

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 21 February 2019

Time: 5.01 – 6.30pm

Venue: Committee rooms

Chairperson: Ben Niland

Minutes: Tony Wickham

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

Shaun Mahony

Cr Chris Doohan from 5.10pm

Cr Glen Dunkley

Officers in Attendance

Greg Kable (A/GM)

Tim Hazell (A/GMCS)

John Maretich (A/F&S)

Tim Crosdale (DS) from 5.06pm

Tony Wickham (GovM)

Guests in Attendance

Clayton Hickey (PKF Lawler)

Apologies

Frank Cordingley

Wayne Wallis

Carmel Foster

Cameron Hume (RSM Australia
Partners)Jan-Michael Perez (Audit
Office)

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1		2 mins	Chair	Apologies received and noted.	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins	Chair	Nil.	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 25 October 2018 – attachment 2.	2 mins	Chair	To be endorsed. <ul style="list-style-type: none"> That the minutes from the Audit Committee held 25 October 2018 be endorsed as circulated. 	Endorsed.
3.2	Outstanding Actions – attachment 3.	2 mins	Chair	That the outstanding actions be received and noted as complete.	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	Receive presentations and reports from internal auditors – PKF Lawler – attachments 4, 5, 6 and 7. <ul style="list-style-type: none"> Disposal of Assets. Worker’s Health Initiative. Mayor/Councillors reimbursements. National Heavy Vehicle Accreditation Scheme. 	20 mins	PKF Lawler	That the following reports be received and noted as presented: <ul style="list-style-type: none"> Disposal of Assets. Worker’s Health Initiative. Mayor/Councillors reimbursements. National Heavy Vehicle Accreditation Scheme. 	Endorsed.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.1.2	Review internal audit register actions and implementation – attachment 8.	10 mins	Group Managers	<ul style="list-style-type: none"> That the Internal Audit outstanding actions as at 15 February 2019 be noted as presented. That any change to the 'due date' be recorded ongoing in the register to enable the Audit Committee to monitor progress. 	Noted. Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors.	10 mins	RMS Australia	<ul style="list-style-type: none"> There are no presentations or reports for consideration. 	Noted.
4.2.2	Review external audit register actions and implementation – attachment 9.	2 mins	T Hazell	<p>For consideration and review.</p> <ul style="list-style-type: none"> That the External Audit outstanding actions as at 15 February 2019 be noted as presented. 	Noted.
4.2.3	2017-2018 Annual Financial Statements – Special Schedules – attachment 10.	1 min	T Hazell	<p>For information.</p> <ul style="list-style-type: none"> That the Annual Financial Statements Special Schedules be noted as presented. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Corporate Risk Register – attachment 11A and 11B.	10 mins	Group Managers	<p>For consideration and review of high priority risks:</p> <ul style="list-style-type: none"> That the Corporate Risk Register as at 7 February 2019 be noted as presented. That the Corporate Risk register include the same dashboard as presented, with high and medium level risks, noting any change in risk. 	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.4	FINANCE				
4.4.1	Audit Office Management Letter – attachment 12.	5 mins	T Hazell	For information. <ul style="list-style-type: none"> • That the information provided in the Audit Office Management Letter be noted. 	Noted.
4.4.2	Analysis of total supplier payments for 2017-2018 – attachment 13.	5 mins	T Hazell	For information. <ul style="list-style-type: none"> • That the information provided in the analysis of total supplier payments be noted. 	Noted.
4.4.3	EFT and Employee bank account review – attachment 14.	5 mins	T Hazell	For information. <ul style="list-style-type: none"> • That the information provided in the EFT and Employee bank account review be noted. 	Noted.

4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 15.	10 mins	T Wickham	For consideration and review: <ul style="list-style-type: none"> That the summary of legal matters as at 14 February 2019 be noted. 	Noted.
4.6	STRATEGY				
4.6.1	Audit Arrangements for Year ending 30 June 2019 and beyond – attachments 16A and 16B.	10 mins	T Hazell	For information. <ul style="list-style-type: none"> That the information provided on the Audit Arrangements for Year ending 30 June 2019 be noted. 	Noted.
4.7	GENERAL BUSINESS				
4.7.1	Procurement Investigation Presentation	10 mins	T Wickham	For information. <ul style="list-style-type: none"> That the information presented to the Audit Committee be noted. 	Noted.
4.7.2	Payroll issue relating to email addresses	5 mins	T Hazell	For information. <ul style="list-style-type: none"> That the information discussed concerning the payroll issue be noted. 	Noted.
5.0	FUTURE MEETING DATES				
5.0.1	Current meeting schedule	5 mins	Members	That the meeting schedule be updated as follows and meetings to commence at 5pm. <ul style="list-style-type: none"> Thursday 23 May 2019 (external auditors to be present) Thursday 25 July 2019 Thursday 17 October 2019 (external auditors to be present) Thursday 27 February 2020. 	Endorsed.

6.0	KEY MESSAGES				
	Nil.				

MEETING CLOSED AT 6.30pm.

NEXT MEETING

Date: 23 May 2019 **Time:** 5 – 7pm **Venue:** Committee rooms

MEETING CODE OF COOPERATION

- We start on time and finish on time.
- We all participate and contribute – everyone is given opportunity to voice their opinions.
- We use improvement tools that enhance meeting efficiency and effectiveness.
- We actively listen to what others have to say, seeking first to understand then to be understood.
- We follow up on the actions we are assigned responsibility for and complete them on time.
- We give and receive open and honest feedback in a constructive manner.
- We use data to make decisions (whenever possible).
- We strive to continually improve our meeting process and build time into each agenda for reflection.
- We will promote best practice, keeping open minds, combining our experiences and shared learnings to inform our deliberations.