



# MINUTES

of

## CORPORATE GOVERNANCE COMMITTEE MEETING

*Pursuant to the provisions of Section 84(1) of the  
Local Government Act 1999*

HELD IN

**COMMITTEE ROOM  
PLAYFORD CIVIC CENTRE  
10 PLAYFORD BOULEVARD, ELIZABETH**

ON

**TUESDAY, 6 FEBRUARY 2024  
AT 5:00 PM**

The meeting commenced at 5:02pm.

### **1 ATTENDANCE RECORD**

#### **1.1 Present**

##### **MR MARK LABAZ – PRESIDING MEMBER**

Mr Peter Brass *Via Zoom*  
Mr Martin White

Mayor Glenn Docherty

Cr Shirley Halls

##### Also in attendance for the meeting:

Chief Executive Officer  
General Manager City Assets  
General Manager Corporate Services  
Senior Manager Assets & Delivery  
Senior Manager City and Corporate Plans  
Senior Manager Financial Services  
Senior Manager Information, Technology & Governance  
Manager Governance  
Internal Auditor  
Senior Governance Officer  
Governance Officer  
Minute Taker  
ICT Support Officer  
BDO Representative

Mr Sam Green  
Mr Dale Welsh  
Mr Luke Culhane  
Ms Janey Mitson  
Ms Sam Grieve  
Ms Trisca Price  
Ms Lara Matters  
Ms Zoey Squires  
Mr Ninad Sinkar  
Ms Sarah Schutz  
Ms Cheyanne Miller  
Ms Domenica Crisafi  
Mr Braden Hanberger  
Mr Andrew Tickle



**1.2 Apologies**

Nil

**1.3 Not Present**

Nil

**2 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION**

5711

**Moved: Cr Halls****Seconded: Mr White**

**The Minutes of the Corporate Governance Committee Meeting held 5 December 2023 be confirmed as a true and accurate record of proceedings.**

**CARRIED****3 DECLARATIONS OF INTEREST**

Nil

**4 DEPUTATION / REPRESENTATIONS**

Nil

**5 STAFF REPORTS****Matters to be considered by the Committee Only***Matters delegated to the Committee**Item 5.3 brought forward***5.3 EXTERNAL AUDITOR DRAFT AUDIT PLAN 2023/24****Responsible Executive Manager: Sam Green***Mr Peter Brass joined the meeting via Zoom at 5:05 pm**Mayor Glenn Docherty joined the meeting at 5:11 pm***COMMITTEE RESOLUTION**

5712

**Moved: Mr Brass****Seconded: Cr Halls**

**The Corporate Governance Committee receive and endorse the 2023/24 External Audit Plan and scope.**

**CARRIED****5.1 CORPORATE GOVERNANCE COMMITTEE 2024 MEETING SCHEDULE AND WORK PLAN****Responsible Executive Manager: Luke Culhane**



**COMMITTEE RESOLUTION****5713****Moved:** Mr White**Seconded:** Mayor Docherty

The Corporate Governance Committee endorse the 2024 meeting schedule and work plan (Attachment 1) with the following amendments:

- The External Audit Interim Report be brought forward from August to either April or May Committee Meeting.

**CARRIED****5.2 PUBLIC INTEREST DISCLOSURE PROCEDURE - CONSULTATION****Responsible Executive Manager:** Luke Culhane**COMMITTEE RESOLUTION****5714****Moved:** Mr White**Seconded:** Cr Halls

1. The Committee notes the updates to the Public Interest Disclosure Procedure.
2. The Corporate Governance Committee provided the following feedback to staff:
  - Investigate if relevant terms or positions as related in PID Act are referenced.
  - Investigate as per Section 4.4.4 and Section 4.7.3 the outcome, if the disclosure relates to the Chief Executive Officer, where is the disclosure to be made.
  - Section 4.8.4 suggest wording change to 'if possible Responsible Officer will provide information to newly appointed Responsible Officer.'

**CARRIED****6 INFORMAL DISCUSSION****6.1 CORPORATE GOVERNANCE COMMITTEE - INTERNAL ASSESSMENT****Presenter:** Ms Zoey Squires, Manager Governance**Outcome:** The Committee note the presentation on the Corporate Governance Committee Internal Assessment.

*Item 6.2 deferred to be considered after Item 8.3*

**7 INFORMAL ACTIONS**

Nil

**8 CONFIDENTIAL MATTERS****8.1 REVALUATION OF ASSETS****Responsible Executive Manager:** Luke Culhane**A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE FOR ITEM 8.1****COMMITTEE RESOLUTION****5715**



**Moved: Cr Halls**

**Seconded: Mr White**

Pursuant to Section 90(2) of the *Local Government Act 1999* an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer;
- General Manager Corporate Services;
- General Manager City Assets;
- Senior Manager Assets and Delivery;
- Senior Manager City and Corporate Plans;
- Senior Manager Financial Services;
- Senior Manager Information, Technology & Governance;
- Manager Governance;
- Minute Taker

in order to consider in confidence agenda item 8.1 under Section 90(3)(b) of the *Local Government Act 1999* on the basis that:

(b) information the disclosure of which –

- i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- ii) would, on balance, be contrary to the public interest.

This matter is Confidential because the report relates to investment of council money in the 2023/24 Annual Business Plan.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; the Committee consider it necessary to consider this matter in confidence.

**CARRIED**

*The meeting went into confidence at 6:06 pm.*

## **B. THE BUSINESS MATTER**

### **COMMITTEE RESOLUTION**

**5716**

**Moved: Mr White**

**Seconded: Cr Halls**

**The Committee:**

1. Note the City of Playford Valuation of Council Building Assets.

**CARRIED**

## **C. PROCEDURAL DECISION - COMMITTEE TO DECIDE HOW LONG ITEM 8.1 IS TO BE KEPT IN CONFIDENCE**

### **COMMITTEE RESOLUTION**

**5717**

**Moved: Mr White**

**Seconded: Mayor Docherty**

Pursuant to Section 91(7) of the Local Government Act 1999, the Committee orders that the following aspects of Item 8.1 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90(3)(b)



**of the *Local Government Act 1999*:**

- Report for Item 8.1
- Presentation for Item 8.1

This order shall operate 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*.

**CARRIED**

*The meeting reopened to the public at 6:37 pm.*

**8.2 KALARA RESERVE PRUDENTIAL REPORT**

**Responsible Executive Manager:** Luke Culhane

**A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE FOR ITEM 8.2****COMMITTEE RESOLUTION****5718**

**Moved:** Mayor Docherty                      **Seconded:** Mr White

Pursuant to Section 90(2) of the *Local Government Act 1999* an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer;
- General Manager Corporate Services;
- General Manager City Assets;
- Senior Manager Assets and Delivery;
- Senior Manager City and Corporate Plans;
- Senior Manager Financial Services;
- Senior Manager Information, Technology & Governance;
- Manager Governance;
- Senior Governance Officer;
- Minute Taker

in order to consider in confidence agenda item 8.2 under Section 90(3)(b) of the *Local Government Act 1999* on the basis that:

**(b) information the disclosure of which –**

- i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- ii) would, on balance, be contrary to the public interest.

This matter is Confidential Subject to an order pursuant to Section 90(3)(b) of the *Local Government Act 1999*, this matter is confidential because it involves a commercial process in the open market and the disclosure of information may affect negotiations.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; the Committee consider it necessary to consider this matter in confidence.

**CARRIED**

*The meeting went into confidence at 6:38 pm.*



**B. THE BUSINESS MATTER****COMMITTEE RESOLUTION****5719****Moved: Cr Halls****Seconded: Mr White**

1. The Committee receives and notes the Prudential Report (Attachment 1).
2. The Committee provides feedback to the Administration that the Prudential Report (Attachment 1) addresses the prudential matters associated with the project.

**CARRIED****C. PROCEDURAL DECISION - COMMITTEE TO DECIDE HOW LONG ITEM 8.2 IS TO BE KEPT IN CONFIDENCE****COMMITTEE RESOLUTION****5720****Moved: Mr Brass****Seconded: Mayor Docherty**

Pursuant to Section 91(7) of the *Local Government Act 1999*, the Committee orders that the following aspects of Item 8.2 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90(3)(b) of the *Local Government Act 1999*:

- Report for Item 8.2
- Attachment 1 for Item 8.2

This order shall operate 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*.

**CARRIED**

*The meeting reopened to the public at 7:01 pm.*

**8.3 LONG TERM FINANCIAL PLAN 24/25****A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE FOR ITEM 8.3****COMMITTEE RESOLUTION****5721****Moved: Mr White****Seconded: Mr Brass**

Pursuant to Section 90(2) of the *Local Government Act 1999* an order is made that the public be excluded from attendance at the meeting, with the exception of:

- Chief Executive Officer;
- General Manager Corporate Services;
- General Manager City Assets;
- Senior Manager Assets & Delivery;
- Senior Manager City and Corporate Plans;
- Senior Manager Financial Services;
- Senior Manager Information, Technology & Governance;
- Manager Governance;
- Senior Governance Officer;
- Minute Taker

in order to consider in confidence agenda item 8.3 under Section 90(3)(b) of the *Local*



**Government Act 1999 on the basis that:****(b) information the disclosure of which –**

- i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and
- ii) would, on balance, be contrary to the public interest; and

This matter is confidential because the discussion relates to the potential investment of Council money in new services and projects over the coming financial year.

On the basis of this information, the principle that meetings should be conducted in a place open to the public has been outweighed in this instance; Committee consider it necessary to consider this matter in confidence.

**CARRIED**

*The meeting went into confidence at 7:02 pm.*

**B. THE BUSINESS MATTER**

**Presenter:** Ms Trisca Price, Senior Manager Financial Services

**Outcome:** The Committee were provided with an update on the process and key assumptions being used in the Long Term Financial Plan 24/25.

**C. PROCEDURAL DECISION - COMMITTEE TO DECIDE HOW LONG ITEM 8.3 IS TO BE KEPT IN CONFIDENCE****COMMITTEE RESOLUTION****5722**

**Moved:** Mr White

**Seconded:** Mr Brass

Pursuant to Section 91(7) of the *Local Government Act 1999*, the Committee orders that the following aspects of Item 8.3 be kept confidential in accordance with Committee's reasons to deal with this item in confidence pursuant to Section 90(3)(b) of the *Local Government Act 1999*:

- Presentation for Item 8.3

This order shall operate until the next 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*.

**CARRIED**

*The meeting reopened to the public at 7:20 pm.*

**6.2 CONTENT FOR CORPORATE GOVERNANCE COMMITTEE COMMUNIQUE**

**Presenter:** Mr Luke Culhane, General Manager Corporate Services

**Outcome:** The Committee discussed the content to be included in the Corporate Governance Committee Communique.

**9 CLOSURE**

The meeting closed at 7:26 pm.