



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

**22 May 2020**

**Via Zoom – on-line**

The meeting was opened at 10am.

### **1. Meeting Attendance**

**Present:** Mayor Kathie Bowman (Chair), Mr Peter Ackland, Mr Colin Byles and Mr Ian McDonald.

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

**Apologies:** Mayor Denis Clark,

### **2. Confirmation of Previous Minutes**

Motion: That the minutes of the previous Legatus Group Audit and Risk Management Committee meeting held on 13 March 2020 be taken as read and confirmed

Moved: Colin Byles      Seconded: Ian McDonald

**CARRIED**

### **3. Business Arising Not Otherwise on the Agenda**

#### **3.1 Vacancies for the Committee**

The meeting noted that the Legatus Group CEO has received a written application from the District Council Orroroo Carrieton for Mayor Kathie Bowman.

Motion: That the committee notes that the Legatus Group CEO has sought expression of interest for the two vacancies and that Mayor Bowman and CEO Peter Ackland are eligible to be appointed.

Moved: Ian McDonald      Seconded: Colin Byles

**CARRIED**

#### **3.2 Budget approval and reviews**

The Legatus Group CEO provided a report on ways to assist with streamlining the current charter and the process for seeking approval of the budget and reviews. This included examples from 3 other Regional LGAs.

Motion:

1. That the Legatus Group Audit and Risk Management Committee acknowledge the detailed format of the current budget that has circulated to Member Councils, and recommends that the Board endorse that the format be amended to a less detailed presentation at the first budget review to assist with operational efficiencies.

2. That the committee recommends the Legatus Group amends item 5 of the Legatus Group Charter to read:  
Item 5: The Budget
  - a) The proposed Annual Business Plan and the Budget must be referred to the Constituent Councils at least eight (8) weeks prior to the date of the meeting at which the budget is to be adopted.
  - b) Constituent Councils may comment on the Annual Business Plan and the Budget in writing to the Chief Executive Officer at least ten (10) business days before the meeting at which the budget is to be adopted or through its Board Member at that meeting.
  - c) The Legatus Group must adopt the Annual Business Plan and Budget after 31 May and before 30 June for the ensuing Financial Year.
  - d) The Legatus Group must provide a copy of its adopted Budget to the Constituent Councils within five (5) business days after the adoption of the Budget by the Legatus Group.
  - e) Reports summarising the financial position and performance of the Legatus Group against the Budget must be prepared and presented to the Board at each ordinary meeting of the Board and copies provided to the Constituent Councils.
  - f) The Legatus Group must reconsider its Budget in accordance with the Act and in a manner consistent with the Act and may amend its Budget for a Financial Year at any time before the year ends.
  - g) The Legatus Group must submit to each Constituent Council for approval, any proposed amendment to the Budget that provides for an additional financial contribution by the Constituent Councils.
  - h) The contents of the Budget must be in accordance with the Act.

Moved: Peter Ackland Seconded: Ian McDonald

**CARRIED**

#### **4. 2019/2020 Financial Report**

The Legatus Group CEO provided the financial reports with the agenda for the period 1 July 2019 – 30 April 2020.

Motion:

1. That the Legatus Group Audit and Risk Management Committee notes the third quarter 2019/2020 financial reports were distributed to Legatus Group Mayors and CEOs.
2. That the Legatus Group Audit and Risk Management Committee notes the 2019/2020 budget update provided by the Legatus CEO with regards income and expenditure.

Moved: Peter Ackland Seconded: Ian McDonald

**CARRIED**

#### **5. Work Plan**

The Legatus Group CEO provided a report with the agenda on the Legatus Group Policies.

Motion: That the Legatus Group Audit and Risk Management Committee recommends that the Board endorses:

- a) the 3 new Policies (1) Working from Home (2) Agenda items and Meeting Presentations (3) Board Members Code of Conduct; and that

- b) the review of the current policies notes that there are no need for any changes to current policies.

Moved: Ian McDonald    Seconded: Peter Ackland

**CARRIED**

**6. 2020/2021 Business Plan and Budget**

The Legatus Group CEO provided a report with the agenda. The meeting noted the opportunity for consolidation for headings and this could be provided under 2 headings for the initial budget of Operating Expenses and Projects with the reviews of the budget to then provide further detail.

Motion: That the Legatus Group Audit and Risk Management Committee notes the 2020/2021 Business Plan and Budget has been distributed in compliance with the Charter and supports the allocation of the expenditure identified of carry over reserves and accumulated surplus.

**7. Other Business**

Nil

**8. Next meeting**

The next meeting to be held Friday 21 August 2020 to review the annual reports.

*Meeting Closed at 10.36am*

Signed as a true and correct record:

Chairman \_\_\_\_\_ Dated    /    /