



CONFIDENTIAL ORDINARY COUNCIL MEETING

CONFIDENTIAL MATTERS**Staff Reports**

17.1	Corporate Governance Committee Independent Member Appointment (Attachments).....	5
------	---	---

Released 27 November 2019

STAFF REPORTS

17.1 CORPORATE GOVERNANCE COMMITTEE INDEPENDENT MEMBER APPOINTMENT

Contact Person: Ms Grace Pelle

Why is this matter confidential?

Subject to an order pursuant to Section 90 (3) (a) of the Local Government Act 1999, this matter is confidential because the information contained within the attachment relates to personal affairs of the shortlisted applicants and their referees, and the disclosure of this information would be unreasonable due to the sensitive nature of the information. It is recommended that this is not a matter for public knowledge and that the matter be considered in confidence.

A. COUNCIL/COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

No action – this motion passed in the open section.

B. THE BUSINESS MATTER

17.1 CORPORATE GOVERNANCE COMMITTEE INDEPENDENT MEMBER APPOINTMENT

Responsible Executive Manager : Ms Grace Pelle

Report Author : Ms Susie Reichstein

Delegated Authority : Matters which cannot be delegated to a Committee or Staff.

- Attachments :**
1. Corporate Governance Independent Member - Shortlist Summary
 2. Corporate Governance Independent Members Shortlisted Applicants - Resumes
 3. Corporate Governance Recruitment Summary
 4. Corporate Governance Committee Charter

PURPOSE

For Council to appoint an Independent Member representative to the Corporate Governance Committee.

STAFF RECOMMENDATION

Council appoint Mr Peter Brass as an Independent Member on the Corporate Governance Committee for the term of 1 January 2020 to 31 March 2023.

EXECUTIVE SUMMARY

Mr Damian Pulgies, current Independent Member and Presiding Member of the Corporate Governance Committee has declared that he will not be seeking reappointment to the Committee. His appointment term is due to expire on 31 December 2019. At the Council meeting held on 24 September 2019, Council resolved to commence the recruitment process to fill the pending vacant Independent Member position.

In accordance with the Recruitment and Appointment of Independent Members Procedure, Council has undertaken an Expression of Interest (EOI) process for the vacant Independent Member position and completed the recruitment process to fill this pending vacancy. The EOI process resulted in a shortlist of four candidates being interviewed by a Panel comprising of the Mayor, Chief Executive Officer and Acting General Manager Strategy and Corporate. Attachment 1 contains an overview of the experience and attributes of the shortlisted candidates and Attachment 2 contains the full resumes of the shortlisted candidates.

The shortlisted candidates were interviewed to ascertain which applicant would be the best fit for the Committee and bring complimentary skills, knowledge and experience to assist the Committee in carrying out its role and functions. The Panel recommends Mr Peter Brass be appointed as an Independent Member on the Corporate Governance Committee for the term of 1 January 2020 to 31 March 2023. Attachment 3 provides the recruitment summary notes compiled by the interview Panel.

1. BACKGROUND

The Corporate Governance Committee has been established to fulfil Council's obligations under Section 126 of the *Local Government Act 1999* to have an audit committee. This report is seeking to fill the vacancy for an Independent Member.

Under the *Local Government Act 1999*, the membership of an audit committee:

- a) may include persons who are not members of the council; and
- b) may not include an employee of the council (although an employee may attend a meeting of the committee if appropriate); and
- c) may include, or be comprised of, members of an audit committee for another council; and
- d) must otherwise be determined in accordance with the requirements of the regulations.

The Charter for the Corporate Governance Committee states that the Committee shall comprise five (5) members consisting of two Council Members (of which the Mayor is the Principal Member) and three Independent Members.

The existing members of the Committee's initial appointment and term expiry dates are summarised in the table below:

Member	Date of Initial Appointment	Expiry date of current term
Mayor Glenn Docherty	26 June 2007	November 2022
Cr Jane Onuzans	27 November 2019	31 March 2022
Mr Damian Pulgies	24 November 2017	31 December 2019

Mr Martin White	25 February 2007	31 March 2022
Ms Merridie Martin	25 February 2014	31 March 2020

Appointments to the Committee are structured in a way that continuity of membership and knowledge is balanced with the opportunity to refresh the membership.

At the Council meeting held on 24 September 2019, Council resolved to commence the recruitment for the pending vacant Independent Member position, following notice provided by Mr Damian Pulgies that he would not be seeking reappointment past 31 December 2019.

2. RELEVANCE TO STRATEGIC PLAN

1: Smart Service Delivery Program

Outcome 1.1 High quality services and amenities

The purpose of the Corporate Governance Committee is to ensure effective corporate governance and legislative compliance of Council business. Effective corporate governance is an essential requirement to enable Council to achieve the objectives and strategies in the Annual Business Plan, Long Term Financial Plan and Asset Management Plans.

3. PUBLIC CONSULTATION

There is no requirement to consult the community on this matter; however public advertisements for the vacant Independent Member position were published following Council endorsement under an EOI process.

4. DISCUSSION

4.1 Mr Damian Pulgies currently serves not only as an Independent Member on the Corporate Governance Committee, but is also appointed to the role of Presiding Member for the Committee. His current term of appointment expires on 31 December 2019 and Mr Pulgies has declared he will not be seeking reappointment.

4.2 Council are required to recruit for the position Independent Member to fill the vacancy resulting from Mr Pulgies departure.

4.2.1 In accordance with the Recruitment and Appointment of Independent Members Procedure, staff have utilised methods that resulted in the greatest cost-benefit to Council when preparing advertisements for the Independent Member position.

The Independent Member position on the Corporate Governance Committee was advertised on 10 October 2019 until the 29 October 2019, published both internally and externally via the following avenues:

- Internal Corporate Intranet
- City of Playford website Employment page
- Free Job Boards – 'Glassdoor', Northern Adelaide Jobs etc.
- Local Government Association SA (LGA) Careers website
- Social Media (Facebook & LinkedIn)
- Seek

- 4.3** At the conclusion of the advertisement period, 19 applications were received. 15 applications warranted assessment against the criteria for an Independent Member for the Corporate Governance Committee. Following this assessment, a shortlist of four candidates was determined to progress to the interview stage.
- 4.4** The four shortlisted candidates were interviewed by the Panel comprising of the Mayor, Chief Executive Officer and Acting General Manager Strategy and Corporate.
- 4.5** The Panel recommends Mr Peter Brass be appointed as an Independent Member on the Corporate Governance Committee for the term of 1 January 2020 to 31 March 2023. Attachment 3 provides the recruitment summary notes compiled by the interview Panel and notes from reference checks of the preferred candidate. The reference checks undertaken for Mr Brass support the appointment recommendation.

5. OPTIONS

Recommendation

Council appoint Mr Peter Brass as an Independent Member on the Corporate Governance Committee for the term of 1 January 2020 to 31 March 2023.

Option 2

1. Council appoint Mr/s _____ as an Independent Member on the Corporate Governance Committee for the term of 1 January 2020 to 31 March 2023.
2. If required, the private ballot process outlined in the Code of Practice for Council and Committee Meetings – Section 6.16 be utilised to elect the committee representatives, with the results of the ballot becoming the outcome.

6. ANALYSIS OF OPTIONS

6.1 Recommendation Analysis

6.1.1 Analysis & Implications of the Recommendation

The appointment of an Independent Member to the Corporate Governance Committee is required to fill the impending vacancy of Mr Damian Pulgies, whose term expires on 31 December 2019. The recommendation to appoint Mr Brass has been made following a comprehensive EOI process comprising of assessments of applications, interviews and reference checks.

6.1.2 Financial Implications

As per the Independent Member Policy, Independent Members on the Corporate Governance Committee are entitled to a sitting fee of \$475 per meeting, with the Presiding Member entitled to a sitting fee of \$594 per meeting. As Mr Pulgies also served as the Presiding Member for the Corporate Governance Committee, the Committee will be required to appoint a new Presiding Member at the first Committee meeting held in 2020. In accordance with the Committee's Charter (Attachment 4), the Presiding Member of the Committee must be an Independent Member.

The sitting fees for Independent Members of the Corporate Governance Committee have been budgeted for in the 2019/20 budget.

6.2 Option 2 Analysis

6.2.1 Analysis & Implications of Option 2

Should an alternative candidate, to the Panel's recommendation be selected to fill the impending Independent Member vacancy, the result may be a less suitable Independent Member being appointed to the Committee.

6.2.2 Financial Implications

Selecting an alternative candidate to the recommendation, does not alter the financial or resource implications. As per the Independent Member Policy, Independent Members on the Corporate Governance Committee are entitled to a sitting fee of \$475 per meeting, with the Presiding Member entitled to a sitting fee of \$594 per meeting.

The sitting fees for Independent Members of the Corporate Governance Committee have been budgeted for in the 2019/20 budget.

Corporate Governance Committee Independent Member – Shortlist Summary

Applicant Name	Demonstrated Audit Experience	Member of a Similar Size Audit Committee	Suitable Qualifications	Local Government Experience
Brass, Peter	Extensive Experience - Audit Committee Independent Chair & Member. Various metropolitan and regional Councils	Multiple Audit Committee memberships.	Bachelor of Economics Graduate Diploma Management	Involvement with 10 metropolitan and regional councils, and two regional subsidiaries – NAWMA/GRFMA
Harrington, Tammy	Treasury Wine Estates and Elders. Financial controller at Elders and prepared papers for Audit Committee with CFO. Experience with Edwards Marshall: 1998 – 2004	No experience	Chartered Accountant Certificate of Public Practice Australian Institute of Company Directors Course Bachelor of Commerce	No experience
Leicester, Karyn	Internal Risk and Audit functions – Sydney Olympics, SA Department of Energy & Mining, Land Management Corporation (now Renewal SA) and the NSW Public Service Commission	Possibly with City of Onkaparinga as has undertaken audit and risk activities with that Council	Bachelor of Arts in Accountancy (UniSA)	City of Onkaparinga - Risk and audit activities. Business advisory, process and organisation reviews with Port Augusta City Council, District Council of Mount Barker, City of Mitcham and Woollahra Municipal Council.
Moffatt, David	Involved in the audit of Councils when employed as an Auditor with the Attorney-General's Department (1987-1995)	City of Prospect Audit Committee	Bachelor of Economics MBA Australian Institute of Company Directors Course	City of Prospect Audit Committee since 2012. Involved in the audit of Councils when employed as an Auditor with the Attorney-General's Department (1987-1995)

14 October 2019

Chief Executive Officer
City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

Dear Sam

RE: CORPORATE GOVERNANCE COMMITTEE - INDEPENDENT MEMBER

I would like to submit my Expression of Interest for an Independent Member of the Corporate Governance Committee. Please find attached an executive summary of my work career.

My key experience and qualifications for the position are:

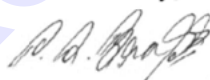
- Independent Audit Committee Chair & Member – Various metro and regional Councils.
- Board Director, Risk Management Institution of Australasia (RMIA) (2004- 2012).
- Chief Financial Officer at Novafast Holdings Pty Ltd.
- Business Manager at Fight Food Waste Limited.
- COO and Company Secretary at Water Research Australia Limited.
- Senior Risk Management & Internal Audit positions at PIRSA, Adelaide Brighton Limited, Elders Australia Limited and Fosters Brewing Group.
- Fellow CPA.
- Certified Practicing Risk Manager (CPRM).
- Graduate Australian Institute of Company Directors (GAICD).
- Governance Institute of Australia – Workshop Facilitator (Risk Management & WHS).
- ARIMA Risk Manager of the Year for 2003.

Being involved at Audit Committee and Board level has given me a broad knowledge of corporate governance structures and processes designed for decision-making and delivery of organisational objectives.

Leading Risk Management & Internal Audit functions has also given me the opportunity to be involved in evaluating strategic and operational objectives of various businesses from a risk management and internal control focus.

I enjoy my Audit Committee appointments as the Independent Chair or Independent Member at various Metro and Regional Councils and find it rewarding both personally and professionally. It would be a great opportunity to serve a term on the City of Playford Corporate Governance Committee commencing January 2020 and being part of a fast-paced, dynamic and innovative environment within the fastest growing Council in South Australia.

Yours sincerely,

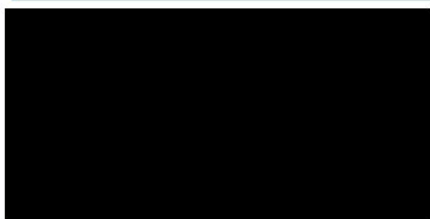


Peter R Brass

PETER BRASS

GOVERNANCE, STRATEGY, RISK, OPERATIONS

CONTACT



EDUCATION & TRAINING

AUSTRALIAN GRADUATE SCHOOL OF MANAGEMENT, Graduate Diploma Management / Graduate Management Qualification

UNIVERSITY OF ADELAIDE, Bachelor of Economics

PROFESSIONAL / PERSONAL DEVELOPMENT

University of South Australia – Company Growth Development Workshop (2017)

Chair, Security & Risk Committee – ICT Board (2009 – 2012)

Director – Risk Management Institution of Australasia (2004-2012)

Board Chairman – Star of the Sea School (2007 – 2009)

Lecturer TAFE SA – Manage Risk (2006)

Audit Committee Member – BioInnovation SA (2003 – 2005)

Director – Institute of Internal Auditors Australia (1998-2004)

PIRSA – Leadership for Future Development Program (2001)

EXECUTIVE SUMMARY

Accomplished Executive with diverse industry and business exposure, my highly transferable skills and experience ensure heightened levels of commercial accountability, financial management and business rigour.

An indepth understanding of the drivers, external and internal, that lead to organisational success and sustainability, I work collaboratively with all stakeholders building credibility, respect and trust.

Versatile in my leadership competencies I readily commit to the values, mission and goals of organisations that serve the community and their clients / customers.

CAREER SUMMARY

(F) – Full Time (C) - Contract

Organisation	Position	Dates
Novafast Holdings Pty Ltd (F)	Chief Financial Officer	July 2019 to Current
Fight Food Waste Limited (C)	Business Manager	Aug 2018 – Feb 2019
Water Research Australia Ltd (F)	Chief Operating Officer & Company Secretary	Jul 2012 – Dec 2017
Dept of the Premier & Cabinet (C)	Consultant, Office of the Chief Information Officer	Jun 2012
Primary Industry & Regions SA (F)	General Manager, Risk Management & Audit	Nov 2000 – May 2012
RAA – GIO Insurance (C)	Special Projects Manager	Sep 1999 – Nov 2000
Boral Energy (C)	Project Manager – Accounting	Feb 1999 – Aug 1999
Radio Rentals Ltd (C)	Accounting / Control Analyst	Jul 1998 – Feb 1999
Dept of Information Technology Services (C)	Financial Analyst	Apr 1998 – Jun 1998
Adelaide Brighton Ltd (F)	Group Manager, Management Assurance	Jan 1997 – Sep 1997
Elders Australia Ltd (F)	Group Manager, Internal Audit	Dec 1993 – Dec 1996
Fosters Brewing Group Ltd (F)	Manager, Internal Audit	Apr 1989 – Dec 1993

PETER BRASS

KEY CAPABILITIES

- Influencing & Negotiating skills
- Governance, Finance, Risk, Strategy - through to operational planning and implementation
- Business Systems development and implementation
- Change Management, Continuous Improvement
- People Management
- Company Secretariate
- Stakeholder relationship development and management

ASSOCIATIONS & CERTIFICATIONS

- ARIMA - Risk Manager of the Year for 2003
- Associate Fellow – RMIA (AFRMIA)
- Certified Practicing Risk Manager (CPRM)
- Fellow - CPA Australia (FCPA)
- Graduate Australian Institute of Company Directors (GAICD)
- Governance Institute of Australia (GIA) Workshop Facilitator – Risk Management and WHS

LOCAL GOVERNMENT AUDIT COMMITTEES

- Adelaide Hills Council – Independent Member
- City of Charles Sturt – Independent Member
- City of Onkaparinga – Independent Member
- Regional Council of Murray Bridge - Chair and Independent Member
- Southern Mallee District Council - Chair and Independent Member
- The Barossa Council - Chair and Independent Member
- Town of Gawler – Chair and Independent Member
- Yorke Peninsula Council - Chair and Independent Member
- Northern Adelaide Waste Management Authority - Chair and Independent Member
- Adelaide Hills Regional Waste Management Authority - Chair and Independent Member
- Gawler River Floodplain Management Authority - Chair and Independent Member

VOLUNTEER / HONORARY POSITIONS

- Henley Surf Life Saving Club – Honorary Auditor
- Henley & Grange RSL – Honorary Auditor
- West Torrens Baseball Club – Honorary Auditor

29 October 2019

Mr Sam Green
Chief Executive Officer
City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

Dear Sam

RE: INDEPENDENT MEMBER of the CORPORATE GOVERNANCE COMMITTEE

I am applying for the position of Independent Member of the Corporate Governance Committee for the City of Playford.

I am a dedicated, strategic and results driven Chartered Accountant and have successfully completed my Company Directors Course through the Australian Institute of Company Directors.

I am currently the Chair of the Governing Council ("GC") at Trinity Gardens School and previously held the role of Treasurer. I provide strong leadership whilst ensuring good governance and consideration of the diverse risks that need to be monitored and minimised across a large school, comprising 840 students. I encourage the GC members to speak openly and honestly, whilst respecting others opinions.

In my experience of working for two ASX listed companies, Treasury Wine Estates Limited and Elders Limited ("Elders") I have prepared both management and statutory financial reports that comply with Australian Accounting Standards. As Financial Controller at Elders, I prepared Audit Committee papers whilst liaising directly with the CFO. As Financial Reporting Manager at Elders, I was the key point of contact for the auditors, responded to audit reports and implemented the required changes.

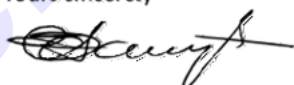
I understand the value of risk management, compliance and internal controls. I have been involved in the conduct of internal audits, implemented compliance with new accounting standards and undertaken LEAN process mapping. I am familiar with the internal control environments of ASX listed companies and the challenges faced by smaller and newly established entities.

In my time at Edwards Marshall, I worked as an external and internal auditor for 3 years and thoroughly understand the audit process and the value it can add. I appreciate the need for financial information and reporting to be compliant but also clear, concise and meaningful to its audience.

Communication skills are my greatest strength. This has enabled me to communicate effectively across different levels of management. I am accustomed to speaking with business owners and senior management about strategic direction, governance and all financial matters. I have experience in leading people to drive the organisations forward.

I believe my experience outlined above, together with my skills and qualifications set out in my CV that is enclosed, provide a solid foundation to add value to the City of Playford as an Independent Member of the Corporate Governance Committee. I look forward to meeting with you to discuss my application in greater detail. If you have any enquiries, please do not hesitate to contact me on [REDACTED]

Yours sincerely



Tammy Harrington

TAMMY HARRINGTON

Highly experienced Senior Finance Manager with a proven record of success across diverse industries, leveraging on a solid base of core skills and experience. Partners with the business to achieve efficiencies and profitability utilising proficient analytical skills. Ability to break down complex issues into their key parts and deal with them in an effective way. Qualified Chartered Accountant.

Strong experience and technical expertise in:

- Team leadership and individual development
- Management & Financial Accounting
- Internal & External Audit
- Budgeting & Forecasting
- Reporting to Senior Management/Owners
- Acquisitions and divestments

KEY SKILLS & STRENGTHS

- Highly knowledgeable across many finance functions, including reporting to Boards
- Diverse commercial experience
- Liaising with Internal and External Auditors
- Delivering high quality reports on time
- Proven ability to build collaborative relationships and engage employees

KEY ACHIEVEMENTS

- Prepared Audit Committee papers and assisted with investor presentation for ASX market release
- Involved in complete overhaul of Elders board reporting.
- Integrated & improved work flow synergies of external logistics operations into TWE
- Led and counselled a diverse team of accountants through uncertain times

PERSONAL ATTRIBUTES

- Pragmatic; focused on aligning achievable objectives with relevant outcomes
- Focused and committed; evaluates performance against strategic deliverables
- Leader who can make decisions and deliver

QUALIFICATIONS

- Certificate of Public Practice (Chartered Accountants of Australia & New Zealand), 2019
- Graduate (Australian Institute of Company Directors course), 2016
- Chartered Accountant (Chartered Accountants of Australia & New Zealand), 2004
- Bachelor of Commerce (Accounting) (University of South Australia, Adelaide, Australia), 2000

TAMMY HARRINGTON

COMMITTEE EXPERIENCE

Trinity Gardens School

Chairperson: Feb 2019 – Current

Treasurer: Feb 2017 – Feb 2019

CAREER HISTORY

Duke Group

April 2017 - April 2019

Financial Controller

- Responsible for the complete finance, insurance, internal controls and human resources management
- Liaised and negotiated with financial institutions
- Provided due diligence on major acquisitions
- Analysed property managers and shopping centre managers reporting

Treasury Wine Estates

Mar 2014 – Mar 2017

Business Analyst

- Business Partnered with logistics management team to evaluate changes to operational footprint
- Reviewed detailed capital redevelopment applications for vineyards to see if sustainable

Elders Limited

Sept 2012 – Nov 2013

Financial Controller

- Managed Statutory Reporting for Elders Group, including reviewing and consolidating work papers, preparation of investor presentations and Audit Committee papers
- Developed and implemented accounting policies throughout the Group
- Initiated 10 LEAN improvement projects and managed implementation across the Group.

Elders Limited

Oct 2009 - Aug 2012

Finance Manager

- Analysed management accounting reports for Australian division (turnover \$1.3bn) and International Wool Business (turnover \$200m). Provided feedback and developed corrective action plans
- Facilitated and Implemented SAP fixed asset and intangibles reporting as part of SAP Go Live

Elders Rural Services Pty Ltd

Oct 2007 - Oct 2008

Financial Reporting Manager

- Prepared statutory and management reports for Elders Rural Services (turnover \$2b). Provided analysis for Audit Committee and CFO
- Attended audit close meetings, liaised with external auditors, responded to audit reports and incorporated audit improvements

Elders Rural Services Pty Ltd

Statutory Accounting Manager

June 2006 – Sep 2007

Management Accountant

May 2004 – May 2006

Edwards Marshall Chartered Accountants

Feb 1998 - May 2004

Accountant – Audit & Assurance, Business Services, Litigation Support

Sam Green
Chief Executive
City of Playford
12 Bishopstone Road
DAVOREN PARK SA 5113

Dear Mr Green,

GOVERNANCE COMMITTEE - INDEPENDENT MEMBER APPLICATION

I write to register my interest in the role of independent member to the City of Playford Governance Committee.

I consider that my experience in risk and internal audit, financial management, project management, policy review and process improvement comprehensively addresses the areas of expertise sought for this role.

My experience has included risk and audit activities for the Sydney Olympics, SA Department of Energy and Mining, Land Management Corporation (now Renewal SA) and the NSW Public Service Commission along with the private sector and the City of Onkaparinga. I have also undertaken business advisory, process and organisation reviews with Port Augusta City Council, District Council of Mount Barker, City of Mitcham and Woollahra Municipal Council.

As a Fellow, Certified Practicing Accountant and Associate of the Institute of Internal Auditors, I can offer my experience in the following areas relevant to the Governance Committee functions:

- Internal audit and risk management engagements across a range of corporate processes, projects and initiatives including within state and local governments and the private sector
- Public sector financial management roles, predominantly budget development, negotiations, reporting and management of agency funds
- Reporting to audit and risk committees in outsourced or co-sourced internal audit roles with a sound understanding of reporting requirements and committee objectives
- Supporting organisations' corporate governance, regulatory compliance and risk management activities
- Liaising with external auditors at appropriate times
- Consulting and project management engagements in business advisory, sensitive public sector projects, investigations, business cases, organisational reviews, financial, service and process assessments

Throughout my career I have developed substantial understanding and practice in:

- communicating with all levels within organisations
- connecting with clients, board members, colleagues and staff in sometimes challenging or sensitive circumstances while remaining focussed on the delivery of results
- analysing issues, data and situations to support sound decision making
- operating at the highest levels of confidentiality and ethical conduct

Please find attached my resume with a sample of engagements and roles I have previously fulfilled. I would be happy to further discuss my interest in serving the South Australian community through this committee role.

Yours sincerely


Karyn Leicester
28/10/19



Karyn Leicester

- Fellow, CPA Australia
- Associate, Institute of Internal Auditors Australia
- Bachelor of Arts in Accountancy (UniSA)

Areas of Expertise

- Internal audit services
- Business process reviews
- Project Management
- Business process transformation
- Organisational reviews
- Change management

Karyn has 35 years management and consulting experience across a broad range of clients in all tiers of government, not-for profit and the private sectors in SA and NSW. Twenty two years of business and risk advisory and project management experience has been accumulated while employed with BDO/PKF and Andersen along with 14 years in the SA public sector.

Karyn was Internal Audit Manager for the Sydney Organising Committee for the 2000 Olympic Games and since then has provided a range of internal audit and risk management services within State and Local Government entities and the private sector. This has included risk and controls identification and classification, creating and monitoring internal audit plans, oversight of internal audit functions, internal audit reviews and reporting.

Karyn has undertaken numerous and often unique project management engagements within government and not for profit entities including tender development, banking rationalisation, response to Royal Commission findings and legislative reform. Karyn's projects have required her initiative for the development of project management plans, budgets, risk registers, tailored reporting regimes and utilisation of strong communication skills to engage with a range of stakeholders to ensure client deliverables are achieved on time and to a high standard.

In other engagements, Karyn has assessed all facets of finance function operations and transaction processing and undertaken a wide variety of business process reviews. Karyn has been seconded to clients during organisational transition arrangements, organisational establishment and wind up; and for the creation of shared services.

While employed within the SA Government for 14 years, Karyn undertook various senior management roles with an emphasis on budgeting, government reporting, government restructuring and finance function operations.

Selection of roles, projects and engagements:

- **Sydney 2000 Olympics** (1999 – 2001) - Internal Audit Manager managing implementation of the risk management program for identified risk functions/activities/events. This involved internal audits throughout pre-Games activities, the unique challenges of Games time operations and wind-up phase post-Games. Reviews covered Games related functions including merchandise contracts, accommodation, catering, sponsorship, ticketing, records, payables, receivables, revenue, logistics, payroll and procurement.
- **Land Management Corporation** (2002-2006) - Karyn was the Manager, Internal Audit undertaking numerous process, risk and project evaluations. Reviews included payroll, payables, receivables, land settlements, assets, fee-for-service operations; records management; project reviews on residential land developments at Darlington, Port Waterfront Redevelopment and Mawson Lakes; and project reviews for industrial developments at Technology Park, Largs North Marina and Edinburgh Parks.
- **Department of Energy and Mining** (2019) - An internal audit of a third party supplier to the agency for provision of a Home Battery Subsidy Scheme. Included oversight of substantial data analysis for the online system processing subsidy claims, review of compliance by the third party with the scheme contractual obligations and recommending improvements where non-compliance was identified.

- **Port Augusta City Council** (2019) - Working with BDO Industrial and Organisational Psychology, Karyn reviewed elements of the Port Augusta City Council and benchmarking to other Councils. This review identified a range of recommendations for improvements in planning, processes, systems, financial targets, roles and responsibilities to support Council operations.
- **Johnson & Johnson** (2018) - Karyn undertook an engagement of risk identification and assessment process for the highly regulated and complex pharmaceutical business.
- **NSW Public Service Commission** (2018) - Internal audit review of procurement activities and the management control framework supporting procurement and contracting management against NSW Government Procurement guidelines.
- **Department for Education and Child Development** (2014) - Highly sensitive site based review of contracting arrangements at pilot group of 15 schools in response to recommendations arising from the DeBelle Inquiry.
- **SA Health** (2011-12) – Karyn managed the rationalisation of 200 SA Health bank accounts and banking practices incorporating the redirection of external payee transactions, changes to daily banking processes, Commonwealth payments, Shared Services and internal transaction arrangements.

Karyn has also undertaken a range of financial process reviews for SA Health and SAAS with a focus on billing, cashiers and debt management.

- **Department for Transport, Energy and Infrastructure** (2008-09) – An assessment of the Financial Control function of Service SA, managing \$1billion+ per annum in stakeholder funds. This included management support for difficulties experienced from system changes, documentation of procedures and preparation of a report outlining observations of control deficiencies, efficiency opportunities and resourcing gaps.
- **SA Water** (2008) – Karyn was part of a team to undertake a detailed financial examination of the pricing, costing and internal processes associated with United Water operations within the SA Water/ United Water Adelaide Water Contract, with a particular emphasis on the review of the methodology of assigning corporate costs to varied business units within United Water and the impact on costs attributed to the contract.
- **District Council of Mt Barker** (2011) – Karyn undertook end-to end process mapping and review of the Development Assessment processes for land division applications within the Council with identification of internal control issues and recommendations for corrective action and improvements.

Employment Screening Clearances

- Child-Related
- Disability Services
- Vulnerable Persons
- Aged Care Sector

Employment History

- Freelance Consultant (2017- Current including with BDO Adelaide and Sydney)
- BDO Senior Manager (2012-2016)
- PKF Senior Manager (2002-2012) including Internal Audit Manager for Land Management Corporation
- Arthur Andersen Senior Manager (1997-2001) including Internal Audit Manager for the Sydney 2000 Olympics
- DPTI Senior Accountant (1988-1997)
- TAFE Finance Officer (1987)
- Department of Treasury Finance Officer (1983-1986)

Volunteering (current)

- Morialta Uniting Netball Club Committee
- The Smith Family Learning Club Tutor and Flash Mentoring programs within City of Salisbury and City of Playford schools.
- Backpacks for Kids



27 October 2019

Chief Executive Officer
City of Playford
12 Bishop stone Road
DAVOREN PARK SA 5113

Dear Selection Panel

RE: - Expression of Interest – Corporate Governance Committee

I wish to express my interest in applying for the vacancy of Independent member Corporate Governance Committee for the City of Playford. I am very interested in this role, as it presents an opportunity to bring together my business management skills, my experience in auditing and my skills in risk management.

I was appointed as an independent member of the City of Prospect Audit Committee in 2012 and my term has been extended twice by Council to 2020. I have acted as the Chair of the Audit Committee on numerous occasions.

The City of Prospect Audit Committee has a broad mandate and I have been involved in formulating the audit program, reviewing internal control compliance and the risk management plan. The Audit Committee considers matters such as Annual Strategic Plans, long term Infrastructure Plans and Council's outsourcing strategies in addition to monitoring compliance with the Local Government Act, 1999 in respect to the Council's financial position and annual financial statements.

The Audit Committee was successful in gaining Council's approval to commit resources to a part-time Internal Audit function. I did act as the Chair of the Audit Committee for October 2016 meeting. The Audit Committee has made recommendations to establish Key Performance Indicators in relation to the Council's Economic Development program. The Council recently demolished its Council chambers on Prospect Road and is building a new Civic Centre with modern Library facilities. This is a major project for the Council and the Audit Committee has been active in making recommendations in respect to project risk management and financial management.

I possess broad experience in management within the public sector. My first role in Government was as an auditor with the Auditor-General's Department. This role gave me insight into critical analysis of financial systems and the financial

David Moffatt

1

reporting process in Government. During this period, I was involved in the audit of local government councils namely the City of Tea Tree Gully, Corporation of Gawler, East Torrens and Roxby Downs Council. I was subsequently appointed Finance Manager for the former Department of State Aboriginal Affairs. In this role, I had a reporting relationship with Treasury and prepared annual financial statements for the Department. The role included financial management of civic services provided to the APY Lands, Maralinga Tjaratja and Aboriginal Lands Trust communities.

In 1999, I was appointed Business Manager for the Aboriginal Health Division. In addition to the Finance function, I had responsibility for wider corporate functions including contracting services to the Aboriginal community sector and developing strategic programs in conjunction with the Australian Government. In this role I travelled extensively to Aboriginal Communities in South Australia to negotiate service agreements and to monitor financial performance.

I currently work in the Mental Health and Substance Abuse Division of SA Health as the Manager, Strategy and Planning. In this role I manage the corporate resources of Division, the risk management function and have the responsibility for the effective implementation of eight mental health reform projects valued at \$94 million, including funding initiatives to support suicide prevention strategies with local government bodies.

I have had experience working at senior management and executive levels in SA Health. I have held the role of Acting Director, Strategic Policy and Planning, Aboriginal Health Division. In addition, I have been a proxy for the Executive Director at SA Health Portfolio Executive meetings and was a Deputy Commissioner on the former SA Health Commission.

I have had experience as a Non-Executive Board Member (Treasurer) of the Health Consumers Alliance and am currently the Treasurer on the Board of the Croatian Ukrainian Belarusian Aged Care Association. The Association operates the St Anna's aged care facility located at Brompton.

I am a Fellow of the Certified Practising Accountants (FCPA). In 2010, I completed a Graduate Certificate in Public Sector Management. The course has updated my knowledge on trends in Public Sector management. I have also obtained formal qualifications in Risk Management. In 2012, I successfully completed the Australian Institute of Company Directors course. In 2015, I completed a MBA qualification at Adelaide University.

In summary, my background demonstrates an extensive history of working in audit (including the local government sector), risk management and management accounting. I have experience in strategic planning in both the Government and non-Government sectors and am currently an independent member of a local government Audit Committee.

I would welcome the opportunity to present my attributes to the City of Playford and I believe my skills, abilities and knowledge would benefit your organisation. Please find attached my Curriculum Vitae for your consideration.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'David Moffatt'.

David Moffatt BEc (Comm), FCPA, MBA GAICD DLI

David Moffatt

Address:

Mobile:

Phone:

Email:

Profile

Extensive career in senior management in the public sector, including experience at executive levels in SA Health. Formal qualifications in economics (B Ec), accounting (CPA), and as a company director (GAICD), and recently completed an MBA. Currently a Non-Executive Director on the Croatian Ukrainian Belarusian Aged Care Board and an independent Member of the Audit Committee for the City of Prospect (has acted in the role of Chair).

- Experience preparing briefs to Minister and Cabinet, reporting to the Australian government, and liaising with key stakeholders including Non-Government Organisations and Local Health Networks
- Currently responsible for the effective implementation of eight mental health reform projects valued at \$94 million, as well as managing the corporate resources of the Division and the risk management function
- Financial analysis skills honed through working as an auditor with the Auditor-General's department, including a deep understanding of government financial reporting processes
- Experience developing strategic programs for remote Aboriginal Health organisations in conjunction with the Australian government as Business Manager for the Aboriginal Health Division
- Extensive sporting achievements, including Australian Table Tennis Paralympic Champion from 2005 to 2007 and member of Australian Paralympic Table Tennis Team 2005–2007

Career overview

Department of Health & Ageing	A/Principal Manager, Strategy and Planning (MAS-3), Mental Health & Substance Abuse Division (Aug/Sept 2018, Dec2018/Jan 2019) Manager, Strategy and Planning (ASO-8), Mental Health & Substance Abuse Division	2012–current
Department for Families and Communities (DFC)	A/Manager Disability Inclusion (ASO-8), Office of Disability and Client Services	2010–2011
Department of Health	Business Manager, Mental Health Unit (2010–2011) Manager, Business Services, Aboriginal Health Division (MAS-2) (2008–2009) A/Manager, Workforce Support and Development (ASO-8) (2009) A/Director, Strategic Policy and Planning (EX-A) (2007) Manager, Business Services (ASQ-7) (1999–2008)	1999–2011
Department of State Aboriginal Affairs	Finance Manager (ASO-5 then ASO-6)	1996–1999
Department of Technical and Further Education	Internal Audit Officer (ASO-4)	1995–1996
Auditor General's Department	Audit Officer (ASO-1 to ASO-4)	1987–1995

Board/executive committee experience

Current

Board Treasurer, Croatian, Ukrainian, Belorussian Aged Care Association (CUB)

Independent Member of Audit Committee, City of Prospect (including role as Acting Chair)

Honorary Auditor for the Payneham Table Tennis Academy

Former

2008–2009 Treasurer, Executive Board Member, Health Consumers Alliance

2007–2009 Proxy for Executive Director at Portfolio Executive and Portfolio Performance Review Committee

2007–2009 Member of the SA Aboriginal Health Partnership Management Group (Cross Agency)

2008 Deputy Commissioner of the SA Health Commission

1994–1995 Vice President of the SA Table Tennis Association

1996–2011 State Selector for SA Table Tennis Teams

2010–2011 Member Low Vision Working Group (National)

2010–2011 Member of Disability Tri-State Working Party

2010–2011 Member of DFC Cultural Inclusion Framework Leadership Group

Key recent achievements

Manager, Strategy and Planning, Department of Health

- Coordinated the establishment of 335 houses for mental health consumers across South Australia including the provision of psychosocial supports in the home.
- Coordinated the establishment of an additional 98 sub-acute mental health beds in South Australia.
- Developed a population-based resource allocation funding model for the \$380 million worth of mental health services delivered across South Australia.

Non-Executive Director, CUB Board

- Successfully implemented the new pricing strategy for new residential aged care beds at St Annas.
- Oversight of the new build of 27 beds at St Annas.

Audit Committee, City of Prospect

- Established an internal audit function for the City of Prospect.
- Implemented a risk management framework for all aspects of the Council's operation.

Qualifications and ongoing professional development

2013–2015 Graduate Masters Business Administration, University of Adelaide

2015 MBA, University of Adelaide, Aalto University Helsinki

2014 MBA, University of Adelaide, Ngee-Ann Kongs Singapore

2012 Graduate Leaders for tomorrow Program, Intake 1 Department of Families, Housing, Community Services and Indigenous Affairs (FAHCSIA)

2012 Graduate, Australian Institute of Company Directors Course

2010 Graduate, Public Sector Management Program

2008	Certificate Level 3 in Risk Management
2008	Status upgraded to Fellow Certified Practising Accountant
1990	Certified Practising Accountant
1986	Bachelor of Economics (Commerce), University of Adelaide

Memberships

Australian Institute of Company Directors
Certified Practising Accountants

Recent experience

- 2012 – Department of Health**
- Acting Principal Manage, Strategy and Planning (MAS-3), Mental Health & Substance Abuse Division (Aug/Sept 2018 and Dec 2018/Jan 2019)*
- Manager, Strategy and Planning (ASO-8), Mental Health & Substance Abuse Division*
- Responsible for managing the key strategic programs associated with the national Mental Health Reform agenda, including implementing and monitoring the COAG National Partnership Agreements in respect to improving public hospital and mental health services
 - Managing the implementation of the Mental Health Supported Accommodation reform agenda including the construction of houses and the development of support services for mental health clients
 - Specific functions include:
 - Preparing briefs to the Minister and Cabinet on the COAG project implementation
 - Liaising with the Inter-government Relations Unit and Corporate Finance
 - Monitoring data provided by non-government organisations and SA Health regions
 - Monitoring the progress of capital works associated with the COAG projects
 - Providing periodic reporting to the Australian Government on COAG Implementation Projects
 - Developing appropriate risk management strategies to mitigate project risks
 - Managing the Division's corporate function including the information management team (up to 10 staff)
- 2010–2011 Department for Families and Communities**
- A/Manager Disability Inclusion (ASO-8), Office of Disability and Client Services*
- Secondment with ODACS to manage the Disability Inclusion Team including the management of key across-government strategies to improve the awareness of disability issues across the SA Government with reference to the National Disability Strategy and the United Nations Convention on the Rights of Persons with Disabilities
 - Specific programs within the role included:
 - Oversight of the SASP Target T6:22, to double the number of disabled people employed in the SA Public Service

- Coordinating the Whole of Government review of the 'Promoting Independence' strategy (improving disabled peoples access to SA Government services and programs)
- Developing specific programs to improve disability access for Aboriginal people
- Negotiating the tri-State agreement with the NT and WA Governments for the provision of disability services to the APY Lands
- Participating on national working groups such as the Low Vision Working Group and the Improving Indigenous Access Working Group

1999–2011 Department of Health

Business Manager, Mental Health Unit (2010–2011)

Senior Project Officer, Supported Accommodation (MAS-2) (2009–2010)

- Implemented the Mental Health Supported Accommodation reform agenda including the construction of houses and the development of support services to mental health clients. The program is a significant component of the overall Mental Health reform agenda
- The role involved:
 - Assessing and making recommendations on housing proposals submitted from housing providers
 - Managing the allocation of grant monies and monitoring the program's budget
 - Ensuring the program met its construction targets
 - Liaising with health regions, social housing providers and the non-government psychosocial services sectors to facilitate a partnership approach to service provision

Manager, Business Services, Aboriginal Health Division (MAS-2) (2008–2009)

- The position was reclassified to reflect the level of managerial responsibilities pertaining to the position of Manager, Business Services

A/Manager, Workforce Support and Development (ASO-8) (2009)

- In addition to role as Manager, Business Services, acted in the role of Manager, Workforce and Development
- Role encompassed enhancing the Scholarship scheme offered to Aboriginal tertiary students and facilitating the allocation of Aboriginal cadets across Health Regions in addition to the day-to-day management of the team (7 staff)

A/Director, Strategic Policy and Planning (EX-A) (2007)

- Involved in the development of a Business Plan for the Aboriginal Health Division, the development of a structure for the Aboriginal Health Division and provision of reports at a State and national level identifying strategies to address poor Aboriginal Health outcomes

Manager, Business Services (ASO-7) (1999–2008)

- Responsible to the Executive Director Aboriginal Health for the provision of business services to the Division and the Aboriginal Health sector in relation to financial, human resource, information and administrative resources
- Responsibilities included coordinating program funding to the non-government organisations, planning for Aboriginal health infrastructure projects and fostering the development of IT resources in Aboriginal community organisations
- Ensured effective implementation of business policies and procedures across the Division and ensured that staff were appropriately trained through the conduct of training audits
- Undertook a formal Performance Development process with staff in the Business Services Team
- Coordinated Whole of Government reviews of finance and governance including matters in relation to the APY Lands and other Aboriginal Communities
- Organised Steering groups to review the provision of Aboriginal Primary Health Services to Specific locations
- Liaised with the Australian Government concerning joint funded programs as well as Aboriginal community leaders
- Risk Management Coordinator for the Aboriginal Health Division, including responsibility for preparing the quarterly risk register for the Division and ensuring that controls and treatments were effectively implemented

1996–1999 Department of State Aboriginal Affairs

Finance Manager (ASO-5 then ASO-6)

- Responsible to the Chief Executive for the management of the Finance Team including annual financial statements, budget relationship with Treasury, estimates in Parliament and funding responsibility for the provision of essential services across 18 Aboriginal Communities in SA and the 3 Aboriginal Land Holding bodies
- Responsible for the line management of 5 staff, the procurement function and asset management function
- Participated in multi-agency review teams to evaluate the effectiveness of performance of the APY Lands Council

1995–1996 Department of Technical and Further Education

Internal Audit Officer (ASO-4)

- Responsible for the conduct of audit reviews for TAFE campuses and Group Training Schemes funded by TAFE, including efficiency and effectiveness reviews of business operations
- Identified monies owed to TAFE by funded bodies

1987–1995 Auditor-General's Department

Audit Officer (ASO-1 to ASO-4)

- Conducted a variety of audit tasks including the audits of TAFE, State Taxation, Environment and Planning, Local Government Councils and Statutory Authorities including the State Transport Authority



Recruitment Summary

Date form completed	11/11/2019	
Recruitment Position Title	CGC Independent Member Position	
Team & Department	CGC	
Interview Panel Members	Name	Position Title
	1. Glenn Docherty	Mayor
	2. Sam Green	CEO
	3. Grace Pelle	Acting GM Strategy & Corporate
	NA – non employee position	HR Representative
Number of applicants applied	19 – 4 were shortlisted based on applications.	
Applicants interviewed	Applicant name	Feedback and reasons not successful
	1. Tammy Harrington	Very finance/audit focused with experience examples referring to development of business cases only, didn't present with capability and enough experience to committee role. Didn't refer to risk or governance aspects of committee supporting overall lack of experience and capability to meet role requirements
	2. David Moffatt	Had a good experience base, positive approach. Sound knowledge of LG. Still very finance focused rather than broader across risk and governance.
	3. Karyn Leicester	Had an extensive internal audit background. Presented ability to work in the detail but not necessarily at Committee level. Financial focus. Evident lack of understanding/knowledge of CoP and LG.
	4.	
Successful applicant	Name	Why successful
	Peter Brass	Well read, extensive LG knowledge. Good breadth of understanding past finance perspective. Strong risk background and experience. Positive approach to working with Committee for benefit of Council as an advisory role.

Start date (if known)	1 January 2020
Reference Checks for Successful Applicant:	<p>[REDACTED]</p> <p>Manages workload very well, brings broad sector wide experience and he keeps across many of the details across the sector e.g. FMG. Vocal contributor, very constructive, humble and no ego. Will look to find positives and use examples from experience. Respectful of EM's and the position they hold.</p> <p>Very competent in financial area and brings more in the risk management space and doesn't just focus on the financials but will look at the risk profile and business improvement through internal audit. Don't want to lose him.</p> <p>[REDACTED]</p> <p>Chair of the committee, peter has a risk based approach rather than finance focus. Risk focused and leaves financial discussions to others but has great knowledge in this area. A lot of expertise, very professional with a good supportive of staff. Always well read and prepared with 'game on' and presents to council. Very genuine. Had to juggle his times a bit to manage with his times, but he's very accommodating. Offers different perspectives from his other roles but not pushy, constructive and respectful.</p>

Please return completed forms to HR for Equal Employment Opportunity and record purposes

CORPORATE GOVERNANCE COMMITTEE CHARTER



1 Role

The Corporate Governance Committee is established to assist the co-ordination of relevant activities of management, the internal audit function and the external auditor to facilitate achieving overall organisational objectives in an efficient and effective manner.

The Committees role is to:

- 1.1 Fulfil the role of Council's audit committee as required in section 126 of the Local Government Act.
- 1.2 Assist the Council in reviewing the principal risks facing the Council, including those that threaten the Council's strategic directions.
- 1.3 Assist in the effective management of financial and other risks and the protection of Council assets.
- 1.4 Review developments and adequacy of principles, policies and practices of Financial Planning and Reporting, Corporate Governance, Risk Management and Internal Control and make recommendations to Council as appropriate.

2 Terms of Reference


The Committee's terms of reference are to consider all matters outlined in section 126(4) of the Local Government Act:

2.1 Financial Reporting

The Corporate Governance Committee shall monitor the integrity of the financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain.

The Corporate Governance Committee shall review and challenge where necessary:

- a) The consistency of, and any changes to, accounting policies on a year on year basis;
- b) The methods used to account for significant or unusual transactions where different approaches are possible;
- c) Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- d) The clarity of disclosure in the Council's financial reports and the context in which statements are made; and

	ECM Document Set No.:	3577290	Initial Date of Adoption:	28 Sep 2008
	Authorised by:	Council Resolution No. 3707	Date of Current Version:	27 Aug 2019
	Document Maintained by:	Corporate Services, Governance	Next Review Date:	Aug-2021

*Electronic version is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.*

Page 1 of 7

- e) All material information presented with the financial statements, such as the operating and financial review and the External Auditor statement (insofar as it relates to the audit and risk management).
- f) Provide input into the appointment of the External Auditor.

The Corporate Governance Committee shall meet as needed with the External Auditor. The Corporate Governance Committee shall meet the External Auditor at least once a year, without management being present, to discuss their remit and any issues arising from the External Audit.

2.2 Internal Control, Internal Audit & Risk Management Systems

The Corporate Governance Committee shall:

- a) Keep under review the effectiveness of the Council's internal controls, audit and risk management systems.
- b) Review and recommend the approval, where appropriate, of statements to be included in the annual report concerning internal controls and risk management.
- c) Receive reports on the activities of the Chief Executive Officer's Strategic Risk and Internal Audit Work Program including the review of managements response to audits.
- d) consider and make recommendations on the program of the internal controls and audit including the adequacy of resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.

2.3 Public Interest Disclosures

The Corporate Governance Committee shall, review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoings in financial reporting, fraud and corruption and other matters.

The Committee shall ensure these arrangements allow for independent investigations where appropriate and appropriate follow-up action.

2.4 Strategic Management Plans

The Corporate Governance Committee shall propose and provide information relevant to, a review of the Council's strategic management plans including the Annual Business Plan, and review and provide recommendations on the sustainability of Councils financial performance giving consideration to Council's financial indicators.

2.5 Other Investigations or Evaluations

- 2.5.1 The Corporate Governance Committee shall, when necessary, propose and review the exercise of Council's powers under Section 130A of the Local Government Act 1999, in relation to the conduct of efficiency and economy Audits that would not otherwise be addressed or included as part of an annual External Auditor.
- 2.5.2 The Committee may review and consider reports or recommendations from external agencies where an investigation or evaluation relates to the role of the committee.

3 Definitions

Act for the purpose of this policy means the *Local Government Act 1999*.

Chief Executive Officer (CEO) means the Chief Executive Officer of a council and includes a deputy or other person acting in the officer of Chief Executive Officer.

Committee includes Section 41 Committees, other Committees and Panels established by Council.

Council Member means the Principal Member or a Councillor elected by the electors of a particular ward, as a representative of the ward in the City of Playford.

Executive Officer is a staff member appointed by the Chief Executive Officer to support a Section 41 Committee, other committee or advisory group.

Independent Members are members on a committee or panel who are not elected but have been appointed by the Council to undertake a similar role as Councillors on Council's Section 41 Committees or the Council Development Assessment Panel. They are external appointees.

Mayor is the person elected as the Principal Member of the Council to represent the local government area as a whole.

Staff includes Council staff, contractors, volunteers and all others who perform work on behalf of Council.

Strategic Management Plans are defined as Council's Long Term Financial Plan, Council's Strategic Plan, Council's Asset Management Plan and the Council's Annual Business Plan.

4 Delegations

4.1 The Committee has delegation for the following:

4.1.1 Approve Committee's Minutes as a true and accurate record of proceedings.

4.1.2 Develop and approve the Committee's Work Plan.

4.1.3 Appoint a Presiding Member from within the Committee.

4.2 Any other business referred to the Committee in accordance with its Role and Terms of Reference, or where the Committee does not hold the delegated authority, this business may be debated with a recommendation referred to the next Ordinary Council Meeting for consideration.

4.3 The Executive Officer in consultation with the Presiding Member may approve a deputation request for business that falls in-line with the Committee's Role and Terms of Reference. The Committee may resolve to seek further information on the business of a deputation; although no further resolution may be passed for the business of a deputation at the meeting the deputation was provided.

4.4 Petitions are not delegated to the Committee and are only to be presented to Council.

*Electronic version is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.*

Page 3 of 7

5 Meetings

- 5.1** The Committee Meeting will be held on the first Tuesday of the month, starting at 4:30pm. The Committee will meet a minimum of six (6) times per annum. The Committee will determine an annual schedule of meetings.
- 5.2** The Committee Meeting will be held primarily in the Committee Room at the Playford Civic Centre, 10 Playford Boulevard, Elizabeth, unless otherwise determined by the Committee prior to the meeting.
- 5.3** The agenda will be prepared and distributed to all Committee Members on the Thursday prior to the meeting, with the preference being to distribute electronically.
- 5.4** Special Meetings of the Committee may be necessary from time to time and may be called in accordance with Section 82 of the Local Government Act 1999. Notice of a Special Committee Meeting may be at a minimum of four (4) hours' notice, due to the urgency of the matters on the agenda.

6 Membership

6.1 Term rules:

- 6.1.1** The Committee shall comprise five (5) members consisting of the Mayor and one (1) Council Member and three (3) Independent Members.
- 6.1.2** The term of the Council Committee Members' appointment will be for a period not exceeding the next General Election.
- 6.1.3** Independent Members who are appointed to a Committee may carry over past an election term.
- 6.1.4** The Presiding Member must be an Independent Member and will be determined by the Committee for twelve (12) months, after which they may stand for re-election.

- 6.2** Independent Members of the Committee shall be appointed to bring recent and relevant experience and their capacity to act as a mentor to the Council Members on the Committee.

6.3 Table providing a summary of current Committee Membership and Term of Office details:

Term of Office		
Appointed Member	Endorsed by Council	Term Concludes
Mr Martin White	24 Sep 2019	31 Mar 2022
Mr Damian Pulgies	24 Sep 2019	31 Dec 2019
Ms Merridie Martin	28 Aug 2018	31 Mar 2020
Mayor Glenn Docherty	27 Nov 2018	Nov 2022
Cr Jane Onuzans	01 Nov 2019	31 Oct 2021

*Electronic version is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.*

7 Role of the Presiding Member

- 7.1 Oversee the conduct of Committee Meetings in accordance with the Local Government Act 1999 and Code of Practice for Council, Special and Committee Meetings.
- 7.2 Ensure all Committee Members have the opportunity to participate in debate and discussions in an open and encouraging manner.
- 7.3 Where a matter has been debated significantly and no new information is being discussed the Presiding Member may call the meeting to order and ask for the debate to be finalised and a motion be put forward.

8 Role of Committee Members

- 8.1 Actively participate in debate and discussion as a representative of Council in a professional manner at all times.
- 8.2 Ensure the Member is prepared and informed of meeting matters prior to the meeting.
- 8.3 Utilise the skills and experience of the Committee Members to effectively carry out the Committee's role.

9 Role of the Executive Officer and Administrative Support

- 9.1 The Executive Officer is appointed by the CEO to support the administration and operation of the Committee.
- 9.2 The Executive Officer and relevant staff may provide advice during the meeting in order to aid informed decision making.
- 9.3 The Committee is appointed a Minute Taker.

10 Reporting and Review

- 10.1 The Committee will undertake an annual self-assessment (in the election year this will be incorporated into the external review) to assess the on-going role and effectiveness of the Committee and report any recommendations to Council as required.
- 10.2 In the year leading up to a Council Election the Committee will undertake an external review of the Committee's effectiveness. Any relevant recommendations will be provided to the Council to assist with the ongoing structure of the Committee.
- 10.3 As determined by the Committee, the Committee may communicate with Council Members and staff on issues of importance to the Council. This communication may be delivered by the Presiding Member or Executive Officer in the form of a presentation to Council Members, a communiqué or a written memo and Council Report.
- 10.4 The Committee through the Chair will present to Council at least twice per year on Corporate Governance Committee business.

11 Supporting Documentation

- [Local Government Act 1999](#)
- [Local Government \(Financial Management\) Regulations 2011](#)
- [Code of Practice for Council and Committee Meetings](#)

*Electronic version is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.*

- [Code of Practice for Public Access to Meetings and Associated Meeting Documents](#)
- [Code of Conduct for Council Members](#)

12 Approval and Change History

Approval Date	Approval by	Change
	Council	Template & Committee Structure Review
25 Sep 2008	Council Resolution	Scheduled review
17 Dec 2013	Council Resolution No. 1622	Scheduled review
25 Feb 2014	Council Resolution No. 1683	Appointment of Independent Members: Ms Merridie Martin and Mr Allen Bolaffi
25 Nov 2014	Council Resolution No. 1996	Alignment to Council Elections 2014 and minor amendments to terms and meeting dates
25 Nov 2014	Council Resolution No. 1997	Appointment of Independent Member: Mr Andrew Andreyev
28 Jun 2016	Council Resolution No. 2604	Template & Committee Structure Review
27 Sep 2016	Council Resolution No. 2689	Reappointment of Independent Member: Mr Martin White
28 Nov 2017	Council Resolution No. 3039	Appointment of Independent Member: Mr Damian Pulgies
27 March 2018	Council Resolution No. 3121	Appointment of Member: Cr Dino Musolino
22 May 2018	Council Resolution No. 3159	Amendment to Charter outlining in more detail the Role and Responsibilities of the committee.
27 Nov 2018	Council Resolution No. 3336	Appointment of Members: Mayor Glenn Docherty and Cr Jane Onuzans. Removal of cancellation clause.
26 Feb 2019	Council Resolution No. 3419	Reappointment of Independent Member: Ms Merridie Martin
27 Aug 2019	Council Resolution No. 3707	Removal of reference to the Annual Report as a document for the Committee to monitor as it is the Committee's role to consider the Financial Statements that are included in the Annual Report, not the Annual Report itself. Whistleblower provisions removed and replaced with provisions regarding Public Interest Disclosures, and the inclusion of reference to fraud and corruption. Inclusion of the Committee to provide input into the appointment of the External Auditor.

*Electronic version is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.*

Page 6 of 7

		Minor, administrative wording changes also made.
24 Sep 2019	Council Resolution No. 3746	Reappointment of Members: Cr Jane Onuzans and Mr Martin White. Extension of appointment: Mr Damian Pulgies.

*Electronic version is the controlled version. Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.*

Page 7 of 7

C. COUNCIL TO DECIDE HOW LONG ITEM 17.1 IS TO BE KEPT IN CONFIDENCE**Purpose**

To resolve how long agenda item 17.1 is to be kept confidential.

STAFF RECOMMENDATION

Pursuant to Section 90(2) and Section 91(7) of the Local Government Act 1999, the Council orders that the following aspects of Item 17.1 be kept confidential in accordance with Council's reasons to deal with this item in confidence pursuant to Section 90 (3) (a) of the Local Government Act 1999:

- Report for Item 17.1
- Attachment(s) for Item 17.1
- Minutes for Item 17.1

This order shall operate until further order or until the next scheduled annual review of confidential items by Council at which time this order will be reviewed and determined in accordance with Section 91(9)(a) of the Local Government Act 1999.