



MINUTES

of

CORPORATE GOVERNANCE COMMITTEE MEETING

Pursuant to the provisions of Section 88(1) of the Local Government Act 1999

HELD IN

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

ON

**TUESDAY, 7 OCTOBER 2025
AT 5:00 PM**

The meeting commenced at 5.03 pm.

1 ATTENDANCE RECORD

1.1 Present

MR MARK LABAZ – PRESIDING MEMBER

Mr Peter Brass (from 5.07 pm) Mayor Glenn Docherty Cr Shirley Halls

Also in attendance for the meeting:

Chief Executive Officer
General Manager, City Services
General Manager, City Assets
General Manager, Corporate Services
Senior Manager Organisational Development
Internal Auditor

Mr Sam Green
Ms Tina Hudson
Mr Dale Welsh
Mr Luke Culhane
Ms Emily Byrne
Mr Ninad Sinkar

Manager Governance
Senior Governance Officer
Manager, Risk & WHS
ICT Support Officer
Minute Taker
BDO Representative
BDO Representative

Mrs Skye Nitschke
Mrs Sarah Schutz
Ms Angie-Marie Ross
Ms Ling Yin
Ms Joanne Cross
Mr Andrew Tickle
Ms Chelsea Aplin

1.2 Apologies

Mr Martin White

1.3 Not Present

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

6393

Moved: Cr Halls

Seconded: Mayor Docherty

The Minutes of the Corporate Governance Committee Meeting held 5 August 2025 be confirmed as a true and accurate record of proceedings.

CARRIED

3 DECLARATIONS OF INTEREST

Nil

4 DEPUTATION / REPRESENTATIONS

Nil

With the leave of the meeting, Item 8.2 was brought forward for consideration.

8.2 FINDINGS OF EXTERNAL AUDIT

Presenter: Mr Andrew Tickle

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

COMMITTEE RESOLUTION

6394

Moved: Cr Halls

Seconded: Mayor Docherty

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:

- Minute Taker;
- BDO Representative; Mr Andrew Tickle;
- BDO Representative; Ms Chelsea Aplin.

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 because it is a discussion between the Committee and the external Auditor to be held in confidence to provide assurance regarding preparation of financial statements.

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 5.06 pm.

Mr Brass entered the meeting room at 5.07 pm.

C. PROCEDURAL DECISION - COMMITTEE TO DECIDE HOW LONG ITEM 8.2 IS TO BE KEPT IN CONFIDENCE

COMMITTEE RESOLUTION

6395

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 the Committee's reasons to deal with this item in confidence pursuant to Section 90(3)(b) of the *Local Government Act 1999*:

- Minutes 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*.

Pursuant to Section 91(9)(c) of the Local Government Act 1999, the Committee delegates to the Chief Executive Officer the power to revoke this order at any time and the Chief Executive Officer must advise the Committee of the revocation of this order as soon as possible after such revocation has occurred.

CARRIED

The meeting re-opened to the public at 5.29 pm.

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 ADOPTION OF 2024/25 ANNUAL FINANCIAL STATEMENTS

Responsible Executive Manager : Luke Culhane

COMMITTEE RECOMMENDATION

6396

Moved: Cr Halls

Seconded: Mr Brass

1. Council notes that the Corporate Governance Committee has reviewed the 2024/25 Annual Financial Statements for the year ended 30 June 2025, including questions of the External Auditor and management, and is satisfied with the process to ensure that they present fairly the state of affairs of the Council.
2. Council notes that Mr Andrew Tickle of BDO provided an Audit Clearance letter on 12 September 2025, stating the intention to issue an unmodified audit opinion.
3. Council receives and adopts the Annual Financial Statements for the year ended 30 June 2025.
4. Council authorises the Mayor and CEO to sign the Annual Financial Statements for the year ended 30 June 2025.

CARRIED

The Committee and Management expressed their sincere thanks to the BDO Representatives for the auditing services provided to Council throughout the last 5 years.

The BDO Representatives left the meeting room at 5.43 pm.

5.2 CORPORATE GOVERNANCE COMMITTEE ANNUAL REPORT 2024/25

Responsible Executive Manager : Luke Culhane

COMMITTEE RECOMMENDATION

6397

Moved: Mr Brass

Seconded: Cr Halls

1. Council receives and notes the Corporate Governance Committee Annual Report 2024/25 (Attachment 1).
2. Council authorise the CEO to make further minor amendments to the Corporate Governance Committee Annual Report 2024/25 (Attachment 1) that do not alter the intent of the document.
3. In accordance with Section 126(9) of the *Local Government Act 1999*, the Corporate Governance Committee Annual Report 2024/25 (Attachment 1) be included in the City of Playford Annual Report 2024/25.

CARRIED

5.3 FEES AND CHARGES POLICY AND PROCEDURE REVIEW**Responsible Executive Manager : Luke Culhane****COMMITTEE RECOMMENDATION****6398****Moved: Mr Brass****Seconded: Cr Halls**

1. Council endorse the proposed Fees and Charges Policy (Attachment 1) and Fees and Charges Procedure (Attachment 2), noting that the next review is due in three years.
2. Council authorise the Chief Executive Officer to make further minor amendments to the Fees and Charges Policy (Attachment 1) and Fees and Charges Procedure (Attachment 2) that do not alter the intent of the documents.

CARRIED**Matters to be considered by the Committee Only***Matters for Information***5.4 ROLLING REVALUATION UPDATE****Responsible Executive Manager : Luke Culhane****COMMITTEE RESOLUTION****6399****Moved: Mayor Docherty****Seconded: Cr Halls****The Committee:**

1. Note that the Council Assets – Infrastructure – Streetscapes will be externally revalued in 2025/26.
2. Note the indexations to be applied for asset classes that will have a desktop revaluation.

CARRIED**5.5 STRATEGIC RISK REPORT - AUGUST 2025****Responsible Executive Manager : Tina Hudson****COMMITTEE RESOLUTION****6400****Moved: Mr Brass****Seconded: Cr Halls****The Corporate Governance Committee receive and note the Strategic Risk Report - August 2025 (Attachment 1).****CARRIED****5.6 2025-26 INSURANCE PORTFOLIO****Responsible Executive Manager : Tina Hudson**

COMMITTEE RESOLUTION**6401****Moved: Mr Brass****Seconded: Mayor Docherty**

The Corporate Governance Committee receive and note the 2025-26 Insurance Portfolio Report.

CARRIED**5.7 GRANTS MANAGEMENT INTERNAL AUDIT REPORT****Responsible Executive Manager : Sam Green****COMMITTEE RESOLUTION****6402****Moved: Cr Halls****Seconded: Mayor Docherty**

That the Committee receive and note the Grants Management Internal Audit Report (Attachment 1).

CARRIED**5.8 FIRST BUDGET REVIEW 2025/26****Responsible Executive Manager : Luke Culhane****COMMITTEE RESOLUTION****6403****Moved: Cr Halls****Seconded: Mr Brass**

The Committee receive and note the First Budget Review 2025/26, incorporating the Uniform Presentation of Finances presented in Attachment 1.

CARRIED**5.9 CORPORATE GOVERNANCE COMMITTEE WORK PLAN****Responsible Executive Manager : Luke Culhane****COMMITTEE RESOLUTION****6404****Moved: Mayor Docherty****Seconded: Cr Halls**

The Committee receive the 2025 Corporate Governance Committee Work Plan (Attachment 1).

CARRIED

With the leave of the meeting, Item 6.1 was moved to be considered after Item 8.1.

7 INFORMAL ACTIONS

Nil

8 CONFIDENTIAL MATTERS**8.1 CHIEF EXECUTIVE OFFICER UPDATE**

Responsible Executive Manager : Sam Green

A. COMMITTEE TO MOVE MOTION TO GO INTO CONFIDENCE FOR ITEM 8.1**COMMITTEE RESOLUTION****6405****Moved: Mr Brass****Seconded: Mayor Docherty**

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 City Assets;
- General Manager Corporate Services;
- General Manager, City Services, and
- 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 update includes information that is commercially sensitive. Public disclosure could disadvantage Council in 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 6.15 pm.

B. THE BUSINESS MATTER**COMMITTEE RESOLUTION****6406****Moved: Mr Brass****Seconded: Mayor Docherty**

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

CARRIED

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

COMMITTEE RESOLUTION

6407

Moved: Cr Halls

Seconded: Mr Brass

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 the 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

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*.

Pursuant to Section 91(9)(c) of the *Local Government Act 1999*, the Committee delegates to the Chief Executive Officer the power to revoke this order at any time, and the Chief Executive Officer must advise the Committee of the revocation of this order as soon as possible after such revocation has occurred.

CARRIED

The meeting re-opened to the public at 6.45 pm.

6 INFORMAL DISCUSSION

6.1 CONTENT FOR THE CORPORATE GOVERNANCE COMMITTEE COMMUNIQUE

Presenter: Luke Culhane, General Manager Corporate Services

Outcome: The Committee provided input into the Corporate Governance Committee Communique for the October 2025 meeting.

9 CLOSURE

The meeting closed at 6.49 pm.