

AUDIT COMMITTEE MEETING

MINUTES Thursday 24 July 2014

5.15pm – 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: David Wheeler (Chair), Ben Niland and Councillor Ken Jordan.
Officers in attendance: Wayne Wallis (GM), Carmel Foster (Acting GMCS), Jason Linnane (GMFS), Mike McIntosh (GMDS), Tim Hazell (Financial Services Manager),
Auditors in attendance: Paul Quealey (PKF Lawler), Courtney Fox (PKF Lawler)
Apologies: Councillor John Morello, Tony Wickham (Executive Officer).

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
1	Welcome and apologies	5 mins	Chair	Noted	24/7/2014	Complete
2	Declarations of Interest [attachment 1]	5 mins	Chair	Nil.	24/7/2014	Complete
3	Minutes and Outstanding Actions					
3.1	Minutes 15 May 2014 – attachment 2 Outstanding actions 15 May 2014	5 mins	Chair	That the Minutes of 15 May 2014 be endorsed. No outstanding actions.	24/7/2014	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 3 <ul style="list-style-type: none"> Building Security Section 355 Committees 	15 mins	Lawler Partners	That the following Audit reports be endorsed by the Committee: <ul style="list-style-type: none"> 1) Building Security 2) Section 355 Committees That clarification be provided with respect to the Booking Officer being a Council delegate and that they aware of the key location (reference page 12 of the Audit report).	30/08/2014 24/07/2014	In progress Complete
4.2	Review internal audit register actions and implementation – attachment 4	10 mins	Group Managers	That the Internal audit outstanding actions 30 June 2014 be noted.	24/7/2014	Complete
4.3	PKF Lawler 2014 update – attachment 5	10 mins	PKF Lawler	That the PFK Lawler update be noted.	24/7/2014	Complete
5	External Audit					
5.2	Review external audit register actions and implementation	10 mins	Group Managers	Nil.	24/7/2014	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 11 July 2014 be noted.	24/7/2014	Complete
7	Finance					
8	Legal					
8.1	Receive presentations and reports on current legal matters – attachment 7	10 mins	Wayne Wallis	That the summary of legal matters at 10 July 2014 be noted.	24/7/2014	Complete
9	Strategy					
9.1	Review Audit Committee Charter–attachment 8 Note: Audit Committee Work Plan requires a review of the Audit Committee Charter in July each year.	10 mins	Wayne Wallis	That no amendments required.	24/7/2014	Complete

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
9.2	Review Audit Committee's performance Note: Audit Committee Work Plan requires a review of the Audit Committee's performance in July each year. This was last presented in February 2014. A copy of the result is shown at attachment 9.	2 mins	Wayne Wallis	That no action is required and that it be considered next July in accordance with the Audit Committee workplan.	24/7/2014	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 23 October 2014(external auditor in attendance) Thursday 26 February 2015 Thursday 28 May 2015(external auditor in attendance) Thursday 23 July 2015 		
14	Items for next meeting					
				To be identified		
15	Key messages					
				To be identified		
16	Close					
				There being no further business the meeting closed at 6.40pm.		

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 15 May 2014 & Meeting outstanding actions 15 May 2014
3. Lawler Partners – Building Security and Section 355 Committee internal audit reports
4. Internal audit outstanding actions 30 June 2014
5. PKF Lawler update
6. PSC priority risk register
7. Summary of current legal matters 10 July 2014
8. Audit Committee Charter review
9. Survey of Committee performance – February 2014