

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 25 October
2018

Time: 5 – 6:33pm

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.

*Note that Cr Chris Doohan left the meeting at 5:45pm. An informal meeting continued.

Members in Attendance

Frank Cordingley

Shaun Mahony

Cr Chris Doohan

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (CS)

Greg Kable (F&S)

Tim Crosdale (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

Michelle Gilliver-Smith
(OD)

Christopher Connors (OD)

Glen Peterkin (FS)

Guests in Attendance

Wayne Russell (Pitcher Partners)

Nathan Carter (NSW Auditor General)

Apologies

Cr Glen Dunkley

Ben Niland

Clayton Hickey (PKF Lawler)

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. In the absence of Chair Ben Niland, Frank Cordingley was elected Chair Person pro-tem.	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 19 July 2018 – attachment 2.	2 mins		To be endorsed. <ul style="list-style-type: none"> That the minutes from the Audit Committee meeting held 19 July 2018 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				

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 Lawler.	2 mins		For consideration and discussion. <ul style="list-style-type: none"> There are no internal audit reports for consideration. 	Noted.
4.1.2	Review internal audit actions and implementation – attachment 3.	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.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors – Pitcher Partners – attachment 4.	15 mins		For information. <ul style="list-style-type: none"> That the Audit Office of NSW Engagement Closing Report for year ending 30 June 2018 be received and noted as presented. 	Noted.
4.2.2	2017-2018 Annual Financial Statements – attachment 5.	5 mins	T Hazell	For consideration and endorsement. <ul style="list-style-type: none"> That the 2017-2018 General Purpose Financial Statements be endorsed as presented and submitted to the Office of Local Government. That the Special Schedules be circulated to Audit Committee members. 	Endorsed. 09/11/2018.
4.2.3	Review external audit actions and implementation – attachment 6.	2 mins	T Hazell	For consideration and review: <ul style="list-style-type: none"> That the External Audit outstanding actions report be noted as presented. 	Noted.
4.3	RISK MANAGEMENT				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.3.2	Enterprise Risk Register – attachment 7.	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.
4.3.3	Overview of future Risk Management improvements provided by Christopher Connors.			<ul style="list-style-type: none"> That the information provided be received and noted as circulated. 	Noted.
4.4	FINANCE				
4.4.1	Corporate Credit Card Report – attachment 8.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the information provided in the Corporate Credit Card Report for January to June 2018 be noted as presented. 	Noted.
4.4.2	Local Government Procurement – attachment 9.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the Western Australian Auditor General's Report – Local Government Procurement be noted as presented. 	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 19 October 2018 be noted as presented. 	Noted.
4.6	STRATEGY				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.6.1	Audit Committee Annual Report 2017-2018 – attachment 11.	10 mins	J Gallagher	For consideration and endorsement. <ul style="list-style-type: none"> That the information provided in the Audit Committee Annual Report 2017-2018 be endorsed as presented and referred to Council for information purposes. 	Endorsed. 13 November 2018.
4.7	GENERAL BUSINESS				
4.7.1	Local Government Internal Audit Forum – attachment 12.	5 mins		For consideration. <ul style="list-style-type: none"> That attendance at the Local Government Internal Audit Forum to be held in Sydney on 15 November 2018 be considered by Audit Committee members. It is noted that Frank Cordingley, Shaun Mahony, Ben Niland and Wayne Wallis are unable to attend. 	Noted. Noted.
4.7.2	Audit Office Management Letter 2018 – attachment 13.	5 mins		For consideration and discussion. <ul style="list-style-type: none"> That the Management letter on the interim phase of the Audit for the year ended 30 June 2018 be received as presented. 	Noted.
4.7.3	Special Rate Variation (SRV).			<ul style="list-style-type: none"> Update provided on Council's intention to make application for a SRV to IPART. 	Noted.
5.0	FUTURE MEETING DATES				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
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 21 February 2019. Thursday 23 May 2019. Thursday 25 July 2019. Thursday 17 October 2019. 	Noted.
6.0	MEETING REFLECTIONS	5 mins	Members	For consideration and discussion.	
7.0	KEY MESSAGES				
7.1	The 2017-2018 General Purpose Financial Statements were endorsed and will now be submitted to the Office of Local Government.				
7.2	The 2017-2018 Audit Committee Annual Report was endorsed and will now be presented as an Information Paper to Council on 13 November 2018.				
7.3	Audit Committee members to consider attendance at the Local Government Internal Audit Forum to be held in Sydney on 15 November 2018.				

MEETING CLOSED AT 6:33pm

NEXT MEETING

Date: 21 February 2019 **Time:** 5 – 7pm **Venue:** Committee Rooms