

# minutes

Special  
Finance and Audit Committee



Please be advised that a **Special Finance and Audit Committee** meeting commenced at **5.30pm** on **Thursday 28 June 2018** 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**

**29 June 2018**

---

(To be confirmed 23 July 2018)

## TABLE OF CONTENTS

<b>ITEM</b>	<b>TITLE</b>	<b>PAGE NO</b>
1	OPENING	3
2	ATTENDANCE	3
	2.1 Apologies	3
	2.2 Approved Leave of Absence	4
3	DECLARATIONS OF INTEREST	4
4	TERMS OF REFERENCE	4
5	METHOD OF DEALING WITH AGENDA BUSINESS	6
6	PRESENTATIONS	6
	6.1 Deputations	6
7	REPORTS	6
8	WORKSHOP TOPICS AND PRESENTATIONS	7
	8.1 Potential co-location of Higgins Park Tennis Club and Victoria Park Croquet Club	7
9	MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN	9
10	NEW BUSINESS OF AN URGENT NATURE	9
11	CLOSURE	9

---

(To be confirmed 23 July 2018)

## 1 OPENING

Cr Brian Oliver opened the meeting at 5.33pm.

## 2 ATTENDANCE

### Members:

#### Banksia Ward:

Cr K (Karen) Vernon  
Cr C (Claire) Anderson

#### Jarraah Ward:

Cr B (Brian) Oliver (Presiding Member)

#### Deputy:

Cr B (Bronwyn) Ife

#### Observers:

Cr R (Ronhhda) Potter

#### Guests:

Mr T (Tom) Leeming  
Ms J (Janette) McPhee  
Ms B (Bethwyn) Johnson  
Mr G (Graeme) Hall  
Mr M (Michael) Murphy  
Ms M (Megan) Fardon

### Administration:

#### Chief Operations Officer

Mr B (Ben) Killigrew

#### Community Engagement Advisor

Ms H (Hayley) Boyd

#### Secretary

Ms A (Amy) Noon

### 2.1 Apologies

Mayor T (Trevor) Vaughan  
Deputy Mayor V (Vicki) Potter  
Cr J (Julian) Jacobs  
Ms M (Mavis) Thompson  
Ms J (Jocelyn) McLennan  
Mr I (Ian) Parsons  
Mr N (Nathan) Cain  
Mr J (Jon) Morellini

## **2.2 Approved Leave of Absence**

Cr J (Jennifer) Ammons Noble

### **3 DECLARATIONS OF INTEREST**

#### **Declaration of Financial Interests**

Nil

#### **Declaration of Proximity Interest**

Nil

#### **Declaration of Interest affecting impartiality**

Nil

### **4 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.

---

(To be confirmed 23 July 2018)

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.

#### **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).

---

(To be confirmed 23 July 2018)

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.

#### **9. Review**

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

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

**RESOLVED:**

**Moved: Cr Vernon**

**Seconded: Cr Anderson**

**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 Vernon; Cr Ife; Cr Anderson; and Cr Oliver**

### **6 PRESENTATIONS**

<b>6.1 Deputations</b>
------------------------

Nil

### **7 REPORTS**

Nil

## 8 WORKSHOP TOPICS AND PRESENTATIONS

### 8.1 Potential co-location of Higgins Park Tennis Club and Victoria Park Croquet Club

#### Summary of discussion

The Chief Operations Officer (COO), Mr Ben Killigrew informed those in attendance of the Administration's support for facilitating the co-location of Higgins Park Tennis Club and Victoria Park Croquet Club, at Higgins Park.

Mr Killigrew also informed attendees that the current preferred position of the administration regarding proposed investment in HPTC included:

- one permanent croquet court
- four new tennis hard courts (bringing it to a total of eight tennis hard courts)
- seven grass tennis courts
- croquet being able to use a further two grass tennis courts, to make one croquet court, for occasional use on a schedule to be agreed with Higgins Park Tennis Club.

This option would include the repurposing of the Town's existing \$100k commitment as part of the initial hard court project, already approved by Council resolution, and also include the State Government's \$100k election commitment toward the hard court project.

The Victoria Park Croquet Club advised that only having one croquet court would affect their viability and asked the Higgins Park Tennis Club if it would be possible to use their courts two to three time per week. It was noted that exact arrangements would need to be discussed and agreed further but Higgins Park Tennis Club expressed that they did not see it as a fatal flaw to the proposal. It was identified that additional grounds keeping would be required to switch over the configuration of the courts from tennis to croquet, and back again when such use occurred. There would also need to be a solution for repairing and plugging any holes in the courts, treating any areas of high usage and wear and changing or re-chalking the line marking.

Mr Killigrew mentioned, the medium to long-term desire for a Higgins Park Masterplan to be developed but acknowledged that there is limited ability to provide a timeframe of when this would happen or the outcomes that would be envisioned.

The President of the Higgins Park Tennis Club, Mr Tom Leeming, advised that there would be some logistics to work out and invited a representative from the Town to attend the Annual General Meeting of the Higgins Park Tennis Club. He also advised that Higgins Park Tennis Club would not be able to contribute to the cost of changing court configurations if courts were to be shared between the two clubs.

---

(To be confirmed 23 July 2018)

There was some discussion around the confusion of where the proposed number of courts, identified in the administration's preferred option of 17 courts, would be located as there is currently 16 courts and 17 would be required. Mr Killigrew offered to take this on notice and email a response.

Mr Leeming, advised that the tennis club would be open to only developing three extra hard courts under lights. This would allow for eight grass courts in a row (unlit), seven hard courts and one croquet court. It was also identified that they may be an opportunity to change the configuration of the existing courts, within the same footprint, to allow for more courts.

It was identified that if the co-location of the clubs was to go ahead, there would need to be an agreement amongst the clubs of where their courts are located.

The Victoria Park Croquet Club questioned whether it is an option for the club to stay at their current location until the land is sold and then use the revenue to assist them with being relocated. Points raised in response were that:

- the co-location could act as a driver to commence the master planning of Higgins Park
- there may be more of a chance that the focus of the Higgins Park Masterplan is sporting clubs if co-location goes ahead
- the croquet club would secure their spot in a sporting precinct if that was the outcome of the Higgins Park Masterplan
- there is more strength to apply for external funding if clubs are co-located
- the co-location would be a unique arrangement for the Town.

The Victoria Park Croquet Club advised that they would like their current operating funding arrangement with the Town of Victoria Park to continue.

### **Next steps**

- The Chief Operations Officer, Mr Ben Killigrew, to email both clubs to recap and request formal feedback be sent to the administration within three weeks. This feedback is to include whether they support or don't support the preferred proposed option and what considerations need to be made to facilitate a successful co-location.
- Feedback will be presented to the July Finance and Audit Committee meeting to discuss and determine the way forward.
- Any questions to be directed to the Chief Operations Officer, Mr Ben Killigrew.

### **Actions**

- The Chief Operations Officer, Mr Ben Killigrew, to confirm how many courts will be available for each club, given that the proposed preferred option would need 17 courts and there are only 16 available.
- Victoria Park Croquet Club and Higgins Park Tennis Club to provide requested feedback as a formal response to the Chief Operations Officer, Mr Ben Killigrew by Sunday 22 July 2018.



---

(To be confirmed 23 July 2018)

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

Nil

**10 NEW BUSINESS OF AN URGENT NATURE**

Nil

**11 CLOSURE**

There being no further business, Councillor Oliver closed the meeting at 6.09pm.

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