



**CENTRAL TABLELANDS ALLIANCE (CTA)
AUDIT and RISK IMPROVEMENT COMMITTEE (ARIC)
MINUTES – JOINT MEETING**

**Held on Tuesday 9 March 2021 commencing
at 10.00am at the Oberon Council Chambers**

1. Welcome and Acknowledgement of Country

Chair Neil Maltby opened the meeting at 10.00am.

We acknowledge the traditional custodians of the land on which we live and work - the Wiradjuri and Gundungurra and Dharug 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
Kathy Sajowitz, Mayor (voting delegate)	Oberon Council
Mark Kellam, Deputy Mayor (voting delegate)	Oberon Council
Gary Wallace, General Manager	Oberon Council
Ray Thompson, Mayor (voting delegate)	Lithgow City Council
Steve Ring, Councillor (voting delegate)	Lithgow City 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 Newtown, Audit Office	Lithgow City Council External Auditor
Gabriel Faponle, Crowe	Lithgow City Council External Auditor
Sharon Swannell, Secretariat	Oberon Council

3. Apologies

John O'Malley, Intentus	Oberon Council – External Auditor
-------------------------	-----------------------------------

4. Declarations of Interest

Nil



5. Confirmation of Minutes of meeting held on 9 September 2020 and 9 December 2020

THAT the Minutes of the CTA Audit Committee Joint Committee Meeting held on 9 September 2020 be confirmed.

Moved: Phillip Burgett

Seconded: Phil Ross

CARRIED

THAT the Minutes of the CTA Audit Committee Joint Committee Meeting held on 9 December 2020 were confirmed.

Moved: Phil Ross

Seconded: Phillip Burgett

CARRIED

6. Business Arising

Discussion was held in relation to the Office of Local Government Audit Committee Guidelines which were due in March 2021 and are still outstanding.

THAT correspondence be forwarded to the Office of Local Government to ask for an update on the a status of the discussion paper on the role of Audit Risk and Improvement Committee (ARIC) Guidelines and request that the response be forwarded to the Chair of those committees.

Moved: Phil Ross

Seconded: Neil Maltby

CARRIED

7. AO Performance Audit – Procurement Management in Local Government

Chariee Newton from the Audit Office commented that with any self assessment it is important that these are carried out as critical self assessments. It was noted that procurement will always be a focus area for the Auditor General, this is an area where there are increased risks of fraud and conflicts of interest.

It was also noted that Ross Gurney has prepared a report for Lithgow City Council to look at any improvement opportunities and action has commenced to implement those.

It was further noted that reports for future Joint ARIC meetings be reflective of both Councils positions.

THAT the report prepared by Ross Gurney, Lithgow City Council in relation to improvement opportunities be noted.

Moved: Phillip Burgett

Seconded: Phil Ross

CARRIED



8. ARIC Self Assessment

A self assessment tool was presented by Phil Ross.

Members were requested to forward any comments in relation to the self assessment tool to Lynette Safranek and Ross Gurney to input into the tool, ensuring that the focus is broader than financial and includes the whole of council operations. The final self assessment tool will then be distributed to members for completion.

THAT all participants in the Joint ARIC complete the self assessment tool within the next month, the individual self assessments will be forwarded to Ross Gurney and Lynette Safranek who will prepare a consolidated summary and report back to the next Joint ARIC Meeting.

Moved: Phil Ross

Seconded: Phillip Burgett

CARRIED

9. General Business

Phil Ross suggested a copy of the Interim Report by the Administrator for the Central Coast Council be circulated to Councillors for information. Phil Ross will forward a copy for circulation.

10. Next Meeting

The next meeting of the Joint Audit Risk and Improvement Committee will be held on Tuesday 8 June 2021 at Lithgow City Council.

There being no further business of the Joint ARIC Meeting, the meeting closed at 10.46am.