

CENTRAL TABLELANDS STRATEGIC ALLIANCE INTERNAL AUDIT COMMITTEE

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Committee Members Present: Councillor Keith Sullivan, Oberon Council (in the Chair); Councillor Grahame Danaher, Lithgow City Council; Councillor Esme Martens, Mid Western Regional Council.

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

Observers Present: General Manager, Oberon Council, Ms Leanne Mash; Director of Corporate Services, Oberon Council, Mr John Chapman; Mr Steve Kent, IAB Services; General Manager, Lithgow City Council, Mr Roger Bailey; Mr Steve Woods, IAB Services; Internal Services Manager, Lithgow City Council, Ms Carol Farnsworth; General Manager, Mid Western Regional Council, Mr Warwick Bennett; and Group Manager Community & Corporate Services, Mid Western Regional Council, Mr Dan Grant.

1. APOLOGIES

Nil.

2. CHAIRPERSON OF THE CENTRAL TABLELANDS STRATEGIC ALLIANCE INTERNAL AUDIT COMMITTEE

Councillor Keith Sullivan, Oberon Council, was elected unopposed for the ensuing twelve months.

3. CONFIRMATION OF MINUTES

Not applicable, as this was the inaugural meeting of the committee.

4. BUSINESS ARISING FROM THE PREVIOUS MEETING

Not applicable, as this was the inaugural meeting of the committee.

5. INTERNAL AUDIT CHARTER

The Draft Internal Audit Charter was reviewed by the committee.

Moved: Cr E Martens
Seconded: Cr G Danaher

That

- a. Clause 6.1(f) of the Internal Audit Charter be amended from:

“Carrying out any assignment specifically directed by the Audit Committee”

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to:

“Carrying out any assignment specifically directed by the Audit Committee within the established budget after consultation with council management”

b. Clause 10.2(c) of the Internal Audit Charter be amended from:

“The Internal Auditor has discretionary authority to adjust the Internal Plan as a result of receiving requests from management.....”

to:

“The Internal Auditor has discretionary authority to adjust the Internal Plan as a result of receiving requests from the Central Tablelands Strategic Alliance.....”

The motion was CARRIED

6. AUDIT COMMITTEE CHARTER

The Draft Audit Committee Charter was reviewed by the committee.

Moved: Cr G Danaher

Seconded: Cr E Martens

That the Audit Committee Charter be adopted, subject to the following amendments to the draft charter:

- ◆ Clause 2 - Status to include the date:
Established by Authority of the Mid-Western, Lithgow and Oberon Councils on 4 November 2010.
- ◆ Clause 7.3 (i) – to be amended as follows:
Members (voting)
- *One Councillor from each of the Central Tablelands Strategic Alliance Councils*
- ~~*Four Independent external members, one of which will be Chair (delete).*~~
- ◆ Clause 7.4, referring to the appointment of independent external members, to be deleted.
- ◆ Clause 7.5, referring to the term of office of independent external members, to be deleted.
- ◆ Clause 7.6, referring to the resignation of independent external members, to be deleted.
- ◆ Clause 9 i) to iii) to be amended as follows:

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Chairperson

- i) ~~An independent external member acts as Chair of the Committee for the full term of office; i.e. for the term of Council. The Chairperson will be appointed by the committee annually on a rotating basis shared between the delegates from each Council.~~
 - ii) ~~In the case of resignation by the Chair, the other current serving independent external member will be appointed as chair the committee will appoint one of the remaining delegates as Chair.~~
 - iii) ~~In the absence of the appointed Chair, the other current serving independent external member shall serve as the Chair the committee will appoint one of the remaining delegates as Chair for the period of absence of the duly nominated Chair.~~
- ◆ Clause 10 to be amended as follows:
~~A quorum will consist of a majority of Committee members, including at least two independent external members.~~
 - ◆ Clause 11.3 to be amended as follows:
~~Committee meetings will be held on a rotating basis at Central Tablelands Strategic Alliance Councils at Lithgow City Council.~~
 - ◆ Clause 11.5 i) to be amended as follows:
~~The Committee will appoint each Central Tablelands Strategic Alliance Council to provide secretariat support to the committee on a rotating basis – secretariat to be provided by the Council of the current appointed Chairperson.~~

The motion was CARRIED

7. STRATEGIC INTERNAL AUDIT PLANS

The Draft Strategic Internal Audit Plans were reviewed by the committee.

Moved: Cr G Danaher
Seconded: Cr E Martens

- a. That the Draft Strategic Internal Audit Plans for Lithgow City Council, Oberon Council and Mid-Western Regional Council be adopted
- b. That the Draft Central Tablelands Strategic Alliance Consolidated Strategic Internal Audit Plan be adopted, subject to the following amendments:
 - Records Management – Lithgow City Council and Oberon Council to be added and the year be amended from 2010-2011 to 2011-2012
 - Compliance Register – the year to be amended from 2010-2011 to 2011-2012
 - Asset Management – the year to be amended from 2011-2012 to 2010-2011.

The motion was CARRIED

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8. SCOPE OF SCHEDULED REVIEWS

IAB Services undertook to communicate with relevant staff members of each Council in relation to specific dates for reviews and will aim for the following time schedules:

- a. Procurement, Contracts and Project Management – late November/early December 2010.
- b. Development Assessment, Section 64 and Section 94 Revenue and Expenditure – February 2011.
- c. Asset Management – April/May 2011.

9. GENERAL BUSINESS

The committee discussed the matter of procedures relating to reporting back from IAB Services on the results of the scheduled reviews. It was agreed that;

1. An overview/summary of the results of Central Tablelands Strategic Alliance review would be provided to the Audit Committee,
2. Detailed reports for each Council would be provided only for each Council on the results of each their respective reviews, and
3. Other information would be provided to the Audit Committee if requested.

10. DATE FOR NEXT MEETING

IAB Services will communicate with each Council with a view to setting mutually agreeable dates for meetings for the ensuing twelve months, to be held at Lithgow City Council.

This concluded the business and the meeting rose at 11.35am.

Councillor Keith Sullivan
Chairperson.