



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

Joint Councils Meeting

MINUTES – 17 March 2020

**1. Welcome and Acknowledgement of Country**

Meeting opened at 10.11am.

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.

**2. Attendance**

Neil Maltby	Independent Member (in the Chair)
Phillip Burgett	Independent Member
Mark Kellam	Deputy Mayor Oberon Council - Member
Gary Wallace	General Manager Oberon Council
Lynette Safranek	Corporate Services Director Oberon Council
Sharon Swannell	Secretariat – Oberon Council
Ross Gurney	Chief Financial and Information Officer (by phone)
Gabriel Fanople	Crowe Horwath (Lithgow City Council) (by phone)

**3. Apologies**

Kathy Sajowitz	Mayor Oberon Council – Member
Ray Thompson	Mayor Lithgow City Council – Member
Steve Ring	Deputy Mayor Lithgow City Council – Member
Graeme Falkner	Lithgow City Council
Chariee Bultitude	Director Audit Office (by phone)

**4. Declarations of Interest**

Nil



**5. Confirmation of Minutes of meeting held on 3 December 20190**

The minutes of the CTA Audit Committee Combined Meeting held on 3 December 2019 were confirmed.

**Moved:** Phil Burgett

**Second:** Clr Mark Kellam

It was noted that items 1.8, 1.9 and 1.10 the seconder needs to be amended to read Mark Kellam.

**6. Business Arising**

Nil

**7. Proposed amendments to the CTA ARIC Charter**

To adopt the agreed changes following the meeting held in Oberon in January.

Ross Gurney provided an overview of the changes made to the charter for consistency.

Pg 3 – vacancy for an independent member, where an independent member fails to attend for 3 meetings this has been amended to 2. Spelling mistakes etc fixed.

Main changes were to clarify the responsibilities and functions of the committee from section 6 with more of a focus on the committee monitoring focus through all of the functions of the committee rather than actually reviewing documents.

Process is if the committee endorses the changes they will go back to each of the councils for adoption of the revised Charter.

Phil – changes reflect the discussion. All happy. Clarification around the reporting of the committee to council. They used the word regularly, we specified at least annually. Provision for the report to be included in the annual report has been removed, this committee is reporting to Councils.

That the amendments to the CTA ARIC Charter be noted and recommended to the member councils for adoption.

**Moved:** Phil Burgett

**Second:** Mark Kellam

**8. Risk management and internal audit framework - discussion paper**

Ross not too much update LCC did put in a submission on the risk management and internal audit framework with input from Phil. The matter has been finished.

Expect response from OLG mid year.

OC strongly endorsed the submission that was made and was critical of the state. Council has resolution that strongly endorses the submission. The costs of the provisions if endorsed the whole package are not affordable.

Phil – 150 submissions received. Number of issues raised caught them offguard. May be longer before a final response to submissions is received.



Mark – unrealistic document, costs are prohibitive. Why it was allowed in that form is unknown.

No acknowledgement of receipt of submissions or response has been received at this time.

Receive and note the report.

Moved: Phil Second: Mark

#### **9. Update on recruitment of a third independent member**

Update provided by Ross. LCC organised the advertising of expressions of interest for a third independent member. 12 EOI received. Planned to review the EOI's this morning, this has now been deferred until next week due to the urgent need to progress COVID 19 response.

12 responses – are they predominantly locally based.

Ross – most are from people outside the Oberon and LCC LGA's. some from blue mountains, Sydney, Bathurst. There are one or two from people living in Lithgow and possibly Oberon LGA, that will be taken into account.

Gary – traditionally we have tried to source independents outside the LGA to assist with transparency and independence of the role.

Ross – that is included in the Charter. Doesn't preclude someone but it is preferred if they live outside the LGA. That was included in the advertising.

It was noted that the aim is to have the independent member appointed prior to the next meeting which will be held in June 2020.

The report was noted

Moved: Phil Second: Mark

#### **10. Appointment of second Councillor voting member (for each Council)**

Oberon Council has appointed Deputy Mayor Mark Kellam as their second Councillor.

Lithgow City Council has appointed Deputy Mayor Steve Ring as their second Councillor.

LCC meeting does not have a quorum. As part of COVIT 19 action plan the staff at LCC are not attending external meetings. Ross will contact the independent members to arrange a new meeting date once the Mayor and Deputy Mayor's availability is determined.

#### **11. Auditor General's Report on Local Government 2019**

Karen and Sherie were to present the report, however are not available. There is now a video on the website.



Ross – at a glance from p2, good summary and graphical illustrations very helpful. Good insights for councils. LCC has by now all of those in place, helps to reinforce what they are doing. Few councils specifically mentioned as having high risk findings and neither Lithgow or Oberon are included in this report.

Note the report has been received. All agreed it would be carried over to the next meeting if someone from the Auditor General Office is available to present the report.

Phil – a lot of what is included in the report is already included in the conduct of audit reports and the management letters anyway.

## **12. Next meeting date 9 June 2020 to be held at Lithgow City Council**

This concluded the business of the Joint Meeting. The meeting closed at 10.35am.