

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, 2 AUGUST 2022 AT 5:00PM

The meeting commenced at 5:01pm.

1 OPENING AND ATTENDANCE RECORD

1.1 Acknowledgement of Country

We would like to acknowledge that this land we meet on today is the traditional land of the Kaurna people, and that we respect their spiritual relationship with their country. The City of Playford would also like to pay respects to Elders past, present and emerging.

1.2 Present

MR MARK LABAZ - PRESIDING MEMBER

Mr Peter Brass from 5:02pm Mayor Glenn Docherty Cr Shirley Halls via Zoom

Mr Martin White

Also in attendance for the meeting:

Chief Executive Officer
General Manager - Strategy and Corporate
General Manager - City Assets

Senior Manager – Information, Technology & Governance

Mr Sam Green *via Zoom*Mr Dale Welsh
Mr Simon Blom
Ms Elena Casciano

Senior Manager - Financial Services Ms Natalie Caon

Senior Manager - City and Corporate Planning

Senior Manager – Sport and Property

Senior Manager - Organisational Development

Internal Auditor

Acting Manager - Governance

Risk Specialist ICT Support Officer Minute Taker Minute Taker

KPMG Representative KPMG Representative Ms Sam Grieve
Mr Paul Alberton
Ms Paula Paterson
Mr Ninad Sinkar
Ms Zoey Squires
Mr David Gustafson
Mr Braden Hanberger
Ms Skye Nitschke
Ms Domenica Crisafi
Mr Eric Beere
Mr Glen Winkler

1.3 Apologies

Nil

1.4 Not Present

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

5056

Moved: Mr White Seconded: Mayor Docherty

The Minutes of the Corporate Governance Committee Meeting held 3 May 2022 be confirmed as a true and accurate record of proceedings.

CARRIED

Mr Peter Brass joined the meeting at 5:02pm.

3 DECLARATIONS OF INTEREST

Nil

4 DEPUTATION / REPRESENTATIONS

Nil

5 STAFF REPORTS

Matters to be considered by the Committee and referred to Council

Matters which cannot be delegated to a Committee or Staff

5.1 HARDSHIP POLICY AND PROCEDURE AND DEBT RECOVERY PROCEDURE

Responsible Executive Manager : Dale Welsh

COMMITTEE RECOMMENDATION

5057

Moved: Mr Brass Seconded: Mr White

Council endorse the reviewed Hardship Policy (Attachment 1), Hardship Procedure (Attachment 2) and Debt Recovery Procedure (Attachment 3), noting that the next review is due in two years, and provides the following additional feedback:

 Make reference to the Hardship Policy and Procedure in the responsibilities section of the Hardship Procedure for the Manager Rates and Rates Officers.

CARRIED

Matters to be considered by the Committee Only

Matters for Information

5.2 RISK EVALUATION ACTION PLANS UPDATE Responsible Executive Manager: Dale Welsh

COMMITTEE RESOLUTION

5058

Moved: Mr White Seconded: Mr Brass

That the Corporate Governance Committee receive and note the progress update on the following action plans:

- 2021/22 Risk Evaluation Risk Management Action Plan; and
- 2021/22 Risk Evaluation WHS & Injury Management Action Plan.

CARRIED

5.3 STRATEGIC RISK REPORT

Responsible Executive Manager: Dale Welsh

COMMITTEE RESOLUTION

5059

Moved: Mr Brass Seconded: Mayor Docherty

The Corporate Governance Committee receive and note the Strategic Risk Report.

CARRIED

5.4 CHIEF EXECUTIVE OFFICER UPDATE

Responsible Executive Manager : Sam Green

COMMITTEE RESOLUTION

5060

Moved: Mr White Seconded: Mayor Docherty

That the Corporate Governance Committee note the organisational update provided by the Chief Executive Officer.

CARRIED

5.5 BUSINESS CONTINUITY PLANNING INTERNAL AUDIT REPORT

Responsible Executive Manager : Sam Green

COMMITTEE RESOLUTION

5061

Moved: Mr White Seconded: Mayor Docherty

That the Committee receive and note the BCP and DRP Internal Audit Report (Attachment 1).

CARRIED

5.6 GOVERNANCE AND DELEGATION INTERNAL AUDIT REPORT

Responsible Executive Manager : Sam Green

COMMITTEE RESOLUTION

5062

Moved: Mr Brass Seconded: Mr White

That the Committee receive and note the Governance and Delegations Internal Audit Report (Attachment 1).

CARRIED

5.7 RISK MANAGEMENT FRAMEWORK INTERNAL ASSURANCE REPORT Responsible Executive Manager: Sam Green

COMMITTEE RESOLUTION

5063

Moved: Mr White Seconded: Mr Brass

That the Committee receive and note the Risk Management Framework Internal Assurance Report and management response (Attachment 1 and 2).

CARRIED

5.8 INTERNAL AUDIT STATUS UPDATE AND INTERNAL AUDIT PLAN Responsible Executive Manager: Sam Green

COMMITTEE RESOLUTION

5064

Moved: Mr White Seconded: Mr Brass

- 1) That the Committee receive and note the Internal Audit Status Update Report (Attachment 1).
- 2) Having considered the Internal audit plan (Attachment 2), the Committee provides the following feedback/comments:
 - Include risk ratings for all audit findings for future audits
 - Link the Internal Audit Plan to the Strategic Risk Register

CARRIED

5.9 EXTERNAL AUDIT - INTERIM REPORT

Responsible Executive Manager : Dale Welsh

COMMITTEE RESOLUTION

5065

Moved: Mayor Docherty Seconded: Mr White

The Corporate Governance Committee receive and note the Interim Report for the 2021/22 External Audit.

CARRIED

5.10 COMMITTEE SELF-ASSESSMENT (EXTERNAL ASSESSMENT)

Responsible Executive Manager: Dale Welsh

COMMITTEE RESOLUTION

5066

Moved: Mayor Docherty Seconded: Mr White

The Corporate Governance Committee receives the report and notes the process outlined for the external committee self-assessment.

CARRIED

6 INFORMAL DISCUSSION

Nil

7 INFORMAL ACTIONS

Nil

- 8 CONFIDENTIAL MATTERS
- 8.1 CBD DEVELOPMENT UPDATE

Responsible Executive Manager: Sam Green

A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE

COMMITTEE RESOLUTION

5067

Moved: Mr Brass 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 Strategy and Corporate;
- General Manager City Assets;

- Senior Manager Financial Services;
- Senior Manager City and Corporate Planning;
- Senior Manager Sport and Property
- ICT Support Officer.
- Minute Taker:
- Director BRM Holditch

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

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which
 - i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - ii) would, on balance, be contrary to the public interest.

This matter is Confidential because the information provided is commercial in confidence.

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 6:41pm

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

COMMITTEE RESOLUTION

5069

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) (d) of the Local Government Act 1999:

- Report for Item 8.1
- Attachment(s) for Item 8.1
- Minutes for Item 8.1

Duration of Order:

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 was re-opened to the public at 7:02 pm

9 CLOSURE

The meeting closed at 7:02 pm.