



Please be advised that a **Finance and Audit Committee** Meeting was held at **5.30pm** on **Monday 11 December 2017** in Meeting Room 1 at the Administration Building, 99 Shepperton Road, Victoria Park.

**ANTHONY VULETA**  
**CHIEF EXECUTIVE OFFICER**

**11 December 2017**

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(To be confirmed 22 January 2018)

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## 1 OPENING

Cr Oliver opened the meeting at 5.30pm.

## 2 ATTENDANCE

### Members:

#### Banksia Ward:

Cr C (Claire) Anderson (*joined at 5.33pm*)  
Cr K (Karen) Vernon  
Cr R (Ronhhda) Potter

#### Jarrah Ward:

Cr B (Brian) Oliver (Presiding Member)  
Cr J (Jennifer) Ammons Noble

#### Director Business Life Program:

Mr N (Nathan) Cain

#### Secretary:

Ms L (Louise) Jarosz

### 2.1 Apologies

#### Banksia Ward:

Mayor T (Trevor) Vaughan  
Cr J (Julian) Jacobs

#### Jarrah Ward:

#### Chief Operations Officer:

Cr B (Bronwyn) Ife  
Mr B (Ben) Killigrew

### 2.2 Approved Leave of Absence

#### Jarrah Ward:

Cr V (Vicki) Potter (Deputy Mayor)

## 3 DECLARATIONS OF INTEREST

### Declaration of Financial Interests

Nil

### Declaration of Proximity Interest

Nil

### Declaration of Interest affecting impartiality

Nil

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## **4 TERMS OF REFERENCE**

### **1. NAME**

The name of the Committee shall be the Finance and Audit Committee (the Committee).

### **2. AIMS AND OBJECTIVES**

The strategic focus for the Committee is aligned to the Community Strategic Plan. The purpose of the Committee is to contribute to the vibrant lifestyle of the Town.

#### **2.1 Goals**

To provide sound financial management and good governance by:

- Providing guidance and assistance to Council as to the carrying out of its functions in relation to audits in compliance with the Local Government Act 1995;
- Developing and reviewing Council policies as per the Committee's Key Focus Areas;
- Developing appropriate strategies that will deliver the most favourable long term outcomes for the Council in the Committee's Key Focus Areas;
- Ensuring Council maintains its financial capacity to deliver programs and services; and
- Providing advice to Council in relation to matters that are within the Committee's area of responsibility.

#### **2.2 Deliverables**

The key deliverables of the Committee will include:

- Annual compliance audit;
- Annual risk management audit; and
- Annual review / update of policies, strategies and plans related to the Key Focus Areas.

#### **2.3 Scope and Jurisdiction**

The Key Focus Areas of the Committee include:

- Audit;
- Financial planning;
- Revenue diversification;
- Investments;
- Rates;
- Grants;
- Asset management;
- Land asset optimisation;
- Risk Management; and
- Governance.

#### **2.4 Engagement**

The Committee may invite individuals and subject matter experts to attend a meeting of the Committee to provide expert advice where required.

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3. MEMBERSHIP

The Committee will comprise a maximum of four (4) Elected Members being two (2) Elected Member representatives from each of the Town's two (2) wards with five (5) Elected Members being appointed in a hierarchical order as alternate deputy members except for the Chief Executive Officer Recruitment and Performance Review Committee whereby five (5) Elected Members are appointed being the Mayor and two (2) Elected members from each of the Town's two (2) Wards with four (4) Elected Members being appointed in a hierarchical order as alternate deputy members.

4. MEETINGS

The Committee shall convene in accordance with its annual adopted meeting schedule.

5. QUORUM

In accordance with section 5.19 of *the Local Government Act 1995* the quorum for a meeting of the Committee is at least 50% of the number of offices (whether vacant or not) of members of the Committee.

6. DELEGATED POWER

The Committee has no delegated power and all recommendations made are to be referred to Council for a decision.

7. GOVERNANCE

The Committee is governed by the provisions of the *Town of Victoria Park Standing Orders Local Law 2011* and the *Local Government Act 1995* and its Regulations.

## 5 CONFIRMATION OF MINUTES

### RESOLVED:

Moved: Cr R Potter

Seconded: Cr Vernon

That the Minutes of the Finance and Audit Committee Meeting held on 30 October 2017 be confirmed.

The Motion was Put and

Carried (4:0)

In favour of the Motion: Cr Ammons Noble; Cr Oliver; Cr R Potter and Cr Vernon

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## **6 METHOD OF DEALING WITH AGENDA BUSINESS**

### **RESOLVED:**

**Moved: Cr Ammons Noble**

**Seconded: Cr Vernon**

**That clause 6.10 *Speaking Twice* of the *Town of Victoria Park Standing Orders Local Law 2011* be suspended for the duration of this meeting.**

**The Motion was Put and**

**Carried (4:0)**

**In favour of the Motion: Cr Ammons Noble; Cr Oliver; Cr R Potter and Cr Vernon**

## **7 PRESENTATIONS**

### **7.1 Deputations**

Nil

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## 8 REPORTS

### 8.1 Setting of Meeting Dates – Finance and Audit Committee

|                        |               |
|------------------------|---------------|
| <b>File Reference:</b> | COR/10/0002~4 |
| <b>Appendices:</b>     | No            |
| <b>Attachments:</b>    | No            |

|   |                  |
|---|------------------|
| <b>Date:</b>  | 30 November 2017 |
| <b>Reporting Officer:</b>   | L Jarosz         |
| <b>Responsible Officer:</b>   | N Cain           |
| <b>Voting Requirement:</b>  | Simple Majority  |
| <b>Executive Summary:</b>   |                  |
| <ul style="list-style-type: none"> <li>• <b>Recommendation – That the Committee adopts the schedule of meeting dates and times from 11 December 2017 to 6 December 2018.</b></li> <li>• At the Ordinary Council Meeting held on 14 November 2017 the Finance and Audit Committee was established.</li> <li>• A proposed meeting schedule for all major committees on which Elected Members sit has been submitted for consideration by each committee.</li> </ul> |                  |

#### TABLED ITEMS:

Nil

#### BACKGROUND:

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Finance and Audit Committee (the Committee), ensuring synergy between meeting dates and the flow of information and decision-making.

It is recommended the Committee adopts the schedule of meeting dates and times for meetings to be held at the Town of Victoria Park Administration Building.

#### DETAILS:

The Committee was re-established at the Ordinary Council meeting held on 14 November 2017.

The key focus areas of the Committee include:

- Audit;
- Budget;
- Renewal;
- Revenue Diversification;
- Land/Asset Optimisation;
- Investment;
- Rates;
- Risk;

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- Grants; and
- Governance.

The adopted 2018 schedule of Council meeting dates for 2018 was based on the format used in recent years. That is, a monthly meeting format with the Elected Members Briefing Session held on the first Tuesday of each month, Ordinary Council Meetings held on the second Tuesday and Workshops (Strategy Sessions) held on the third Tuesday of each month.

This enables committee meetings to be scheduled so as to minimise potential conflicts with other Council activities such as Regional Councils and WALGA Zone meetings.

#### **Legal Compliance:**

*Local Government Act 1995;*

*Local Government (Administration) Regulations 1996; and*

*Town of Victoria Park Standing Orders Local Law 2011.*

#### **Policy Implications:**

Nil

#### **Risk Management Considerations:**

Regular structured Committee meetings will enable Elected Members to focus on their strategic roles. Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

| <b>Risk &amp; Consequence</b>   | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b>    |
|---|-----------------------------|----------------------------|------------------------------|------------------------------|
| <b>Compliance:</b><br>Non compliance with:<br><i>Local Government Act 1995;</i><br><i>Local Government (Administration) Regulations 1996; and</i><br><i>Town of Victoria Park Standing Orders Local Law 2011.</i> | Minor                       | Unlikely                   | Low                          | a) Committees re-established |



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| <b>Risk &amp; Consequence</b>                                    | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b>  |
|--|-----------------------------|----------------------------|------------------------------|----------------------------|
| <b>Reputational.</b><br>Falling short of community expectations. | Minor                       | Possible                   | Moderate                     | a) Re-establish Committees |

**Strategic Plan Implications:**

CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making.

**Financial Implications:**Internal Budget:

Nil

Total Asset Management:

Nil

**Sustainability Assessment:**External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

**COMMENT:**

The proposed dates have been based on a monthly meeting cycle. In addition, the proposed meeting dates for the Committee are cognisant of proposed meeting dates for a variety of other committees.

**CONCLUSION:**

It is therefore recommended that the proposed Schedule of Meeting for the Committee be adopted.

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**RESOLVED:****Moved: Cr Ammons Noble****Seconded: Cr Vernon****RECOMMENDATION/S:**

That the Finance and Audit Committee **ADOPTS** the following meeting dates and times for the Finance and Audit Committee of the Town of Victoria Park to be held at the Administration Building 99 Shepperton Road Victoria Park:

| <b>Finance and Audit Committee</b> |                             |
|------------------------------------|-----------------------------|
| <b>Monday 22 January 2017</b>      | <b>commencing at 5.30pm</b> |
| <b>Monday 29 January 2018</b>      | <b>commencing at 5.30pm</b> |
| <b>Monday 26 February 2018</b>     | <b>commencing at 5.30pm</b> |
| <b>Monday 26 March 2018</b>        | <b>commencing at 5.30pm</b> |
| <b>Monday 23 April 2018</b>        | <b>commencing at 5.30pm</b> |
| <b>Monday 28 May 2018</b>          | <b>commencing at 5.30pm</b> |
| <b>Monday 25 June 2018</b>         | <b>commencing at 5.30pm</b> |
| <b>Monday 23 July 2018</b>         | <b>commencing at 5.30pm</b> |
| <b>Monday 27 August 2018</b>       | <b>commencing at 5.30pm</b> |
| <b>Monday 17 September 2018</b>    | <b>commencing at 5.30pm</b> |
| <b>Monday 22 October 2018</b>      | <b>commencing at 5.30pm</b> |
| <b>Monday 26 November 2018</b>     | <b>commencing at 5.30pm</b> |
| <b>Monday 17 December 2018</b>     | <b>commencing at 5.30pm</b> |

**The Motion was Put and****Carried (4:0)****In favour of the Motion: Cr Ammons Noble; Cr Oliver; Cr R Potter and Cr Vernon**

## 9 WORKSHOP TOPICS AND PRESENTATIONS

### 9.1 End of Financial Year Position

The Director Business Life, Nathan Cain, presented the End of Financial Year position variation (budget versus actual) from the 2016-2017 financial year.

*Cr Anderson joined the meeting at 5.33pm.*

### 9.2 Investment Strategy Update

The Director Business Life, Nathan Cain, provided a status update on the development of the Town's new Investment Strategy.

### 9.3 Fees and Charges – Impounded Trolleys

The Director Business Life, Nathan Cain, discussed the implications of the current impounded trolley charges and put forward an alternative solution for discussion.

**Action: Elected Members requested a recommendation to go to the Ordinary Council Meeting on Tuesday 12 December, as Business of an Urgent Nature, regarding the current impounded trolley charges.**

### 9.4 Review of the Finance and Audit Terms of Reference

Elected Members reviewed and discussed the current Terms of Reference for the Committee in preparation for an Elected Member Workshop.

*Cr Ammons Noble left the meeting at 6.59pm.*

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**10 MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**11 NEW BUSINESS OF AN URGENT NATURE**

Nil

**12 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION***Cr Ammons Noble returned to the meeting at 7.01pm.*

| <b>Forthcoming Agenda Items</b>                  |               |
|--|---------------|
| <b>Reports</b>                                   |               |
| 874 Albany Highway – future land use/development | TBC           |
|  |               |
| <b>Workshop Topics/Presentation</b>              |               |
| Investment Strategy - Development                | February 2018 |
| Revenue Diversification                          | February 2018 |
| Fees and Charges - Overarching Strategy          | TBC           |
| Capital Works Progress                           | February 2018 |
| Infrastructure Reserve                           | TBC           |
| Format of Schedule of Accounts                   | February 2018 |

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**13 CLOSURE**

There being no further business Councillor Oliver closed the meeting at 7.12pm.

I confirm these Minutes to be a true and accurate record of the proceedings of the Council.

Signed:.....Cr Oliver

Dated this:.....Day of .....2018