

AUDIT COMMITTEE MEETING

MINUTES Wednesday 26 March 2014

5.00pm – Training Room, 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), Councillor Ken Jordan and Councillor John Morello
Officers in attendance: Peter Gesling, (GM), Wayne Wallis (GMCS), Jason Linnane (GMFS), Mike McIntosh (GMDS), Tim Hazell (Financial Services Manager), Tony Wickham (Executive Officer)
Auditors in attendance: Clayton Hickey (Lawler Partners) and Courtney Fox (Lawler Partners)
Apologies: Ben Niland and Paul Quealey (Lawler Partners)

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
1	Welcome and apologies	5 mins	Chair	Noted.	26/03/2014	Complete
2	Declarations of Interest [attachment 1]	5 mins	Chair	Nil.	26/03/2014	Complete
3	Minutes and Outstanding Actions					
3.1	Minutes 4 November 2013 – attachment 2 Outstanding actions 4 November 2013 – attachment 3	5 mins	Chair	That the Outstanding Actions be noted by the Committee and are now complete.	26/03/2014	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 4 <ul style="list-style-type: none"> Fraud & Corruption Control (attachment 4A) Grants Administration & Reporting (attachment 4B) Temporary Personnel (attachment 4C) Section 356 Financial Assistance Grants (attachment 4D) Privacy Management (attachment 4E) 	15 mins	Lawler Partners	The following reports be endorsed by the Committee: <ul style="list-style-type: none"> Fraud & Corruption Control (attachment 4A) Grants Administration & Reporting (attachment 4B) Section 356 Financial Assistance Grants (attachment 4D) Privacy Management (attachment 4E) The Temporary Personnel (attachment 4C) was deferred.	26/03/2014	Complete
4.2	Review internal audit register actions and implementation – attachment 5	10 mins	Group Managers	The Internal audit outstanding actions – February 2014 be noted by the Committee.	26/03/2014	Complete
4.3	Internal Audit Update – attachment 6	5 mins	Lawler Partners	The Internal Audit Update from Lawler Partners be noted by the Committee.	26/03/2014	Complete
5	External Audit					
5.1	Receive presentation and recommendation on the external audit contract – attachment 7	15mins	Tim Hazell	The information provided on the external audit contract be noted by the Committee.	26/03/2014	Complete
5.2	Review external audit register actions and implementation – attachment 8	10 mins	Tim Hazell	The External audit outstanding actions – February 2014 be noted by the Committee.	26/03/2014	Complete
6	Risk Management					
6.1	Review Corporate risk register actions and implementation – attachment 9	10 mins	Group Managers	That the PSC priority risk register February 2014 be endorsed by the Committee.	26/03/2014	Complete

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
6.2	Review of Risk Management Framework – attachment 10	10 mins	Wayne Wallis	That the Risk Management Framework be endorsed by the Committee and that a copy of updated Framework be provided to the Committee at the next meeting.	15/05/2014	In progress
7	Finance					
				Nil.	N/A	No action
8	Legal					
8.1	Receive presentations and reports on current legal matters – attachment 11	10 mins	Peter Gesling	That the Summary of legal matters February 2014 be noted by the Committee.	26/03/2014	Complete
9	Strategy					
9.1	Internal Audit Program – Include "Working with Children" Audit.	5 mins	Peter Gesling	That the Internal Audit Program be updated to include a Working with Children Audit.	26/03/2014	Complete
10	General business					
10.1	Audit Committee Survey results – attachment 12	5 mins	Tony Wickham	That the survey results be noted.	26/03/2014	Complete
11	Reflection on meeting process					
				Nil.		
12	Confirmation of meeting actions					
13	Future meeting dates					

Item	Topic	Time Required	Who	Action/Decision	Date to be completed	Status
13.1	Audit Committee meeting schedule	5 mins	Members	That the meeting schedule be updated as follows: <ul style="list-style-type: none"> Thursday 15 May 2014 (external auditor in attendance) Thursday 24 July 2014 Thursday 23 October 2014(external auditor in attendance) Thursday 26 February 2015 	26/03/2014	Complete
14	Items for next meeting					
15	Key messages					
16	Close					
				There being no further business the meeting closed at 6.45pm.		

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 04/11/2013
3. Meeting outstanding actions 04/11/2013
- 4A. Fraud and Corruption Prevention Controls – internal audit report
- 4B. Grants Administration & Reporting – internal audit report
- 4C. Temporary Personnel - internal audit report
- 4D. Section 356 Financial Assistance Grants - internal audit report
- 4E. Privacy Management - internal audit report
5. Internal audit outstanding actions – February 2014
6. Lawler Partners – audit plan update

7. External Auditors contract/tender
8. External Audit outstanding actions update
9. PSC priority risk register 10/02/2014
10. Risk management framework
11. Summary of current legal matters February 2014

Tabled Documents

1. Nil.