

# MEETING MINUTES



## Meeting

**Team Name:** Audit Committee

**Date:** 25 February 2021

**Time:** 5pm to 6.47pm

**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

Shaun Mahony

Cr Chris Doohan

Cr Glen Dunkley

## Officers in Attendance

Wayne Wallis (GM)

Greg Kable (F&S)

Steve Peart (DS)

Tim Crosdale (CS)

Tim Hazell (Finance)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM)

## Guests in Attendance

Martin Doerr (RSM Australia Partners)

David Hutchinson (PKF)

## Apologies

Cameron Hume (RSM Australia Partners)

Furqan Yousuf (Audit Office)

Clayton Hickey (PKF)

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
<b>1.0</b>	<b>WELCOME and APOLOGIES</b>				
1.1		1 mins	Chair	Apologies received from Cameron Hume, Furqan Yousuf and Clayton Hickey.	Noted.
<b>2.0</b>	<b>DECLARATION OF INTEREST</b>				
2.1	Declaration of Interest form - attachment 1.	1 mins	Chair	Nil.	Noted.
<b>3.0</b>	<b>MINUTES AND OUTSTANDING ACTIONS</b>				
3.1	Minutes of last meeting held 15 October 2020 – attachment 2.	1 mins	Chair	To be endorsed.	Endorsed.
3.2	Outstanding Actions.		Chair	There are no outstanding actions.	Noted.
<b>4.0</b>	<b>BUSINESS ITEMS</b>				
<b>4.1</b>	<b>INTERNAL AUDIT</b>				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.1.1	Receive presentations and reports from internal auditors - attachments 3 and 4. a. Purchasing cards internal audit report b. Elected members reimbursements internal audit report.	5 mins	T Wickham	For discussion and endorsement.	a. Endorsed. b. Endorsed.
4.1.2	Review internal audit register actions and implementation – attachment 5.			For consideration and review of internal audit actions. • Internal audit actions as at February 2021 for noting.	Noted.
<b>4.2</b>	<b>EXTERNAL AUDIT</b>				
4.2.1	Audit office Management Letter on the Final Phase of the Audit – Year Ended 30 June 2020 – attachment 6.	5 mins	T Hazell	For discussion and noting.	Noted.
4.2.2	Review external audit register actions and implementation – attachment 7.	5 mins	T Hazell	For information.	Noted.
<b>4.3</b>	<b>RISK MANAGEMENT</b>				
4.3.1	Enterprise Risk Report and Risk Development Program update – attachment 8.	10 mins	T Wickham	For consideration and review of high priority risks. • Enterprise Risk Report as at February 2021 for noting.	Noted.
4.3.2	Injury Management & WHS Annual Report 2019-2020 – attachment 9.	10 mins	T Wickham	For information and discussion. • Long Term Injury Frequency rate to be included in future reports.	Noted.
4.3.3	Statecover Workers Compensation and WHS 2019-2020 Report – attachment 10.	10 mins	T Wickham	For information and discussion.	Noted.

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
<b>4.4</b>	<b>FINANCE</b>				
4.4.1	Financial update – to be tabled.	10 mins	T Hazell	For information.	Noted.
4.4.2	Central Coast/Armidale Council review – to be tabled.	10 mins	T Hazell	For information.	Noted.
4.4.3	Procurement management in local government – attachment 11.	5 mins	T Hazell	For information.	Noted.
4.4.4	EFT Audit of payments made to employee bank accounts (tabled).	5 mins	T Hazell	For information.	Noted.
<b>4.5</b>	<b>LEGAL</b>				
4.5.1	Receive presentations and reports on current legal matters – attachment 12.	5 mins	T Wickham	For consideration and review: <ul style="list-style-type: none"> <li>Summary of legal matters as at February 2021 for noting.</li> </ul>	Noted.
<b>4.6</b>	<b>STRATEGY</b>				
4.6.1	New Risk Management Policy – attachment 13.  Current Enterprise Risk Management Policy – attachment 14.	5 mins	T Wickham	For consideration and endorsement.  Audit feedback: <ul style="list-style-type: none"> <li>Include operational execution focus.</li> <li>Clarify responsibilities across Council.</li> </ul>	Endorsed as amended.
<b>4.7</b>	<b>GENERAL BUSINESS</b>				
	Nil.				
<b>5.0</b>	<b>FUTURE MEETING DATES</b>				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
5.1	Current meeting schedule.	2 mins	Members	That the meeting schedule be updated as follows with meetings to commence at 5pm. <ul style="list-style-type: none"> <li>Thursday 27 May 2021.</li> <li>Thursday 22 July 2021.</li> <li>Thursday 7 October 2021.</li> </ul>	Endorsed.
<b>6.0</b>	<b>KEY MESSAGES</b>				
6.1	<ul style="list-style-type: none"> <li>Draft enterprise risk policy.</li> <li>New risk management system progress.</li> <li>2 internal audits.</li> <li>External audit management letter.</li> </ul>				

**MEETING CLOSED AT 6.47pm**

#### **NEXT MEETING**

**Date:** 27 May 2021      **Time:** 5pm to 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.