



**CONFIRMED MINUTES OF THE  
GEORGE TOWN AUDIT PANEL MEETING  
HELD ON WEDNESDAY 6<sup>TH</sup> JUNE 2018  
IN THE COUNCIL CHAMBERS, GEORGE TOWN COUNCIL  
COMMENCED AT 10.00AM**

---

**Present:** Mr Steve Hernyk (Chair)  
Cr John Glisson  
Cr Peter Parkes

**In Attendance:** Cr Greg Dawson  
Mayor Bridget Archer  
Cr Heather Barwick  
Cr Doug Burt (from 10:25am)  
Mrs Justine Brooks-Bedelph, General Manager  
Mrs Cheryl Hyde, Team Leader Corporate & Finance  
Ms Josie Higgins, Governance Support Officer

**Apologies:** Nil

### **General Business**

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

The Chair declared a potential interest as he has taken a position as Audit Panel Member with Launceston City Council.

**2. Adoption of Previous Minutes**

Minutes of the Audit Panel meeting held on the 14<sup>th</sup> March 2018 were received and adopted.

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

As attached.

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

2017-2018 Work Plan received and noted.

### **Governance and Strategy**

**5. Review of Council Strategic Plan**

Received and noted.

**6. Review annual budget and report to Council**

Verbal report noted.

**7. Review Annual Plan**

Received and noted.

**8. Review Asset Management Strategy**

Received and noted.

**9. Review policies and procedures**

Received and noted.

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

**10.1 Quarterly Councillor Information Bulletin**

Received and noted.

*Action: Only the financial component of the Bulletin needs to be provided to Audit Panel Meetings .*

**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**

Received and noted.

**12. Review the impact of changes to Australian Accounting Standards**

Verbal report received and noted.

**Internal Audit**

**13. Consider any available audit reports**

Received and noted.

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

Nil to report.

**15. Review and approval annual internal audit program and alignment with risks.**

Received and noted

*Action: Revised internal Audit Plan to be submitted to the next Audit Panel meeting.*

## **External Audit**

**16. Consider any available audit reports**

Nil.

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

Received and noted.

*Action: Update on the findings of Council's Business continuity plan and implementation of findings to be provided to the next Audit Panel meeting.*

**18. Review and approval external audit plan including meeting with Tas Audit Office representative**

Received and noted.

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

Nil to report.

## **Risk management and Compliance**

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

Received and noted.

*Action: List of top five risks and treatment plans to be provided to the next Audit Panel meeting. Also future risk management reports are to include movement of categories between ins and outs.*

- 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**

Verbal update received and noted.

- 22. Business Continuity Plan**

Received and noted.

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

Received and noted.

- 24. Review tendering arrangements and advise Council**

Received and noted.

*Action: That the proposed new Tenders and Contracts Code be presented to the Audit Panel for review. Report to indicate changes from the existing Code.*

- 25. Review WH&S management processes**

Received and noted.

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

Verbal update received and noted.

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

Verbal update received and noted.

### **Audit Panel Performance**

- 28. Report to Council regarding execution of duties and responsibilities by the Audit Panel**

Received and noted.

*Action: Chair to distribute the letter from Director Local Government re Guidelines for Audit Panels.*

*Action: Chair to Instigate Audit Panel Working Group to convene to review Audit Panel Charter and adoption of Code of Conduct for Audit Panels*

**29. Notifiable Data Breaches**

Received and noted.

**Other Matters**

Cr Dawson advised that he would be standing down as proxy member for the George Town Audit Panel.

The Chair thanked Cr Dawson for his contribution to the Panel.

Cr Parkes advised that he would be resigning as member of the Audit Panel effective this meeting.

The Chair thanked Cr Parkes for his contribution to the Panel.

**Meeting Close**

Meeting closed at 11:19am.

**Next Meeting**

TBA

Signed as a correct record.

.....  
SA Heryk  
Chairman