

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 23 July 2020

Time: 5:05pm to 6:15pm

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

Cr Glen Dunkley

Officers in Attendance

Wayne Wallis (GM)

Carmel Foster (GMCS)

Greg Kable (Acting GM)

Tim Crosdale (DS)

Tim Hazell (FS)

Chris Hilkemeijer (ERM)

Guests in Attendance

Apologies

Shaun Mahony	Cr Chris Doohan	Tony Wickham (GovM)	Clayton Hickey (PKF)	Cameron Hume (RSM Australia Partners)
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		<ul style="list-style-type: none"> Apologies received from S Mahony, Cr C Doohan, T Wickham, C Hickey, C Hume and F Yousuf. 	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins		<ul style="list-style-type: none"> Cr Glen Dunkley declared a less than significant pecuniary conflict of interest in item 4.1.1 the nature of the interest being that his cousin is a member of the PKF audit team. 	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 28 May 2020 – attachment 2.	2 mins		To be endorsed.	Endorsed.
3.2	Outstanding Actions.			To be updated. <ul style="list-style-type: none"> There are no outstanding actions. 	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	Receive presentations and reports from internal auditors.			For consideration and discussion. <ul style="list-style-type: none"> There are no items for consideration at this time. 	Noted.
4.1.2	Review internal audit register actions and implementation – attachment 3.	10 mins	T Wickham	For consideration and review of internal audit actions. <ul style="list-style-type: none"> That the Internal Audit actions as at July 2020 be noted as presented. That an update on item 2015/17 System Limitations be reported to the next Audit Committee meeting. 	Noted. 15/10/2020.
4.1.3	Internal Audit Plan 2020 to 2021 – attachment 4.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the Internal Audit Plan 2020 to 2021 be endorsed as presented. 	Endorsed.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors.			For consideration and discussion. <ul style="list-style-type: none"> There are no items for consideration at this time. No interim management report received as no issues identified. 	Noted. Noted.
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 July 2020. 	Noted.
4.3	RISK MANAGEMENT				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
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 July 2020 be noted as presented. 	Noted.
4.4	FINANCE				
4.4.1	COVID-19 End of Financial Year update – Presentation.	10 mins		For information. <ul style="list-style-type: none"> That the COVID-19 Financial Impact presentation be noted as presented. 	Noted.
4.4.2	EFT payments to employee bank details – attachment 6.	5 mins		For consideration and information. <ul style="list-style-type: none"> That the Payment to employee bank details for the period 1 January 2020 to 30 June 2020 information be noted as presented. 	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 7.	10 mins		For consideration and review: <ul style="list-style-type: none"> That the Summary of legal matters as at July 2020 be noted as presented. 	Noted.
4.6	STRATEGY – Nil.				
4.7	GENERAL BUSINESS				
4.7.1	Governance Health Check – attachment 8.			For consideration and information. <ul style="list-style-type: none"> That the Governance Health Check information be noted as presented. 	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		<p>That the meeting schedule be updated as follows with meetings to commence at 5pm.</p> <ul style="list-style-type: none"> Thursday 15 October 2020 Thursday 25 February 2021 Thursday 27 May 2021. Thursday 22 July 2021. 	Noted.
6.0	KEY MESSAGES				
6.1	Internal Audit Plan 2020 to 2021 endorsed.				

MEETING CLOSED AT

NEXT MEETING

Date: 15 October 2020
 Time: 5pm to 7pm
 Venue: Committee rooms