

MEETING Record of Meeting



Meeting

Team Name: Audit Committee

Date: 24 February 2022

Time: 5 – 6.20pm

Venue: Committee Rooms or [ZOOM](#)

Chairperson: Frank Cordingley

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

Frank Cordingley

Cr Chris Doohan

Cr Leah Anderson
(ZOOM)

Note: While a quorum of members was not achieved, members in attendance agreed to continue with the meeting on an informal basis. The outcome of this meeting will be presented to the next quorate meeting of the Audit Committee for confirmation.

Officers in Attendance

Wayne Wallis (GM)

Greg Kable (F&S)

Janelle Gardner (A/DS)

Tim Crosdale (CS)

Tim Hazell (FS)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM)
(ZOOM)

Guests in Attendance

Martin Matthews (PKF)	Cameron Hume (RSM Australia Partners) (ZOOM)	Martin Doerr (RSM Australia Partners) (ZOOM)	Furqan Yousuf (Audit Office) (ZOOM)
David Hutchison (PKF)			

Apologies

Shaun Mahony	Steve Peart (DS)	Ben Niland		
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Item	Topic	Time Required	Responsible Officer	Action	Decision
1.0	WELCOME and APOLOGIES				
1.1		2 mins	Chair	Apologies from Ben Niland, Shaun Mahony and Steve Peart.	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins	Chair	Nil.	Nil.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 7 October 2021 – attachment 2.	2 mins	Chair	To be endorsed.	Endorsed.
3.2	Outstanding Actions from 7 October 2021.	2 mins	Chair	There are no Outstanding Actions.	Noted.
4.0	BUSINESS ITEMS				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.1	INTERNAL AUDIT				
4.1.1	Receive presentations and reports from internal auditors – PKF – Section 7.11 Contributions – attachment 3.	2 mins	PKF	For information.	Endorsed.
4.1.2	Review internal audit register actions and implementation – attachment 4.	10 mins	Executive Team	For consideration and review of high priority risks. <ul style="list-style-type: none"> Internal Audit outstanding actions as at 03/02/2022. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Audit office Management Letter on the Final Phase of the Audit – Year Ended 30 June 2021 – attachment 5.	10 mins	T Hazell	For discussion.	Noted.
4.2.2	Review external audit register actions and implementation.	2 mins	T Hazell	<ul style="list-style-type: none"> There are currently no external audit actions. 	Noted.
4.2.3	Annual Engagement Plan – to be tabled.	10 mins	RSM Australia	For information.	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: <ul style="list-style-type: none"> Enterprise Risk Report as at 24/02/2022. 	Noted.
4.3.3	Injury Management/WHS Annual Report 2020-2021 – attachment 7.	10 mins	C Hilkemeijer	For information. LTIF Rate add to reporting.	Noted.
4.4	FINANCE				
4.4.1	Credit Card spend analysis – attachment 8.	10 mins	T Hazell	For information.	Noted.

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4.4.2	EFT Payments to Employee Bank Account check – attachment 9.	10 mins	T Hazell	For information.	Noted.
4.4.5	Financial Update – presentation.	10 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 24/01/2022. 	Noted.
4.6	STRATEGY				
4.7	GENERAL BUSINESS				
4.7.1	ARIC update	5 mins	W Walis	For information.	Noted.
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 26 May 2022 Thursday 28 July 2022 Thursday 27 6 October 2022. 	Endorsed.
6.0	KEY MESSAGES				
	Internal Audit 7.11 review				
	AG management letter & engagement plan				

MEETING CLOSED AT

NEXT MEETING

Date:	Thursday, 26 May 2022	Time:	5 – 7pm	Venue:	Committee rooms
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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.