

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 25 October 2017

Time: 5 – 6:30pm

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 (Chair)

Frank Cordingley

Shaun Mahony

Cr Chris Doohan

Cr Glen Dunkley

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (CS)

Greg Kable (F&S)

Mike McIntosh (DS)

Tim Hazell (FS)

Guests in Attendance

Wayne Russell (Pitcher Partners)

Chris Giumelli (Audit Office) – BY PHONE

Apologies

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1	Welcome and Apologies.	2 mins		Apology received from Tony Wickham and Clayton Hickey.	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins		Nil.	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 27 July 2017 – attachment 2.	2 mins		To be endorsed. • That the minutes from the Audit Committee meeting held 27 July 2017 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				
4.1.1	Receive presentations and reports from internal auditors – PKF Lawler.	2 mins		For consideration and discussion. • 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 register actions and implementation – attachment 3.	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.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors – Pitcher Partners – attachments 4 and 5.	15 mins		For consideration and discussion of the 2016-2017 Annual Financial Statements. <ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.2.2	2016-2017 Annual Financial Statements – attachments 6 and 7.	5 mins		For endorsement and submission to the Office of Local Government. <ul style="list-style-type: none"> That the 2016-2017 Annual Financial statements be endorsed as presented and submitted to the Office of Local Government. 	Endorsed.
4.2.3	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.
4.3	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 information presented in the Corporate Services risk register as at 17 October 2017 be noted. 	Noted.
4.4	FINANCE				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.4.1	Internal Control reports – attachment 9.	5 mins		For consideration of the Internal Fraud Risk Control Program. <ul style="list-style-type: none"> That the information presented be noted. 	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 10.	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 October 2017 be noted. 	Noted.
4.6	STRATEGY				
4.7	GENERAL BUSINESS				
4.7.1	NSW Treasury Guide for Audit Risk Committees – attachments 11 and 12.	10 mins		For information. <ul style="list-style-type: none"> That the information presented be noted. 	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 22 February 2018. Thursday 24 May 2018. Thursday 19 July 2018. 	Endorsed.
6.0	MEETING REFLECTIONS	5 mins		For consideration and discussion. <ul style="list-style-type: none"> Nothing to report. 	Noted.
7.0	KEY MESSAGES				
7.1	That the 2016-2017 Annual Financial statements be submitted to the Office of Local Government.				

MEETING CLOSED AT 6:30pm

**NEXT
MEETING**

Date: 22 February
2018

Time: 5 – 7pm

Venue: Committee rooms