

## **AUDIT AND GOVERNANCE COMMITTEE**

**Minutes of the Audit and Governance Committee Meeting  
held Tuesday 21 May 2014 at 7.02pm  
in the Unley Civic Centre  
181 Unley Road Unley**

### **PRESENT**

Mr John Rawson (Presiding Member)  
Mr Shaun Matters  
Mr Ed Parker  
Councillor Rob Sangster  
Councillor Michael Saies – arrived 7:25pm

### **OFFICERS PRESENT**

Mr P Tsokas, Chief Executive Officer  
Mr S Faulkner, General Manager People and Governance  
Mr M Carey, Manager Finance and ICT  
Ms N Tinning, Manager Business Improvement  
Ms R Box, Executive Assistant to GM People and Governance  
Ms Rebecca Wilson, Manager Governance and Risk – from 9:11pm

### **APOLOGIES**

Nil

### **CONFLICT OF INTEREST**

Nil

### **REPORT TO COUNCIL**

23 June 2014

### **CONFIRMATION OF MINUTES**

MOVED S Matters  
SECONDED R Sangster

That the minutes of the Audit and Governance Committee meeting held on Tuesday, 11 February 2014, as printed and circulated, be taken as read and signed as a correct record.

**CARRIED UNANIMOUSLY**

## **PRESENTATION**

### **ITEM 87** **SERVICE IMPROVEMENT UPDATE**

The Presiding Member advised Members that he thought the meeting would benefit from a suspension of meeting procedures, for the duration of the Service Improvement Update presentation.

MOVED: R Sangster  
SECONDED: S Matters

That meeting procedures be suspended at 7.04 pm for the duration of the presentation.

**CARRIED UNANIMOUSLY**

Councillor M Saies arrived at 7:25 pm.

Meeting procedures resumed at 8:05pm.

## **REPORTS OF OFFICERS**

### **\*\*ITEM 88** **DRAFT ANNUAL BUSINESS PLAN 2014-15 AND BUDGET**

#### **SUSPENSION OF MEETING PROCEDURES**

The Presiding Member advised Members that he thought the meeting would benefit from a short term suspension of meeting procedures to discuss this item.

MOVED E Parker  
SECONDED M Saies

That meeting procedures be suspended at 8:06 pm for 30 minutes to discuss Item 88.

**CARRIED UNANIMOUSLY**

MOVED M Saies  
SECONDED R Sangster

That meeting procedures be suspended at 8:35 pm for 15 minutes to continue discussion of Item 88.

**CARRIED UNANIMOUSLY**

\*\*Denotes Change

MOVED E Parker  
SECONDED R Sangster

That formal meeting procedures be suspended at 8:50 pm for 10 minutes to continue discussion on Item 88.

**CARRIED UNANIMOUSLY**

MOVED R Sangster  
SECONDED M Saies

That the meeting return to formal meeting procedures at 9:06 pm.

**CARRIED UNANIMOUSLY**

MOVED E Parker  
SECONDED S Matters

That:

1. The report be received.
2. The Draft Annual Business Plan, Attachment 1 to Item 88/14, be noted.
3. The comments from the Audit and Governance Committee relating to the Draft Annual Business Plan will be presented to the Council at the next Budget Workshop to be held early June 2014.
4. Should there be favourable variances in the proposed 2014-15 Annual Business Plan and Budget the Committee recommends those variances be applied to reduce rate charges.

**CARRIED UNANIMOUSLY**

**ITEM 89**  
**INTERNAL AUDIT UPDATE**

MOVED R Sangster  
SECONDED S Matters

That:

1. The report be received.

**CARRIED UNANIMOUSLY**

Ms R Wilson, Manager Governance and Risk, joined the meeting for discussion on Items 90, 91 and 92 at 9:11 pm.

**ITEM 90**  
**REVIEW OF DISPLAY OF PETITIONS WITHIN COUNCIL FACILITIES POLICY**  
**AND LODGING A PETITION AND DEPUTATION INFORMATION SHEETS**

MOVED M Saies  
SECONDED E Parker

That:

1. The report be received.
2. The “Display of Petitions with Council Facilities” Policy and information sheets as attached be endorsed to go to Council

**CARRIED UNANIMOUSLY**

**ITEM 91**  
**SEEKING LEGAL ASSISTANCE/ADVICE POLICY**

MOVED R Sangster  
SECONDED S Matters

That:

1. The report be received.
2. The “Seeking Legal Assistance/Advice” Policy and annexures as attached be endorsed.

**CARRIED UNANIMOUSLY**

**ITEM 92**  
**AMENDMENTS TO THE ELECTED MEMBER TRAINING AND DEVELOPMENT**  
**POLICY**

MOVED S Matters  
SECONDED E Parker

That:

1. The report be received.
2. That the revised “Elected Member Training and Development” Policy as attached be recommended to Council.

**CARRIED UNANIMOUSLY**

**ITEM 93**  
**CORRESPONDENCE**

MOVED R Sangster  
SECONDED S Matters

That:

The Correspondence from Centennial Park be received.

**CARRIED UNANIMOUSLY**

**CLOSURE**

The Presiding Member closed the meeting at 9:45pm

**NEXT MEETING**

29 July 2014

.....  
**PRESIDING MEMBER**

.....  
**DATE**