



MINUTES

Audit & Risk Improvement Committee (ARIC)

held at

Council Administration Centre
Committee Room
180 Mort Street, Lithgow

on

Tuesday 3 June 2025

at 9:00 AM

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The Chairperson declared the meeting open at 9:05 am.

1. Acknowledgement of Country

Lithgow City Council acknowledges Wiradjuri Elders past and present of the Wiradjuri nation - the original custodians of the land on which the Lithgow's communities reside. The Council also extends our respects to our neighbouring nations.

2. Attendees

Members (voting):

Ron Gillard	Independent Member (Chair)
Kylie McRae	Independent Member
Deborah Goodyer	Independent Member

Members (non-voting):

Cr Steven Ring (Deputy Mayor)	Councillor Member
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Officer:

Ross Gurney	General Manager
Vanessa Browning	Director Finance & Governance
Jonathon Reid	Finance Manager

Invitees:

Jodie Thomas	Intentus (external audit contractor)
Susan Leahy	Centinum (internal audit contractor)
Sarah Lewis	Minutes

3. Apologies

All in attendance there were no apologies.

4. Declaration of Interest

The Chair called for any declarations of interest.

There were no declarations of interest made.

5. Confirmation of Minutes

ACTION / RECOMMENDATION

THAT the Minutes of the meeting held 26 March 2025 be taken as read and confirmed.

6. Business Arising from Previous Minutes

The Chair called for any matters arising from previous minutes that were not already covered in the agenda, and nil matters were raised.

Items listed within the Recommendations Tracking List were discussed.

- It was confirmed that the draft Compliance & Enforcement Policy did not meet the intent of the Compliance Policy requested and that it was more appropriate to develop a Compliance SWP for internal use.
- When resourcing is addressed in Governance & Risk, a workshop will be scheduled to work with Independent ARIC Members to review action lists.
- The Chair thanked Council for the ERM self-assessment that was circulated and identified that further work is required.

ACTION / RECOMMENDATION

THAT the Committee note the update on the Committee's actions from prior meetings.

7. Reports

7.1. External Audit

ACTION / RECOMMENDATION

THAT the Committee

1. Note the External Audit Report; and
2. Confirm the date for the ARIC Special Meeting in relation to the review of the pre-referral to audit of the Financial Statements for the year ended 30 June 2025 as the 8 September 2025.

Jodi Thomas left the meeting at 9:45am

Cr Ring joined the meeting at 9:48am.

7.2. Financial Management

ACTION / RECOMMENDATION

THAT the Committee note the Financial Management Report.

7.3. Internal Audit

ACTION / RECOMMENDATION

THAT the Committee:

1. Note the Internal Audit Report,
2. Endorse the Internal Audit Management Actions Tracking List Template,
3. Request that the draft Internal Audit Plan be presented to the next ELT for discussion and comment and ARIC to be provided with an updated Internal Audit Plan out of session for endorsement.
4. Recommend to amend the FY26 component of the draft Internal Audit Plan to only include an audit of Project Management and a 'validation audit'.

Susan Leahy left the meeting at 10:28am

Jonathon Reid left the meeting at 10:28am

7.4. Management Reviews, Self-Assessments, & Non-ARIC Audits

ACTION / RECOMMENDATION

THAT the Committee note the Management Reviews, Self-Assessments and Non-ARIC Audit Report.

7.5. Risk Management

ACTION / RECOMMENDATION

THAT the Committee note the Risk Management Report.

7.6. Asset Management

Jonathon Edgecombe joined the meeting at 11:00am.

Jonathon Edgecombe provided a presentation to the committee regarding an update on developments and progress in Asset Management. The focus was the identification of the additional funding required to accelerate roads renewal to address the infrastructure backlog and to minimise reactive expenditure. Outlined that funding options are currently being explored, including loan funding to be included in the review of the LTFP.

The committee thanked Jonathon for his presentation to the committee.

ACTION / RECOMMENDATION

THAT the Committee note the Asset Management Report.

Jonathon Edgecombe left the meeting at 11:26am.

7.7. Service Reviews

ACTION / RECOMMENDATION

THAT the Committee note the Service Reviews Report.

7.8. Policies/SWP's

ACTION / RECOMMENDATION

THAT the Committee note the Policies / SWP Report.

7.9. IP&R Framework

ACTION / RECOMMENDATION

THAT the Committee note the IP&R Framework Report.

8. Standing Items

8.1. Non Compliance

ACTION / RECOMMENDATION

THAT the Committee note the Non-Compliance Report.

8.2. Fraud & Corruption

ACTION / RECOMMENDATION

THAT the Committee note the Fraud & Corruption Report.

8.3. Conflicts of Interest

ACTION / RECOMMENDATION

THAT the Committee note the Conflicts of Interest Report.

8.4. Major Projects Review

ACTION / RECOMMENDATION

THAT the Committee note the Major Projects Update Report.

8.5. Change in Risk Profile

ACTION / RECOMMENDATION

THAT the Committee note the Change in Risk Profile Report.

8.6. OLG Circulars

ACTION / RECOMMENDATION

THAT the Committee note the OLG Circulars Report.

8.7. Governance

ACTION / RECOMMENDATION

THAT the Committee note the Governance Report.

9. General Business

9.1. OLG Guidelines Attestation - Gap Analysis

ACTION / RECOMMENDATION

THAT the Committee note the results of the gap analysis and action plan and have provided feedback to Management for areas requiring further consideration/action to achieve full compliance.

9.2. Call for Other General Business

No other general business was raised.

10. Meeting Close

Next Meeting: 9 September 2025 at 2pm

There being no further business the Chair declared the meeting closed at 12:04 pm.