 mins	Chair	Nil.	15/05/2014	Complete
3	Minutes and Outstanding Actions					
3.1	Minutes 26 March 2014 – attachment 2 Outstanding actions 26 March 2014 – attachment 3	5 mins	Chair	That the Minutes of 26 March 2014 be endorsed. That the outstanding Actions be noted by the Committee.	15/05/2014 15/05/2014	Complete Complete
4	Internal audit					

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
4.1	<p>Receive presentations and reports from internal auditors – PKF Lawler – attachment 4</p> <p>The following reports are due:</p> <p>I. Contractors and Temporary Personnel internal audit report</p> <p>II. Sustainability internal audit report – to be tabled at the meeting.</p> <p>III. S355 Committees internal audit report - note this report will be reported in July 2014</p> <p>IV. Building Security internal audit report – note this report will be reported in July 2014.</p>	20 mins	PKF Lawler	<p>That the following Audit reports be endorsed by the Committee:</p> <p>I. Contractors and Temporary Personnel internal audit report.</p> <p>II. Sustainability internal audit report.</p> <p>That the Committee note Items 4.1(iii) and 4.1(iv) will be presented to the July 2014 meeting.</p>	15/05/2014	Complete
4.2	Review internal audit register actions and implementation – attachment 5	10 mins	Group Managers	That the Internal audit outstanding actions 30 April 2014 be noted by the Committee.	15/05/2014	Complete
5	External Audit					
5.1	Review external audit register actions and implementation – attachment 6	10 mins	Group Managers	That External audit outstanding actions – 30 April 2014 be noted by the Committee.	15/05/2014	Complete
6	Risk Management					
6.1	Review Corporate risk register actions and implementation – attachment 6	10 mins	Group Managers	That the PSC priority risk register 30 April 2014 be noted by the Committee.	15/05/2014	Complete
6.2	Review of the Integrated Risk Management policy – attachment 7	5 mins	General Manager	That the Committee endorse the reviewed Policy.	15/05/2014	Complete
7	Finance					
	Nil.			Nil.		
8	Legal					
8.1	Receive presentations and reports on current legal matters – attachment 8	10 mins	Peter Gesling	That the Summary of legal matters 6 May 2014 be noted by the Committee.	15/05/2014	Complete
9	Strategy					
9.1	Internal Audit Program 2011-2013 – attachment 9	5 mins	Peter Gesling	That the Internal Audit Program 2011-2013 update be noted by the Committee.	15/05/2014	Complete

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
10	General business					
				The newly appointed External Auditor, Wayne Russell of Pitcher Partners presented the Committee with an overview of the functions and processes of the External Auditor.	15/05/2014	Complete
11	Reflection on meeting process					
12	Confirmation of meeting actions					
13	Future meeting dates					
13.1	Audit Committee meeting schedule	5 mins	Members	That the meeting schedule be updated as follows: <ul style="list-style-type: none"> Thursday 24 July 2014 Thursday 23 October 2014 (external auditor in attendance) Thursday 26 February 2015 Thursday 28 May 2015 (external auditor in attendance) 		
14	Items for next meeting					
15	Key messages					
16	Close					
				There being no further business the meeting close at 6.38pm.		

Meeting Code of Cooperation

1. We start on time and finish on time
2. We all participate and contribute – everyone is given opportunity to voice their opinions
3. We use improvement tools that enhance meeting efficiency and effectiveness
4. We actively listen to what others have to say, seeking first to understand then to be understood
5. We follow up on the actions we are assigned responsibility for and complete them on time

6. We give and receive open and honest feedback in a constructive manner
7. We use data to make decisions (whenever possible)
8. We determine issues arising by consensus or refer to Council for consideration
9. We strive to continually improve our meeting process and build time into each agenda for reflection
10. We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations

Attachments

1. Declaration of interest form
2. Meeting minutes 26/03/2014
3. Meeting outstanding actions 26/03/2014
4. PKF Lawler – Internal audit reports
5. Internal audit outstanding action April 2014
6. External audit outstanding action April 2014
7. Corporate risk register actions
8. Review of the Integrated Risk Management policy
9. Summary of current legal matters May 2014
10. PKF Lawler - Internal Audit Program 2011/2013 update