

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 1 June 2017

Time: 5:05 – 6:25pm

Venue: Committee rooms

Chairperson: David Wheeler

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

David Wheeler

Ben Niland

Cr Ken Jordan

Cr Chris Doohan (5:25pm)

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (GMCS)

Greg Kable (F&S)

Matthew Brown (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

Guests in Attendance

Clayton Hickey (PKF Lawler)

Vivien Lightfoot (Pitcher Partners)

Chris Giumelli (Audit Office)

Apologies

Mike McIntosh

Wayne Russell

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1	Apologies.	2 mins		Apology received from Mike McIntosh and Wayne Russell.	Noted.
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 27 February 2017 – attachment 2.	2 mins		To be endorsed. <ul style="list-style-type: none"> That the minutes from the Audit Committee meeting held 27 February 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	<p>Receive presentations and reports from internal auditors – PKF Lawler – attachment 3, 4 and 5.</p> <ul style="list-style-type: none"> • Business Continuity. • Records and Data Management. • Risk Management. 	20 mins		<p>For consideration and discussion.</p> <ul style="list-style-type: none"> • That the Business Continuity audit report be received as presented. • That the Records and Data Management audit report be received as presented. • That the Risk Management audit report be received as presented. 	<p>Endorsed.</p> <p>Endorsed.</p> <p>Endorsed.</p>
4.1.2	<p>Review internal audit register actions and implementation – attachment 6.</p>	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. 	<p>Endorsed.</p>
4.1.3	<p>2017-18 Internal Audit plan</p> <p>The following items to be included in the next Internal Audit plan:</p> <ul style="list-style-type: none"> • National Heavy Vehicle Accreditation Scheme • RMS Drives • Tendering • Levying section 94 payment and invoicing • Complaints handling • Injury Management minimisation <p>** It should be noted that further audits may be identified through the year and reports will be presented to the Audit Committee should such audits be conducted.</p>	5 mins		<p>For consideration and endorsement.</p> <ul style="list-style-type: none"> • That the following items be included in the next Internal Audit plan: <ul style="list-style-type: none"> ○ National heavy vehicle accreditation scheme; ○ RMS drives; ○ Tendering; ○ Levying section 94 payment and invoicing; ○ Complaints handling; ○ Injury management minimisation; and ○ Fraud and corruption control. 	<p>Endorsed.</p>

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
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.
4.2.3	PSC Financial Statements Audit – attachment 7.	10 mins		For consideration of the completed Client Service Plan for the audit of Port Stephens Council's financial statements to 30 June 2016. <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 23 May 2017 be endorsed as presented. 	Endorsed.
4.4	FINANCE				
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 9.	10 mins		For consideration and review: <ul style="list-style-type: none"> That the Summary of legal matters as at May 2017 be endorsed as presented. 	Endorsed.
4.6	STRATEGY				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.6.1	Local Government Performance Audits – attachment 10.	10 mins		For information and discussion. <ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.6.2	Review of Fraud and Corruption Control policy and management directive – attachment 11 and 12.	10 mins		For consideration and endorsement. <ul style="list-style-type: none"> That the Fraud and Corruption Control policy and management directive be endorsed and submitted for approval to the Executive team. 	Endorsed.
4.7	GENERAL BUSINESS				
4.7.1	Audit Committee membership.	10 mins		Update on appointment of external membership due to expire at 30 June 2017. <ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.7.2	Provision of Audit Services.	10 mins		<ul style="list-style-type: none"> Introduction by Financial Audit Director, Chris Giumelli on provision of audit services. 	Noted.
5.0	FUTURE MEETING DATES				
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 27 July 2017 Thursday 26 October 2017 Thursday 22 February 2018 Thursday 24 May 2018. 	Endorsed.
6.0	KEY MESSAGES				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
6.1	The process for review of Audit Committee membership be finalised and a report presented to Council to endorsed Committee membership.				
6.2	That the approval process for the review of the Fraud and Corruption Control policy and management directive be initiated.				

MEETING CLOSED AT 6:25pm

NEXT MEETING

Date: 27 July 2017 **Time:** 5 – 7pm **Venue:** Committee rooms