



AGENDA AUDIT & RISK MANAGEMENT  
COMMITTEE MEETING  
Tuesday 19 November 2024 10.30am

Phil Barry Chambers  
Scotland Place Balaklava

Or Join Zoom Meeting

<https://us02web.zoom.us/j/89252595140>

Meeting ID: 892 5259 5140

Passcode: 135969

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Notice is hereby given that the next Audit & Risk Management Committee meeting of the N&YLGA will be held on Tuesday 19 November 2024 commencing at 10.30am

**Note: Need to consider person to Chair this meeting**

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### Attachments:

- A – Auditors Letter
- B - Management Report
- C – Bank Reconciliation

## **1) MEETING ATTENDANCE AND APOLOGIES**

### **1.1 Meeting Attendance**

#### **Present - Committee**

Mayor Rodney Reid	Wakefield Regional Council
Mayor Stephen McCarthy	District Council of Mount Remarkable
Mr Stephen Rufus Director Corporate and Community Services	Port Pirie Regional Council
Mr Ian McDonald	Independent

#### **In Attendance**

Mr Simon Millcock	Legatus Group CEO
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#### **Apology**

Mr Colin Davies	Finance Officer
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## **2) MINUTES OF PREVIOUS MEETING**

Reports for Discussion

From: Simon Millcock Chief Executive Officer

#### **Recommendation:**

- 1. That the minutes of the Northern and Yorke Local Government Association Audit & Risk Management Committee Meeting held on 20 August 2024 be taken as read and confirmed.**

Background

The minutes of the meeting held 20 August 2024 were distributed to all members and were provided with the agenda for the 30 August 2024 N&YLG Meeting. The N&YLG received and noted the minutes and they have been published on the N&YLG website at: <https://nylga.sa.gov.au/board-resources-2/>

## **3) BUSINESS ARISING**

### **3.1 Membership of the Committee / Appoint Chairperson**

Reports for discussion and decision.

From: Simon Millcock Chief Executive Officer

**Recommendation: That the committee notes the report and**

1. **Recommends that the Northern and Yorke Local Government appoints \_\_\_\_\_ as the Chairperson of the Audit and Risk Management Committee.**
2. **Advises the Northern and Yorke Local Government Association that there have been no responses following several efforts over the past 12 months to fill the vacancy of the professionally qualified officer selected from staff of Councils and recommends that the Northern and Yorke Local Government Association progress with the committee via the current membership and seeks to fill the vacancy.**

## **Background**

As reported at the last meeting and to the N&YLGA the membership of the Audit and Risk Management Committee was not able to be endorsed for the next two years at the AGM.

A request was made to the five councils who had yet to advise of their endorsement of Mayors Rodney Reid and Stephen McCarthy and suitably qualified officer Stephen Rufus and Independent Ian McDonald. These 5 councils Barossa, Copper Coast, Yorke Peninsula, Orroroo Carrieton and Flinders Ranges have subsequently advised the N&YLGA CEO that they have approved the members as listed above of this committee.

The N&YLGA CEO has since the AGM twice called for expressions of interest for the vacant suitably qualified officer and there have been no responses. The Terms of Reference says that the Committee **must** include two (2) professionally qualified officers, selected from staff of Councils.

The terms of reference require that the Board appoints the Chairperson of the Committee.

### **3.2 Financial Services**

Report for noting.

From: Simon Millcock Chief Executive Officer

**Recommendation: That the committee notes the report.**

Following the recommendations from the last meeting the N&YLGA approved the extension of Colin Davies contract which was due to expire on 31 December 2024 for a further 12 months until 31 December 2025. The N&YLGA CEO has advised Colin of this and a letter confirming this extension will be provided.

### **3.3 2023/2024 Annual Financial Report and Audit**

Report for noting.

From: Simon Millcock Chief Executive Officer

**Recommendation: That the committee notes the report.**

Following the AGM the N&YLGA endorsed the annual report which included the annual financial report and the Auditors have since provided (Attachment A) the audited financial statements with their Audit Report and Certificate of Independence. The annual reports have been provided to all member councils in accordance with the charter.

The AGM also authorised seeking the services of new auditors for the coming year and the N&YLGA CEO has approached two firms Hood Sweeney Accounting and Galpins. At the time of preparing this agenda there have been no responses and once received this will be provided to the N&YLGA Executive Committee for their consideration.

## **4 FINANCIAL REPORTS**

### **4.1 2024/2025 Financial Report**

#### **Reports for Discussion**

From: Colin Davies Finance Officer

#### **Recommendation: That the committee notes the report**

The N&YLGA Finance Officer has prepared the attached Management Report (Attachment B) and the Bank Reconciliation (Attachment C) for the 2024/2025 Financial Year until 31 October 2024.

### **4.3 2024/2025 Budget Review**

#### **Reports for Discussion**

From: Simon Millcock CEO & Colin Davies Finance Officer

#### **Recommendation: That the committee notes the report and recommends that there board does not need to vary the current budget.**

#### **Background**

Following the recommendations from the last meeting which supported the endorsement of the first budget review by the N&YLGA for 2024/2025 there has been no substantial changes observed by the N&YLGA CEO. In discussions with the Finance Officer there appears to be no need for any changes to the budget. The only changes likely are that of the new CEO starting a week early than had been approved in the first budget review.

There may need to be a review based on the new contract associated with the motor vehicle and mileage as the new CEO will not reside in the region.

## **5 OTHER BUSINESS**

## **6 CLOSE NEXT MEETING**

Tuesday 4 February 2025 10.30am – 12.30pm face to face.

The N&YLGA Board are meeting on 29 November 2024 and then again on 28 February 2025.

The current CEO is meeting with the new CEO Bridget Ransome and the Finance Officer on 26 November 2024 to commence the hand over process. It may be advantageous for the Audit Committee to consider meeting in early February face to face with the new CEO as the next meeting of the committee. This could include the commencement of the budget for 2025/2026.