



**Minutes of the City of Unley
Audit Committee Meeting
Tuesday, 07 December 2021, 6:30pm
Council Chambers
181 Unley Road Unley**

PRESENT

Presiding Member D Powell (Presiding Member)
Councillor M Rabbitt
Councillor M Broniecki
Independent Member N Handley
Independent Member A Martin

OFFICERS PRESENT

General Manager Business Support & Improvement, Ms N Tinning
Manager Finance and Procurement, Mr A Brown
Principal Risk Management Officer, Mrs L Cataldi
Executive Assistant, Ms L Blyth

GUEST

ACKNOWLEDGEMENT

The Presiding Member welcomed Members to the meeting and opened the meeting with the Acknowledgement.

1. ADMINISTRATIVE MATTERS

1.1 APOLOGIES

Nil

1.2 LEAVE OF ABSENCE

Nil

1.3 CONFLICT OF INTEREST

Nil

1.4 MINUTES

ITEM 1.4.1

MINUTES OF THE ORDINARY AUDIT COMMITTEE MEETING HELD WEDNESDAY, 27 OCTOBER 2021

MOVED Councillor M Rabbitt

SECONDED Independent Member N Handley

That:

1. The minutes of the Ordinary Audit Committee held on Wednesday, 27 October 2021 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. AC0060/21

ITEM 1.4.2

MINUTES OF THE SPECIAL AUDIT COMMITTEE MEETING HELD WEDNESDAY, 10 NOVEMBER 2021

MOVED Councillor M Rabbitt

SECONDED Independent Member N Handley

That:

1. The minutes of the Special Audit Committee held on Wednesday, 10 November 2021 be taken as read and signed as a correct record.

CARRIED UNANIMOUSLY

Resolution No. AC0061/21

1.5 DEFERRED / ADJORNED ITEMS

Nil

2. REPORTS

ITEM 2.1

BUSINESS CONTINUITY PLAN

MOVED Councillor M Rabbitt

SECONDED Independent Member A Martin

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0062/21

ITEM 2.2

INTERNAL AUDIT REPORT - PETTY CASH

MOVED Independent Member N Handley

SECONDED Independent Member A Martin

That:

1. The report be received.
2. The recommended actions and timeframes contained in the Internal Audit Report be noted.

CARRIED UNANIMOUSLY

Resolution No. AC0063/21

ITEM 2.3

STRATEGIC RISK REGISTER

MOVED Councillor M Broniecki

SECONDED Councillor M Rabbitt

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0064/21

ITEM 2.4

OPERATIONAL RISK REGISTER UPDATE - HIGH AND EXTREME RISKS

MOVED Independent Member A Martin

SECONDED Councillor M Rabbitt

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0065/21

ITEM 2.5

EXTERNAL AUDIT AGREED ACTIONS STATUS UPDATE

MOVED Independent Member N Handley

SECONDED Councillor M Broniecki

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0066/21

ITEM 2.6

AUDIT COMMITTEE WORKPLAN - UPDATE

MOVED Councillor M Broniecki

SECONDED Independent Member A Martin

That:

1. The report be received.

CARRIED UNANIMOUSLY

Resolution No. AC0067/21

ITEM 2.7

AUDIT COMMITTEE MEETING SCHEDULE - 2022

MOVED Councillor M Rabbitt

SECONDED Independent Member N Handley

That:

1. The report be received.
2. Endorse the City of Unley Audit Committee meeting schedule for the 2022 calendar year, with meetings to be held at 181 Unley Road Unley commencing at 6:30pm on the dates set out below:
 - Tuesday 15 February 2022 (Centennial Park Cemetery Authority Long Term Financial Plan and Asset Management Plans)
 - Tuesday 15 March 2022
 - Tuesday 17 May 2022
 - Tuesday 16 August 2022
 - Tuesday 18 October 2022
3. The Chief Executive Officer be authorised, after consulting with the Presiding member of the Committee, to:
 - 3.1. Reschedule the date and/or time of an Audit Committee meeting;
 - 3.2. Convening the meeting electronically due to the implications of COVID-19; or
 - 3.3. Cancel an Audit Committee meeting, if it is clear that there is no business to transact for that designated meeting.

CARRIED UNANIMOUSLY

Resolution No. AC0068/21

3. OTHER BUSINESS

NEXT MEETING

Tuesday 15 February 2022 - 6.30pm

CLOSURE

The Presiding Member closed the meeting at 7.40 pm.

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PRESIDING MEMBER