

Audit & Risk Management Committee

Date & Time: Friday 20 January 2023, 1.30pm
Location: Large Meeting Room, Alexandrina Council

Meeting Opened: 13:34 pm

1. Present

Peter van der Eijk	Independent Chairperson
Claudia Goldsmith	Independent Member
Vicki Tomlinson	Independent Member
Trish Kirkland	Acting General Manager Resources, Alexandrina Council

In Attendance

Andrew Baker	Executive Officer, FRACA
Danielle Leckie	Administration Officer, FRACA

2. Apologies

Kellie Knight-Stacey	Group Manager Governance and Finance, City of Victor Harbor
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3. Conflicts of Interest

Nil

4. Minutes of Previous meeting

4.1. A&RMC Minutes

Motion:	ARMC0215
Moved:	Vicki Tomlinson
Seconded:	Claudia Goldsmith

The Audit & Risk Management Committee endorse the minutes of the meeting held 1 December 2022 as reviewed by the Committee on 20 January 2023.

CARRIED

5. Business Arising

5.1. A&RMC Annual Work Plan 2022

Motion:	ARMC0216
Moved:	Claudia Goldsmith
Seconded:	Trish Kirkland

The Audit & Risk Management Committee:

- *receive and note the updated A&RMC Annual Work Plan 2023 as presented on 20 January 2023, and*
- *note the inclusion of Risk Management Assistance (ongoing) as an additional item under Governance and Strategy is to be added to the Workplan.*

CARRIED

6. Verbal Report – Executive Officer

The Audit and Risk Management Committee note the verbal updated provided by the Executive Officer regarding current work of the Authority.

Motion: ARMC0217
Moved: Vicki Tomlinson
Seconded: Claudia Goldsmith

CARRIED

7. Reports

7.1.A&RMC Membership – Alexandrina Council Representative

Motion: ARMC0218
Moved: Vicki Tomlinson
Seconded: Claudia Goldsmith

The Audit & Risk Management Committee:

- *receive and note the report; and*
- *welcome Trish Kirkland to the Audit and Risk Management Committee.*

CARRIED

7.2.Resolutions Register

Motion: ARMC0219
Moved: Trish Kirkland
Seconded: Claudia Goldsmith

The Audit & Risk Management Committee:

- *receive and note the Resolutions Register Report and attachments; and*
- *request that the register is updated with resolution 7.2 from the minutes of the meeting held 1 December 2022.*

CARRIED

7.3. Risk Management Assistance

Motion: ARMC0220
Moved: Trish Kirkland
Seconded: Vicki Tomlinson

The Audit & Risk Management Committee:

- *Receive and note the report;*
- *Acknowledge the scope of works as presented, including the requirements for a Strategic Risk Workshop involving the Committee and the Board to be held at a date to be determined;*
- *Request the draft templates be reviewed and make tracked changes to configure the template documentation to reflect the specific requirements of the Authority and provide a draft to the Committee for consideration prior to the*

Committee recommending the risk management documentation as a draft for feedback from the Authority Board; and

- *Recommend to the Authority Board that they note the risks to the Authority of not having a risk management framework in place and allocate the necessary resources to develop and implement within a reasonable timeframe the Authority's Risk Management Framework.*

CARRIED

7.4. External Audit Recommendations

Motion: ARMC0221
Moved: Trish Kirkland
Seconded: Claudia Goldsmith

The Audit & Risk Management Committee receive and note the report.

CARRIED

8. Confidential Reports

8.1. Adoption of Confidential Minutes

Motion: ARMC0222
Moved: Claudia Goldsmith
Seconded: Trish Kirkland

Pursuant to section 90(2) of the Local Government Act 1999, the Committee orders that all members of the public be excluded, with the exception of the Executive Officer and Administration Officer, on the basis that it will receive and consider item 8.1 Adoption of Confidential Minutes.

The Committee is satisfied, pursuant to section 90(3)(d) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is:

commercial information of a confidential nature (not being a trade secret) the disclosure of which –

- could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
- would, on balance, be contrary to the public interest.*

Accordingly, the Committee is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential to prevent disclosure of commercial information of a confidential nature (not being a trade secret).

CARRIED

8.2. Resolutions Register – In Confidence

Motion: ARMC0224
Moved: Claudia Goldsmith
Seconded: Trish Kirkland

Pursuant to section 90(2) of the Local Government Act 1999, the Committee orders that all members of the public be excluded, with the exception of the Executive Officer and Administration Officer, on the basis that it will receive and consider item 8.2 Resolutions Register – In Confidence.

The Committee is satisfied, pursuant to section 90(3)(d) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is:

commercial information of a confidential nature (not being a trade secret) the disclosure of which –

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
- (ii) would, on balance, be contrary to the public interest.*

Accordingly, the Committee is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential to prevent disclosure of commercial information of a confidential nature (not being a trade secret).

CARRIED

8.3. YMCA Performance Report – Q2

Motion: ARMC0226
Moved: Vicki Tomlinson
Seconded: Claudia Goldsmith

Pursuant to section 90(2) of the Local Government Act 1999, the Committee orders that all members of the public be excluded, with the exception of the Executive Officer and Administration Officer, on the basis that it will receive and consider item 8.3 YMCA Performance Report – Q2.

The Committee is satisfied, pursuant to section 90(3)(d) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is:

commercial information of a confidential nature (not being a trade secret) the disclosure of which –

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
- (ii) would, on balance, be contrary to the public interest.*

Accordingly, the Committee is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential to prevent disclosure of commercial information of a confidential nature (not being a trade secret).

CARRIED

8.4. Budget Review 2022-2023 – Q2

Motion: ARMC0228
Moved: Trish Kirkland
Seconded: Claudia Goldsmith

Pursuant to section 90(2) of the Local Government Act 1999, the Committee orders that all members of the public be excluded, with the exception of the Executive Officer and Administration Officer, on the basis that it will receive and consider item 8.4 Budget Review 2022-2023 – Q2.

The Committee is satisfied, pursuant to section 90(3)(d) of the Act, that the information to be received, discussed or considered in relation to this Agenda Item is:

commercial information of a confidential nature (not being a trade secret) the disclosure of which –

- (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
- (ii) would, on balance, be contrary to the public interest.*

Accordingly, the Committee is satisfied that the principle that the meeting should be conducted in a place open to the public has been outweighed by the need to keep the information and discussion confidential to prevent disclosure of commercial information of a confidential nature (not being a trade secret).

CARRIED

Claudia Goldsmith left the meeting at 3.30pm

9. Next Meeting: Friday 24 March 2023, 1.30pm – Council Chamber, City of Victor Harbor

10. Meeting Closed: 3.45pm

It should be noted that in accordance with the legal advice received by the Authority dated 26 August 2020, all reports, minutes, attachments, and associated documents from items deliberated by the Authority in confidence, will automatically remain in confidence in perpetuity, unless a resolution of the Board is made to release such items. Items may also be removed from confidence under delegation. At the conclusion of each agenda item that is considered by the Authority in confidence, the default position is for the return to open / public meeting, until such time as a further resolution is made to return to confidential meeting procedures.