

Date: Thursday 26 April 2018

Location: Alexandrina Council Office – 11 Cadell St Goolwa, Large Meeting Room

Meeting opened at 10:05am

1. ATTENDANCE

Present:

Ian Swan (Independent Chairperson)

Alison Kimber (Deputy Chairperson & FRACA Board Member) (via telephone)

John Coombe OAM (FRACA Board Member)

Elizabeth Williams (General Manager Organisation & Community, Alexandrina Council)

Kellie Knight-Stacey (Interim Director Corporate & Community Services City of Victor Harbor)

In attendance:

Leonie Boothby, Executive Officer

2. APOLOGIES

Nil

3. CONFLICT OF INTEREST

Nil

4. MINUTES OF THE PREVIOUS MEETING

Moved: Mr John Coombe

Seconded: Ms Kellie Knight-Stacey

FRACA-ARMC0015 That the minutes of the previous Fleurieu Regional Aquatic Centre Authority Audit & Risk Management Committee meeting held on Thursday 22 March 2018 as circulated be confirmed as a true and accurate record.

CARRIED

5. BUSINESS ARISING

5.1 Resolutions Report and Work Program

Moved: Ms Elizabeth Williams

Seconded: Mr John Coombe

FRACA-ARMC0016

1. That the Committee note the Work Program and Resolutions Report as at 26 April 2018.
2. That the Committee note that the timing for consideration of the draft Risk Management Framework will be delayed due to volume of work required of Executive Officer on development of Strategic Management Plans.

CARRIED

6. PRESENTATIONS

Nil

7 REPORTS

7.1 Draft Public Consultation Policy

Moved: Ms Elizabeth Williams

Seconded: Ms Alison Kimber

FRACA-ARMC0017 The Committee recommend to the Authority that the draft Public Consultation Policy be adopted.

CARRIED

7.2 Policy reviews & noting of Policy / Key Document Review Schedule

Moved: Ms Kellie Knight-Stacey

Seconded: Ms Elizabeth Williams

FRACA-ARMC0018: That the Committee:

1. Recommend to the Authority the proposed revisions on the following Authority policies / documents:
 - Risk Management Policy
 - Procurement Policy
 - Allowances & Reimbursement of Expenses Policy
 - Communication Policy
 - Informal Gatherings Policy
 - Records Management Policy
 - Code of Conduct for Board Members
 - Code of Practice for Meeting Procedures
2. Note the schedule for future policy / key document review.

CARRIED

7.3 2017-18 Third Quarter Budget Review Report

Moved: Ms Kellie Knight-Stacey

Seconded: Mr John Coombe

FRACA-ARMC0019 That the Committee recommend that

1. The Authority, for the period ending 31 March 2018, adopts a Budget Review with Operating Expenses of \$3,058,666 and estimated cash at end of reporting period of \$867,589.
2. The 2017-18 Annual Business Plan and Budget be amended to reflect the variances as authorised by the Authority.
3. The Authority recommend the Budget Review (as at 31 March 2018) and the budget variations contained therein to the constituent Councils for endorsement; noting that no additional funds will be requested from constituent Councils at this stage.

CARRIED

8 MATTERS FOR DISCUSSION

8.1 Investment plan – LGFA Depreciation Reserve Funds

Moved: Ms Kellie Knight-Stacey

Seconded: Mr John Coombe

FRACA-ARMC0020 That the committee recommend:

1. That the Executive Officer liaise with the external auditor to ascertain the appropriate level of Depreciation Reserve funds to be held by the Authority at this time;
2. That the Authority consider future treatment of Depreciation Reserve funds with a view to making a recommendation to constituent Councils around reducing future contributions from the Councils; and
3. That the Authority Charter be updated if changes to treatment of Depreciation Reserve funds are approved by constituent Councils.

CARRIED

8.2 Risk Management Framework

A verbal update of progress towards development of the Authority Risk Management Framework was provided by the Executive Officer.

9. URGENT BUSINESS WITHOUT NOTICE

10. CONFIDENTIAL REPORTS

Nil

11. NEXT MEETING

10am, Thursday 5 July 2018, City of Victor Harbor – Council Chambers, Civic Centre, 1 Bay Road, Victor Harbor

CLOSURE

Meeting closed at 11:30am