

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 25 May 2023

Time: 5.01 – 6.17pm

Venue: Committee rooms

Chairperson: Ben Niland

Minutes: Tony Wickham

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 (ZOOM
– joined 5.06pm and left
the meeting at 6.10pm)

Cr Leah Anderson

Officers in Attendance

Tim Crosdale (GM)
(ZOOM)

Greg Kable (F&S)

Janelle Gardner (Acting
DS)

Zoe Pattison (Acting CS)

Glen Peterkin (Acting FS)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM)

Mia Edwards

Guests in Attendance

Martin Matthews (PKF)	Amy Daley (PKF)	David Daniels (Audit Office)	Jay Lampos (Prosperity Advisers Group)
Alex Hardy (Prosperity Advisers Group)			

Apologies

David Hutchison (PKF)	Steve Peart (DS)			
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Item	Topic	Time Required	Responsible Officer	Action	Decision
1.0	WELCOME and APOLOGIES				
1.1		2 mins	Chair		
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins	Chair	No declaration of interest received.	Nil.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held – 23 February 2023 – attachment 2.	2 mins	Chair	To be endorsed. Note: typographical error at 2.1 to be corrected.	Endorsed.
3.2	Outstanding Actions from 23 February 2023 – attachment 3.	2 mins	Chair	To be updated.	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. <ul style="list-style-type: none"> NHVAS report – attachment 4. Enterprise Risk Management – attachment 5. 	20 mins	PKF	For consideration and discussion. Chris Hilkemeijer acknowledged for his efforts with the implementation of the Protecht.ERM risk system.	Noted.
4.1.2	Review internal audit register actions and implementation – attachment 6.	10 mins	Chair	For consideration and review of high priority risks. <ul style="list-style-type: none"> Internal Audit outstanding actions as at 12 May 2023. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Update on progress of audit – Prosperity Advisers Group.	10 mins	Prosperity Advisers Group	For information. Alex Hardy provided a verbal update on the progress of the external audit and advised that the management letter is to follow. Alex complimented Council on the findings to date.	Noted.
4.2.2	Review external audit register actions and implementation.	2 mins	G Peterkin	For consideration and review: <ul style="list-style-type: none"> There are no outstanding external actions. 	Noted.
4.3	RISK MANAGEMENT				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.3.1	Enterprise Risk Report – attachment 7.	10 mins	C Hilkemeijer	For consideration and review of high priority risks: <ul style="list-style-type: none"> Enterprise Risk Report as at 25 May 2023. The Committee noted a number of reportable incidents had occurred. The Facilities and Services Group Manager advised that a number related to contractors and Council was liaising with contractor more broadly to improve the activities and processes. 	Noted.
4.3.2	ICAC Correspondence – attachment 8. Corruption prevention report on corruption control maturity – attachment 9.	10 mins	T Wickham	For information.	Noted.
4.4	FINANCE				
4.4.1	Finance update – presentation to be tabled. <ul style="list-style-type: none"> Long Term Financial Plan. Quarterly Budget update. Rural Fire Service discussion. SRV Update. 	10 mins	G Peterkin	For information.	Noted.
4.5	LEGAL				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.5.1	Receive presentations and reports on current legal matters – attachment 10.	10 mins	T Crosdale	For consideration and review: <ul style="list-style-type: none"> Summary of legal matters as at 11 May 2023. 	Noted.
4.6	STRATEGY				
4.6.1	Updated ARIC Guidelines – Implementation	10 mins	T Crosdale	For information. Governance Section Manager provided an update on the recruitment of the Chair.	Noted.
4.7	GENERAL BUSINESS				
4.7.1	Fraud and Corruption Control Policy – attachment 11. Fraud and Corruption Control Management Directive – attachment 12.	5 mins	T Wickham	For consideration and review. A request was received for lead indicators of fraud and corruption – to be provided to the next meeting.	Noted.
4.7.2	Audit Office – Performance Audit Report on the Regulation and monitoring of local government: Office of Local Government. https://www.audit.nsw.gov.au/our-work/reports/regulation-and-monitoring-of-local-government-0			For information. A copy of the report was provided to the Committee at the meeting.	Noted.
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 27 July 2023. Thursday 5 October 2023. Thursday 29 February 2024. Thursday 30 May 2024. 	Endorsed.
6.0	KEY MESSAGES				
	Nil.				

MEETING CLOSED AT 6.17pm.

NEXT MEETING

Date: 27 July 2023 **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.