

Audit & Risk Management Committee

Date & Time: Tuesday 5 December 2023, 9.30 am
Location: Large Meeting Room, Alexandrina Council

Meeting Opened: 9.36 am

1. Present

Peter van der Eijk	Independent Chairperson
Vicki Tomlinson	Independent Member
Claudia Goldsmith	Independent Member
Stephanie Juhas	Team Leader Management Accounting, City of Victor Harbor
Trish Kirkland	General Manager Corporate, Alexandrina Council

In Attendance

Kellie Knight-Stacey	Acting Executive Officer, FRACA
Danielle Leckie	Administration Officer, FRACA

2. Apologies

Nil

3. Conflicts of Interest

Nil

4. Minutes of Previous meeting

4.1. A&RMC Minutes

Motion: ARMC00276
Moved: Vicki Tomlinson
Seconded: Stephanie Juhas

The Audit and Risk Management Committee endorse the minutes of the meeting held 3 October 2023.

CARRIED

5. Business Arising

5.1. A&RMC Annual Work Plan

Motion: ARMC0277
Moved: Claudia Goldsmith
Seconded: Stephanie Juhas

That the Audit and Risk Management Committee receive and note:

- *the updated Annual Work Plan 2023 as presented at Attachment 5.1a;*
- *the Annual Work Plan 2024 incorporating the meeting schedule as presented at Attachment 5.1b subject to:*
 - *inclusion of activities from the risk management framework and underlying steps; and*
 - *confirmation of meeting dates by Committee Members*

CARRIED

6. Verbal Report

Motion: ARMC00278
Moved: Stephanie Juhas
Seconded: Trish Kirkland

The Audit and Risk Management Committee receive and note the verbal report as provided by the Acting Executive Officer.

CARRIED

7. Reports

7.1.2022/23 Annual Activity Report

Motion: ARMC00279
Moved: Vicki Tomlinson
Seconded: Trish Kirkland

That the Audit and Risk Management Committee:

- *receive and note the 2022/23 Annual Activity report; and*
- *request the Acting Executive Officer present the report to the Authority Board at its next meeting.*

CARRIED

Vicki Tomlinson left room at 10.08am

7.2. Resolutions Register

Motion: ARMC00280
Moved: Claudia Goldsmith
Seconded: Trish Kirkland

The Audit and Risk Management Committee:

- *receive and note the Resolutions Register Report; and*
- *endorse the status of 'completed' for the 19 resolutions contained within Attachment 7.2a; and*
- *acknowledge the 'in progress' status of the 10 resolutions contained within Attachment 7.2b, subject to confirmation of the status of resolution ARMC00233.*

CARRIED

Vicki Tomlinson returned to room 10.13am

7.3.2023/24 Budget Review – Q1

Motion: ARMC00281
Moved: Stephanie Juhas
Seconded: Trish Kirkland

That the Audit and Risk Management Committee recommend the Authority Board:

- *adopt the Budget Review for the period ending 30 September 2023 with no proposed changes to the adopted budget for 2023/2024; and*
- *recommend the Budget Review as at 30 September 2023 be provided to Constituent Councils with no amendment to Council contributions.*

CARRIED

7.4. Long Term Financial Plan

Motion: ARMC00282
Moved: Claudia Goldsmith
Seconded: Trish Kirkland

That the Audit and Risk Management Committee recommends that the Authority Board adopts:

- *the Long-Term Financial Plan, noting it is informed by the 2017 Asset Management Plan, and the proposed key financial indicator targets; and*
- *that the Committee notes the Long-Term Financial Plan will be reviewed periodically and as required by material changes.*

CARRIED

8. Confidential Reports

8.1. 2022/23 Annual Self-Assessment

Motion: ARMC00283
Moved: Vicki Tomlinson
Seconded: Stephanie Juhas

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 Acting Executive Officer, Kellie Knight-Stacey and Administration Officer, Danielle Leckie, on the basis that it will receive and consider item 8.1 – 2022/23 Annual Self-Assessment.

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

Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead)

personal affairs of a person
includes—

(a) that person's—

- (i) financial affairs;
- (ii) criminal records;
- (iii) marital or other personal relationships;
- (iv) personal qualities, attributes or health status;

(b) that person's employment records, employment performance or suitability for a particular position, or other personnel matters relating to the person, but does not include the personal affairs of a body corporate.

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 the unreasonable disclosure of information relating to the personal affairs for a particular person or persons.

CARRIED

8.2. 2023/24 YMCA Performance Report – Q1

Motion: ARMC00285
Moved: Claudia Goldsmith
Seconded: Vicki Tomlinson

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 Acting Executive Officer, Kellie Knight-Stacey and Administration Officer, Danielle Leckie, on the basis that it will receive and consider item 8.2 - 2023/24 YMCA Performance Report – Q1.

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 as it contains information that relates to the commercial operation of the Fleurieu Aquatic Centre.

CARRIED

Other Business – Energy Efficiency Project

Motion: ARMC00287
Moved: Claudia Goldsmith
Second: 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 Acting Executive Officer, Kellie Knight-Stacey and Administration Officer, Danielle Leckie, on the basis that it will receive and consider item Other Business – Energy Efficiency Project.

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 as it contains information that relates to a current tender process of the Authority.

CARRIED

9. Next Meeting: TBC

10. Meeting Closed: 11:33 am

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.