

MEETING MINUTES

Meeting

Team Name: Audit, Risk and Improvement Committee (ARIC)

Date: 5 October 2023 **Time:** 5.05pm

Venue: Committee rooms ([ZOOM](#))

Chairperson: Deborah Goodyer

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

Deborah Goodyer
(Chairperson)

Frank Cordingley

Shaun Mahony

Officers in Attendance

Tim Crosdale
General Manager (GM)

Greg Kable
Director Facilities &
Infrastructure (F&I)

Janelle Gardner
Acting Director
Community Futures (CF)

Zoe Pattison
Director Corporate Strategy
& Support (DCSS)

Glen Peterkin
Acting Financial Services
Manager (Acting FS)

Tony Wickham
Governance Section
Manager (GovM)

Chris Hilkemeijer
Enterprise Risk Manager
(ERM)

Guests in Attendance

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

Cr Leah Anderson	Steve Peart Director Community Futures (CF)	David Hutchison (PKF)	Luke Malone (Prosperity Advisers Group)	
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Item	Topic	Time Required	Responsible Officer	Action	Decision
1.0	WELCOME and APOLOGIES				
1.1	Chairperson to welcome attendees.	2 mins	Chair	The General Manager introduced and welcomed the new Chairperson, Deborah Goodyer. All attendees then introduced themselves with an insight into their respective background. Apologies listed above were received and noted.	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins	Chair	Nil declarations received.	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				

Item	Topic	Time Required	Responsible Officer	Action	Decision
3.1	Minutes of last meeting held 27 July 2023 – attachment 2.	2 mins	Chair	The minutes of the Audit Committee held on 27 July 2023 were endorsed. Moved by F Cordingley and seconded by S Mahony.	Endorsed.
3.2	Outstanding Actions from 27 July 2023	2 mins	T Wickham	No outstanding actions.	N/A
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	Review internal audit register actions and implementation – attachment 3.	10 mins	T Wickham	The Internal Audit outstanding actions as at 15 September 2023 were noted by the Committee.	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors	10 mins	Audit Office	The presentation was provided as part of item 4.2.3.	
4.2.2	Review external audit register actions and implementation.	2 mins	G Peterkin	There are no outstanding external audit actions.	N/A

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.2.3	2022 to 2023 Annual Financial Accounts presentation – attachment 4.	10 mins	External Auditors - Prosperity	<p>Prosperity provided a presentation to the Committee on the Annual Financial Statements and the Closing Report provide with the meeting agenda.</p> <p>It was requested that for the FY24 statements, that a separate document be provided excluding the Newcastle Airport.</p>	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Enterprise Risk Report – attachment 5.	10 mins	C Hilkemeijer	<p>The Committee received and noted the Enterprise Risk Report as at 4 October 2022.</p> <p>Note: this item was considered after 4.4.3</p>	Noted.
4.4	FINANCE				
4.4.1	Annual Financial Reports – presentation.	10 mins	G Peterkin	<p>The presentation on the Annual Financial Reports to the Committee from the Acting Financial Services Section Manager was received and noted.</p> <p>Note: this item was considered after 4.2.3</p>	Noted.

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.4.2	Credit card spend analysis – 1 January 2023 to 30 June 2023 – attachment 6.	10 mins	G Peterkin	The credit card spend analysis – 1 January 2023 to 30 June 2023 was received and noted by the Committee. Note: this item was considered after 4.41	Noted.
4.4.3	Supplier payments analysis (75k to 150k) – 1 July 2022 to 30 June 2023 – attachment 7.	10 mins	G Peterkin	The supplier payments analysis (75k to 150k) – 1 July 2022 to 30 June 2023 was received and noted by the Committee. Note: this item was considered after 4.4.3	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 8.	10 mins	T Wickham	The summary of legal matters as at 21 September 2022 was received and noted by the Committee.	Noted.
4.6	STRATEGY				
4.6.1	Audit Committee Annual Report 2022-2023 – attachment 9.	10 mins	T Crosdale	The Audit Committee Annual Report 2022-2023 was received and noted by the Committee.	Noted.
4.6.2	2023 Audit Committee Survey Results – attachment 10.	10 mins	T Crosdale	The 2023 Audit Committee Survey was received and noted.	Noted.
4.7	GENERAL BUSINESS				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.7.1	EOI - Recruitment of 2 independent members	10 mins	T Crosdale	The Committee was advised that the process for the EOI to appoint the 2 external independent would commence shortly after consultation with the Chairperson.	Noted.
4.7.2	Governance Health Check – attachment 11.	10 mins	T Wickham	The Governance Health Check was received and noted.	Noted.
4.7.3	Organisation structure update	5 mins	T Crosdale	<p>The General Manager informed the Committee of the recent changes to the 3 groups within the Council's organisation structure to now be known as Directorates.</p> <ol style="list-style-type: none"> 1. Corporate Services Group changed to Corporate Strategy and Support Directorate 2. Development Services Group changed to Community Futures Directorate 3. Facilities and Services Group changed to Facilities and Infrastructure Directorate 	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 22 February 2024. Thursday 23 May 2024. Thursday 25 July 2024. Thursday 3 October 2024. 	Noted.
6.0	KEY MESSAGES				

MEETING CLOSED AT 6.39pm.

NEXT MEETING

Date: Thursday 22 February 2024 **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.