

minutes

Finance and Audit Committee



Please be advised that a **Special Finance and Audit Committee** meeting commenced at **5.30pm** on **1 August 2018** in the function room at the administration building, 99 Shepperton Road, Victoria Park.

A handwritten signature in blue ink that reads "Goode".

NATALIE MARTIN GOODE
ACTING CHIEF EXECUTIVE OFFICER

2 August 2018

(To be confirmed 20 August 2018)

TABLE OF CONTENTS

ITEM	TITLE	PAGE NO
1.	OPENING	3
2.	ATTENDANCE	3
	2.1 Apologies	3
	2.2 Approved leave of absence	3
3.	DECLARATIONS OF INTEREST	3
4.	CONFIRMATION OF MINUTES	4
5.	TERMS OF REFERENCE	4
6.	PRESENTATIONS	7
	6.1 Deputations	7
7.	METHOD OF DEALING WITH AGENDA BUSINESS	7
8.	REPORTS	7
9.	MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN	7
10.	MEETING CLOSED TO PUBLIC	8
	10.1 Matters for which the meeting may be closed	8
	10.2 Public reading of resolutions that may be made public	8
11.	CLOSURE OF COMMITTEE MEETING	9

(To be confirmed 20 August 2018)

1. OPENING

Cr Brian Oliver opened the meeting at 5.30pm.

2. ATTENDANCE

Members:

Banksia Ward:

Cr K (Karen) Vernon

Jarraah Ward:

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

Deputy members:

Cr B (Bronwyn) Ife

Independent members:

Mr N (Neil) Formosa
Mr J (Jonathon) Carley

Chief Financial Officer

Mr N (Nathan) Cain

Chief Operations Officer

Mr B (Ben) Killigrew

Secretary

Ms A (Amy) Noon

2.1 Apologies

Cr C (Claire) Anderson

2.2 Approved leave of absence

Nil.

3. DECLARATIONS OF INTEREST

Declarations of interest are to be made in writing prior to the commencement of the Meeting, (a form to assist Elected Members and Staff is attached at the end of this Agenda).

Declaration of Financial Interests

Nil.

Declaration of Proximity Interest

Nil.

Declaration of Interest affecting impartiality

Nil.

(To be confirmed 20 August 2018)

4. CONFIRMATION OF MINUTES

Nil.

5. TERMS OF REFERENCE

1. Name

Finance and Audit Committee

2. Purpose

The Town's Strategic Community Plan notes four components of the mission statement, namely –

- Social – To promote sustainable connected, safe and diverse places for everyone.
- Economic – To promote sustainable diverse, resilient and prosperous places for everyone.
- Environment – To promote sustainable liveable, healthy and green places for everyone.
- Civic leadership – To show leadership by communicating with, empowering and supporting people in the community.

The primary purpose of this committee shall be the civic leadership component of the Town's mission statement, which is to show leadership by communicating with, empowering and supporting people in the community.

3. Scope

The committee will primarily focus on the following key civic leadership strategic outcomes–

- Well thought out and managed projects that are delivered successfully.
- Appropriate information management that is easily accessible, accurate and reliable.
- Innovative, empowered and responsible organisational culture with the right people in the right jobs.
- Finances are managed appropriately, sustainably and transparently for the benefit of the community.
- Visionary civic leadership with sound and accountable governance that reflects objective decision making.
- Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

Wherever possible, the committee will seek opportunities to address the following additional strategic outcomes –

- Everyone receives appropriate information in the most efficient and effective way for them.
- Appropriate devolution of decision making and service provision to an empowered community.
- People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.
- A community that is authentically engaged and informed in a timely manner.

(To be confirmed 20 August 2018)

4. Deliverables

The committee will –

- Provide strategic leadership in the development and regular review of policies and strategies that are inclusive, empowering and build capacity of the Town of Victoria Park community.
- Provide guidance and assistance to Council as to the carrying out its functions in relation to audits in compliance with the *Local Government Act 1995*.
- Ensure Council maintains its financial capacity to deliver programs and services.
- Provide advice to Council in relation to matters related to the scope of the committee.

Specifically the committee will ensure delivery of the following –

- Annual review of policies, strategies and plans related to the scope of the committee.
- Annual compliance audit.
- Annual risk management audit.

5. Reporting

Although any service area of the Town may report through this committee on matters associated with the primary purpose and scope, the following service areas of council are likely to predominantly feature –

- Customer Relations
- Financial Services
- Human Resources
- Information Systems
- Leadership and Governance
- Project Management

6. Governance

The committee is a Council-created committee formed under Subdivision 2 (Committees and their meetings) of the *Local Government Act 1995* and 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.

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) and up to two (2) other persons (that may be co-opted from time-to-time for such period, or in relation to such matters, as determined, where that person's experience, skills or qualifications would enable him or her to make a contribution to the committee's functions).

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.

7. Meeting arrangements

The committee shall convene in accordance with the annual adopted meeting schedule.

8. Authority

The committee has no delegated power. The committee may only make recommendations to Council for a decision.

(To be confirmed 20 August 2018)

(To be confirmed 20 August 2018)

9. Review

The committee and committee terms of reference will be reviewed from time-to-time and immediately following each local government election.

Cr Bronwyn Ife joined the meeting at 5.37pm.

6. PRESENTATIONS

6.1 Deputations

5.30pm Item 10.1.1 – Helen Creed and Charles Brown from Victoria Park Youth Accommodation were in attendance to discuss this item.

Mr Ben Killigrew left the meeting at 6.01pm and returned at 6.03pm.

7. 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 (6:0)

In favour of the motion: Cr Ife; Cr Vernon; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley

8. REPORTS

Nil.

9. MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10. MEETING CLOSED TO PUBLIC

RESOLVED:

Moved: Cr Oliver

Seconded: Cr Ife

That the meeting be closed at 6.04pm to members of the public in accordance with Clause 5.2 of the *Town of Victoria Park Standing Orders Local Law 2011* and Section 5.23(2) of the *Local Government Act 1995*.

The Motion was Put and

CARRIED (6:0)

In favour of the motion: Cr Ife; Cr Vernon; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley

10.1 Matters for which the meeting may be closed

10.1.1 Debt Recovery Action – Victoria Park Youth Accommodation Inc.

RESOLVED:

Moved: Cr Oliver

Seconded: Cr Ife

That the meeting be reopened to the members of the public at 7.20pm.

The Motion was Put and

CARRIED (6:0)

In favour of the motion: Cr Ife; Cr Vernon; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley

10.2 Public reading of resolutions that may be made public

RESOLVED:

Moved: Cr Vernon

Seconded: Cr Ammons Noble

That the report and its resolution remain confidential.

The Motion was Put and

CARRIED (6:0)

In favour of the motion: Cr Ife; Cr Vernon; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley

11. CLOSURE OF COMMITTEE MEETING

There being no further business, Councillor Oliver closed the meeting at 7.20pm.

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

Signed:.....Cr Oliver

Dated this:.....Day of2018