

MEETING AGENDA



Meeting

Team Name: Audit Committee

Date: 27 July 2023

Time: 5.02pm

Venue: Committee rooms

Chairperson: Frank Cordingley

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 from 5.10pm

Frank Cordingley

Shaun Mahony

Cr Chris Doohan from 5.15pm to 5.45pm (via audio visual)

Cr Leah Anderson until 5.45pm (via audio visual)

Officers in Attendance

Tim Crosdale (GM)

Greg Kable (F&S)

Steve Peart (DS)

Zoe Pattison (Acting CS)

Glen Peterkin (Acting FS)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM)

Guests in Attendance

Martin Matthews (PKF) (via audio visual)

David Hutchison (PKF)

David Daniels (Audit Office)

Alex Hardy (Prosperity Advisers Group)

Apologies

Luke Malone (Prosperity Advisers Group)

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		Nil.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held – 25 May 2023 – attachment 2.	2 mins	Chair	To be endorsed.	Endorsed.
3.2	Outstanding Actions from 25 May 2023 – attachment 3.	2 mins	Chair	To be updated.	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	Receive presentations and reports from internal auditors – PKF. <ul style="list-style-type: none">Transport for NSW Drives compliance audit report – attachment 4.	20 mins	PKF	For consideration and discussion.	Noted.
4.1.3	Review internal audit register actions and implementation – attachment 5.	10 mins	Chair	For consideration and review of high priority risks.	Noted.

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.2	EXTERNAL AUDIT				
4.2.1	Update on progress of audit – Prosperity Advisers Group.	10 mins	Prosperity Advisers Group	Prosperity Advisers Group tabled the interim Audit Management Letter. The Committee endorsed the approach by management.	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				
4.3.1	Enterprise Risk Report – attachment 6.	10 mins	C Hilkemeijer	For consideration and review.	Noted.
4.4	FINANCE				
4.4.1	Finance update – presentation to be tabled. <ul style="list-style-type: none"> SRV Update. Analysis of supplier payments – attachment 7. EFT payments to employee bank accounts – attachment 8. 	10 mins	G Peterkin	For information.	Noted.
4.4.2	eInvoicing Hunter Hub Launch – attachment 9 .	5 mins	G Peterkin	For information.	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 10 .	10 mins	T Crosdale	For consideration and review:	Noted.
4.6	STRATEGY				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.6.1	Receive the 2023 to 2024 Internal Audit Plan – attachment 11.	10 mins	PKF	For consideration.	Noted.
4.7	GENERAL BUSINESS				
4.7.1	Audit Office reports - Financial Management and Governance in Mid Coast Council – attachment 12. - Local Government 2022 – attachment 13.	5 mins	G Peterkin	For information.	Noted.
4.7.2	Update on ARIC chairperson recruitment	5 mins	T Crosdale	For information. The Committee acknowledged the contribution of Ben Niland over the past 10 years on the Committee, as his term draws to an end.	Noted.
5.0	FUTURE MEETING DATES				
5.1	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 5 October 2023. Thursday 29 February 2024. Thursday 30 May 2024. Thursday 25 July 2024. 	Noted.
6.0	KEY MESSAGES				
	Nil.				

MEETING CLOSED AT 6.17pm.

**NEXT
MEETING**

Date: 5 October 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.