****

**Minutes of Audit and Risk Management Committee Meeting**

**30 April 2019**

**Teleconference**

The meeting was opened at 10.00am on 30 April 2019.

1. **Meeting Attendance**

**Present:** Via telephoneChairman Kathie Bowman, Mayor Denis Clark, Mr Peter Ackland and Mr Ian McDonald. (item 3.6.3 of the Legatus Group Charter allows for telecommunications to constitute a meeting).

**In Attendance:** Legatus Group CEO Mr Simon Millcock

**Apologies:** Nil

1. **Membership / Chair**

The meeting noted that a quorum for the Legatus Group Audit and Risk Management Committee is 3 members and they welcomed Mr Ian McDonald as the Independent member appointed by the Legatus Group at their meeting 15 February 2019.

Motion: That Chairman Kathie Bowman chair the meeting.

Moved: Mayor Clark Seconded: Peter Ackland **CARRIED**

1. **Confirmation of Previous Minutes**

Motion: That the minutes of the previous Legatus Group Audit and Risk Management Committee meeting held on 30 January 2019 be taken as read and confirmed

Moved: Mayor Clark Seconded: Peter Ackland **CARRIED**

# Business Arising Not Otherwise on the Agenda

**4.1 Exemption from having an audit committee**

The meeting noted the report by Legatus Group CEO that an application for exemption cannot occur due to the letter from District Council of Mt Remarkable Council that advised they were not supportive of an exemption. The meeting discussed that this is a matter for the board to consider.

**4.2 Chair / Membership**

Motion: That the Legatus Group Audit and Risk Management Committee recommend the appointment of Chairman Kathie Bowman as Chair of the committee.

Moved: Mayor Clark Seconded: Ian McDonald **CARRIED**

Motion: That the Legatus Group Audit and Risk Management Committee notes the current vacancy of a professionally qualified officer from a constituent council other than Port Pirie Regional Council and Flinders Ranges Council and request that the Legatus Group recommend a Legatus Group CEO be appointed to this position.

Moved: Mayor Clark Seconded: Chairman Bowman **CARRIED**

**4.3 Banking Credit Card**

General discussion including the Legatus Group CEO capturing receipts on mobile phone so they can sync with Xero program.

Motion: That the Legatus Group Audit and Risk Management Committee notes the report.

Moved: Peter Ackland Seconded: Ian McDonald **CARRIED**

1. **Work Plan**

**The Legatus** Group Audit and Risk Management Committee work plan for 2018/2019 was presented.

Motion: That the Legatus Group Audit and Risk Management Committee approves the report on its work plan for 2018/2019.

Moved: Chairman Kathie Bowman Seconded: Peter Ackland **CARRIED**

1. **Budget Update 2018/2019**

**General discussion on the issues associated with the hand over and changes in financial officers regarding where the amounts are entered, and that the committee seeks this to be addressed in consultation with Flinders Ranges Council. Noted that there are now steps in place which allow full access to the files and full transparency with all invoices electronically and documented against transactions.**

**Motion:** That the Legatus Group Audit and Risk Management Committee notes the budget update and the report which will include the Northern and Yorke Coastal Management Action Plan and Youth into Volunteering projects.

**Moved: Mayor Clark Seconded: Ian McDonald CARRIED**

1. **Business Plan and Budget 2019/2020**

The Legatus Group CEO provided the 2019/2020 draft business plan and key budget assumptions with the agenda and a copy of the notes he had provided to the Finance Officer re the budget. It was noted that the Finance Officer had indicated the draft budget would be available prior to the meeting and that on the morning of meeting advised this would not be possible.

Motion: That the Legatus Group Audit and Risk Management Committee notes the draft 2019/2020 business plan will not be distributed to constituent councils until the committee has been able to see the draft budget and make comment.

Moved: Chairman Kathie Bowman Seconded: Ian McDonald  **CARRIED**

1. **Other Business**

**8.1 CEO’s vehicle**

Mayor Denis Clark raised the topic of replacement of the CEO’s vehicle and the meeting noted that in April 2018 the committee had discussed a review be held at this time in 2019. The meeting agreed for the Legatus Group CEO to investigate options for changeover of the current vehicle and provide a report.

**8.2 Brighter Futures Finders Ranges / Orroroo region**

The Legatus Group CEO had provided a report with the agenda and general discussion was undertaken.

Motion: That the Legatus Group Audit and Risk Management Committee recommend the allocation of $5,000 from the Legatus Group budget towards the delivery of a Brighter Futures Flinders Ranges / Orroroo region program.

Moved: Mayor Clark Seconded: Peter Ackland **CARRIED**

1. **Next meetings**

The next meeting to be clarified with the committee noting that the audit committee are required to ensure that the financial statements present fairly the state of affairs of the Legatus Group including the adoption of the annual financial statements to the Board.

*Meeting Closed at 10.57 am*

Signed as a true and correct record:

Chairman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated / /

CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated / /