

CENTRAL TABLELANDS STRATEGIC ALLIANCE INTERNAL AUDIT COMMITTEE

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Committee Members Present: Cllr Keith Sullivan, Mayor Oberon Council (in the chair); Councillor Esme Martens, Mid-Western Regional Council.

Councillor Wayne Marshall, (alternate delegate) Lithgow City Council.

Observers Present: General Manager, Oberon Council, Leanne Mash; Director of Corporate Services, Oberon Council, John Chapman; Internal Services Manager, Lithgow City Council, Carol Farnsworth; Group Manager, Lithgow City Council, Suzanne Lollback; General Manager Mid-Western Regional Council, Warwick Bennett; Manager Governance, Mid-Western Regional Council, Ian Roberts and Steve Woods, IAB Services

1. APOLOGIES

Apologies were received and noted from Councillor Grahame Danaher, Lithgow City Council.

2. CONFIRMATION OF MINUTES

Minutes of the Internal Audit Committee Meeting held on 27 April 2011 were received and accepted. (Martens/Marshall)

3. BUSINESS ARISING FROM THE PREVIOUS MEETING

Steve Woods advised the suggested dates for the next Internal Audit Committee Meetings are as follows:

11 November 2011
30 March 2012
29 June 2012
31 August 2012

The Chair advised that the dates would be circulated to all Councils for their endorsement.

Steve Woods advised that IAB had undertaken a restructure and Steve Kent is no longer employed by IAB. A new Director has been appointed and will commence the first week of October 2011.

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4. REVIEW OF DEVELOPMENT ASSESSMENT AUDIT

Steve Woods conducted the Review of Development Assessment, Section 64 and Section 94 Revenue and Expenditure Audit held at Mid-Western Council. Ian Melville conducted the review at Oberon and Lithgow Councils.

Both Mid-Western and Oberon Council's Audits are complete and Lithgow has provided a draft response. There are a couple of matters that need further review before finalising the Lithgow audit.

The individual findings of the audits were discussed to the satisfaction of the committee.

Councillor Martens asked if a reconciliation of the various registers was carried out as part of the Audit. As each of the member Councils have been part of an amalgamation did the Audit ensure that there was a carry-over from the former shires?

Steve Woods advised that this had been addressed as part of the Audit. Lithgow City Council confirmed that there is one carry over plan still in place for their Council. Mid-Western Council also confirmed that this had been addressed.

5. DRAFT SCOPE FOR NEXT AUDIT

The committee agreed that the scope for the next Internal Audit will be Asset Management Plans. The Audit will be conducted by Steve Woods and Ian Melville and will be completed prior to the November meeting.

6. GENERAL BUSINESS

Nil

7. DATE FOR NEXT MEETING

The next meeting is scheduled to be held on 11 November 2011, commencing at 10.00am. Councils are requested to confirm the suitability of this date.

This concluded the business and the meeting rose at 10.30am.

Councillor Keith Sullivan
Chairperson

Minutes of the Meeting of the Central Tablelands Strategic Alliance Internal Audit Committee held at the Lithgow City Council Chambers on Friday 2 September 2011, commencing at 10.00am.