



CENTRAL TABLELANDS ALLIANCE (CTA)
AUDIT, RISK AND IMPROVEMENT COMMITTEE (ARIC)

MINUTES - 3 December 2019

1. Joint Councils Meeting

1.1. Welcome and Acknowledgement of Country

We acknowledge the traditional custodians of the land on which we live and work - the Wiradjuri and Gundungurra Nations of people and we pay our respects to the Elders past, present and emerging.

1.2. Attendance

Neil Maltby	Independent Member
Phillip Burgett	Independent Member
Lynette Safranek	Finance & Community Services Director Oberon Council
Mark Kellam	Deputy Mayor Oberon Council
Graham Falkner	General Manager Lithgow City Council
Ross Gurney	Chief Financial and Information Officer Lithgow Council
Trinity Newton	Secretariat – Lithgow Council
Ash Pather	External Auditor - Crowe Australasia via Telephone link

1.3. Apologies

Mayor Kathy Sajowitz	Mayor Oberon Council - Member
Mayor Ray Thompson	Mayor Lithgow City Council - Member
Gary Wallace	General Manager Oberon Council
Leanne Smith	External Auditor - Intensus

1.4. Declarations of Interest

Nil

1.5. Confirmation of minutes of previous meeting.

The Minutes of the CTA Audit Committee Meeting held on 3 June 2019 were confirmed.

Moved: Phillip Burgett

Second: Mark Kellam

1.6. Business Arising

Nil business arising.



1.7. Council Resolutions to Re-establish the Committee

Both Councils have resolved to re-establish the Committee.

1.8. Appointment of Committee Chair

Neil Maltby was nominated as the Committee Chair by Phillip Burgett.

ACTION

THAT Neil Maltby be appointed as the Chair of the Central Tablelands Alliance ARIC Committee.

Moved: Phillip Burgett

Second Mark McMillan

1.9. Endorsement of CTA ARIC Charter

The Committee reviewed The ARIC Charter and discussing improving clarity around the role of the Committee Members and the Committee in general.

The discussion will be taken off line and come back with further recommendations for the CTA ARIC Charter.

ACTION

THAT a meeting be held between the independent members and both Councils regarding the Charter with the Charter returning to the next Committee meeting.

Moved: Phillip Burgett

Seconded: Mark McMillan

1.10. 2020 Meetings Dates

ACTION

THAT the 2020 CTA ARIC meetings be set for the first Tuesday of the month being:

- 3 March at Oberon
- 2 June at Lithgow

Moved: Phillip Burgett

Seconded: Mark McMillan

1.11 Recruitment of independent member/s

The process of recruiting an independent member will begin in early 2020 to have a third independent committee member by the time of the meeting in March 2020.



1.12 Appointment of Second Councillor voting member

For the information of the committee, both Councils will be seeking nominations from Council for second Councillors to be appointed to the CTA ARIC Committee at the first council meeting of 2020.

1.13 Internal audit plan – determination of highest priority risk areas, plan for one 2019/20 internal audit

For further discussion within the individual Council meetings to determine the highest priority risk areas for each Council.

1.14. Risk management and internal audit framework - discussion paper

The Committee discussed and noted the paper tabled by Phil Burgett in relation to the Risk Management and internal audit framework and refer to each council to include as part of their submissions on the discussion paper.

Discussed in detail:

- Role of joint organisations
- Contractor vs Internal Auditor
- Resourcing issues
- Joint Auditors hired at one council and shared between councils.
- Identification of problems within a council to be able to fix issues
- The Skillset of an internal auditor
- The required versatility of an internal auditor

1.15. General Business

Nil

There being no further business the Chairman declared the meeting closed at 10:58 am