

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 27 July 2017

Time: 5 – 6.35pm

Venue: Committee rooms

Chairperson: Ben Niland

Minutes: Wayne Wallis

Purpose of Meeting:

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 framework.

Members in Attendance

Ben Niland

Frank Cordingley

Shaun Mahony

Cr Ken Jordan

Officers in Attendance

Wayne Wallis (GM)

Zoe Pattison (CS)

Peter Matwijow (F&S)

Mike McIntosh (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

Guests in Attendance

Baidy Laffan (PKF Lawler)

Apologies

Carmel Foster	Greg Kable	Cr Chris Doohan	Chris Giumelli (Audit Office)	Wayne Russell (Pitcher Partners)
Clayton Hickey (PKF Lawler)				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1	Appointment of Chair.	2 mins		For decision. <ul style="list-style-type: none"> Cr Ken Jordan nominated Ben Niland for the position of Chair. Frank Cordingley seconded the motion. 	Endorsed.
1.2	Meeting Code of Cooperation.	2 mins		For consideration (pg 5 of agenda). <ul style="list-style-type: none"> The meeting Code of Cooperation was endorsed as presented. 	Endorsed.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins			Nil.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 1 June 2017 – attachment 2.	2 mins		To be endorsed. <ul style="list-style-type: none"> That the minutes from the Audit Committee meeting held 1 June 2017 be endorsed as circulated. 	Endorsed.
3.2	Outstanding Actions.	2 mins		To be updated. <ul style="list-style-type: none"> There are no outstanding actions. 	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.1.1	Receive presentations and reports from internal auditors – PKF Lawler – attachment 3, 4 and 5. <ul style="list-style-type: none"> CCTV Management Project Management Asset Management 	20 mins		For consideration and discussion. <ul style="list-style-type: none"> That the CCTV Management audit report be received as presented. That the Project Management audit report be received as presented. Noted that the management of contract variations is maturing. That the Asset Management audit report be received as presented. 	Endorsed. Endorsed. Endorsed.
4.1.2	Review internal audit register actions and implementation – attachment 6.	10 mins		For consideration and review of high priority risks. <ul style="list-style-type: none"> That the Internal Audit outstanding actions report be endorsed as presented. 	Endorsed.
4.1.3	Draft Internal Audit Plan 2018 – attachment 7.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the draft internal audit plan 2018 be endorsed as presented. That risk assessment in project management and S94 contributions audits be considered in 2018-2019. 	Endorsed. Endorsed.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors – Pitcher Partners.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> No presentations or reports received. 	Noted.
4.2.2	Review external audit register actions and implementation.	2 mins		For consideration and review: <ul style="list-style-type: none"> There are no outstanding External Audit actions. 	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.2.3	Audit Office Management Letter (tabled).			<ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Review Corporate risk register actions and implementation – attachment 8.	10 mins		For consideration and review of high priority risks: <ul style="list-style-type: none"> That the PSC priority risk register as at 24 July 2017 be endorsed as presented. That a risk map be provided at future meetings. 	Endorsed. Noted.
4.3.2	NSW Treasury Guides for Audit Risk Committees – attachment 9 and 10. <ul style="list-style-type: none"> Understanding Financial Statements; Compliance Management. 	10 mins		For information and discussion. <ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.4	FINANCE				
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 11.	10 mins	W Wallis	For consideration and review: <ul style="list-style-type: none"> That the Summary of legal matters as at 24 July 2017 be endorsed as presented. 	Endorsed.
4.6	STRATEGY				
4.7	GENERAL BUSINESS				
4.7.1	Induction of new members.			<ul style="list-style-type: none"> Provide new members with a copy of the Risk Framework and Community Strategic Plan. 	Noted.
5.0	FUTURE MEETING DATES				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
5.0.1	Current meeting schedule	5 mins		That the meeting schedule be updated as follows and meetings to commence at 5pm. <ul style="list-style-type: none"> Thursday 26 October 2017 Thursday 22 February 2018 Thursday 24 May 2018. 	Endorsed.
6.0	MEETING REFLECTIONS	5 mins	Members	For consideration and discussion. <ul style="list-style-type: none"> Earlier distribution of meeting agenda preferred. 	Noted.
7.0	KEY MESSAGES				
7.1	Ben Niland appointed as Chair person for Audit Committee meetings.				
7.2	That risk assessment in project management and S94 contributions audits be considered in 2018-2019.				
7.3	That a risk map be provided at future meetings.				
7.4	Provide new members with a copy of the Risk Framework and Community Strategic Plan.				
7.5	Review process to allow for earlier distribution of the agenda to attendees.				

MEETING CLOSED AT 6.35pm

**NEXT
MEETING**

Date: 26 October
2017

Time: 5 – 7pm

Venue: Committee rooms