CONFIRMATION OF MINUTES
Moved Steve Williams
“that the Minutes of the Audit Committee held on 15th February 2010 be confirmed, subject to the inclusion of Councillor John Ramke being an apology to the meeting.”
Seconded Janet Bowman

CHAIRMAN’S ANNOUNCEMENTS

- Update on the Boundary Adjustment Facilitation Panel’s consideration on the request by Geranium ratepayers to move to Coorong District Council. Mayor Gum advised that the Panel has visited the district and spoken to persons who lodged a submission and the Council. The Panel has appointed an independent consultant to undertake a review of the request and submit a report back to the Panel.

- Council Election Caretaker Mode Policy. Mayor Gum advised that the policy comes into effect on 7th September 2010, and the most significant item for Council’s consideration is that no purchases or contracts over the value of $100,000 is entered into after this date until the new Council is formed. There are exemptions to this requirement prescribed under legislation such as roadworks.

BUSINESS

(i) Dean Newbery & Partners – External Audit Management letter (copy attached together with email response by Council’s lawyer on adopted valuation matter – green paper). Council’s Manager Corporate Services (MCS) present a written report responding to the issues raised by the Auditor and advising of action being taken and planned to be taken to address the matters raised by the Auditor.

Moved John Ramke
“that the External Audit Management letter be received.”
Seconded Corey Blacksell

(ii) Dean Newbery & Partners – 2010 Balance Date External Audit (letter attached – green paper).

Noted

(iii) Local Government Association of SA – Circular 17.4: Review of Audit Committee Operations (copy attached – yellow paper). 

Audit Committee Chairman, Mayor Gum advised that he had responded to the survey forwarded to audit committee chairmen with the assistance of Council’s Manager Corporate Services. Members discussed the various issues identified in the Review draft report and concern of additional resources and meetings that may be required under proposals listed and the subsequent cost.

Noted


Noted

Southern Mallee District Council Long Term Financial Plan – please bring your copy.

Meeting agreed that the Long Term Financial Plan be reviewed after the completion of the 2009/2010 audited financial statements are presented.

Budget Revision for the period 1st July 2009 to 31st March 2010 (copy forwarded to Independent members for information).

Noted


Meeting agreed that the final documentation will reviewed at the next meeting.

Introduction of new Council policy – Loans to Incorporated Sporting Bodies and Incorporated Community Groups (copy forwarded to Independent members for information).

Noted

Risk Management – Liaison with Council Committees on management of asbestos material in Council buildings and infrastructure. Council’s Manager Corporate Services gave a report to the meeting on this matter.

The Committee requested that the Manager document his visits to Council’s Section 41 Committees where he is informing the Committee on proper practices in managing asbestos material in building and infrastructure.

Revaluation of Council assets included in 2010/2011 Budget – Council’s Manager Corporate Services reported that provision had been made in the current Budget to revalue infrastructure assets including roads, community wastewater management scheme, stormwater and district roads signage. Land and building assets would also be re-valued which would include valuations for insurance purposes.

Review of Council’s Internal Control Policies. Meeting agreed to holdover this item till the next meeting.

Council’s Manager Corporate Services gave a report on the operation of Council’s computer network following the computer audit undertaken by Caramel Computers in 2009. Council has entered into an agreement for specialist IT computer hardware support provided by Caramel Computers commencing from 2010 and a computer network server for the Pinnaroo office has been replaced. Microsoft exchange services has been purchased and installed on the Pinnaroo server for dealing with internal emails. A new computer network server was included in the Budget and has been ordered for the Lameroo office. The Manager is investigating the possibility of improving the independence of both computer networks to minimise downtime in the event of the data link between both offices failing. Matters raised by the auditor concerning password security over the network will be addressed with Caramel Computers when they visit to install the replacement network computer server for the Lameroo office.

Noted
2010 Work Program.

The meeting agreed that business to be considered at the Committee’s next meeting include:

a) Identify provisions in Council’s existing policies that comply with whistle blowing legislation;
b) Review the Committee’s terms of Reference; and,
c) Review risks and consider Council’s action to prepare a Business Continuity Plan;
d) Review of Council’s Internal Control Policy;
e) Consideration of the 2009/2010 financial statements; and,
f) Documentation of meetings with Section 41 Council Committees to inform the Committees of their responsibility when managing situations involving asbestos materials in buildings and infrastructure.

Visit to auditor.

Members agreed that a meeting be held with the auditor when the audit visits the district on 12th October 2010, to conduct the final audit of the 2009/2010 financial statements.

Anthony McCabe Long Service Leave in 2011 – Charmaine Sherman to assist Audit Committee during MCS absence with support from Ian McDonald if required.

Audit Committee members agreed to the suggestion that folders for storage of Committee documentation be acquired. Council’s Manager Corporate Services to organise.

Councillor Blacksell enquired about Council policy and legislative requirements applying to the purchase of Council plant.

Moved Janet Bowman
“that the Manager Corporate Services seek legal advice on the pre-approval to purchase capital items in the financial year before Council adopts the Budget, and if Council can resolve to take such action prior to the Budget being adopted and assess the risk to Council if the pre-approval is not passed in the Annual Business Plan if the purchase is cancelled.”

Seconded Steve Williams

NEXT MEETING
To be advised.

CLOSE
There being no further business the Chairman thanked those in attendance and declared the meeting closed at 9.40pm.