

# MEETING MINUTES



## Meeting

**Team Name:** Audit Risk and Improvement Committee

**Date:** 22 February 2024 **Time:** 5.05pm

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

**Chairperson:** Deborah Goodyer

**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

Deborah Goodyer (Chair)

Frank Cordingley

Shaun Mahony arrived  
at 5.15pm

Cr Leah Anderson

## Officers in Attendance

Tim Crosdale  
General Manager

Greg Kable  
Director Facilities &  
Infrastructure (F&I)

Steve Peart  
Director Community  
Futures (CF)

Zoe Pattison  
Director Corporate  
Strategy & Support (CSS)

Glen Peterkin  
Financial Services Section  
Manager

Tony Wickham  
Governance Section  
Manager

Belinda Catford  
Acting Enterprise Risk  
Manager

## Guests in Attendance

Martin Matthews (PKF)

David Hutchison (PKF)

David Daniels (Audit Office) via audio visual

Alex Hardy (Prosperity Advisers Group) via audio visual

## Apologies

Item	Topic	Time Required	Responsible Officer	Action	Decision
<b>1.0</b>	<b>WELCOME and APOLOGIES</b>				
1.1		2 mins	Chair	The Chair welcomed all attendees to the meeting.  No apologies were received.	Noted.
<b>2.0</b>	<b>DECLARATION OF INTEREST</b>				
2.1	Declaration of Interest form – attachment 1.	5 mins	Chair	Nil declaration of interest were received.	Noted.
<b>3.0</b>	<b>MINUTES AND OUTSTANDING ACTIONS</b>				
3.1	Minutes of last meeting held 5 October 2023 – attachment 2.	2 mins	Chair	The minutes of the Audit, Risk and Improvement Committee held on 5 October 2023 were endorsed.	Endorsed.
3.2	Outstanding Actions from 5 October 2023 – attachment 3.	2 mins	T Wickham	The outstanding actions report from 5 October 2023 was received and noted.	Noted.

Item	Topic	Time Required	Responsible Officer	Action	Decision
<b>4.0</b>	<b>BUSINESS ITEMS</b>				
<b>4.1</b>	<b>INTERNAL AUDIT</b>				
4.1.1	Receive presentations and reports from internal auditors – PKF: <ul style="list-style-type: none"> <li>• Volunteer Management – attachment 4.</li> <li>• Disaster Manager – attachment 5.</li> </ul>	20 mins	PKF	1) PKF provided commentary on the next round of internal audit reports to be reported at the next meeting. 2) Volunteer Management internal audit report - PKF provided commentary of the highlights from the report, noting 7 recommendations. The report was received and noted by the Committee. 3) Disaster Management internal audit report - PKF provided commentary, noting no area of material findings with 3 recommendations contained in the report. The report was received and noted by the Committee. 4) The Chair requested a copy of the contract/contractor management internal audit scope.	Endorsed and actions required.
4.1.2	Review internal audit register actions and implementation – attachment 6.	10 mins	T Wickham	The Internal Audit outstanding actions as at 8 February 2024 were received and noted by the Committee.	Noted.
<b>4.2</b>	<b>EXTERNAL AUDIT</b>				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.2.1	Receive presentations and reports from external auditors – Prosperity Advisors: <ul style="list-style-type: none"> <li>Annual Engagement Plan – attachment 7</li> </ul>	10 mins	Prosperity Advisors	1) Prosperity provided an overview of the Annual Engagement Plan, highlighting section 2 which covers the area of work for the coming year, and noting reports to Parliament being of benefit. 2) That the interim audit letter be circulated to the Committee as soon as possible. 3) That further information be provided to the ARIC on cyber management. 4) The Annual Engagement Plan was received and noted by the Committee.	Noted and actions required.
4.2.2	Review external audit register actions and implementation – attachment 8	2 mins	G Peterkin	The External Audit outstanding actions as at February 2024 were received and noted by the Committee.	Noted.
4.2.3	Final Management Letter FY 2023 – attachment 9	10 mins	G Peterkin	The Final Management Letter was received and noted by the Committee.	Noted.
<b>4.3</b>	<b>RISK MANAGEMENT</b>				
4.3.1	Enterprise Risk Report – attachment 10.	10 mins	C Hilkemeijer	1) The Enterprise Risk Report as at February 2024 was received and noted by the Committee. 2) The new KRIs be reported to the next Committee meeting.	Noted and action required.
<b>4.4</b>	<b>FINANCE</b>				

Item	Topic	Time Required	Responsible Officer	Action	Decision
4.4.1	Analysis of Purchasing Card Transactions – 1 July 2023 to 31 December 2023 – attachment 11	10 mins	G Peterkin	The Analysis of Purchasing Card Transactions – 1 July 2023 to 31 December 2023 was received and noted by the Committee.	Noted.
<b>4.5</b>	<b>LEGAL</b>				
4.5.1	Receive presentations and reports on current legal matters – attachment 12.	10 mins	T Wickham	The summary of legal matters as at February 2024 was received and noted by the Committee.	Noted.
<b>4.6</b>	<b>STRATEGY</b>				
4.6.1	Audit, Risk and Improvement Committee Strategic Plan - attachment 13	20 mins	Chair	<p>The Audit, Risk and Improvement Committee Strategic Plan was received and endorsed by the Committee subject to the following amendments:</p> <ul style="list-style-type: none"> <li>a) at page 27 include a reference to the Strategic Asset Management Plan (SAMP) after sub-clause 'g'.</li> <li>b) that a reference to WHS to be highlighted under risk management as a separate item in the strategic plan and annual plan as well as charter.</li> </ul>	Endorsed for reporting to Council.
4.6.2	Audit, Risk and Improvement Committee – Terms of Reference - attachment 14			<p>The ARIC Terms of Reference were received and endorsed by the Committee, subject to the following amendment:</p> <ul style="list-style-type: none"> <li>a) amend the title of schedule 1 to 'functions/responsibilities' in both the ARIC and Internal Audit charters.</li> </ul>	Endorsed for reporting to Council.

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4.6.3	Internal Audit Charter – attachment 15			The Internal Audit Charter was received and endorsed by the Committee, subject to the inclusion of a reference to WHS to be highlighted under risk management as a separate item.	Endorsed for reporting to Council.
<b>4.7</b>	<b>GENERAL BUSINESS</b>				
4.7.1	EOI recruitment of independent members update	5 mins	T Crosdale	<p>The General Manager provided an update in the EOI process and advise the recommendation candidates were being considered at the Council meeting on 27 February 2024.</p> <p>The General Manager noted this would be Shaun Mahony's last meeting and thanked him for his contribution to the Committee over many years.</p> <p>Shaun Mahony expressed this thanks to the Committee and Council for his engagement, noting many improvement over his time on the Committee.</p>	Noted.

Item	Topic	Time Required	Responsible Officer	Action	Decision
<b>5.0</b>	<b>FUTURE MEETING DATES</b>				
5.0.1	Current meeting schedule	5 mins	Members	<p>That the meeting schedule be updated as follows and meetings to commence at 5pm.</p> <ul style="list-style-type: none"> <li>Thursday 23 May 2024.</li> <li>Thursday 25 July 2024.</li> <li>Thursday 10 October 2024.</li> </ul> <p>The Committee will consider a 4pm commencement at the next meeting.</p> <p>Note: due to the timing of the local government election, there may not be a Council delegate available for the meeting to be held on 10 October 2024.</p>	Noted.
<b>6.0</b>	<b>KEY MESSAGES</b>				

**MEETING CLOSED AT 6.48pm.**

#### **NEXT MEETING**

**Date:** 23 May 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.