

AUDIT COMMITTEE MEETING

MINUTES - Thursday 23 October 2014

6.02pm – 6.44pm – Committee Rooms, Port Stephens Council



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: Ben Niland (Chair), Councillor Ken Jordan, Councillor John Morello
Officers in attendance: Wayne Wallis (GM), Carmel Foster (Acting GMCS), Jason Linnane (GMFS), Tim Crosdale (Acting GMDS), Tim Hazell (Financial Services Manager), Tony Wickham (Governance Manager), Glen Peterkin (PSC) and Mia Pedersen (PSC)
Auditors in attendance: Paul Quealey (PKF Lawler), Wayne Russell (Pitcher Partners), Vivien Lightfoot (Pitcher Partners)
Apologies: David Wheeler, Mike McIntosh (GMDS), Clayton Hickey (PKF Lawler)

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
1	Welcome and apologies	5 mins	Chair			
2	Declarations of Interest [attachment 1]	5 mins	Chair			
3	Minutes and Outstanding Actions					
3.1	Minutes 24 July 2014 – attachment 2 Outstanding actions July 2014 – attachment 3	5 mins	Chair	That the Minutes of 24 July 2014 be endorsed That the Outstanding Actions be noted as completed.	23/10/2014 23/10/2014	Complete Complete
4	Internal audit					

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
4.1	Receive presentations and reports from internal auditors – Lawler Partners – attachment 4 1. Asbestos Management 2. WHS Compliance 3. Working with Children	20 mins	Lawler Partners	That the Audit Reports be endorsed as follows: 1. Asbestos Management – report be endorsed with the exception of the action to include a statement on 149(5) relating to asbestos. Legal advice is to be sought to clarify this aspect of the Audit report. 2. WHS Compliance – report be endorsed. 3. Working with Children – report be endorsed.	30/11/2014 23/10/2014 23/10/2014	In progress Complete Complete
4.2	Review internal audit register actions and implementation – attachment 5 Note: to be tabled at the meeting.	10 mins	Group Managers	Deferred to next meeting	23/10/2014	Complete
5	External Audit					
5.1	Review external audit register actions and implementation – attachment 6 Note: to be tabled at the meeting.	10 mins	Group Managers	Nil.	23/10/2014	Complete
5.2	2013/14 Annual Financial Statements presentation	45 mins	Pitcher Partners/Tim Hazell	That the report and presentation provided to the meeting by the Pitcher Partners be received and noted.	23/10/2014	Complete
6	Risk Management					
6.1	Review Corporate risk register actions and implementation – attachment 7	10 mins	Group Managers	That the PSC priority risk register 9 October 2014 be noted.	23/10/2014	Complete
7	Finance					
				Nil.		
8	Legal					
8.1	Receive presentations and reports on current legal matters – attachment 8	5 mins	General Manager	That the Summary of legal matters 9 October 2014 be noted	23/10/2014	Complete
9	Strategy					

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
9.1	Audit Committee's Annual Report 2013/14 – attachment 9	5 mins	General Manager	That the Annual Report be endorsed subject to the amendment to attendance records.	24/10/2014	Complete
10	General business					
				•		
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 and meetings to commence at 5.00pm: <ul style="list-style-type: none"> • Thursday 26 February 2015 • Thursday 28 May 2015(external auditor in attendance) • Thursday 23 July 2015 • Thursday 22 October 2015(external auditor in attendance) 		
14	Items for next meeting					
				To be identified		
15	Key messages					
				To be identified		
16	Close					

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