



**Eastern Waste Management Authority
Ordinary Audit & Risk Management Committee**

Minutes

Wednesday 19 June 2024

Minutes

Eastern Waste Management Authority Ordinary Meeting of the Audit and Risk Management Committee

Meeting to be held on Wednesday 19 June 2024 commencing at 8:00am,
at the Boardroom, Thomson Geer, 7/19 Gouger Street, Adelaide.

The Chair, Mrs E Hinchey, declared the Meeting open at 8.01am and that a quorum was present.

1. Acknowledgement of country

2. Present

Directors:

Mrs E Hinchey	Independent Chairperson
Mr F Bell	Independent Member
Mr P Di Iulio	East Waste Board Representative
Ms L Green	Independent Member

In Attendance:

Mr R Gregory	General Manager
Mr D Maywald	Manager, Business Services
Ms K Vandermoer	Coordinator Finance & Strategic Projects
Ms V Davidson	Executive Administration Officer
Mr G Parker	Consultant
Mr T Muhlausler	Galpins
Mr J Jovicevic	Dean Newbery & Partners

3. Apologies

Ms Sandra Di Blasio	Independent Member
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4. Disclosures of interest

Item	Type of Conflict	Person
Item 9.4	General	Ms L Green

5. Confirmation of the minutes

- Moved Mr F Bell that the Minutes of the East Waste Audit and Risk Management Committee meeting held on 23 April 2024 be confirmed as a true and correct record.

Seconded Mr P Di Iulio

Carried

6. Matters arising from the minutes

Nil.

7. Questions without notice

Nil.

The Chair sought leave of the meeting to bring forward Item 9.2, Interim Audit Report and leave was granted.

9 Reports

9.2 Interim Audit Report

The Interim Audit Report was presented by Mr T Muhlhausler from Galpins.

Moved Mr F Bell that the Audit & Risk Management Committee receives and endorses the Interim Audit Management Letter and acknowledges all matters of note will be addressed prior to 30 September 2024.

Seconded Ms L Green

Carried

The Audit & Risk Management Committee requested that the following comment, made by Mr Muhlhausler, be minuted:

'The Authority has industry-leading reconciliation processes in place to ensure Member Councils are charged appropriately. Further the controls and processes around the calculation of Common Fleet Costs are detailed and thorough. Councils should have a very high level of comfort knowing that charging is appropriate and financial risks are being managed correctly.'

Mr T Muhlhausler left the meeting at 8.32am.

8 Presentations

8.2 Service Level Agreements

Presentation by Mr Greg Parker, Consultant.

Mr G Parker left the meeting at 8.54am

Mr F Bell left the meeting at 8.54am

9 Reports

9.1 2024/25 Draft Annual Business Plan & Budget Recommendation

Moved Mr P Di Iulio that the Audit & Risk Management Committee notes the approval of all Member Councils, the feedback provided and recommends the draft 2024/25 Annual Plan and Budget, as presented in Attachment A, is presented to the Board for endorsement.

Mr F Bell re-entered the meeting at 8.54am

Seconded Ms L Green

Carried

9.3 Draft Internal Audit Charter

Moved Ms L Green that the Audit & Risk Management Committee recommend that the Draft East Waste Interim Audit Charter, as presented in Attachment A, is presented to the East Waste Board for adoption.

Seconded Mr F Bell

Carried

9.4 Draft Fleet Asset Management Plan

Ms L Green declared a general conflict of interest in relation to this matter as her son in law works for Superior Pak. Ms Green stated that she would remain in the room, participate in the debate and vote on the matter.

Moved Mr F Bell that consideration of the Draft Fleet Asset Management Plan be adjourned to the next meeting of the Audit & Risk Management Committee in order for Administration to include financial reporting within the Draft Fleet Asset Management Plan.

Seconded Mr P Di Iulio

Carried

Mr J Jovicevic left the meeting at 9.29am.

9.5 Proposed Diversity & Inclusion Policy

Moved Ms L Green that consideration of the proposed Diversity & Inclusion Policy be adjourned to the next meeting of the Audit & Risk Management Committee in order for Administration to undertake further refinement of the policy and incorporate an appropriate diversity metric to assist in the performance measurement of the Policy .

Seconded Mr P Di Iulio

Carried

Mr F Bell left the meeting at 9.32am.

9.6 Review of Sexual Harassment Policy

Moved Mr P Di Iulio that the Audit & Risk Management Committee notes and recommends the revised Sexual Harassment Policy, as presented in Attachment A, for presentation to the East Waste Board.

Seconded Ms L Green

Carried

9.7 Information Report for June 2024

Moved Ms Green that the Audit & Risk Management Committee receives and notes the Information Report for June 2024.

Seconded Mr P Di Iulio

Carried

10 Confidential Reports

10.1 Supply of Compostable Bags

RECOMMENDATION 1

Moved Ms L Green that pursuant to Section 90(2) and (3)(d) of the *Local Government Act, 1999* the East Waste Audit and Risk Management Committee orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Audit and Risk Management Committee will receive, discuss and consider:

(b) information the disclosure of which—

(i) could reasonably be expected to confer a commercial advantage on a person with whom East Waste is conducting, or proposing to conduct, business, or to prejudice the commercial position of East Waste;

(ii) would on balance be contrary to the public interest as the outcome of the decision may impact the tender process.

Seconded Mr P Di Iulio

Carried

RECOMMENDATION 3

Moved Ms L Green that pursuant to Section 91(7) and (9) of the *Local Government Act 1999* the Audit & Risk Management Committee orders that the report, discussion and minutes be kept confidential until further order of the East Waste Board.

Seconded Mr P Di Iulio

Carried

10.2 Depot Lease Update

RECOMMENDATION 1

Moved Ms L Green that pursuant to Section 90(2) and (3)(d) of the *Local Government Act, 1999* the East Waste Audit and Risk Management Committee orders that the public, with the exception of the East Waste staff present, be excluded from the meeting on the basis that the East Waste Audit and Risk Management Committee will receive, discuss and consider:

(b) information the disclosure of which—

(i) could reasonably be expected to confer a commercial advantage on a person with whom East Waste is conducting, or proposing to conduct, business, or to prejudice the commercial position of East Waste;

(ii) would on balance be contrary to the public interest as the outcome of the decision may impact the tender process.

Seconded Mr P Di Iulio

Carried

RECOMMENDATION 2

Moved Ms L Green that the Committee notes the verbal update provided by the General Manager on the status of the East Waste Depot Lease negotiation.

Seconded Mr P Di Iulio

Carried

RECOMMENDATION 3

Moved Ms L Green that pursuant to Section 91(7) and (9) of the *Local Government Act 1999* the Audit & Risk Management Committee orders that the discussion be kept confidential until further order of the East Waste Board.

Seconded Mr P Di Iulio

Carried

11 Other business

Nil.

12 Next meeting of the Audit & Risk Management Committee

The next Audit and Risk Management Committee Meeting is to be held on:

Tuesday 17 September 2024, commencing 8:00am, in the Boardroom, Thomson Geer,
7/19 Gouger Street, Adelaide

13 Closure of meeting

There being no further business, the Chair declared the meeting closed at 9.49am.

These minutes have been signed as a true and correct record of the East Waste Audit and Risk Management Committee Meeting held on 19 June 2024.

Signed _____
Chairperson

Date ____/____/____