

MEETING MINUTES



Meeting

Team Name: Audit Committee

Date: 26 May 2022

Time: 5 – 6.12pm

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

Chairperson: Ben Niland

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

Ben Niland

Frank Cordingley

Shaun Mahony (zoom)

Cr Chris Doohan (zoom)
(5.06pm)

Cr Leah Anderson

Officers in Attendance

Wayne Wallis (GM)

Phil Miles (Acting F&S)

Steve Peart (DS)

Tim Crosdale (CS)

Tim Hazell (FS)

Tony Wickham (GovM)

Chris Hilkemeijer (ERM)

Guests in Attendance

Martin Matthews (PKF)

Apologies

Cameron Hume (RSM)

Furqan Yousuf (AG)

David Hutchison
(PKF)

Greg Kable (F&S)

Martin Doerr (RSM
Australia Partners)

Item	Topic	Time Required	Responsible Officer	Action	Decision
1.0	WELCOME and APOLOGIES				
1.1		2 mins	Chair	Apologies noted.	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins	Chair	Nil declared.	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Record of last meeting held 24 February 2022 – attachment 2.	5 mins	Chair	Meeting outcomes from 24 February 2022 for endorsement.	Endorsed.
3.2	Outstanding Actions.	2 mins	Chair	There are no outstanding actions.	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	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 26 May 2022.	Noted.

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.2	EXTERNAL AUDIT				
4.2.1	Review external audit register actions and implementation.	2 mins	T Hazell	<ul style="list-style-type: none"> There are no external audit actions. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Enterprise Risk Report – attachment 4.	10 mins	C Hilkemeijer	For consideration and review of high priority risks: <ul style="list-style-type: none"> Enterprise Risk Report as at 26 May 2022. 	Noted.
4.4	FINANCE				
4.4.1	Finance update and presentation – tabled.	20 mins	T Hazell	For information.	Noted.
4.4.2	PSC Financial Sustainability Committee – update.	10 mins	T Crosdale	For information.	Noted.
4.5	LEGAL				
4.5.1	Receive presentations and reports on current legal matters – attachment 5.	10 mins	W Wallis	For consideration and review: <ul style="list-style-type: none"> Summary of legal matters as at 17 May 2022. 	Noted.
4.6	STRATEGY				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.6.1	Reappointment of Independent Audit Committee Members.	5 mins	W Wallis	For information: <ul style="list-style-type: none"> Council at its meeting held on 10 May 2022 resolved to reappoint its current independent Audit Committee members for a further term ending on 30 June 2023 or when the new ARIC is established (whichever is the sooner). Update on latest status of ARIC process noted. 	Noted.
4.7	GENERAL BUSINESS				
	Nil.				
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 28 July 2022. Thursday 6 October 2022. Thursday 23 February 2023. Thursday 25 May 2023. 	Endorsed.
6.0	KEY MESSAGES				
	Reappointment of Independent Audit Committee members				

MEETING CLOSED AT 6.12pm

NEXT MEETING

Date: Thursday 28
July 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.