

MEETING MINUTES

Meeting

Team Name:

Audit Committee

Date:

17 October
2019

Time:

5pm to 6:14pm

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

[PSC Alternate delegate – Cr Ken Jordan]

Ben Niland

Frank Cordingley

Shaun Mahony

Cr Chris Doohan

Cr Glen Dunkley

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (GMCS)

Phil Miles (F&S)

Steve Peart (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

Chris Connors (RMC)

Glen Peterkin (Fin)

Candice Gleeson (Fin)

Guests in Attendance

Clayton Hickey (PKF)

Cameron Hume (RSM Australia Partners)

Apologies

Greg Kable

Tim Crosdale

Furqan Yousuf (Audit Office)

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1		2 mins		Apologies received from Tim Crosdale and Furqan Yousuf. Greg Kable is on annual leave.	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 25 July 2019 – attachment 2.	2 mins		To be endorsed.	Endorsed.
3.2	Outstanding Actions.	2 mins		To be updated. • There are no outstanding actions.	Noted.
4.0	BUSINESS ITEMS				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.1	INTERNAL AUDIT				
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 the internal audit actions as at 10 October 2019 be noted as presented. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Draft Annual Financial Statements – attachment 4. Note: Independent Auditor's reports required for pages 95-96 will not be available until after the Audit Committee meeting. Once the reports are received they will be inserted into the document which will then be complete.	15 mins		For consideration and endorsement of the draft Annual Financial Statements. <ul style="list-style-type: none"> That the supplementary information provided in relation to the annual financial statements be noted as presented. 	Noted.
4.2.2	Receive presentations and reports from external auditors.	30 mins		For consideration and review of the 2018-2019 General Purpose Financial Statements. <ul style="list-style-type: none"> That the draft 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.			For consideration and review: <ul style="list-style-type: none"> There are no outstanding external audit actions as at 10 October 2019. 	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.3	RISK MANAGEMENT				
4.3.1	Enterprise Risk Report – attachment 5.	10 mins		For consideration and review of high priority risks: <ul style="list-style-type: none"> That the Enterprise Risk Report as at October 2019 be noted as presented. 	Noted.
4.3.2	Fraud Control Best Practice Review – attachment 6.	5 mins		For consideration and discussion. <ul style="list-style-type: none"> That the information provided in the Fraud Control Best Practice Review be noted. 	Noted.
4.4	FINANCE				
4.4.2	Analysis of Purchase Card transactions – attachment 7.	5 mins		For consideration of purchase card transactions for the period January to June 2019. <ul style="list-style-type: none"> That the information provided in the purchase card transactions report be noted. 	Noted.
4.4.3	Analysis of Total Supplier Payments – attachment 8.	5 mins		For consideration of total supplier payments for the financial period 2018-2019. <ul style="list-style-type: none"> That the information provided in the total supplier payments report be noted. 	Noted.
4.5	LEGAL				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
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 information provided in the Summary of legal matters as at October 2019 be noted. 	Noted.
4.6	STRATEGY				
4.6.1	Audit Committee performance survey results – attachment 10.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the information provided in the Audit Committee performance survey report be noted. 	Noted.
4.6.2	Draft Audit Committee Annual Report 2018-2019 – attachment 11.	10 mins		For consideration and endorsement. <ul style="list-style-type: none"> That the Audit Committee Annual Report 2018-2019 be endorsed as presented and listed for Council consideration. 	Endorsed.
4.6.3	Risk Management and Internal Audit Framework for local councils – attachments 12 and 13.	15 mins		For consideration and review. <ul style="list-style-type: none"> That the information in the Risk Management and Internal Audit Framework discussion paper be noted. That the information in the Risk Management and Internal Audit Framework snapshot guide be noted. 	Noted. Noted.
4.7	GENERAL BUSINESS				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.7.1	JLT Public Sector Risk Report 2019 – attachment 14.	5 mins		For information. <ul style="list-style-type: none"> That the information in the JLT Public Section Risk Report 2019 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 27 February 2020. Thursday 28 May 2020. Thursday 23 July 2020. Thursday 15 October 2020. 	Endorsed.
6.0	KEY MESSAGES				
6.1	The 2018-2019 General Purpose Financial Statements were endorsed and will be submitted to the Office of Local Government.				
6.2	Results of the 2019 Audit Committee Performance Survey were considered with no changes required to current meeting procedures.				
6.3	The 2018-2019 Audit Committee Annual Report was endorsed and will be presented to Council on 12 November 2019.				
6.4	The Chair – Ben Niland – expressed his appreciation to the Finance team for the annual financial statement outcome.				

MEETING CLOSED AT 6:14pm

NEXT MEETING

Date:	27 February 2020	Time:	5pm to 7pm	Venue:	Committee rooms
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