

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 22 July 2021

Time: 5 – 6pm

Venue: Committee rooms

Chairperson: Glen Dunkley

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 - Zoom

Frank Cordingley - Zoom

Shaun Mahony - Zoom

Cr Ken Jordan - Zoom

Cr Glen Dunkley (Chair)

Officers in Attendance

Wayne Wallis (GM)

Greg Kable (F&S)

Steve Peart (DS)

Tim Crosdale (CS)

Tim Hazell (FS)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM)

Guests in Attendance

Clayton Hickey (PKF) - Zoom

David Hutchison (PKF) - Zoom

Apologies

Cr Chris Doohan

Cameron Hume (RSM Australia Partners)

Martin Doerr (RSM Australia Partners)

Furqan Yousuf (Audit Office)

Item	Topic	Time Required	Responsible Officer	Action	Decision
1.0	WELCOME and APOLOGIES				
1.1		2 mins	Chair	Election of Chair.	Cr Glen Dunkley was elected Chair for the meeting.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins	Chair	Nil.	
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 27 May 2021 – attachment 2.	2 mins	Chair	To be endorsed.	Endorsed.
3.2	Outstanding Actions.	2 mins	Chair	There are no Outstanding Actions.	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	Receive presentations and reports from internal auditors. <ul style="list-style-type: none"> Transport for NSW Annual Compliance Audit Committee – attachment 3. National Heavy Vehicle Accreditation Scheme Audit – attachment 4. 	5 mins	PKF Lawler	For consideration and discussion.	Endorsed. Endorsed.

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.1.2	Review internal audit register actions and implementation – attachment 5.	10 mins	W Wallis	For consideration and review of high priority risks. <ul style="list-style-type: none"> Internal Audit outstanding actions as at 22 July 2021. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Review external audit register actions and implementation – attachment 6.	2 mins	T Hazell	For consideration and review: <ul style="list-style-type: none"> External Audit outstanding actions as at 22 July 2021. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Enterprise Risk Management – attachment 7.	10 mins	C Hilkemeijer	<ul style="list-style-type: none"> For information. 	Noted.
4.3.2	Work Health & Safety KPI Report – monthly statistics – attachment 8.	10 mins	C Hilkemeijer	For information. <ul style="list-style-type: none"> KPI Report May 2021. 	Noted.
4.4	FINANCE				
4.4.1	Financial Update – attachments 9a, 9b, 9c.	5 Mins	T Hazell	For information.	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 10.	10 mins	W Wallis	For consideration and review: <ul style="list-style-type: none"> Summary of legal matters as at July 2021. 	Noted.
4.6	STRATEGY				
	Nil.				
4.7	GENERAL BUSINESS				
4.7.1	Thank you – Councillors and Clayton Hickey, PKF.			Crs Doohan, Dunkley, Jordan and Clayton Hickey from PKF were	Endorsed.

Item	Topic	Time Required	Responsible Officer	Action	Decision
				thanked for their time serving on the Audit Committee.	
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 7 October 2021 • Thursday 24 February 2022 • Thursday 26 May 2022 	
6.0	KEY MESSAGES				
	<ul style="list-style-type: none"> • Internal Audit Reports • Enterprise Risk Management Report 				

MEETING CLOSED AT 6pm

NEXT MEETING

Date: 7 October 2021 **Time:** 5 – 6pm **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.