

Corporate & Works Committee Minutes

Monday 2 March 2015

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Corporate & Works Committee Minutes

**Minutes of the Meeting held on
Monday 2 March 2015 at 6.00pm**

Present:	Councillors	Deborah Thomas	(Chair)
		Anthony Boskovitz	(Item D2)
		Peter Cavanagh	
		Matthew Robertson	
		Susan Wynne	
		Jeff Zulman	
Staff:		Stephen Dunshea	(Director – Corporate Services)
		Gary James	(General Manager)
		Tom O’Hanlon	(Director – Technical Services)
		Cheryle Burns	(Manager Business Assurance & Risk)
		Craig Bennett	(Manager Governance & Council Support)
Also in Attendance:		Mr John Gordon	– Independent Chair of Council’s Audit & Assurance Committee

Leave of Absence

Leave of Absence previously granted by Council: Nil

Apologies: Apologies were received and accepted from Councillor Andrew Petrie 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 16 February 2015**
Author: Craig Bennett, Manager – Governance & Council Support
File No: See Council Minutes
Reason for Report: The Minutes of the Meeting of Monday 16 February 2015 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.

(Wynne/Cavanagh)

Resolved:

That the Minutes of the Corporate and Works Committee Meeting of 16 February 2015 be taken as read and confirmed.

Item No: D2 Delegated to Committee
Subject: **Minutes of The Audit & Assurance Committee Meetings of 29 October 2014 and 18 February 2015**
Author: Cheryle Burns - Manager Business Assurance & Risk
File No: 1225.G
Reason for Report: To submit the Minutes of the Audit & Assurance Committee meetings of 29 October 2014 and 18 February 2015.

Note: Mr John Gordon – Independent Chair of Council's Audit & Assurance Committee addressed the Committee in relation to this item.

(Cavanagh/Wynne)

Resolved:

That the Minutes of the Audit & Assurance Committee meetings of 29 October 2014 and 18 February 2015 be received and noted.

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

Item No: R1 Recommendations to Council

Subject: **Annual Performance Assessment of the Operations of the Audit & Assurance Committee for the period 1 July 2013 to 29 October 2014 and Adoption of the Revised Audit and Assurance Committee Charter.**

Author: Cheryle Burns - Manager Business Assurance & Risk

File No: 1225.G

Reason for Report: To submit the annual performance assessment report by the Chairperson of the Audit & Assurance Committee on their activities for the period 1 July 2013 to 29 October 2014 and to adopt the revised Audit and Assurance Committee Charter.

Note: Mr John Gordon – Independent Chair of Council’s Audit & Assurance Committee addressed the Committee in relation to this item.

(Cavanagh/Wynne)

Recommendation:

- A. That the Audit & Assurance Committee Annual Performance Report for the period ending 29 October 2014 (1 July 2013 to 29 October 2014), including the Independent Chairperson’s Report dated December 2014 and provided as **ANNEXURE 1** be received and noted.
- B. That Council note the Annual Performance Report conclusion that the Audit & Assurance Committee and its members have fulfilled their responsibilities in accordance with the Committee’s Charter for the period 1 July 2013 to 29 October 2014.
- C. That the Revised Audit and Assurance Committee Charter provided as **ANNEXURE 2** be adopted.

There being no further business the meeting concluded at 6.16 pm.

We certify that the pages numbered 408 to 412 inclusive are the Minutes of the Corporate & Works Committee Meeting held on 2 March 2015 and confirmed by the Corporate & Works Committee on 16 March 2015 as correct.

Chairperson

Secretary of Committee