

minutes

FINANCE AND AUDIT COMMITTEE



Please be advised that a **Finance and Audit Committee** Meeting was held at **5.00pm** on **Monday 8 May 2017** in the Function Room at the Administration Building, 99 Shepperton Road, Victoria Park.

A handwritten signature in black ink, appearing to read "A Vuleta".

ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

12 May 2017

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1 OPENING

Cr Mark Windram opened the meeting at 5.06pm.

2 ATTENDANCE

Members:

Banksia Ward:

Cr K (Keith) Hayes
Cr M (Mark) Windram (Presiding Member)

Jarraah Ward:

Cr V (Vince) Maxwell
Cr J (Jennifer) Ammons Noble

Director Business Life

Mr N (Nathan) Cain

Director Future Life/Built Life

Mr W (Warren) Bow

Secretary:

Ms L (Louise) Jarosz

Guests:

Executive Manager Human Resources and Organisational Development Strategic Project Officer

Mr G (Graham) Olson

Mr M (Michael) Swanepoel

Observers;

Banksia Ward:

Cr C (Claire) Anderson

Jarraah Ward:

Cr B (Brian) Oliver

Cr V (Vicki) Potter

Director Community Life

Ms T (Tina) Ackerman

Director Future Life/ Built Life

Ms R (Rochelle) Lavery

2.1 Apologies

Banksia Ward:

Cr J (Julian) Jacobs

2.2 Approved Leave of Absence

Nil

3 DECLARATIONS OF INTEREST

Name/Position	Cr Vicki Potter / Councillor – Jarrah Ward
Item No/Subject	9.4 – Long Term Financial Plan
Nature of Interest	Financial
Extent of Interest	Funding Support – Connect Vic Park. Cr Potter is a casual employee of Connect Vic Park.

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.

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:

That the Minutes of The Finance and Audit Committee Meeting held on Monday 10 April 2017 be confirmed.

That the Minutes of The Special Finance and Audit Committee Meeting held on Wednesday 3 May 2017 be confirmed.

Moved: Cr Maxwell

Seconded: Cr Hayes

The Motion was Put and

CARRIED (3-0)

In favour of the Motion: Cr Windram, Cr Hayes and Cr Maxwell

6 METHOD OF DEALING WITH AGENDA BUSINESS

Resolved;

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.

Moved: Cr Maxwell

Seconded: Cr Hayes

The Motion was Put and

CARRIED (3-0)

In favour of the Motion: Cr Windram, Cr Hayes and Cr Maxwell

7 PRESENTATIONS

7.1 Deputations

Nil

8 REPORTS

Nil

Louise Jarosz left the meeting at 5.09pm.

9 WORKSHOP TOPICS AND PRESENTATIONS

9.1 Asset Management Plans - Review

The Director Renew Life, Warren Bow, gave a presentation on the draft Asset Management Plan.

Cr Jennifer Ammons Noble joined the meeting at 5.10pm.

9.2 Workforce Plan - Review

The Executive Manager, Human Resources and Organisational Development, Graham Olson, gave a presentation on the draft Workforce Plan.

Strategic Projects Officer, Michael Swanepoel, joined the meeting at 5.45pm.

The Executive Manager, Human Resources and Organisational Development, Graham Olson left the meeting at 6.00pm.

9.3 Strategic Community Plan - Review

Strategic Projects Officer, Michael Swanepoel, gave a presentation on the draft Strategic Community Plan.

Due to a financial interest, Cr Vicki Potter left the meeting at 7.30pm whilst matters relating to Connect Vic Park were discussed.

Cr Vicki Potter rejoined the meeting at 7.33pm.

9.4 Long Term Financial Plan – Review

The Director Business Life, Nathan Cain, gave a presentation on the draft Long Term Financial Plan.

10 MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN*(required 3 ½ business days prior to the meeting, in writing to the CEO.)*

Nil

11 NEW BUSINESS OF AN URGENT NATURE

Nil

12 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Forthcoming Agenda Items	
Reports	
874 Albany Highway – future land use/development	
Land Asset Optimisation Strategy – Action Plan / finalised document	
Investment Strategy – development	
Revenue Diversification Policy - development	
Workshop Topics/Presentation	
Annual General Electors Meeting and Annual Report – text and timeline	
Fees and Charges – determination and analysis of the level of application	
Investment Strategy – development	
Revenue Diversification Policy - development	
Carbon Offset Program	
Capital Works Progress	

13 CLOSURE

There being no further business, Cr Windram closed the meeting at 9.00pm.

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

Signed:.....Cr Windram

Dated this:.....Day of.....2017



**DECLARATION OF
FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT
IMPARTIALITY**

**TO: CHIEF EXECUTIVE OFFICER
TOWN OF VICTORIA PARK**

Name & Position	
Meeting Date	
Item No/Subject	
Nature of Interest	Financial Interest* <i>(*Delete where</i> Proximity Interest* <i>not applicable)</i> Interest that may affect impartiality*
Extent of Interest	
Signature	
Date	

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed”.