



**CONFIRMED MINUTES OF THE  
GEORGE TOWN AUDIT PANEL MEETING  
HELD ON TUESDAY 5 FEBRUARY 2019  
IN THE COUNCIL CHAMBERS, GEORGE TOWN COUNCIL  
COMMENCED AT 10.30AM**

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- Present:** Mr Steve Hernyk (Chair)  
Cr Heather Barwick  
Cr Greg Kieser
- In Attendance:** Mayor Bridget Archer  
General Manager  
Team Leader Corporate & Finance  
Governance Support Officer  
Council's Contract HR & WHS Consultant (Item 2 only)  
Cr Greg Dawson
- Apologies:** Nil

### **General Business**

**1. Declaration of Pecuniary Interests/Conflict of Interest**

Nil.

**2. Review WH&S Management Processes**

Council's Contract HR & WHS Consultant provided an overview of the 2019 WHS Online Implementation.

**3. Adoption of Previous Minutes**

Minutes of the Audit Panel meeting held on the 12<sup>th</sup> September 2018 were received and adopted.

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

As attached.

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

2018-2019 Work Plan received and noted. The March 2019 meeting is to be moved to April 2019 at a time to be convened, preferably the 2<sup>nd</sup> Tuesday of the month.

### **Governance and Strategy**

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

Report received and noted.

*Action: The Asset Management Strategy, Policy and Plans for Infrastructure Assets to be presented to the June 2019 Audit Panel meeting.*

**7. Review policies and procedures**

Report received and noted.

**8. Review performance of plans, strategies and policies including performance against identified benchmarks – Verbal report**

*Action: Update of the report against the 2018/2019 Annual Plan to be presented to the next Audit Panel meeting.*

## **Financial and management Reporting**

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

**9.1 Financial & Administrative Overview**

Report received and noted.

*Action: Recommended that phased budgeting to be implemented for the 2019/2020 budget year and reported accordingly.*

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

**10.1 Legal Expenditure**

Report received and noted.

## **Internal Audit**

**11. Consider any available audit reports.**

Report received and noted. The Audit Panel to review the implementation of the recommendations at its next meeting.

*Action: Purchasing and Procurement report and Business Continuity Plan as reported to Council in September 2018 to be presented to the next Audit Panel meeting*

## **External Audit**

**12. Consider any available audit reports**

Report received and noted.

**13. Review management's implementation of audit recommendations**

Report received and noted.

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

Nil.

### **Risk management and Compliance**

15. **Annual review of risk management framework policies**

Nil to report.

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

Report received and noted.

*Action: The treatment plans for injury, damage to people and property and aircraft incidents to be presented to the next Audit Panel meeting.*

17. **Review business continuity plan**

Report received and noted.

*Action: Final IT plan to be presented to the next Audit Panel meeting.*

18. **Review delegation processes and exercise of these**

Report received and noted.

*Action: Full delegations register to be presented to the next Audit Panel meeting.*

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

Verbal report received and noted.

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

Verbal report received and noted.

### **Audit Panel Performance**

21. **Review Audit Panel Charter and make any recommendations for change to the Council for adoption**

Amended audit panel charter received and noted.

## **Other Matters**

### **22. Plant Revaluation**

Recommended that Council revert to historical cost accounting for plant and equipment subject to Auditor General advice.

## **Meeting Close**

Meeting closed at 12:15pm.

## **Next Meeting**

To be confirmed.

Signed as a correct record.

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SA HERNYK  
**Chairman**