



## Internal audit and risk management attestation statement for the 2024 to 2025 financial year for Port Stephens Council

I am of the opinion that Port Stephens Council has an audit, risk and improvement committee, risk management framework and internal audit function that operate in compliance with the following requirements except as may be otherwise provided below:

### Audit, risk and improvement committee

	Requirement	Compliance
1.	Port Stephens Council has appointed an audit, risk and improvement committee that comprises of an independent chairperson and at least two independent members (section 428A of the <i>Local Government Act 1993</i> , section 216C of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
2.	The chairperson and all members of Port Stephens Council audit, risk and improvement committee meet the relevant independence and eligibility criteria prescribed under the <i>Local Government (General) Regulation 2021</i> and have not exceeded the membership term limits prescribed under the Regulation (sections 216D, 216E, 216F, 216G of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
3.	Port Stephens Council has adopted terms of reference for its audit, risk and improvement committee that are informed by the model terms of reference approved by the Departmental Chief Executive of the Office of Local Government and the committee operates in accordance with the terms of reference (section 216K of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
4.	Port Stephens Council provides the audit, risk and improvement committee with direct and unrestricted access to the General Manager and other senior management and the information and resources necessary to exercise its functions (section 216L of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT

5.	Port Stephens Council audit, risk and improvement committee exercises its functions in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been developed in consultation with the governing body and senior management (Core requirement 1 of the Office of Local Government's <i>Guidelines for Risk Management and Internal Audit for Local Government in NSW</i> ).	COMPLIANT
6.	Port Stephens Council audit, risk and improvement committee provides the governing body with an annual assessment each year, and a strategic assessment each council term of the matters listed in section 428A of the <i>Local Government Act 1993</i> reviewed during that term (Core requirement 1 of the Office of Local Government's <i>Guidelines for Risk Management and Internal Audit for Local Government in NSW</i> ).	COMPLIANT  Last reported 26 November 2024  Strategic assessment due 2028
7.	The governing body of Port Stephens Council reviews the effectiveness of the audit, risk and improvement committee at least once each council term (Core requirement 1 of the Office of Local Government's <i>Guidelines for Risk Management and Internal Audit for Local Government in NSW</i> ).	Not yet due – Due 2028

### Membership

The chairperson and membership of the audit, risk and improvement committee are:

<b>Chairperson</b>	Deborah Goodyer	1 October 2023	1 October 2027
<b>Independent member</b>	Frank Cordingley	27 February 2024	27 February 2026
<b>Independent member</b>	Paul Dunn	27 February 2024	27 February 2028
<b>Councillor member</b>	Cr Jason Wells	22 October 2024	8 September 2028

### **Risk Management**

	<b>Requirement</b>	<b>Compliance</b>
8.	Port Stephens Council has adopted a risk management framework that is consistent with current Australian risk management standard and that is appropriate for the Port Stephens Council risks (section 216S of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
9.	Port Stephens Council's audit, risk and improvement committee reviews the implementation of its risk	Not yet due – Due 2028

	management framework and provides a strategic assessment of its effectiveness to the governing body each council term (section 216S of the <i>Local Government (General) Regulation 2021</i> ).	
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## Internal Audit

	Requirement	Compliance
10.	Port Stephens Council has an internal audit function that reviews the Council's operations and risk management and control activities (section 216O of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
11.	Port Stephens Council's internal audit function reports to the audit, risk and improvement committee on internal audit matters (sections 216M, 216P and 216R of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
12.	Port Stephens Council's internal audit function is independent and internal audit activities are not subject to direction by the Port Stephens Council (section 216P of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
13.	Port Stephens Council has adopted an internal audit charter that is informed by the model internal audit charter approved by the Departmental Chief Executive of the Office of Local Government and the internal audit function operates in accordance with the charter (section 216O of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
14.	Port Stephens Council has appointed a member of staff to direct and coordinate internal audit activities (section 216P of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
15.	Internal audit activities are conducted in accordance with the International Professional Practices Framework (Core requirement 3 of the Office of Local Government's <i>Guidelines for Risk Management and Internal Audit for Local Government in NSW</i> ).	COMPLIANT
16.	Port Stephens Council provides the internal audit function with direct and unrestricted access to staff, the audit, risk and improvement committee, and the information and resources necessary to undertake internal audit activities (section 216P of the <i>Local Government (General) Regulation 2021</i> ).	COMPLIANT
17.	Port Stephens Council's internal audit function undertakes internal audit activities in accordance with a four-year strategic work plan that has been endorsed by the governing body and an annual work plan that has been	COMPLIANT

	Requirement	Compliance
	developed in consultation with the governing body and senior management (Core requirement 3 of the Office of Local Government's <i>Guidelines for Risk Management and Internal Audit for Local Government in NSW</i> ).	
18.	Port Stephens Council's audit, risk and improvement committee reviews the effectiveness of the internal audit function and reports the outcome of the review to the governing body each council term (section 216R of the <i>Local Government (General) Regulation 2021</i> ).	Not yet due – Due 2028

### **Non-compliance with the *Local Government (General) Regulation 2021***

I advise that Port Stephens Council has complied with its requirements prescribed under the *Local Government (General) Regulation 2021* with respect to the operation of its Audit, risk and Improvement Committee, risk management and internal audit processes.

Tim Crosdale

**General Manager**

Date: 21 August 2025