



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

Minutes

Tuesday 17 September 2024

Minutes

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

Meeting to be held on Tuesday 17 September 2024 commencing at 8am,
in 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	East Waste Board Representative (Joined the meeting at 8.08am via Zoom)
Mr P Di Iulio	East Waste Board Representative
Ms L Green	Independent Member
Ms S Di Blasio	Independent Member

In Attendance:

Mr R Gregory	General Manager
Mr D Maywald	Manager Business Services
Mr B Krombholz	Manager Operational Services
Ms K Vandermoer	Manager Human Resources & Financial Services
Ms V Davidson	Executive Administration Officer (via Zoom)
Mr T Muhlhausler	Galpins
Mr J Jovicevic	Dean Newbery & Partners

3. Apologies

Nil.

4. Conflicts of interest

The following disclosure of interest was made:

Item	Type of Conflict	Person
Item 10.2	General	Ms L Green

5. Confirmation of the minutes

Moved Ms L Green that the Minutes of the East Waste Audit and Risk Management Committee meeting held on 16 June 2024 be confirmed as a true and correct record.

Seconded Ms S Di Blasio

Carried

6. Matters arising from the minutes

Nil.

7. Questions without notice

Nil.

8. Presentations

Nil.

9. Reports

9.1 Audited Financial Statements for the Year Ended 30 June 2024

Moved Mr P Di Iulio that the Audit & Risk Management Committee:

1. Receive the draft FY2024 audited Financial Statements as presented in Attachment A and the Management Representation Letter as presented in Attachment C, and recommend both documents for presentation to the East Waste Board; and
2. Note the draft Independent Audit Completion Report as presented in Attachment B.

Seconded Ms Di Blasio

Carried

9.2 Regulation 10 Financial Report

Moved Ms S Di Blasio that the Audit & Risk Management Committee recommends to the East Waste Board that the Regulation 10 Financial Report as presented in Attachment A is adopted.

Seconded Ms L Green

Carried

9.3 Draft 2023/2024 Annual Report

Moved Mr F Bell that Audit & Risk Management Committee recommend to the East Waste Board that the 2023/2024 East Waste Annual Report as presented at Attachment A (excluding minor wording/graphics changes that may be made) is adopted.

Seconded Ms L Green

Carried

9.4 Draft Fleet Asset Management Plan & Strategy

The Audit & Risk Management Committee deemed that Item 9.4 Draft Fleet Asset Management Plan & Strategy which was required to be considered in confidence. Accordingly, this item was moved to Item 10.2 of this agenda.

9.5 Prudential Review – Municipal Solid Waste Contract Project

Moved Ms L Green that the Audit & Risk Management Committee:

1. is satisfied, having reviewed the Municipal Solid Waste Processing/Disposal Contract Project Prudential Review, that it adequately documents the financial and other risks associated with

the tender and contract process, as per the requirements of East Waste's Prudential Review Policy;

2. recommends the document to the East Waste Board to assist in their decision making process.
3. separate to the Prudential Review undertaken, a report on options of a revised financial framework underpinning East Waste, is presented to the Audit & Risk Committee prior to 30 June 2025.

Seconded Mr F Bell

Carried

Ms K Vandermoer left the meeting at 8.39am

Ms K Vandermoer returned to the meeting at 8.42am.

9.6 Proposed Internal Audit Process

Moved Ms S Di Blasio that the Audit and Risk Management Committee:

1. Notes and accepts the proposed internal audit process, as detailed within this report, for implementing East Waste's Internal Audit Function.
2. Supports the engagement of a suitable externally appointed internal auditor to undertake an assurance mapping and risk analysis exercise initially, associated with the Internal Audit Function.

Seconded Mr P Di Iulio

Carried

9.7 Draft Credit Card Policy

Moved Ms L Green that the Audit & Risk Management Committee recommend to the East Waste Board that the Draft East Waste Credit Card Policy, as presented in Attachment A, be adopted.

Seconded Mr P Di Iulio

Carried

9.8 Revised Policy Development Policy

Moved Ms S Di Blasio that the Audit & Risk Management Committee recommend to the East Waste Board that the Revised Policy Development Policy, as presented in Attachment A, be adopted.

Seconded Ms L Green

Carried

9.9 2023/24 Education Summary Report

Moved Mr P Di Iulio that the Audit & Risk Management Committee recommend to the East Waste Board that the Education Summary Report for the 2023/24 year is received and noted.

Seconded Mr F Bell

Carried

9.10 Information Report for September 2024

Moved Ms S Di Blasio that the Audit & Risk Management Committee receives and notes the Information Report for September 2024.

Seconded Ms L Green

Carried

Mr T Muhlhausler and Mr J Jovicevic left the meeting at 9.36am.

These minutes have been signed as a true and correct record of the East Waste Audit & Risk Management Committee Meeting of 17 September 2024.

Chairperson

Date _____/_____/_____

10. Confidential reports

10.1 RFT 2024/05: Municipal Solid Waste Processing/ Disposal Tender

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 & Risk Management Committee orders that the public, with the exception of the East Waste General Manager, Rob Gregory, East Waste Manager Business Services, David Maywald, East Waste Manager Human Resources and Financial Services, Kelly Vandermoer, East Waste Manager Operational Services, Brian Krombholz and East Waste Executive Assistant Vanessa Davidson, be excluded from the meeting on the basis that the East Waste Audit & Risk 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.

The East Waste Audit & Risk Management 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 receipt/discussion/consideration of the information confidential.

Seconded Mr P Di Iulio

Carried

Recommendation 3

Moved Mr P Di Iulio that under Section 91(7) and (9) of the *Local Government Act 1999* the Board orders that the report, discussion and minutes be kept confidential for a period not exceeding 12 months, after which time the order will be reviewed by the East Waste Board.

Seconded Ms S Di Blasio

Carried

10.2 Draft Fleet asset Management Plan & Strategy

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, and vote on the matter.

Recommendation 1

Moved Mr P Di Iulio that pursuant to Section 90(2) and (3)(d) of the *Local Government Act 1999* the East Waste Audit & Risk Management Committee orders that the public, with the exception of the East Waste General Manager, Rob Gregory, East Waste Manager Business Services, David Maywald, East Waste Manager Human Resources and Financial Services, Kelly Vandermoer,

East Waste Manager Operational Services, Brian Krombholz and and East Waste Executive Assistant Vanessa Davidson, be excluded from the meeting on the basis that the East Waste Audit & Risk 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.

The East Waste Audit & Risk Management 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 receipt/discussion/consideration of the information confidential.

Seconded Ms L Green

Carried

Recommendation 2

Moved Mr P Di Iulio that the Audit & Risk Management Committee recommend to the East Waste Board that the Draft East Waste Fleet Asset Management Plan & Strategy, as presented in Attachment A, is adopted.

Seconded Ms L Green

Carried

Recommendation 3

Moved Ms S Di Blasio that under Section 91(7) and (9) of the *Local Government Act 1999* the Board orders that Appendix 1 be kept confidential until further order.

Seconded Mr F Bell

Carried

11. Other business

Nil.

12. Next meeting of the Audit and Risk Management Committee

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

Wednesday 13 November 2024, commencing 8:00am, in the Boardroom, Thomson Geer,
7/19 Gouger Street, Adelaide

13. Closure of meeting

There being no further business the meeting was closed at 10.10am.

These minutes have been signed as a true and correct record of the East Waste Audit & Risk Management Committee Meeting of 17 September 2024.

Chairperson

Date _____/_____/_____