

MEETING MINUTES

Meeting

Team Name: Audit Committee

Date: 27 May 2021

Time: 5:05pm – 7pm

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

Ben Niland

Frank Cordingley

Shaun Mahony

Cr Chris Doohan

Officers in Attendance

Wayne Wallis (GM)

Steve Bernasconi (DS)

Tim Crosdale (CS)

Tammy Gutsche (F&S)

Tim Hazell (FS)

Chris Hilkemeijer (ERM) –
via Zoom

Tony Wickham (GovM)

Guest in Attendance

David Hutchison (PKF)

Apologies				
Cr Glen Dunkley	Clayton Hickey (PKF)	Martin Doerr (RSM Australia Partners)	Cr Ken Jordan	Cameron Hume (RSM Australia Partners)
Furqan Yousuf (Audit Office)	Greg Kable (F&S)	Steven Peart (DS)		

Item	Topic	Time Required	Responsible Officer	Action	Decision
1.0	WELCOME and APOLOGIES				
1.1		2 mins	Chair	Apologies received from Cr Glen Dunkley, Cr Ken Jordan, Clayton Hickey, Martin Doerr, Cameron Hume and Furqan Yousuf, Greg Kable and Steven Peart.	Endorsed.
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 February 2021 – attachment 2.	2 mins	Chair	Minutes of last meeting held 25 February 2021 to be endorsed.	Endorsed.
3.2	Outstanding Actions from 25 February 2021.	2 mins	Chair	There are no outstanding actions.	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.1.1	Receive presentations and reports from internal auditors – PKF. <ul style="list-style-type: none"> • Business Continuity – attachment 3a • Chain of Responsibility – attachment 3b • Data Management – attachment 3c • Customer Request Management – attachment 3d 	20 mins	PKF Lawler	Internal audit reports for consideration and discussion: <ul style="list-style-type: none"> • Business Continuity • Chain of Responsibility • Data Management • Customer Request Management 	Endorsed.
4.1.2	Review internal audit register actions and implementation – attachment 4.	10 mins	W Wallis	For consideration and review of high priority risks. <ul style="list-style-type: none"> • Internal Audit outstanding actions as at 13 May 2021. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors.	1 mins	W Wallis	For noting. <ul style="list-style-type: none"> • No reports. 	Noted.
4.2.2	Review external audit register actions and implementation – attachment 5.	2 mins	T Hazell	For consideration and review: <ul style="list-style-type: none"> • External Audit outstanding actions as at 13 May 2021. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Enterprise Risk Report – attachment 6.	10 mins	C Hilkemeijer	For consideration and review of high priority risks.	Noted.
4.3.2	Work Health & Safety – monthly statistics - attachment 7.	10 mins	T Wickham	For information. <ul style="list-style-type: none"> • KPI Report April 2021. 	Noted.
4.3.3	Enterprise Risk Management System presentation.	15 mins	C Hilkemeijer	Status update and implementation program for new risk management system.	Noted.

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4.4	FINANCE				
4.4.1	Finance Update presentation.	10 mins	T Hazell	For information.	Noted.
4.4.2	Purchasing Card transactions for the period – attachment 8.	5 mins	T Hazell	For information.	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 9.	10 mins	W Wallis	For consideration and review: <ul style="list-style-type: none"> Summary of legal matters as at 13 May 2021. 	Noted.
4.6	STRATEGY				
	Nil.				
4.7	GENERAL BUSINESS				
				Nil.	
5.0	FUTURE MEETING DATES				
5.1	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 22 July 2021 Thursday 7 October 2021 Thursday 24 February 2022 	Endorsed.
6.0	KEY MESSAGES				
6.1	<ul style="list-style-type: none"> Business Continuity. Chain of Responsibility. Data Management. Customer Request Management. Enterprise Risk Management System presentation. 				Noted

MEETING CLOSED AT 7pm

**NEXT
MEETING**

Date: 22 July 2021 **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.