

# MEETING MINUTES



## Meeting

**Team Name:** Audit Committee

**Date:** 22 February  
2018

**Time:** 5 – 6:35pm

**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

Frank Cordingley

Shaun Mahony

Cr Glen Dunkley

## Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (CS)

Greg Kable (F&S)

Jeffrey Bretag (DS)

Tim Hazell (FS)

Michelle Gilliver-Smith  
(OD)

Jacqueline Farquer (OD)

## Guests in Attendance

Clayton Hickey (PKF)

## Apologies

Nathan Carter (Audit Office)

Rob Noble (DS)

Ben Niland

Cr Chris Doohan

Tony Wickham (GovM)

Wayne Russell (Pitcher Partners)

| Item       | Topic  | Time Required | Responsible Officer | Action/Decision  | Date to be Completed |
|------------|--|---------------|---------------------|--|----------------------|
| <b>1.0</b> | <b>WELCOME and APOLOGIES</b>                                 |               |                     |  |                      |
| 1.1        | Welcome and Apologies.                                       | 2 mins        |                     | <ul style="list-style-type: none"> <li>Note – in the absence of Ben Niland, Frank Cordingley was elected as Chairperson for the meeting.</li> <li>Apologies received and noted.</li> </ul> | Noted                |
| <b>2.0</b> | <b>DECLARATION OF INTEREST</b>                               |               |                     |  |                      |
| 2.1        | Declaration of Interest form - attachment 1.                 | 1 mins        |                     | Nil.   | Noted.               |
| <b>3.0</b> | <b>MINUTES AND OUTSTANDING ACTIONS</b>                       |               |                     |  |                      |
| 3.1        | Minutes of last meeting held 25 October 2017 – attachment 2. | 2 mins        |                     | To be endorsed. <ul style="list-style-type: none"> <li>That the minutes from the Audit Committee meeting held 25 October 2017 be endorsed as circulated.</li> </ul>                        | Endorsed.            |

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|------------|---|---------------|---------------------|---|---|
| 3.2        | Outstanding Actions.  | 2 mins        |                     | To be updated.<br>• There are no outstanding actions.   | Noted.                                      |
| <b>4.0</b> | <b>BUSINESS ITEMS</b>   |               |                     |   |   |
| <b>4.1</b> | <b>INTERNAL AUDIT</b>   |               |                     |   |   |
| 4.1.1      | Receive presentations and reports from internal auditors – PKF – attachments, 3, 4, and 5.<br>• Injury Minimisation<br>• Tendering<br>• National Heavy Vehicle Accreditation Scheme (to be distributed separately prior to meeting) | 30 mins       |                     | For consideration and discussion.<br>• That the Injury Minimisation internal audit report be received as presented.<br>• That the Tendering internal audit report be received as presented.<br>• That the National Heavy Vehicle Accreditation Scheme internal audit report be received as presented. | Endorsed.<br><br>Endorsed.<br><br>Endorsed. |
| 4.1.2      | Review internal audit register actions and implementation – attachment 6.   | 5 mins        |                     | For consideration and review of high priority risks.<br>• That the Internal Audit outstanding actions report be endorsed as presented.  | Endorsed.                                   |
| <b>4.2</b> | <b>EXTERNAL AUDIT</b>   |               |                     |   |   |
| 4.2.1      | Receive presentations and reports from external auditors – Pitcher Partners.  | 0 mins        |                     | For consideration and discussion.<br>• There are no presentations or reports for consideration.   | Noted.                                      |
| 4.2.3      | Review external audit register actions and implementation – attachment 7.   | 2 mins        |                     | For consideration and review:<br>• That the External Audit outstanding actions report be endorsed as presented.   | Endorsed.                                   |

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| <b>4.3</b> | <b>RISK MANAGEMENT</b>  |               |                     |   |                      |
| 4.3.1      | Integrated Risk Management – attachments 8, 9 and 10.                       | 20 mins       |                     | For consideration and review of the Integrated Risk Management Framework and Policy. <ul style="list-style-type: none"> <li>That the Integrated Risk Management Framework and Policy be endorsed as presented.</li> </ul>   | Endorsed.            |
| <b>4.4</b> | <b>FINANCE</b>  |               |                     |   |                      |
| 4.4.1      | Finance update.   | 5 mins        |                     | <ul style="list-style-type: none"> <li>Finance update provided by Finance Manager.</li> </ul>   | Noted.               |
| <b>4.5</b> | <b>LEGAL</b>  |               |                     |   |                      |
| 4.5.1      | Receive presentations and reports on current legal matters – attachment 11. | 10 mins       |                     | For consideration and review: <ul style="list-style-type: none"> <li>That the information provided in the Summary of legal matters as at 16 February 2018 be noted.</li> </ul>  | Noted.               |
| <b>4.6</b> | <b>STRATEGY</b>   |               |                     |   |                      |
| <b>4.7</b> | <b>GENERAL BUSINESS</b>   |               |                     |   |                      |
| 4.7.1      | Audit Office Management Letter – attachment 12.                             | 2 mins        |                     | For information. <ul style="list-style-type: none"> <li>That the information presented be noted.</li> </ul>   | Noted.               |
| 4.7.2      | NSW Audit Office 'General Insights' program.                                | 3 mins        |                     | <ul style="list-style-type: none"> <li>That the Chair of the Audit Committee be invited to attend the Generating Insights for Local Government information session to be held in Sydney on Friday 20 April 2018.</li> </ul> | Noted.               |

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|------------|---|---------------|---------------------|--|-----------------------------|
|            |   |               |                     | <ul style="list-style-type: none"> <li>Extend the invitation to another member of the Audit Committee should the Chair elect not to attend.</li> <li>That Audit Committee members advise the General Manager of their interest to attend.</li> </ul> | <p>Noted.</p> <p>Noted.</p> |
| <b>5.0</b> | <b>FUTURE MEETING DATES</b>   |               |                     |  |                             |
| 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"> <li>Thursday 24 May 2018.</li> <li>Thursday 19 July 2018.</li> <li>Thursday 25 October 2018.</li> </ul>                   | Endorsed.                   |
| <b>6.0</b> | <b>MEETING REFLECTIONS</b>  | 5 mins        | Members             | <p>For consideration and discussion.</p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul>  | Noted.                      |
| <b>7.0</b> | <b>KEY MESSAGES</b>   |               |                     |  |                             |
| 7.1        | That the Integrated Risk Management Framework and Policy be presented to Council for endorsement.   |               |                     |  |                             |
| 7.2        | That Audit Committee members advise the General Manager if they wish to attend the NSW Audit Offices General Insights for Local Government information session. |               |                     |  |                             |

**MEETING CLOSED AT 6:35pm**

#### **NEXT MEETING**

**Date:** 24 May 2018      **Time:** 5 – 7pm      **Venue:** Committee rooms