



**CENTRAL TABLELANDS ALLIANCE (CTA)
AUDIT and RISK IMPROVEMENT COMMITTEE (ARIC)**

MINUTES – JOINT MEETING

**Held on Wednesday 9 September 2020 commencing
at 10.15am using Zoom Webinar facilities**

1. Welcome and Acknowledgement of Country

Chair Neil Maltby opened the meeting at 10.15am.

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. Attendees

Neil Maltby (Chair) (voting delegate)	Independent Member
Phillip Burgett (voting delegate)	Independent Member
Phil Ross (voting delegate)	Independent Member
Ray Thompson, Mayor (voting delegate)	Lithgow City Council
Steve Ring, Deputy Mayor (voting delegate)	Lithgow City Council
Mark Kellam, Deputy Mayor (voting delegate)	Oberon Council
Gary Wallace, General Manager	Oberon Council
Craig Butler, General Manager	Lithgow City Council
Lynette Safranek, Corporate Services Director	Oberon Council
Ross Gurney, Chief Financial & Information Officer	Lithgow City Council
Chariee Bultitude, Director	Audit Office
Sharon Swannell, Secretariat	Oberon Council

3. Apologies

Kathy Sajowitz, Mayor (voting delegate)	Oberon Council
John O'Malley, Intentus	Oberon Council – External Auditor

4. Declarations of Interest

Nil



5. Confirmation of Minutes of meeting held on 9 June 2020

It was noted that the Committee would like a consistent format developed and circulated to members as a template for future meetings.

RESOLVED:

That the Minutes of the CTA Audit Committee Joint Councils Meeting held on 9 June 2020 were confirmed subject to the following amendments being made:

- Attendees will be noted if they are a voting delegate
- Action to be replaced with the word resolved
- Item 8 & Item 9 were resolved to be received and noted.

Moved: Phillip Burgett

Seconded: Phil Ross

6. Business Arising

It was noted that on Page 4 the Audit Office report will be discussed as part of today's meeting.

Item 10 – Ross Gurney has been in contact with Oberon Council in relation to their proposed audits for the 2020-21 financial year. The second project for next year will look at reviewing procurement and a joint brief will be considered at that time.

7. CTA ARIC Annual Report

RESOLVED:

That the Central Tablelands Alliance (CTA) Audit, Risk and Improvement Committee (ARIC) Annual Report be accepted subject to the following amendments being completed and forwarded to Council at the next available meeting.

- Add 2019/20 onto the front page of the report
- Page 16 of 64 – date for actions to be completed to be amended to 30 September 2020
- Page 17 of 64 – remove the blank bullet point after the fifth paragraph
- Page 21 of 64 – fifth paragraph to be amended to “management will develop a three year internal audit plan **for endorsement by the committee.**”

Moved: Phil Ross

Seconded: Neil Burgett

9. Audit Office Annual Work Program

Chariee Bultitude, Director Audit Office, addressed the meeting and advised the annual audit work program was a little delayed being released by the Auditor General this year. A short video is being prepared and will be provided to the next meeting. The delay was due to the need to take into account the current circumstances around Bushfires, Floods and the COVID-19 Pandemic. There will be a big focus on business continuity, disaster recovery and cyber security. The work program filters through into all the different areas of the Audit Office.



Phil Ross asked is there a detailed scope for the three performance audits focused towards the Local Government Sector as yet – business continuity planning, fees and charges and coordination of agencies in precinct planning.

Chariee Bultitude responded not as yet. There will be case studies that will look at certain councils and part of the scoping will be the selection of which councils will be involved. Business continuity and disaster planning will be a joint report across state and local government.

Phillip Burgett requested member Councils conduct a review of their internal controls in response to the Audit Office Reports which have been issued in relation to Section 7.11 Contributions and Credit Card Usage in Councils and provide a report to the December ARIC meeting.

Ross Gurney advised Lithgow City Council has been including the Audit Office Performance Audit Reports on the agenda as they are released. Staff have not provided feedback in relation to the Section 7.11 Audit at this point and will provide a report to the next Lithgow Meeting in relation to the controls in place and any actions Lithgow City Council has taken on board from those reports.

Craig Butler advised Lithgow City Council also look at what the Audit Office has identified as their priorities and how that involves the committee and its processes. Cyber security in a more fragmented workplace is a key issue for the year ahead.

RESOLVED:

That:

1. The Committee note the update provided by Chariee Bultitude from the Audit Office.
2. Member Councils provide an update to the next meeting in relation to reviews undertaken in response to Audit Office Performance Audit Reports that are issued.

Moved: Phillip Burgett

Second: Phil Ross

10. General Business

Phil Burgett asked how the year end audit processes are progressing. Are there any issues in the timing of the audits?

Cherie Bultitude advised as the External Auditor for Lithgow City Council, they have completed the interim phase. An update will be provided to the Lithgow Meeting in relation to the internal processes which designates the plan for moving forward. Ross Gurney added that the Final Audit will commence on 28 September. Substantial revaluations have been completed this year.

Lynette Safranek advised Oberon Council has completed its Interim Audit. This is included in the Agenda of the Oberon Council Meeting. Oberon Council is working towards the extended timeline OLG has issued and will be presenting the statements accordingly.

11. Next meeting date 8 December 2020 at Lithgow City Council

The next Joint Meeting of the Central Tablelands Alliance Audit, Risk and Improvement Committee will be held on Tuesday 8 December 2020 at Lithgow City Council commencing at 10.00am.

There being no further business the meeting closed at 10.45am.