

Corporate & Works Committee Minutes

Monday 2 September 2013

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Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 2 September 2013 at 6.00pm**

Present: His Worship the Mayor, Councillor Andrew Petrie ex-officio
Councillors Katherine O'Regan (Chair)
Peter Cavanagh
Jeff Zulman

Staff: Gary James (General Manager)
Don Johnston (Acting Director – Corporate Services)
Tom O'Hanlon (Director – Technical Services)
Les Windle (Manager Governance)

Also in Attendance: Mr John Gordon (Chair of Audit & Assurance Committee)

Leave of Absence

Leave of Absence previously granted by Council: Councillor Ted Bennett

Apologies:

Apologies were received and accepted from Councillors Susan Wynne, Elena Wise & Deborah Thomas and Leave of Absence granted.

Late Correspondence

Late correspondence was submitted to the committee in relation to Items: Nil

Declarations of Interest

Nil

Items Decided by this Committee using its Delegated Authority (Items D1 to D2)

Item No: D1 Delegated to Committee
Subject: **Confirmation of Minutes of Meeting held on 19 August 2013**
Author: Les Windle, Manager – Governance
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 19 August 2013 were previously circulated. In accordance with the guidelines for Committees' operations it is now necessary that those Minutes be formally taken as read and confirmed.

(O'Regan/Zulman)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 19 August 2013 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **Minutes of The Audit & Assurance Committee Meeting of 19 June 2013**
Author: Cheryle Burns - Manager Business Assurance & Risk
File No: 1225.G
Reason for Report: To submit the Minutes of the Audit & Assurance Committee meeting of 19 June 2013.

Note: Mr John Gordon, Chair of the Audit & Assurance Committee gave a brief overview of the Audit & Assurance Committee Meeting held on 19 June 2013.

(Petrie/Cavanagh)

Resolved:

That the Minutes of the Audit & Assurance Committee meeting of 19 June 2013 be received and noted.

**Items with Recommendations from this Committee
Submitted to the Council for Decision (Items R1 to R3)**

Item No: R1 Recommendation to Council

Audit & Assurance Committee's Annual Performance Assessment Report and Independent Members Re-appointment

Author: Cheryle Burns - Manager Business Assurance & Risk

File No: 1225.G Business Assurance

Reason for Report: To provide the Chairperson's Annual Report on the Performance of the Audit & Assurance Committee (AAC) for the period 2012 to 2013 and to seek re-appointment of the independent members.

Note: Mr John Gordon, Chair of the Audit & Assurance Committee gave a brief overview of the Annual Performance Assessment Report.

(Petrie/Zulman)

Recommendation:

That the Council:

- A. Receive and note the Audit & Assurance Committee Annual Performance Report for the period ended 30 June 2013 including the Independent Chairperson's Report dated August 2013 provided as **ANNEXURE 2.**
 - B. Note the Annual Performance Report conclusion that the Audit & Assurance Committee and its members have been effective since establishment of the Committee in 2012 and fulfilled their responsibilities in accordance with the Committee's Charter.
 - C. Re-appoint Mr John Gordon to serve as the Independent Chair of Council's Audit and Assurance Committee for the four (4) year term ending 30 June 2017.
 - D. Re-appoint Mr Jason Masters as the Independent Member of Council's Audit and Assurance Committee for a four (4) year term ending 30 June 2017.
 - E. Thank John Gordon for the Annual Performance Assessment Report and all the Committee Members for their work.
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Item No: R2 Recommendation to Council
Subject: **Privacy Management Plan**
Author: Les Windle - Manager Governance
File No: 802.G PRI
Reason for Report: To adopt a revised Privacy Management Plan

(Petrie/Zulman)

Recommendation:

- A. That the revised Privacy Management Plan as contained in Annexure 1 to the report to the Corporate and Works Committee on 2 September 2013 be adopted.
- B. That the revised Privacy Management Plan be forwarded to the NSW Privacy Commissioner in accordance with the requirements of the Privacy and Personal Information Protection Act.

Item No: R3 Recommendation to Council
Subject: **Public Interest Disclosures Internal Reporting Policy and Internal Reporting System**
Author: Les Windle - Manager Governance
File No: 1032.G
Reason for Report: To update Council's Public Interest Disclosures Internal Reporting Policy and Internal Reporting System following release of a revised Model Internal Reporting Policy by the Office of the NSW Ombudsman

(Petrie/Zulman)

Recommendation:

That the revised Public Interest Disclosures Internal Reporting Policy and Internal Reporting System as contained in Annexure 1 to the report to the Corporate and Works Committee on 2 September 2013 be adopted.

There being no further business the meeting concluded at 6.25pm.

We certify that the pages numbered 2701 to 2706 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 2 September 2013 and confirmed by the Corporate & Works Committee on 16 September 2013 as correct.

Chairperson

Secretary of Committee