

MEETING Record of Meeting



Meeting

Team Name: Audit Committee

Date: 27 February 2020

Time: 5pm to 6:23pm

Venue: Committee rooms

Chairperson: Frank Cordingley

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

[PSC Alternate delegate – Cr Ken Jordan]

Frank Cordingley

Shaun Mahony

Note: While a quorum of members was not achieved, members in attendance agreed to continue with the meeting on an informal basis. The outcomes of this meeting will be presented to the next quorate meeting of the Audit Committee for confirmation.

Officers in Attendance

Carmel Foster (GMCS)

Greg Kable (Acting GM)

Tim Crosdale (DS)

Tim Hazell (FS)

Tony Wickham (GovM)

John Maretich (F&S)

Guests in Attendance

Clayton Hickey (PKF)

David Hutchison (PKF)

Apologies

Ben Niland

Cr Glen Dunkley

Wayne Wallis (GM)

Cr Chris Doohan

Cameron Hume (RSM
Australia Partners)

Furqan Yousuf (Audit Office)

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME and APOLOGIES				
1.1		2 mins		<ul style="list-style-type: none"> Apologies received from Ben Niland, Cr Glen Dunkley, Wayne Wallis, Furqan Yousuf and Cameron Hume. Late apology received from Cr Chris Doohan. Greg Kable left the meeting at 5:30pm. 	Noted.
2.0	DECLARATION OF INTEREST				
2.1	Declaration of Interest form - attachment 1.	5 mins		Nil.	Noted.
3.0	MINUTES AND OUTSTANDING ACTIONS				
3.1	Minutes of last meeting held 17 October 2019 – attachment 2.	2 mins		To be endorsed. <ul style="list-style-type: none"> Noted as presented. To be presented for endorsement at the next Audit Committee meeting. 	Noted. 28 May 2020.

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3.2	Outstanding Actions.			To be updated. <ul style="list-style-type: none"> There are no outstanding actions. 	Noted.
4.0	BUSINESS ITEMS				
4.1	INTERNAL AUDIT				
4.1.1	Receive presentations and reports from internal auditors – b, c and d. to be provided under separate cover – attachment 3.	20 mins		That the following reports be received and noted as presented. <ul style="list-style-type: none"> Contractor management (Sitepass). Payroll and leave management. Cash handling. Children's Services processes. 	Noted.
4.1.2	Review internal audit register actions and implementation – attachment 4.	10 mins		For consideration and review of internal audit actions. <ul style="list-style-type: none"> That the Internal Audit actions as at February 2020 be noted as presented. 	Noted.
4.2	EXTERNAL AUDIT				
4.2.1	Receive presentations and reports from external auditors.			For consideration and discussion. <ul style="list-style-type: none"> There are no items for consideration at this time. 	Noted.
4.2.3	Review external audit register actions and implementation.			For consideration and review: <ul style="list-style-type: none"> There are no outstanding external audit actions as at February 2020. 	Noted.
4.3	RISK MANAGEMENT				
4.3.1	Enterprise Risk Report – attachment 5.	10 mins		For consideration and review of high priority risks: <ul style="list-style-type: none"> That the Enterprise Risk Report as at February 2020 be noted as presented. 	Noted.

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4.4	FINANCE				
4.4.1	Audit Office Management Letter – attachment 6.	5 mins		For information. <ul style="list-style-type: none"> That the information in the Audit Office management letter be noted as presented. 	Noted.
4.4.2	Analysis of Purchase Card transactions – attachment 7.	5 mins		For consideration of purchase card transactions for the period 1 July to 31 December 2019. <ul style="list-style-type: none"> That the information provided in the purchase card transactions report be noted as presented. 	Noted.
4.4.3	Analysis of Total Supplier Payments – attachment 8.	5 mins		For consideration of total supplier payments for the financial period 1 July 2018 to 30 June 2019. <ul style="list-style-type: none"> That the information provided in the total supplier payments report be noted as presented. 	Noted.
4.4.4	EFT payments to employee bank details – attachment 9.	5 mins		For consideration of payment to employee bank details for the period 1 July to 31 December 2019. <ul style="list-style-type: none"> That the information provided in the payments to employee bank details report be noted as presented. 	Noted.
4.5	LEGAL				

Item	Topic	Time Required	Responsible Officer	Action/Decision	Date to be Completed
4.5.1	Receive presentations and reports on current legal matters – attachment 10.	10 mins		For consideration and review: <ul style="list-style-type: none"> That the information provided in the summary of legal matters as at February 2020 be noted as presented. 	Noted.
4.6	STRATEGY				
4.6.1	Review of the Fraud and Corruption Control policy and management directive – attachments 11 and 12.	10 mins		For consideration and endorsement. <ul style="list-style-type: none"> That the fraud and corruption control policy and management directive be noted as presented and listed for Council consideration. 	Noted.
4.7	GENERAL BUSINESS				
4.7.1	WHS and Injury Management Annual Report 2018-2019 – attachment 13.	5 mins		For information. <ul style="list-style-type: none"> That the information provided in the WHS and Injury Management Annual Report 2018-2019 be noted as presented. That the Audit Committee be provided, at its next meeting, further information on all injuries, lost time injuries, frequency rates, trends, and other incident analysis and graphs that provide background to the Claims information that was presented to this meeting. 	Noted. Noted.
5.0	FUTURE MEETING DATES				
5.0.1	Current meeting schedule.	5 mins		That the meeting schedule be updated as follows with meetings to commence at 5pm.	

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				<ul style="list-style-type: none"> Thursday 28 May 2020 – Shaun Mahony will be an apology at the next meeting. Thursday 23 July 2020. Thursday 15 October 2020. Thursday 25 February 2021. 	Noted.
6.0	KEY MESSAGES				
6.1	Fraud and corruption control policy and management directive to be presented for Council consideration.				
6.2	That further information on all injuries, lost time injuries, frequency rates, trends, and other incident analysis and graphs, that provide background to the Claims information that was presented to this meeting.				

MEETING CLOSED AT 6:23pm

**NEXT
MEETING**

Date: 28 May 2020 **Time:** 5pm to 7pm **Venue:** Committee rooms