

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 19 July 2018

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 Chris Doohan

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (CS)

Greg Kable (F&S)

Glen Peterkin (FS)

Stephen Crowe (DS)

Tony Wickham (GovM)

Guests in Attendance

Wayne Russell (Pitcher Partners)

Apologies

Cr Glen Dunkley

Tim Crosdale (DS)

Tim Hazell (FS)

Clayton Hickey (PKF Lawler)

Nathan Carter (NSW Auditor General)

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 31 May 2018 – <i>attachment 2.</i>	2 mins	Chair	To be endorsed. <ul style="list-style-type: none"> That the minutes from the Audit Committee meeting held 31 May 2018 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.	2 mins	T Wickham	For consideration and discussion. <ul style="list-style-type: none"> There are no internal audit reports for consideration. 	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.1.2	Review internal audit actions and implementation – <i>attachment 3</i> .	10 mins		For consideration and review of high priority actions. <ul style="list-style-type: none"> That the Internal Audit actions report be noted as presented. 	Noted.
4.1.3	Draft 2019 Internal Audit Plan – <i>attachment 4</i> .	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the draft 2019 Internal Audit Plan be endorsed as presented. 	Endorsed.
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 actions and implementation – <i>attachment 5</i> .	2 mins		For consideration and review: <ul style="list-style-type: none"> That the External Audit actions report be noted as presented. 	Noted.
4.3	RISK MANAGEMENT				
4.3.2	Enterprise Risk Register – <i>attachment 6</i> .	10 mins		For consideration and review of high priority risks. <ul style="list-style-type: none"> That the Enterprise Risk Register be noted as presented. 	Noted.
4.4	FINANCE				
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – <i>attachment 7</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 12 July 2018 be noted. 	Noted.
4.6	STRATEGY				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.6.1	Audit Office – Audit arrangements for 2018-2019 – <i>attachment 8</i> .	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the information provided in the Audit arrangements for 2018-2019 be noted. 	Noted.
4.6.2	Audit Office – Fraud Control Systems – <i>attachments 9, 10, 11 and 12</i> . <ul style="list-style-type: none"> Auditor General's Local Government Sector-wide Audit Reports. Fraud controls in local councils; Shared services in local government; Performance audit insights. 	15 mins		For information and discussion. <ul style="list-style-type: none"> That the information provided by the Audit Office on Fraud Control Systems be noted. That it was noted that in relation to the Audit Office reports, no specific gaps were identified for Port Stephens Council. 	Noted. Noted.
4.7	GENERAL BUSINESS				
4.7.1	Special Rate Variation (SRV)			<ul style="list-style-type: none"> It was noted that Port Stephens Council has resolved to investigate a special rate variation application and that extensive community engagement would be undertaken as part of the special rate variation process. 	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 25 October 2018. Thursday 21 February 2019. Thursday 23 May 2019. Thursday 25 July 2019. 	

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
6.0	MEETING REFLECTIONS	5 mins	Members	For consideration and discussion.	
7.0	KEY MESSAGES				
7.1	A schedule of the proposed internal audit areas for the 2019 financial year has been agreed.				
7.2	A tender process for audit arrangements for 2018-2019 and beyond will be initiated by the Audit Office commencing in July 2018.				
7.3	Port Stephens Council has resolved to investigate a special rate variation application and initiate a community engagement program as part of the process.				

MEETING CLOSED AT 6:35pm

**NEXT
MEETING**

Date: 25 October 2018 **Time:** 5 – 7pm **Venue:** Committee Rooms