



# Minutes

## Audit Committee

### 14 April 2015

AUDIT COMMITTEE	
Item Number	Minutes
1	Welcome/Present/Apologies
2	Confirmation of Minutes From the Previous Meeting
3	Terms of Reference
4	Internal Audit Plan
5	Schedule of Meeting Dates
6	General Business
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## MINUTES – AUDIT COMMITTEE – 14 APRIL 2015



### ITEM: 1 PRESENT AND APOLOGIES

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**PRESENT:** Mayor Maree Statham (Lithgow City Council), Cllr Peter Pilbeam (Lithgow City Council), Roger Bailey (Lithgow City Council), Juli-Ann Brozek (Lithgow City Council), Seyonne Kidnapillai (Grant Thornton), Mark Griffiths (Grant Thornton), Alan Cairney (Oberon Council), Lynette Safranek (Oberon Council), Timothy Booth (Oberon Council), Mayor John McMahon (Oberon Council) and Tony Gearon (Mid Western Council).

**APOLOGIES:** Nil

**DECLARATION OF INTERESTS:** Nil

### ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

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Nil

### ITEM: 3 TERMS OF REFERENCE

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#### **SUMMARY**

The committee were provided with a copy of the Terms of Reference for review.

#### **COMMENTARY**

The committee reviewed and discussed the Terms of Reference.

#### **ACTION**

**THAT** it be noted that the committee accept the Terms of Reference.

**MOVED:** Mayor Maree Statham

**SECONDED:** Mayor John McMahon

### ITEM: 4 INTERNAL AUDIT PLAN

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#### **SUMMARY**

4.1 Presentation by Internal Auditors – Grant Thornton.

Seyonne Kidnapillai and Mark Griffiths provided an overview of the work Grant Thornton undertakes and some general information about the firm. There was discussion around the internal audit review process and using a scoping document to draw out specific areas of concern for each particular Council.

4.2 Internal Audit Plan to be established:

- Lithgow City Council
- Oberon Council

The committee discussed with Grant Thornton the proposed 3 year Audit Plan for each Council and draft scope to identify potential review areas.

#### **ACTION**

**THAT** Grant Thornton prepare a draft plan for review by the committee.

**MOVED:** Mayor Maree Statham

**SECONDED:** Mayor John McMahon

**ITEM: 5        SCHEDULE OF MEETING DATES**

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**SUMMARY**

The two proposed dates for the following meetings are;  
Wednesday 15 July 2015, 2.00-3.00pm & Wednesday 11 November 2015,  
2.00-3.00pm.

**COMMENTARY**

The committee agreed the two proposed dates were acceptable and decided that the next meeting will be held at Lithgow City Council and the following meeting will be held at Oberon Council.

**ACTION**

**THAT** the proposed meeting dates be accepted.

**MOVED:** Mayor Maree Statham

**SECONDED:** Mayor John McMahon

**ITEM: 6        GENERAL BUSINESS**

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**SUMMARY**

The committee discussed ArcBlue Procurement and Fit for the Future.

**COMMENTARY**

General discussion around ArcBlue Procurement and Fit for the Future.

**RECOMMENDATION**

**THAT** the discussion in General Business is noted.

**MOVED:** Mayor Maree Statham

**SECONDED:** Mayor John McMahon

**ITEM: 7        NEXT MEETING**

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The next meeting of the Audit Committee will be Wednesday 15 July 2015  
2.00pm  
Lithgow City Council.

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**There being no further business the meeting closed at 2.40pm**