

MEETING MINUTES

Meeting

Team Name: Audit Committee

Date: 15 October 2020

Time: 5pm to 7:02pm

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.

Note: Frank Cordingley chaired the meeting until Ben Niland arrived at 5:08pm.

Members in Attendance

[PSC Alternate delegate – Cr Ken Jordan]

Ben Niland (5:08pm)

Frank Cordingley

Shaun Mahony

Cr Glen Dunkley (Zoom)

Officers in Attendance

Wayne Wallis (GM)

Tim Hazell (Acting GMCS)

Greg Kable (Acting GM)

Tim Crosdale (DS)

Glen Peterkin (Acting FS)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM)

Gagan Bedi (FIN)

Candice Gleeson (FIN)

Guests in Attendance

Cameron Hume (RSM Australia Partners)

Apologies

Cr Chris Doohan

Clayton Hickey (PKF)

Furqan Yousuf (Audit Office)

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1		1 mins		Apologies received from Cr Doohan, Clayton Hickey and Furqan Yousuf.	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	1 mins		Nil.	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 23 July 2020 – attachment 2.	1 mins		To be endorsed. <ul style="list-style-type: none"> That the minutes from the 23 July 2020 Audit Committee meeting be endorsed as presented. 	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.	5 mins		For consideration and review of internal audit actions. <ul style="list-style-type: none"> That the Internal Audit actions as at October 2020 be noted as presented. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Draft Annual Financial Statements and key discussion points – attachments 4, 5 and 6.	15 mins		For consideration and endorsement of the draft annual financial statements. <ul style="list-style-type: none"> That the draft annual financial statements be endorsed as presented. 	Endorsed.
4.2.2	Receive presentations and reports from external auditors.	10 mins		For consideration and review of the 2019 to 2020 General Purpose Financial Statements. <ul style="list-style-type: none"> That the Audit Office engagement closing report for year ended 30 June 2020 be received and the resulting unqualified audit be 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 October 2020. 	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.3	RISK MANAGEMENT				
4.3.1	Enterprise Risk Report – attachment 7.	10 mins		For consideration and review of high priority risks: <ul style="list-style-type: none"> That the Enterprise Risk Report as at October 2020 be noted as presented. 	Noted.
4.3.2	Risk Development Program – Presentation.	15 mins		For information. <ul style="list-style-type: none"> That a status update on the Risk Development Program be presented to future Audit Committee meetings. 	Endorsed.
4.4	FINANCE				
4.4.1	Analysis of Purchase Card transactions – attachment 8.	5 mins		For consideration of purchase card transactions for the period January to June 2020. <ul style="list-style-type: none"> That the information provided in the purchase card transactions report be noted. 	Noted.
4.4.2	EFT payments \$75k-\$150k – attachment 9.	5 mins		For consideration of EFT payments \$75k-\$150k for July 2019 to June 2020. <ul style="list-style-type: none"> That the information provided in the EFT payments \$75k-\$150k report be noted. 	Noted.

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4.4.3	EFT payments \$150k+ - attachment 10.	5 mins		For consideration of EFT payments \$150k+ for July 2019 to June 2020. <ul style="list-style-type: none"> That the information provided in the EFT payments \$150k+ report be noted. 	Noted.
4.4.4	COVID-19 Rent Waiver report – attachment 11.	5 mins		For consideration of the COVID-19 Rent Waiver report as presented to Council. <ul style="list-style-type: none"> That the information provided in the COVID-19 Rent Waiver report be noted as presented. 	Noted.
4.4.5	Receive presentations and reports on Credit Cards in Local Government – attachment 12 and 12a.	10 mins		For consideration and discussion. <ul style="list-style-type: none"> That the information provided in the presentations and reports on Credit Cards in Local Government be noted as presented. 	Noted.
4.4.1	COVID-19 update – Presentation.	10 mins		For information. <ul style="list-style-type: none"> That the financial update as at 30 September 2020 be noted as presented. 	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 13.	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 2020 be noted. 	Noted.
4.6	STRATEGY – Nil.				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.6.1	Audit Committee performance survey results – to be tabled.	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 as tabled. 	Noted.
4.6.2	Draft Audit Committee Annual Report 2019 to 2020 – attachment 14.	10 mins		For consideration and endorsement. <ul style="list-style-type: none"> That the Audit Committee Annual Report 2019 to 2020 be endorsed as presented and listed for Council consideration. 	Endorsed.
4.7	GENERAL BUSINESS – Nil.				
5.0	FUTURE MEETING DATES				
5.0.1	Current meeting schedule.	2 mins		That the meeting schedule be updated as follows with meetings to commence at 5pm. <ul style="list-style-type: none"> Thursday 25 February 2021 Thursday 27 May 2021. Thursday 22 July 2021. Thursday 14 October 2021. 	Endorsed.
6.0	KEY MESSAGES				
6.1	The 2019 to 2020 General Purpose Financial Statements were endorsed for Council consideration.				
6.2	Results of the 2020 Audit Committee Performance Survey were considered with no changes required to current meeting procedures.				
6.3	The 2019 to 2020 Audit Committee Annual Report was endorsed and will be presented to Council on 10 November 2020.				

MEETING CLOSED AT 7:02pm

**NEXT
MEETING**

Date: 25 February
2021

Time: 5pm to 7pm

Venue: Committee rooms