

# MINUTES – 9 October 2025



## PORT STEPHENS C O U N C I L

Minutes of the Audit, Risk and Improvement Committee of Port Stephens Council held in the Committee Rooms, Raymond Terrace on – 9 October 2025, commencing at 4.07pm.

### PRESENT:

Chair: Deborah Goodyer.

Members in attendance: Frank Cordingley, Paul Dunn (audio-visual), Deborah Goodyer.

Officers in attendance: Tim Crosdale, General Manager, Greg Kable, Director Facilities & Infrastructure (left the meeting at 5.30pm), Steve Peart (audio-visual), Director Community Futures, Zoe Pattison, Director Corporate Strategy & Support, Glen Peterkin, Finance Section Manager, Tony Wickham, Governance Section Manager, Chris Hilkemeijer, Enterprise Risk Manager.

Guests in attendance: David Hutchinson (audio-visual), PKF, Alex Hardy, Prosperity Advisors, Rhodora De Ramos (audio-visual), Prosperity Advisors, Nicky Rajani, Audit Office of NSW.

Apologies: Cr Jason Wells.

**MINUTES AUDIT RISK AND IMPROVEMENT COMMITTEE - 9 OCTOBER 2025**

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

That the Minutes of the Ordinary Meeting of Port Stephens Council Audit Risk and Improvement Committee held on 24 July 2025 be confirmed.

There were no Declaration of Interest received.

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# GENERAL MANAGER'S UPDATE

The General Manager provided an update on the following topics:

- 1) Natural Disasters – an update was provided on the progress with respect to the disaster recovery experienced in the events during early/mid 2025. Engagement with the NSW Reconstruction Authority has been ongoing and funding opportunities discussed.
- 2) Roads priorities update – conversation are continuing with the elected Council regarding road maintenance and repairs – roads continue to be a key focus for the Council.
- 3) Digital Transition Program –the implementation program is progressing with the switch over to Microsoft 365 underway with proposed completion by the end of 2025 for the first stage.
- 4) Service reviews – Governance Section has recently completed a services review, with a recommendation to recruit an Internal Auditor. The recruitment is in the final stages with the preferred candidate selected.
- 5) Section 355C Committees of Council – a review is to commence of a number of committees in terms of governance arrangements.

# ARIC WORKPLAN AND ACTIONS ARISING

**ITEM NO. 5.1**

**FILE NO: 25/214711  
EDRMS NO: PSC2015-01492**

**AUDIT, RISK AND IMPROVEMENT COMMITTEE AND INTERNAL AUDIT ANNUAL PERFORMANCE REPORT**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Approve the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 **(ATTACHMENT 1)**.
- 2) Provide the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 to Council and the Council's Executive Team **(ATTACHMENT 1)**.

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 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) Approve the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 <b>(ATTACHMENT 1)</b>.</li><li>2) Provide the Audit, Risk and Improvement Committee and Internal Audit Annual Performance Report – Year ending 30 June 2025 to Council and the Council's Executive Team <b>(ATTACHMENT 1)</b>.</li></ol>
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**ITEM NO. 5.2**

**FILE NO: 25/228980  
EDRMS NO: PSC2015-01492**

**INTERNAL AUDIT AND RISK MANAGEMENT ATTESTATION STATEMENT FOR 2024 TO 2025**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Endorse the 2024 to 2025 Internal Audit and Risk Management Attestation Statement.

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee endorse the 2024 to 2025 Internal Audit and Risk Management Attestation Statement.</p>
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**ITEM NO. 5.3**

**FILE NO: 25/229049  
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.

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee note there are no outstanding Audit, Risk and Improvement Committee Workplan actions or actions arising from the previous meeting.</p>
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# INTERNAL AUDIT

**ITEM NO. 6.1**

**FILE NO: 25/229045  
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**).
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></p> <p>The Committee receive and note the status report of the External Quality Assessment Improvement Roadmap at (<b>ATTACHMENT 1</b>).</p>
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**ITEM NO. 6.2**

**FILE NO: 25/229047  
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) Receive and note the planned internal audits for 2025 to 2026.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 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 planned internal audits for 2025 to 2026.</li><li>2) Note the deferral of the Long term financial plan and sustainability internal audit, as the Audit Office will conduct a performance audit as part of their annual plan.</li><li>3) The 2025 to 2026 Audit program be further discussed at the next ARIC meeting.</li></ol>
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**ITEM NO. 6.3**

**FILE NO: 25/229056  
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 - 9 OCTOBER 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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**ITEM NO. 6.4**

**FILE NO: 25/252143  
EDRMS NO: PSC2021-03053**

**ANNUAL INTERNAL AUDIT AND STRATEGIC PLAN 2026-2029 WORKPLANS**

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

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Endorse the 2026 Internal Audit Plan and the 4 year Strategic Internal Audit work plan.
- 2) Receive and note the Key Performance Indicators.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee:</p> <ul style="list-style-type: none"> <li>1) Endorse the 2026 Internal Audit Plan and the 4 year Strategic Internal Audit work plan.</li> <li>2) Receive and note the Key Performance Indicators.</li> <li>3) The Internal Audit Plan and the 4 year Strategic Internal Audit work plan to be included on each quarter meeting of the Committee as a standing item.</li> </ul>
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**Note:** A response to the consultation approach in the development of the internal audit plan was provided to the Committee. Further information is available within the plan.

# **EXTERNAL AUDIT/FINANCE UPDATE**

**ITEM NO. 7.1**

**FILE NO: 25/231228  
EDRMS NO: PSC2015-01492**

**FINANCIAL STATEMENTS**

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

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**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Endorse the draft Financial Statements for the financial year ended 30 June 2025 **(ATTACHMENT 1)**.
- 2) Endorse the Special Schedules for the financial year ended 30 June 2025 **(ATTACHMENT 2)**.
- 3) Receive and note the Audit Engagement Closing Report from the NSW Auditor General **(TABLED DOCUMENT)**.

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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer Member Paul Dunn</b></p> <p>The Committee:</p> <ol style="list-style-type: none"><li>1) Endorse the draft Financial Statements for the financial year ended 30 June 2025 <b>(ATTACHMENT 1)</b>.</li><li>2) Endorse the Special Schedules for the financial year ended 30 June 2025 <b>(ATTACHMENT 2)</b>.</li><li>3) Receive and note the Audit Engagement Closing Report from the NSW Auditor General <b>(TABLED DOCUMENT)</b>.</li></ol>
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**Note:** – The Committee thanked the management and finance teams for the effort in preparing the end of year statements.

# **RISK MANAGEMENT UPDATE REPORT**

**ITEM NO. 8.1**

**FILE NO: 25/252825  
EDRMS NO: PSC2015-01492**

**RISK MANAGEMENT FRAMEWORK - INTERNAL ASSESSMENT 2025**

**REPORT OF: CHRIS HILKEMEIJER - ENTERPRISE RISK MANAGER  
DIRECTORATE: GENERAL MANAGER'S OFFICE**

**RECOMMENDATION IS THAT THE COMMITTEE:**

- 1) Receive and note the internal assessment of the Risk Management Framework 2025.

**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee receive and note the internal assessment of the Risk Management Framework 2025.</p>
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**ITEM NO. 8.2**

**FILE NO: 25/260316  
EDRMS NO: PSC2015-01492**

**RISK MANAGEMENT UPDATE**

REPORT OF: CHRIS HILKEMEIJER - ENTERPRISE RISK 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 - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</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: 25/229019  
EDRMS NO: PSC2024-01598**

**GOVERNANCE REPORT**

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 report.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Frank Cordingley</b></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: 25/256721  
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 - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer</b> <b>Member Paul Dunn</b></p> <p>The Committee receive and note the contents of this report.</p>
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# INTEGRATED PLANNING AND REPORTING

**ITEM NO. 11.1**

**FILE NO: 25/252561  
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 - 9 OCTOBER 2025  
MOTION**

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

**ITEM NO. 12.1**

**FILE NO: 25/255831  
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 - 9 OCTOBER 2025  
MOTION**

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

**ITEM NO. 13.1**

**FILE NO: 25/234592  
EDRMS NO: PSC2015-01492**

**FUTURE MEETING DATES**

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 this report.
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**AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING - 9 OCTOBER 2025  
MOTION**

	<p><b>Chair Deborah Goodyer Member Paul Dunn</b></p> <p>The Committee note future meeting dates outlined in this report.</p>
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There being no further business the meeting closed at 5.50pm.