



**CONFIRMED MINUTES OF THE
GEORGE TOWN AUDIT PANEL MEETING
HELD ON WEDNESDAY 12TH SEPTEMBER 2018
IN THE COUNCIL CHAMBERS, GEORGE TOWN COUNCIL
COMMENCED AT 10.30AM**

- Present:** Mr Steve Hernyk (Chair)
Cr John Glisson
Cr Heather Barwick
- In Attendance:** Mayor Bridget Archer
Acting General Manager
Team Leader Corporate & Finance
Governance Support Officer
Representatives Tasmanian Audit Office
- Apologies:** Nil

The Chair welcomed Cr Barwick to the Panel, Mr Harry Galea, Acting General Manager and representatives from the Tasmanian Audit Office

General Business

1. Declaration of Pecuniary Interests/Conflict of Interest

Nil

2. Adoption of Previous Minutes

Minutes of the Audit Panel meeting held on the 6th June 2018 were received and adopted.

External Audit

3. Review annual financial report, audit report and management representation Letter (for advice to GM) and make recommendation to Council including Meeting with Tas Audit Office representative.

Panel members were provided with a copy of the Audit Report from the Tasmanian Audit Office (TAO). The TAO thanked the Team Leader Corporate & Finance for her efforts and cooperation in preparing for the Audit.

The Chairman offered the TAO a meeting just with the Panel Members but the TAO advised they did not require a separate meeting.

Report received and noted.

4. Consider any available audit reports

Report received and noted.

5. **Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council**

Nil to report.

General Business (Cont.)

6. **Outstanding from previous meeting – Action Sheet**

As attached.

7. **Review Annual Meeting Schedule and Work Plan**

2018-2019 Work Plan received and noted.

Action: Items 6, 7 to now to go to March meeting (updated work plan to be distributed).

Governance and Strategy

8. **Review 10-Year Financial Report**

Action: To be carried forward to March Audit Panel meeting.

9. **Review Financial Management Strategy (Sustainability)**

Action: To be carried forward to March Audit Panel meeting.

10. **Review Annual Plan**

Received and noted.

11. **Review Long-Term Strategic Asset Management Plan**

Action: To be carried forward to next Audit Panel meeting

12. **Review Asset Management Strategy**

Action: To be carried forward to next Audit Panel meeting

13. **Review Asset Management Policy**

Action: To be carried forward to next Audit Panel meeting

14. **Review Policies and Procedures**

- 14.1 **Policies and Procedures Review Schedule**

Received and noted.

Action: Reissue corrected policy schedule to include all policies

14.2 Plant and Vehicle Replacement and Usage Policies

Received. The Panel recommended that the two policy documents be referred back to a Council workshop.

15. Assessment of governance and operating processes integration with financial Management practices of the Council

Nil to report.

Financial and Management Reporting

16. Review most current results and report any relevant findings to Council

16.1 Financial & Administrative Overview – March 2018 to June 2018

Received and noted.

17. Review any Business Unit or Special Financial Reports or other outside Professional Consultants Reports pertaining to Finance, Tax, Strategy or Legal Matters

17.1 Legal Expenditure

Received and noted.

Internal Audit

18. Consider any available audit reports

Nil to report.

19. Review management's implementation of audit recommendations

Nil to report:

Risk management and Compliance

20. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)

Action: Treatment plans for high risks to be presented to the next Audit Panel meeting.

21. Monitor ethical standards and any related party transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council

Nil to report.

22. Business Continuity Plan

Received and noted.

23. Review processes to manage insurable risks and existing insurance cover

Verbal update received and noted.

24. Review tendering arrangements and advise Council

Received and recommend to Council for adoption with amendments as discussed.

25. Monitor any major claims or lawsuits by or against the Council and complaints against the Council

Verbal report provided.

26. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour

Nil to report.

Audit Panel Performance

27. Chair to instigate Audit Panel Working Group to convene to review Audit Panel Charter and adoption of Code of Conduct for Audit Panels

Verbal report received and noted.

28. Chair to distribute the letter from the Director Local Government re Guidelines for Audit Panels

Document circulated.

Action: Audit Panel Charter and Code of Conduct to be referred to the next Audit Panel meeting.

Other Matters

Nil.

Meeting Close

Meeting closed at 12:00noon.

Next Meeting

To be confirmed.

Signed as a correct record.

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SA HERNYK
Chairman