

# MINUTES – 24 July 2025



Minutes of the Audit, Risk and Improvement Committee of Port Stephens Council held in the Committee Rooms, Raymond Terrace on – 24 July 2025, commencing 4:00pm.

## PRESENT:

Chair: Deborah Goodyer.

Members in attendance: Deborah Goodyer, Frank Cordingley, Paul Dunn.

Officers in attendance: Steve Peart, Acting General Manager, Greg Kable, Director Facilities & Infrastructure, Brock Lamont, Acting Director Community Futures, Zoe Pattison, Director Corporate Strategy & Support, Glen Peterkin, Finance Section Manager, Tony Wickham, Governance Section Manager, Belinda Catford, Acting Enterprise Risk Manager, Councillor Jason Wells.

Guests in attendance: David Hutchison, PKF, Rhodora De Ramos, Prosperity Advisors, Alex Hardy, Prosperity Advisors (present from 5:05pm to 5:18pm).

Apologies: Tim Crosdale, General Manager, Chris Hilkemeijer, Enterprise Risk Manager and Nicky Rajani, Audit Office of NSW.

**Chair Deborah Goodyer**  
**Member Frank Cordingley**

That the Minutes of the Ordinary Meeting of Port Stephens Council Audit Risk and Improvement Committee held on 22 May 2025 be confirmed.

<b>MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 24 JULY 2025</b>
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	No declaration of interest were received.
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# **ARIC WORKPLAN AND ACTIONS ARISING**

**ITEM NO. 5.1****FILE NO: 25/169484  
EDRMS NO: PSC2015-01492****ARIC WORKPLAN AND ACTIONS ARISING FROM THE PREVIOUS MEETING**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Note there are no outstanding Audit, Risk and Improvement Committee Workplan actions or actions arising from the previous meeting.
- 2) Receives and notes the revised Audit, Risk and Improvement Workplan.

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Note there are no outstanding Audit, Risk and Improvement Committee Workplan actions or actions arising from the previous meeting.</li><li>2) Receives and notes the revised Audit, Risk and Improvement Workplan, subject to the amendments:<ol style="list-style-type: none"><li>i) inserting “non-voting member” after Cr Wells on page 3.</li><li>ii) Provide a copy of the workplan once endorsed by Council.</li><li>iii) At appendix A on page 18 remove the words “Internal Audit” from the last line of section A, and the wording be “Meets at least annually, with the internal audit representative “in-camera” without the presence of management”.</li></ol></li><li>3) Requested a report on the Risk Management Framework be presented to the next ARIC meeting.</li></ol>
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# INTERNAL AUDIT

**ITEM NO. 6.1**

**FILE NO: 25/169301  
EDRMS NO: PSC2015-03053**

**INTERNAL AUDIT REPORTS**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Endorse the Payroll Compliance internal audit report at **(ATTACHMENT 1)**.

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Endorse the Payroll Compliance internal audit report at <b>(ATTACHMENT 1)</b>.</li><li>2) Endorse the Transport for NSW DRIVES24 Compliance Audit at <b>(ATTACHMENT 2)</b>.</li></ol>
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**ITEM NO. 6.2**

**FILE NO: 25/169476  
EDRMS NO: PSC2015-01492**

**QUALITY ASSESSMENT IMPROVEMENT UPDATE**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the status report of the External Quality Assessment Improvement Roadmap at **(ATTACHMENT 1)**.
  - 2) Receive and endorse the following:
    - a) draft Quality Assurance and Improvement Procedure and Program **(ATTACHMENT 2)**
    - b) revised Internal Audit Charter **(ATTACHMENT 3)**
    - c) revised Audit, Risk and Improvement Committee Terms of Reference **(ATTACHMENT 4)**.
    - d) draft Internal Audit Manual **(ATTACHMENT 5)**
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Receive and note the status report of the External Quality Assessment Improvement Roadmap at <b>(ATTACHMENT 1)</b>.</li><li>2) Receive and endorse the following:<ol style="list-style-type: none"><li>a) draft Quality Assurance and Improvement Procedure and Program <b>(ATTACHMENT 2)</b></li><li>b) revised Internal Audit Charter <b>(ATTACHMENT 3)</b></li><li>c) revised Audit, Risk and Improvement Committee Terms of Reference <b>(ATTACHMENT 4)</b>.</li><li>d) draft Internal Audit Manual <b>(ATTACHMENT 5)</b></li></ol></li><li>3) Request a copy of the draft annual attestation for inclusion in the Audit, Risk and Improvement Committee Annual Report.</li></ol>
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**ITEM NO. 6.3**

**FILE NO: 25/171346  
EDRMS NO: PSC2015-03053**

**INTERNAL AUDIT FINDINGS UPDATE**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the Internal Audit Findings update.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee receive and note the Internal Audit Findings update.</p>
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# **EXTERNAL AUDIT/FINANCE UPDATE**

## MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 24 JULY 2025

**Note:** Item 7.1 was dealt with after Item 9.1.

### ITEM NO. 7.1

**FILE NO: 25/157328**  
**EDRMS NO: PSC2015-01492**

### EXTERNAL AUDIT UPDATE

REPORT OF: GLEN PETERKIN - FINANCIAL SERVICES SECTION MANAGER  
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT

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#### RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the contents of the report.
- 2) Endorse the 30 June 2025 interim management letter issued by the Audit Office of New South Wales **(ATTACHMENT 1)**.
- 3) Endorse disclosures contained in the draft pro forma set of financial statements for 30 June 2025 **(ATTACHMENT 2)**.

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### AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025 MOTION

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Receive and note the contents of the report.</li><li>2) Endorse the 30 June 2025 interim management letter issued by the Audit Office of New South Wales <b>(ATTACHMENT 1)</b>.</li><li>3) Endorse disclosures contained in the draft pro forma set of financial statements for 30 June 2025 <b>(ATTACHMENT 2)</b>.</li><li>4) Request that management circulate the draft Financial Statement to the ARIC members out of session.</li></ol>
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# **RISK MANAGEMENT UPDATE REPORT**

**ITEM NO. 8.1**

**FILE NO: 25/173786  
EDRMS NO: PSC2024-01598**

**RISK MANAGEMENT UPDATE**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and Note the Risk Management update.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee receive and Note the Risk Management update.</p>
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# **GOVERNANCE AND COMPLIANCE UPDATE**

ITEM NO. 9.1

FILE NO: 25/118220  
EDRMS NO: PSC2024-01598

GOVERNANCE REPORT

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

RECOMMENDATION IS THAT THE COMMITTEE:

- 1) Receive and note the report.

AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION

	<p>Chair Deborah Goodyer Member Paul Dunn</p> <p>The Committee receive and note the report.</p>
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# **ICT AND CYBER SECURITY UPDATE**



**ITEM NO. 10.1**

**FILE NO: 25/157355  
EDRMS NO: PSC2015-01492**

**ICT AND CYBER SECURITY UPDATE**

REPORT OF: ZOE PATTISON - DIRECTOR CORPORATE STRATEGY AND  
SUPPORT  
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the contents of this report.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Receive and note the contents of this report.</li><li>2) The ICT Governance Framework be provided to the Audit, Risk and Improvement Committee members.</li></ol>
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# **INTEGRATED PLANNING AND REPORTING**

**ITEM NO. 11.1**

**FILE NO: 25/157364**  
**EDRMS NO: PSC2015-01492**

**INTEGRATED PLANNING AND REPORTING**

REPORT OF: ZOE PATTISON - DIRECTOR CORPORATE STRATEGY AND  
SUPPORT  
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the contents of this report.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025**  
**MOTION**

	<b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b>  The Committee receive and note the contents of this report.
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# **SERVICE REVIEW AND BUSINESS IMPROVEMENT UPDATE**

**ITEM NO. 12.1**

**FILE NO: 25/171089**  
**EDRMS NO: PSC2015-01492**

**SERVICE REVIEW PROGRAM AND CONTINUOUS IMPROVEMENT UPDATE**

REPORT OF: ZOE PATTISON - DIRECTOR CORPORATE STRATEGY AND  
SUPPORT  
DIRECTORATE: CORPORATE STRATEGY AND SUPPORT

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the contents of this report.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025**  
**MOTION**

	<b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b>  The Committee receive and note the contents of this report.
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# GENERAL BUSINESS

**ITEM NO. 13.1**

**FILE NO: 25/169974**  
**EDRMS NO: PSC2015-01492**

**ROAD ACCELERATION PROGRAM (RAP)**

REPORT OF: GREGORY KABLE - DIRECTOR FACILITIES AND  
INFRASTRUCTURE  
DIRECTORATE: FACILITIES AND INFRASTRUCTURE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the contents of this report.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025**  
**MOTION**

	<b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b>  The Committee receive and note the contents of this report.
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ITEM NO. 13.2

FILE NO: 25/118201  
EDRMS NO: PSC2015-01492

**FUTURE MEETINGS**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Note future meeting dates outlined in the report.

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 24 JULY 2025  
MOTION**

	<b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b>  The Committee note future meeting dates outlined in the report.
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There being no further business the meeting closed at 5.33pm.