

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 7 October 2021

Time: 5 – 7pm

Venue: [Zoom link](#)

Chairperson: Ben Niland

Minutes: Tim Crosdale

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 Chris Doohan - Zoom

Cr Glen Dunkley - Zoom

Officers in Attendance

Wayne Wallis (GM) - Zoom

Greg Kable (F&S)

Steve Peart (DS) – Zoom

Tim Crosdale (CS)

Tim Hazell (FS)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM) - Zoom

Zoe Pattison - Zoom

Guests in Attendance

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

Apologies

--	--	--	--	--

Item	Topic	Time Required	Responsible Officer	Action	Decision
1.0	WELCOME and APOLOGIES				
1.1		2 mins	Chair	Election of Chair	Corporate Services Group Manager chaired 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 22 July 2021 – attachment 2.	2 mins	Chair	To be endorsed.	Endorsed.
3.2	Outstanding Actions from 22 July 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.	2 mins	PKF	There are no reports for consideration.	Noted.
4.1.2	Review internal audit register actions and implementation – attachment 3.	10 mins	W Wallis	For consideration and review of high priority risks. <ul style="list-style-type: none"> Internal Audit outstanding actions as at 7 October 2021. 	Examined and discussed.
4.1.3	Internal Audit Plan 2021 to 2022 – attachment 4.	10 mins	M.Matthews	For consideration and discussion.	Endorsed.
4.2	RISK MANAGEMENT				
4.2.1	Enterprise Risk Report – attachment 5.	10 mins	C Hilkemeijer	For consideration and review of high priority risks: <ul style="list-style-type: none"> Enterprise Risk Report as at 7 October 2021. 	Examined and discussed.
4.2.2	Executive Team Risk Report – attachment 6.	10 mins	C Hilkemeijer	For information. <ul style="list-style-type: none"> Executive Team Risk Report. 	Examined and discussed.
4.3	FINANCE				
4.3.1	2020/2021 Annual Financial Accounts – presentation – attachments 7 and 8.	10 mins	T Hazell	For information.	Examined and discussed.
4.3.2	Receive presentations and reports from external auditors – NSW Audit Office and RSM – attachment 9.	10 mins	NSW Audit Office and RSM	For information.	Examined and discussed.

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.3.3	Review external audit register actions and implementation.	2 mins	T Hazell	<ul style="list-style-type: none"> Currently there are no external audit actions. 	Noted.
4.3.4	Credit Card spend analysis – Jan to June 2021 – attachment 10.	10 mins	T Hazell	For information	Examined and discussed.
4.3.5	Financial/Covid/Quarterly Budget Review update.	10 mins	T Hazell	For information.	Examined and discussed.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 11.	10 mins	W Wallis	For consideration and review: <ul style="list-style-type: none"> Summary of legal matters as at 7 October 2021. 	Examined and discussed.
4.6	STRATEGY				
4.6.1	Audit Committee Annual Report 2020-2021 – attachment 12.	10 mins	W Wallis	For consideration and endorsement.	Examined and discussed.
4.6.2	2021 Audit Committee Survey Results – attachment 13.	10 mins	W Wallis	For consideration and endorsement.	Examined and discussed.
4.7	GENERAL BUSINESS				
				NIL	
5.0	FUTURE MEETING DATES				

Item	Topic	Time Required	Responsible Officer	Action	Decision
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 24 February 2022 Thursday 26 May 2022 Thursday 28 July 2022 Thursday 27 October 2022. 	Examined and discussed.
6.0	KEY MESSAGES				
6.0.1	Internal Audit Plan 2021 to 2022				
6.0.2	Audit Committee Annual Report 2020-2021				
6.0.3	2021 Audit Committee Survey Results				
6.0.4	2020/2021 Annual Financial Accounts				

MEETING CLOSED AT 6:25PM

NEXT MEETING

Date: Thursday, 24 February 2022 **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.