

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 25 July 2019

Time: 5pm to 6pm

Venue: Committee rooms

Chairperson: Frank Cordingley

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

[PSC Alternate delegate – Cr Ken Jordan]

Ben Niland

Frank Cordingley

Shaun Mahony

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (GMCS)

Greg Kable (F&S)

Tim Crosdale (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

Christopher Connors (RMC)

Guests in Attendance

David Hutchison (PKF)

Cameron Hume (RSM Australia Partners)

Jan-Michael Perez (Audit Office)

Furqan Yousuf (Audit Office)

Apologies

Cr Chris Doohan

Cr Glen Dunkley

Cr Ken Jordan [as alternate delegate]

Clayton Hickey (PKF)

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1		2 mins		Apologies received from Cr Glen Dunkley, Cr Chris Doohan, Cr Ken Jordan and Clayton Hickey. <ul style="list-style-type: none"> The meeting was chaired by Frank Cordingley. 	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 23 May 2019 – attachment 2.	2 mins		To be endorsed. <ul style="list-style-type: none"> That the minutes from the Audit Committee meeting held 23 May 2019 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	Receive presentations and reports from internal auditors – PKF.	20 mins		For consideration and discussion. <ul style="list-style-type: none"> There are no internal audit reviews due at this time. 	Noted.
4.1.2	Review internal audit register actions and implementation – attachment 3.	10 mins		For consideration and review of internal audit actions. <ul style="list-style-type: none"> That Internal Audit actions as at 18 July 2019 be noted as presented. 	Noted.
4.1.3	Internal Audit Plan 2019-2020 – attachment 4.	5 mins		For consideration and endorsement. <ul style="list-style-type: none"> That the list of prior year internal audits undertaken be noted as presented. That the Internal Audit Plan 2019-2020 be endorsed as circulated. 	Noted. Endorsed.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors – attachment 5.	10 mins		For consideration and review. <ul style="list-style-type: none"> That the Interim Management Letter 30 June 2019 be noted as presented. 	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 as at 18 July 2019. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Corporate Risk Register – attachment 6.	10 mins		For consideration and review of high priority risks: <ul style="list-style-type: none"> That the Corporate Risk Register as at 18 July 2019 be noted as presented. 	Noted.
4.4	FINANCE				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.4.1	EFT payments to employees – attachment 7.	5 mins		For information. <ul style="list-style-type: none"> That the information provided in the EFT payments to employees report be noted. 	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 8.	10 mins		For consideration and review: <ul style="list-style-type: none"> That the summary of legal matters as at 17 July 2019 be noted. 	Noted.
4.6	STRATEGY				
4.6.1	Determine Audit Committee meeting schedule.	5 mins		For consideration and endorsement of meeting cycle. <ul style="list-style-type: none"> That the current meeting cycle stay in place. 	Endorsed.
4.6.2	Review Audit Committee's performance – attachment 9 [to be distributed separately].	5 mins		For consideration and endorsement of survey. <ul style="list-style-type: none"> That the Audit Committee performance survey be endorsed for circulation. That all regular Audit Committee participants be included in the performance survey. 	Endorsed. Endorsed.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.6.3	Review Audit Committee Charter.	5 mins		<p>It is anticipated that the Office of Local Government (OLG) will be releasing a draft Audit and ARIC paper for consultation in August 2019.</p> <p>Their advice is to hold off reviewing charters until after this information is received.</p> <ul style="list-style-type: none"> That a review of the Audit Committee Charter be deferred until after the OLG draft paper is released. 	Endorsed.
4.7	GENERAL BUSINESS – Nil.				
5.0	FUTURE MEETING DATES				
5.0.1	Current meeting schedule.	5 mins	Members	<p>That the meeting schedule be updated as follows and meetings to commence at 5pm.</p> <ul style="list-style-type: none"> Thursday 17 October 2019. Thursday 27 February 2020. Thursday 28 May 2020. Thursday 23 July 2020. 	Endorsed.
6.0	KEY MESSAGES				
6.1	Internal Audit Plan 2019-2020 endorsed.				
6.2	External Audit Interim Management Letter 30 June 2019 received.				
6.3	Audit Committee performance survey to be distributed and results reported back to the Audit Committee meeting on 17 October 2019.				

MEETING CLOSED AT 6pm

**NEXT
MEETING**

Date: 17 October
2019

Time: 5 – 7pm

Venue: Committee rooms