minutes

FINANCE AND AUDIT COMMITTEE

TOWN OF VICTORIA PARK

Please be advised that a **Special Finance and Audit Committee** Meeting was held at **5.00pm** on **Wednesday 3 May 2017** in Function Room 1 at the Administration Building, 99 Shepperton Road, Victoria Park.

ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

6 May 2017

(To be confirmed 8 May 2017)

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(To be confirmed 8 May 2017)

1 OPENING

Cr Mark Windram opened the meeting at 5.05pm

2 ATTENDANCE

Members:	
Banksia Ward:	Cr M (Mark) Windram (Presiding Member)
	Cr K (Keith) Hayes
Jarrah Ward:	Cr J (Jennifer) Ammons Noble
	Cr V (Vince) Maxwell
Director Business Life	Mr N (Nathan) Cain
Observers:	
Banksia Ward:	Cr J (Julian) Jacobs
Jarrah Ward:	Cr B (Brian) Oliver
	Cr V (Vicki) Potter
Secretary:	

Apologies

Nil

Approved Leave of Absence

Nil

3 DECLARATIONS OF INTEREST

Nil

(To be confirmed 8 May 2017)

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.

(To be confirmed 8 May 2017)

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

Nil

(To be confirmed 8 May 2017)

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 Ammons Noble **Seconded: Cr Windram**

The Motion was Put and **CARRIED (4-0)**

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

7 PRESENTATIONS

Deputations

Nil

8 REPORTS

Nil

9 WORKSHOP TOPICS AND PRESENTATIONS

9.1 Rate Revaluation Analysis

The Director Business Life, Nathan Cain, presented an analysis on the recent Rate Revaluation as supplied by the Valuer General.

Cr Oliver left the meeting at 6.27pm.

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

Nil

13 CLOSURE

There being no further business, Cr Windram closed the meeting at 7.00pm.

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

Signed:……..Cr Windram

Dated this:……..Day of……..……..2017