

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 31 May 2018

Time: 5 – 6:46pm

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 Glen Dunkley

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (CS)

Greg Kable (F&S)

Tim Crosdale (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

Michelle Gilliver-Smith
(OD)

Guests in Attendance

Clayton Hickey (PKF)

David Hutchinson (PKF)

Wayne Russell (Pitcher Partners)

Apologies

Nathan Carter (NSW Auditor General)

Cr Chris Doohan

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1	Welcome and Apologies.	2 mins		Apologies received and noted.	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - <i>attachment 1.</i>	5 mins		Nil.	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 22 February 2018 – <i>attachment 2.</i>	2 mins		To be endorsed. • That the minutes from the Audit Committee meeting held 22 February 2018 be endorsed as circulated.	Endorsed.
3.2	Outstanding Actions.	2 mins		To be updated. • 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 – <i>attachments 3,4,5 and 6</i> . <ul style="list-style-type: none"> Fraud and Corruption Control Complaints Handling Levying Section 94 payments and invoicing RMS drives 	2 mins		For consideration and discussion. <ul style="list-style-type: none"> That the Fraud and Corruption Control internal audit report be received as presented. That the Complaints Handling internal audit report be received as presented. That the Levying Section 94 payments and invoicing internal audit report be received as presented. That the RMS drives compliance report be received as presented. 	Endorsed. Endorsed. Endorsed. Endorsed.
4.1.2	Review internal audit register actions and implementation – <i>attachment 7</i> .	10 mins		For consideration and review of high priority risks. <ul style="list-style-type: none"> That the Internal Audit outstanding actions report be noted as presented. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors – Pitcher Partners.	15 mins		For consideration and discussion. <ul style="list-style-type: none"> There are no presentations or reports for consideration. 	Noted.
4.2.3	Review external audit register actions and implementation – <i>attachment 8</i> .	2 mins		For consideration and review: <ul style="list-style-type: none"> That the External Audit outstanding actions report be noted as presented. 	Noted.
4.3	RISK MANAGEMENT				
4.3.2	Enterprise Risk Register – <i>attachment 9</i> .	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the Enterprise Risk Register be noted as presented. 	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.3.3	Business Continuity Plan – attachment 10a, 10b, 10c, 10d and 10e.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the Business Continuity Plan be endorsed as presented. 	Endorsed.
4.4	FINANCE				
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – <i>attachment 11</i> .	10 mins		For consideration and review: <ul style="list-style-type: none"> That the information provided in the summary of legal matters as at 18 May 2018 be noted. 	Noted.
4.6	STRATEGY				
4.6.1	2018-2019 Internal Audit plan <u>Draft program</u> <ol style="list-style-type: none"> Worker's Health Initiative Mayor and Councillors' reimbursements Development application assessment National Heavy Vehicle Accreditation Scheme On-line requisition system (including goods received) Disposal of assets RMS Drives See Historical Program - <i>attachment 12</i>	10 mins		For consideration. <ul style="list-style-type: none"> That the draft 2018-2019 Internal Audit plan be endorsed as presented with the inclusion of Payroll and Leave Management. 	Endorsed.

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4.6.2	PSC Client Service Plan 2018 – <i>attachment 13a and 13b.</i>	5 mins		<ul style="list-style-type: none"> That the information presented in the Client Service Plan for year ending 30 June 2018 be noted. 	Noted.
4.7	GENERAL BUSINESS				
4.7.1	Governance Health Check – <i>attachment 14.</i>	10 mins		For information. <ul style="list-style-type: none"> That the information presented in the Governance Health Check be noted. 	Noted.
4.7.2	Audit Office – Report on Local Government 2017 – <i>attachments 15a, 15b and 15c.</i>	15 mins		For information. <ul style="list-style-type: none"> That the information presented in the report on Local Government 2017 be noted. 	Noted.
4.7.3	Special Rate Variation (SRV) proposal.			<ul style="list-style-type: none"> It was noted that the Finance Manager had informed the Audit Committee that Council was considering making application for a SRV for the 2019-2020 year. 	Noted.
5.0	FUTURE MEETING DATES				
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 19 July 2018. Thursday 25 October 2018. Thursday 21 February 2019. Thursday 23 May 2019. 	Noted.
6.0	MEETING REFLECTIONS	5 mins	Members	For consideration and discussion. <ul style="list-style-type: none"> No actions identified. 	

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7.0	KEY MESSAGES				
7.1	That the Internal Audit program process for 2018-2019 be initiated.				
7.2	That the suite of corporate business continuity plan documents be implemented.				
7.3	That the information presented in the Audit Office's report on Local Government be noted.				

MEETING CLOSED AT 6:46pm

**NEXT
MEETING**

Date: 19 July 2018 **Time:** 5 – 7pm **Venue:** Committee Rooms