



# MINUTES

Audit & Risk Improvement Committee (ARIC)

held at

Council Administration Centre  
Committee Room  
180 Mort Street, Lithgow

on

Tuesday 9 September 2025

at 2:00 PM

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The Chairperson declared the meeting open at 2:03 pm.

## 1. Acknowledgement of Country

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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

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### Members (voting)

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

### Members (non-voting)

Cr Steven Ring (Deputy Mayor)	Councillor Member (via Teams)
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### Officers

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

### Invitees

Jodie Thomas	Intentus (external audit contractor) (via Teams)
Penelope Corkill	Centium (internal auditor) (via Teams)
Sarah Lewis	Minutes
Jonathon Edgecombe	Director Infrastructure & Project Delivery
Ally Shelton	IT Manager
Erin Edgecombe	Human Resources Manager

## 3. Apologies

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### Invitees

Karen Taylor	Audit Office of NSW (external auditor)
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## 4. Declaration of Interest

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The Chair called for any declarations of interest.

There were no declarations of interest made.

## 5. Confirmation of Minutes

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### ACTION / RECOMMENDATION

THAT the Minutes of the meeting of 3 June 2025 be taken as read and confirmed.

## 6. Business Arising from Previous Minutes

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The Chair called for any matters arising from previous minutes.

The Director Finance & Governance provided the committee with an update on current vacancies impacting delivery and current status of recruitment.

The Chair proposed that the intended 'workshop' be initially undertaken by the Chair, Director Finance & Governance, and the WHS/Risk Coordinator out of session with progress reported to the December and/or March meetings.

#### **ACTION / RECOMMENDATION**

THAT the Committee note the update on the Committee recommendations from prior meetings.

## **7. Reports**

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### **7.1. External Audit**

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#### **ACTION / RECOMMENDATION**

THAT ARIC note the External Audit Report and subsequent discussions and recommend that Council consider applying for an extension with the Office of Local Government for the submission of the Financial Statements for the year ended 30 June 2025.

### **7.2. Financial Management**

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#### **ACTION / RECOMMENDATION**

THAT the Committee note the Financial Management Report.

Jodie Thomas left the meeting at 3:21pm

Jonathon Reid left the meeting at 3:21pm

### **7.3. Internal Audit**

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#### **ACTION / RECOMMENDATION**

THAT the Committee note the Internal Audit Report and that the final draft of the Internal Audit Plan will be presented to the December meeting.

Penelope Corkill left the meeting at 3:34pm

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

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Ally Shelton joined the meeting at 3:38pm

#### **ACTION / RECOMMENDATION**

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

### **7.5. Risk Management**

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#### **ACTION / RECOMMENDATION**

THAT the Committee note the Risk Management Report.

Ally Shelton left the meeting at 4:04pm

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## **7.6. Asset Management**

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Jonathon Edgecombe joined the meeting at 4:09pm

### **ACTION / RECOMMENDATION**

THAT the ARIC note the update on progress relating to Council's Road asset management continuous improvement initiative.

## **7.7. Service Reviews**

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### **ACTION / RECOMMENDATION**

THAT the Committee note the Service Reviews Report.

## **7.8. Policies/SWP's**

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### **ACTION / RECOMMENDATION**

THAT the Committee note the Policies / SWP Report.

## **7.9. Strategic Planning - IP&R Framework Documents**

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### **ACTION / RECOMMENDATION**

THAT the Committee note the IP&R Framework Report.

## **8. Standing Items**

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### **8.1. Non Compliance**

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Given the time constraints, the Chair requested the demonstration of the developed Compliance Register application in Pulse be deferred to the next meeting.

### **ACTION / RECOMMENDATION**

THAT the Committee note the Non-Compliance Report.

### **8.2. Fraud & Corruption**

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### **ACTION / RECOMMENDATION**

THAT the Committee note the Fraud & Corruption Report.

### **8.3. Conflicts of Interest**

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#### **ACTION / RECOMMENDATION**

THAT the Committee note the Conflicts of Interest Report.

### **8.4. Major Projects**

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#### **ACTION / RECOMMENDATION**

THAT the ARIC note the Major Projects Update Report.

Jonathon Edgecombe left the meeting at 4:42pm

### **8.5. Change in Risk Profile**

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#### **ACTION / RECOMMENDATION**

THAT the Committee note the Change in Risk Profile Report.

### **8.6. OLG Circulars**

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#### **ACTION / RECOMMENDATION**

THAT the Committee note the OLG Circulars Report.

### **8.7. Governance**

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Erin Edgecombe joined the meeting at 4:43pm

#### **ACTION / RECOMMENDATION**

THAT the Committee note the Governance Report.

Erin Edgecombe left the meeting at 4:55pm

## **9. General Business**

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### **9.1. Committee's Annual Report to Council**

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#### **ACTION / RECOMMENDATION**

THAT the Committee endorse the Committee's draft Annual Report to Council, and request that the Report be presented to the 22 September 2025 Council Meeting.

## **9.2. ARIC Terms of Reference - Annual Review**

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### **ACTION / RECOMMENDATION**

THAT the Committee note the report on the annual review of the ARIC Terms of Reference and endorse the update of the Councillor Member.

## **9.3. ARIC Workplan - Annual Review**

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### **ACTION / RECOMMENDATION**

THAT the Committee note the annual review of the Work plan.

## **9.4. Call for Other General Business**

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The Chair noted the likelihood that the currently scheduled 'special' meeting for 15 September will need to be deferred due to the matters discussed during item #7.1, and asked the Director Finance & Governance to provide an update or progress by the end of the week.

## **10. Meeting Close**

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Next Meeting: Tuesday 9 December 2025, with a revised date/time of the 'special' meeting to be circulated ASAP.

There being no further business the Chair declared the meeting closed at 5:09 pm.