

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 27 February 2017

Time: 5:05-5:55pm

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

Cr Ken Jordan

Cr Chris Doohan

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (GMCS)

Greg Kable (F&S)

Mike McIntosh (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

Guests in Attendance

Clayton Hickey (PKF Lawler)

Baidy Laffan (PKF Lawler)

Apologies

David Wheeler

Wayne Russell (Pitcher Partners)

Nathan Carter (Audit Office)

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1		2 mins		<ul style="list-style-type: none"> Apologies noted from David Wheeler, Wayne Russell and Nathan Carter. 	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins		<ul style="list-style-type: none"> Nil. 	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 20 October 2016 – attachment 2.	2 mins	Chair	To be endorsed. <ul style="list-style-type: none"> That the minutes from the Audit Committee meeting held on 20 October 2016 be endorsed as circulated. 	Endorsed.
3.2	Outstanding Actions.	2 mins	Chair	To be updated. <ul style="list-style-type: none"> There are no outstanding actions. 	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	Receive presentations and reports from internal auditors – PKF Lawler – attachment 3.	20 mins	PKF Lawler	For consideration and discussion.	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
	<ul style="list-style-type: none"> National Heavy Vehicle Accreditation Scheme – report to be tabled. Purchasing and procurement. 			<ul style="list-style-type: none"> That the National Heavy Vehicle Accreditation Scheme audit report be received as presented. That the Purchasing and Procurement audit report be received as presented. 	<p>Endorsed.</p> <p>Endorsed.</p>
4.1.2	Review internal audit register actions and implementation – attachment 4.	10 mins		<p>For consideration and review of high priority risks.</p> <ul style="list-style-type: none"> That the internal audit outstanding actions report be endorsed as presented. 	Endorsed.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors – Pitcher Partners.	10 mins	Pitcher Partners	<p>For consideration and discussion.</p> <ul style="list-style-type: none"> No presentations or reports received. 	Noted.
4.2.2	Review external audit register actions and implementation.	2 mins	T Hazell	<p>For consideration and review:</p> <ul style="list-style-type: none"> There are no outstanding External Audit actions. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Review Corporate risk register actions and implementation – attachment 5.	10 mins	Group Managers	<p>For consideration and review of high priority risks:</p> <ul style="list-style-type: none"> That the PSC priority risk register as at 21 February 2017 be endorsed as presented. 	Endorsed.
4.4	FINANCE				
4.5	LEGAL				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.5.1	Receive presentations and reports on current legal matters – attachment 6.	10 mins	W Wallis	For consideration and review: <ul style="list-style-type: none"> That the summary of legal matters as at 21 February 2017 be endorsed as presented. 	Endorsed.
4.6	STRATEGY				
4.6.1	Audit Committee Work Plan – attachment 7.	10 mins	W Wallis	For consideration and review: <ul style="list-style-type: none"> That the revised Audit Committee work plan be endorsed as presented. 	Endorsed.
4.7	GENERAL BUSINESS				
4.7.1	Audit Office – Appointment of Financial Audit Director – attachment 8.	5 mins	W Wallis	For information. <ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.7.2	Audit Committee membership.	10 mins	W Wallis	For review of external membership due to expire at 30 June 2017. <ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.7.3	ICAC – Controlling Corruption Opportunities in the Provision of Maintenance Services.	5 mins	W Wallis	For information. <ul style="list-style-type: none"> Read more at: Controlling Corruption Opportunities in the Provision of Maintenance Services That the information provided be noted. 	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	Members	That the meeting schedule be updated as follows and meetings to commence at 5pm. <ul style="list-style-type: none"> Thursday 1 June 2017 Thursday 27 July 2017 Thursday 26 October 2017. 	Endorsed.
6.0	KEY MESSAGES				
6.1	The process for review of Audit Committee membership be initiated and a report be presented to Council to endorse Committee membership.				

MEETING CLOSED AT 5:55pm

NEXT MEETING

Date: 1 June 2017 **Time:** 5 – 7pm **Venue:** Committee rooms