

7 Reporting

The Audit Panel is to provide a copy of its meeting minutes to the Council as soon as practicable after each Audit Panel meeting.

If the Audit Panel has conducted a review under section 85A of the Act, the Audit Panel must provide a written report of its conclusions and recommendations to the Council as soon as practicable after the review is completed.

The Audit Panel must provide an annual report as soon as practicable after 30 June each year to Council that comprises, at least

- A summary of the work undertaken and significant findings during the year;
- A review of the Audit Panel Charter and, if required, recommended changes to the Council for its approval;
- An update on membership of the Audit Panel;
- The significant aspects of the Audit Panel's deliberations for the coming year, together with a proposed work plan; and
- Any other matters deemed, by the Audit Panel as requiring Council's attention.

8 Administrative Arrangements

8.1 Meetings

- The Audit Panel will meet at least four times per year.
- The Audit Panel is to regulate its own proceedings in accordance with this Charter.
- The Chairperson may determine that a meeting is to be held in private.
- The General Manager and Consultant Accountant, or their delegates, are to attend Audit Panel meetings unless the Chairperson determines a meeting is to be held in private.
- The Audit Panel may invite any Councillor and/or employee of the Council and/or representative of the Tasmanian Audit Office to attend meetings of the Audit Panel.
- Meetings shall be held in the Offices of the Council or at the Rose Garden Room, FAEC, Whitemark, or at some other place as determined by the Council. Attendance shall either be in person, by phone or by video conferencing.

8.2 Quorum

A quorum of an Audit Panel meeting is two (2) independent members.

8.3 Work Plan

The Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

All discretionary items referred to the Audit Panel that fall within its remit should be brought before the Audit Panel, so it can determine which items will be prioritised for inclusion in the work plan.

The forward meeting schedule should include the dates, location, and proposed agenda items for each meeting.

8.4 **Secretariat**

The Council, in consultation with the Audit Panel, will appoint a person to provide secretariat support to the Audit Panel. The secretariat will:

- ensure the agenda for each meeting is approved by the Chairperson;
- ensure the agenda and supporting papers are circulated at least 5 working days before a meeting; and
- ensure the **unconfirmed** minutes of the meetings are prepared and submitted to the **Audit Panel Chair** as soon as practicable after each meeting.

The Audit Panel will hold at least annual discussions with the General Manager in relation to the resources to be made available to the Audit Panel to meet its requisite functions and achieve its objectives.

8.5 **Confirmation of Minutes**

The Audit Panel will confirm minutes of meetings via the following out-of-session procedure:

- As soon as practicable after a meeting, the secretariat will forward draft unconfirmed minutes to the Chair;
- The Chair will edit and forward the minutes to the secretariat to circulate to all Panel members for any further review and edit;
- Edits to the minutes will be discussed and agreed between Panel members via email to all members and shared with the secretariat;
- Once settled, the minutes will be confirmed via circular resolution to all members and the secretariat;
- The secretariat will ensure the confirmed minutes are included in the next council meeting agenda for Council consideration; and
- At the subsequent Audit Panel meeting, it will be noted that the minutes were confirmed out-of-session via circular resolution.

8.6 **Interests**

Audit Panel members must declare to the Chairperson any pecuniary or non-pecuniary interests that may affect them carrying out their functions. Details of any pecuniary or non-pecuniary interests declared by members will be appropriately minuted.

Independent members are to consider past employment, consultancy arrangements and related party issues in making these declarations.

At the beginning of each Audit Panel meeting, members are required to declare any potential or actual pecuniary or non-pecuniary interest that may apply to specific matters on the meeting agenda.

Where required by the Chairperson, the member will be excused from the meeting or from the Audit Panel's consideration of the relevant agenda item(s). Details of potential or actual pecuniary or non-pecuniary interests declared by members will be appropriately minuted.

8.7 **Induction**

The Council will provide new Audit Panel members with relevant information and briefings on their appointment to assist them to meet their Audit Panel responsibilities.

8.8 **Remuneration**

Independent members of the Audit Panel shall be paid fees as from time to time set by Council.

9 **Evaluating Performance**

The Audit Panel shall evaluate its performance against the Charter at least once a year.

10 Review of Charter

Council and the Audit Panel will review this charter at least every 3 years or at such time as changes to legislation require and submit its recommended charter to Council for approval.

Approved by Council

Resolution:

DRAFT