



**CONFIRMED MINUTES OF THE
GEORGE TOWN AUDIT PANEL MEETING
HELD ON TUESDAY 30 APRIL 2019
IN THE COUNCIL CHAMBERS, GEORGE TOWN COUNCIL
COMMENCED AT 10.30AM**

- Present:** Mr Steve Hernyk (Chair)
Cr Heather Barwick
Cr Greg Kieser
- In Attendance:** General Manager
Team Leader Corporate & Finance
Governance Support Officer
- Apologies:** Mayor Bridget Archer (Leave of absence)

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 5 February 2019 were received and adopted.

3. Outstanding from previous meeting – Action Sheet

As attached.

4. Review Annual Meeting Schedule and Work Plan

2018-2019 Work Plan received and noted.

Governance and Strategy

5. Review 10 – Year Financial Plan

Report received and noted.

6. Review Financial Management Strategy (Sustainability)

That the Audit Panel receives and notes the amendments recommended to the Financial Management Strategy and recommends it to Council for adoption after consideration of Item 10.3, aims and targets, by Council officers.

7. Review preliminary Budget parameters and assumptions

The Audit Panel receives and notes the information provided.

8. Review Annual Plan

Report received and noted.

9. Review policies and procedures

Report received and noted.

Action: Policies 32 and 33 to be submitted to the Audit Panel for review at the June meeting.

Action: Policy review schedule to be submitted to the June Audit Panel meeting.

Financial and management Reporting

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

10.1 Financial & Administrative Overview

Report received and noted.

Action: A detailed variance report "Governance/Elected Members & HR" to be provided to the June meeting.

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

11.1 Legal Expenditure

Report received and noted.

Internal Audit

12. Consider any available audit reports

Report received and noted.

13. Review management's implementation of audit recommendations

Report received and noted.

Action: Interim Audit Plan for 2019/2020 to be submitted to the June meeting.

14. Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors

Report received and noted.

External Audit

15. Consider any available audit reports

Report received and noted.

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

Received and noted.

Risk management and Compliance

- 17. Receive material risk management reports (risk profile, risk management and Treatment and periodical/rotational risk review)**

Report received and noted.

Action: Evidence of Council's management of risk in respect to the two treatment plans submitted to the April Audit Panel meeting to be submitted to the next Audit Panel meeting for review.

- 18. 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**

That the report on maintenance of Ethical Standards, Unlawful Behaviour and Related Parties be received and noted and the draft Related Party Disclosure Policy be recommended to Council for endorsement, subject to addressing the minor amendments as discussed.

- 19. Review the procedure for Council's compliance with relevant laws, legislation and Council policies.**

Report received and noted.

- 20. Review internal and fraud management controls**

That the Audit Panel receive and note the report and recommend the attached revised policy and plan for endorsement by Council.

- 21. Review business continuity plan**

That the IT Recovery Plan be received and noted for inclusion in the Business Continuity Plan.

- 22. Review delegation processes and exercise of these**

Report received and noted.

- 23. Review tendering arrangements and advice Council**

Report received and noted.

- 24. Monitor any major claims or lawsuits by or against the Council and complaints against the Council**

Verbal report received and noted.

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

Verbal report received and noted.

Other

26. Review issues relating to national competition policy

That the report on the review of compliance with issues related to National Competition Policy be received and noted and that a further report on Building Surveying services will be provided in June 2019.

Action: Report to be provided to the Audit Panel at the June 2019 meeting with the results of this review.

Meeting Close

Meeting closed at 12:26pm.

Next Meeting

To be confirmed.

Signed as a correct record.

.....
SA HERNYK
Chairman