

I hereby certify that the Minutes of the Audit (Finance and Risk) Committee Meeting are a true and accurate record of the proceedings contained therein.

Chairperson

Date



SHIRE OF WYNDHAM | EAST KIMBERLEY

MINUTES
AUDIT (FINANCE AND
RISK) COMMITTEE

12 August 2019

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**SHIRE OF WYNDHAM EAST KIMBERLEY
AGENDA OF THE AUDIT
(FINANCE AND RISK) COMMITTEE
KUNUNURRA COUNCIL CHAMBERS
HELD ON MONDAY, 12 AUGUST 2019 AT 5:00 PM**

1. DECLARATION OF OPENING

Members of the Public are advised that recommendations to Council contained within this Agenda and decisions arising from the Council meeting can be subject to alteration.

Applicants and other interested parties should refrain from taking any action until such time as written advice is received confirming Council's decision with respect to any particular issue.

An audio and/or video record will be made of these proceedings to assist in the taking of minutes.

Cr Chafer declared the meeting open at 5.01pm

2. RECORD OF ATTENDANCE/APOLOGIES

ATTENDANCE

Cr T Chafer	Deputy Shire President	Chair of Committee
Cr G Lodge	Councillor	Deputy Chair of Committee
Cr M McKittrick	Councillor	
Cr D Menzel	Shire President	Observer
V Lawrence	Acting Chief Executive Officer / Director Corporate Services	
K Guerin	Rates Officer	
C Cane	Minute Taker	

APOLOGIES

C Askew	Chief Executive Officer
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3. PUBLIC QUESTION TIME/PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

NIL

4. DECLARATION OF INTEREST

- Financial Interest

NIL

- Impartiality Interest

NIL

- Proximity Interest

NIL

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the Audit (Finance and Risk) Committee meeting of 13 May 2019 be accepted as a true and accurate record of proceedings.

Note: The Minutes of the Audit (Finance and Risk) Committee are provided under separate cover via www.swek.wa.gov.au

COMMITTEE RESOLUTION

Minute Number: 12/08/2019 AC432

Moved: Cr G Lodge

Seconded: Cr T Chafer

That the Minutes of the Audit (Finance and Risk) Committee meeting of 13 May 2019 be accepted as a true and accurate record of proceedings.

Carried: 3/0

6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS/NOTICES OF MOTIONS

NIL

COMMITTEE RESOLUTION

Minute Number: 12/08/2019 AC433

Moved: Cr M McKittrick

Seconded: Cr G Lodge

**That the Committee move in-camera to discuss confidential attachments at 5.03pm.
Officers to remain.**

Carried: 3/0

COMMITTEE RESOLUTION

Minute Number: 12/08/2019 AC434

Moved: Cr G Lodge

Seconded: Cr M McKittrick

That the Committee move out of camera at 5.24pm.

Carried: 3/0

7. REPORTS

7.1. STANDING ITEM - INSURANCE CLAIMS

DATE:	12 August 2019
AUTHOR:	Coordinator Financial Operations
RESPONSIBLE OFFICER:	Vernon Lawrence, Director Corporate Services
FILE NO:	RM.01.2
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Finance and Risk) Committee recommends Council note the Insurance Claims Report and associated attachments.

COMMITTEE RESOLUTION

Minute Number: 12/08/2019 AC435

**Moved: Cr G Lodge
Seconded: Cr M McKittrick**

That the Audit (Finance and Risk) Committee recommends Council note the Insurance Claims Report and associated attachments.

Carried: 3/0

PURPOSE

To report to the Audit (Finance and Risk) Committee (the Committee) the insurance claims that have been lodged for the 2017/18 and 2018/19 financial years, the associated costs and the status of the claims.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/PREVIOUS CONSIDERATIONS BY COUNCIL/COMMITTEE

The Audit Committee has as one of its functions to facilitate the effective management of financial and other risks and the protection of Council assets. The Shire administration is currently allocating time and resources to risk management and it is appropriate that the Shire's risk performance is reported to the Committee as a standard report on a quarterly basis.

STATUTORY IMPLICATIONS

Not applicable

POLICY IMPLICATIONS

The following Shire documents are relevant to this report:

- Corporate Insurance Strategy
- CP GOV-3108 Risk and Opportunity Management Policy

FINANCIAL IMPLICATIONS

Insurance premiums have been considered in the 2019/20 budget process. The Shire has in terms of its insurance policy insurance excesses that it has to absorb as a "first loss" in the event of a claim. These excesses are set out in the detailed insurance schedules accompanying the insurance policies.

There are no other financial implications arising out of the preparation of this report.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire's financial viability

Goal: 4.3: Ensure a strong and progressive organisation delivering customer focused services

Strategy 4.3.2: Create a culture that encourages innovation, collaboration, best practice and organisational discipline to improve efficiency, effectiveness and productivity

Strategy 4.4.4: Apply best practice financial management to ensure long term sustainability

RISK IMPLICATIONS

Risk: Inadequate insurance cover leading to damage of reputation and/or financial loss.

Control: Annual review of insurance cover.

COMMUNITY ENGAGEMENT

The Shire of Wyndham East Kimberley's *CP/GOV-3100 Community Engagement Policy* has been considered in relation to this item.

No community engagement is required.

COMMENTS

The Terms of Reference for the Audit (Finance and Risk) Committee set out as one of the objectives to "facilitate the effective management of financial and other risks and the protection of Council assets". Part of the *Local Government Operational Guidelines Number 09 - Audit in Local Government* identifies that "good audit committee practices in monitoring internal control and risk management programs typically include: assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance."

The attachments detail the cost of claims across four categories where claims were made for the financial years 2017/18 and 2018/19. These can be summarised as follows:

	2017/18		2018/19	
	Estimated Costs	Number of Claims	Estimated Costs	Number of Claims
Motor Vehicle	\$0	0	\$719	1
WorkCare	\$26,291	9	\$85,463	6
Property	\$57,048	4	\$8,877	5
Liability	\$363	2	\$0	1
Total	\$83,702	15	\$113,653	13

The table above shows no Motor Vehicle claims were made during the 2017/18 year and one claim was made during the 2018/19 year.

Five WorkCare claims totalling \$85,463 were lodged during the 2018/19 year, of which three have been finalised. The two that are pending finalisation, one has been finalised and a settlement has been reached that is well below the amount stated in the attachment. With respect to the other pending claim, no further costs are expected to be incurred.

The Shire has recruited a Safety and Wellbeing Officer to assist in the development, implementation and management of the Shire's Workplace OSH processes, procedures, as well as coordinating health and wellbeing programs and initiatives. This may result in future periods of more instances of reporting but not change the number of claims made. The incident

reporting will provide valuable data to enable the Shire to better manage its risk. This has positive implications for the cost of insurance.

There were five claims for property damage lodged during the 2018/19 year, one of which is expected to have no financial impact. One claim is related to vandalism at the Kununurra Airport, two are for lightning damage to Shire IT equipment and the final one was for a minor lost property claim.

There was one Liability claim made for the 2018/19 year. This was a claim in respect of water damage to hire vehicles parked at the airport. The Shire has made a without prejudice payment to settle this claim. All claims relating to prior years have been finalised.

ATTACHMENTS

(Confidential Attachments provided under separate cover).

Attachment 1 - Shire of Wyndham East Kimberley - LGIS WorkCare

Attachment 2 - Shire of Wyndham East Kimberley - LGIS Property Claims

Attachment 3 - Shire of Wyndham East Kimberley - LGIS Liability Claims

Attachment 4 - Shire of Wyndham East Kimberley - Motor Vehicle Claims

7.2. STANDING ITEM - SUNDRY DEBTORS

DATE:	12 August 2019
AUTHOR:	Senior Finance Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Director Corporate Services
FILE NO:	FM.07.02
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Finance and Risk) Committee reports to Council that the actions being undertaken by the administration in regard to Sundry Debtors including Sundry Debts in legal process are sufficient and appropriate.

COMMITTEE RESOLUTION

Minute Number: 12/08/2019 AC436

**Moved: Cr M McKittrick
Seconded: Cr G Lodge**

That the Audit (Finance and Risk) Committee reports to Council that the actions being undertaken by the administration in regard to Sundry Debtors including Sundry Debts in legal process are sufficient and appropriate.

Carried: 3/0

PURPOSE

To review the status of Sundry Debtors, including Airport Debtors, and Sundry Debts in legal process.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices.

BACKGROUND/PREVIOUS CONSIDERATIONS BY COUNCIL/COMMITTEE

The listing of 90+ day sundry debtors was provided at the Ordinary Council Meeting on a monthly basis until March 2009 when Council resolved that the 90+ days debtor list be removed from the Council Agenda as a standing item and be presented to the Audit Committee for consideration and to make recommended actions to Council as this falls within the scope of the committee's purpose.

In line with the more strategic focus of the new Committee the report in April 2012 only included debtor balances at 90+days and over \$500.

To further progress this strategic focus this item has been changed to provide summary information regarding all sundry debts including airport landing fees administered by Avdata on the Shire's behalf.

Further changes were recommended to the Committee at the February 2014 meeting to modify the report by removing the categories previously reported and to report sundry debtors as a whole, with airport debtors still being identified separately and that only debtors in excess of \$20,000 be provided with more detail. These changes were supported by the Committee and have been considered in the writing of this report.

STATUTORY IMPLICATIONS

This item in a Council Meeting needs to be discussed behind closed doors under Section 5.23. (2) (e) (iii) of the *Local Government Act 1995* because the item may disclose information about the business, professional, commercial or financial affairs of a person and because the item also contained legal advice to the Council.

POLICY IMPLICATIONS

Council Policy *CP/FIN-3214 Sundry Debt Collection* is relevant to this item.

FINANCIAL IMPLICATIONS

Legal fees may be incurred to recover debts or revenue written off if debt recovery is considered not economically viable.

It should be noted however, that as outlined in section 9.1 of the *CP/FIN-3214 Sundry Debt Collection Policy*, when possible 'legal fees associated with the recovery of outstanding debts will be recovered from the sundry debtor to the extent allowable under legislation and will be assessed on a case by case basis'.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire's financial viability

Strategy 4.4.4: Apply best practice financial management to ensure long term sustainability

RISK IMPLICATIONS

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule

COMMUNITY ENGAGEMENT

The Shire of Wyndham East Kimberley CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.

No community engagement is required however there is regular contact with debtors generally.

COMMENTS

Sundry Debtors (General) Summary as at 29 July 2019

Categories	90 Days		60 Days	30 Days	Current	Total
	No	\$	\$	\$	\$	\$
Sundry Debtors	12	129,305	2,194	138,287	547,914	817,700

Note: The information in the above table is from the Shire's Debtors System, the revenue is recognised when the debt is raised.

Sundry Debtors (Airport Landing Fees) Summary as at 29 July 2019

Categories	90 Days		60 Days	30 Days	Current	Total
	No	\$	\$	\$	\$	\$
Kununurra Airport	25	10,327	187	141,281	157,008	308,803
Wyndham Airport	1	59	0	2,478	4,668	7,205
Total	26	10,386	187	143,759	161,676	316,008

Note: The information in the above table is provided by Avdata.

ATTACHMENTS

(Confidential Attachments provided under separate cover).
Confidential Attachment 1 - Sundry Debtors at 29 July 2019

7.3. STANDING ITEM - LEASES

DATE:	12 August 2019
AUTHOR:	Senior Finance Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Director Corporate Services
FILE NO:	CP.07 and CP.16
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Committee recommends that Council notes the Confidential Lease Schedule and the New and Renewal Lease Schedule attached.

COMMITTEE RESOLUTION

Minute Number: 12/08/2019 AC437

**Moved: Cr G Lodge
Seconded: Cr M McKittrick**

That the Committee recommends that Council notes the Confidential Lease Schedule and the New and Renewal Lease Schedule attached.

Carried: 3/0

PURPOSE

To consider the attached Confidential Lease Report as at 1 August 2019.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Provider - provide physical infrastructure and essential services.

BACKGROUND/PREVIOUS CONSIDERATIONS BY COUNCIL/COMMITTEE

The Shire of Wyndham East Kimberley administers over thirty five leases ranging from airport leases, community and commercial leases.

In December 2007 the Audit (Risk and Finance) Committee resolved:

Minute No. A066

Moved: Cr Keith Wright

Seconded Cr Frederic Mills

- 1. That the Audit Committee note that the responsibility for the management of leases and periodical contracts is that of the Executive Manager Corporate Services.**
- 2. That the Audit Committee note that the Executive Manager Corporate Services monitors the leases and coordinates the lease database and reporting to Executive Managers, the Audit Committee and Council.**
- 3. That the Audit Committee request staff to present an updated Lease Spreadsheet certified by Executive Manager Corporate Services to each Audit Committee meeting as a standing item.**

Carried Unanimously 4/0

STATUTORY IMPLICATIONS

Local Government Act 1995

Part 5, Division 2

5.23. Meetings generally open to public

- (2) *If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —*
- (a) a matter affecting an employee or employees; and*
 - (b) the personal affairs of any person; and*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
 - (e) a matter that if disclosed, would reveal —*
 - (i) a trade secret; or*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and*
 - (f) a matter that if disclosed, could be reasonably expected to —*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and*
 - (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) such other matters as may be prescribed.*

- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

POLICY IMPLICATIONS

CP/PMG-3780 Leasing of Council Managed Reserve Land – Community is relevant.

CP/PMG-3781 Leasing of Council Managed/Owned Land – Commercial is relevant.

FINANCIAL IMPLICATIONS

There are no financial implications from the preparation of this report.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire's financial viability

Goal: 4.3: Ensure a strong and progressive organisation delivering customer focused services

Strategy 4.3.2: Create a culture that encourages innovation, collaboration, best practice and organisational discipline to improve efficiency, effectiveness and productivity

Strategy 4.4.4: Apply best practice financial management to ensure long term sustainability

RISK IMPLICATIONS

Risk: Loss of corporate knowledge with staff turnover.

Control: Documentation of service procedures.

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.

COMMUNITY ENGAGEMENT

The Shire of Wyndham East Kimberley CP/GOV-3100 Community Engagement Policy has been considered in relation to this item. No community engagement is required.

COMMENTS

The Shire has finalised numerous outstanding leases over the past 24 months. Shire officers are following up on four remaining outstanding lease issues on a regular basis and the renewal of two existing leases. While the Shire is making every attempt to finalise the remaining leases as soon as possible, control over the timeline in progressing the leases is not vested entirely in the Shire. Details of outstanding leases are contained in Attachment 2.

ATTACHMENTS

(Confidential Attachments provided under separate cover).

Confidential Attachment 1 - Lease Schedule

Confidential Attachment 2 - New and Renewal Lease Schedule

7.4. STANDING ITEM - RATES DEBTORS

DATE:	12 August 2019
AUTHOR:	Rates Officer
RESPONSIBLE OFFICER:	Vernon Lawrence, Director Corporate Services
FILE NO:	FM.11.1
DISCLOSURE OF INTERESTS:	NIL

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Finance and Risk) Committee reports to Council that the actions being undertaken by the administration in regard to rates debtors, including rates debts in legal process, are sufficient and appropriate.

COMMITTEE RESOLUTION

Minute Number: 12/08/2019 AC438

**Moved: Cr M McKittrick
Seconded: Cr G Lodge**

That the Audit (Finance and Risk) Committee reports to Council that the actions being undertaken by the administration in regard to rates debtors, including rates debts in legal process, are sufficient and appropriate.

Carried: 3/0

PURPOSE

To review the status of rates debtors and those rates debts that are in legal process.

NATURE OF COUNCIL'S ROLE IN THE MATTER

Leader - plan and provide direction through policy and practices

BACKGROUND/PREVIOUS CONSIDERATIONS BY COUNCIL/COMMITTEE

At the Ordinary Council Meeting, 16 October 2007, Council resolved the following:

Minute No. 7936

That Council direct the CEO to provide a written report to Council under confidential cover each month in regard to all debts currently in legal process.

Carried Unanimously 5/0

At the Ordinary Council Meeting on 18 March 2008, Council resolved the following:

Minute No: 8148

Moved: Cr J Parker Seconded: Cr F Mills

That Council:

- 1. note the confidential report provided to it in relation to debts owed to Council and under legal action.***
- 2. direct the Executive Manager Corporate Services to provide a written report to the Audit Committee under confidential cover at each Audit Committee meeting in regard to all debts currently in legal process.***
- 3. request the Audit Committee to make recommendations to Council as required and appropriate in relation to the report provided under confidential cover regarding debts currently in legal process.***
- 4. resolve that this requirement replaces the previous requirement on the CEO to report information to Council.***

Carried Unanimously 8/0

This requirement is now fulfilled by a combination of this report and item 7.2 Standing Item – Sundry Debtors.

The Outstanding Rates Debtors over three years report has also been incorporated into the confidential attachment to this item to give a complete picture of rates debtors.

STATUTORY IMPLICATIONS

This item in a Council Meeting needs to be discussed behind closed doors in accordance with section 5.23. (2) (e) (iii) of the *Local Government Act 1995* because the item may disclose information about the business, professional, commercial or financial affairs of a person.

POLICY IMPLICATIONS

Council's Policy *CP/FIN-3212 Rates and Charges Debt Collection* is relevant

FINANCIAL IMPLICATIONS

Legal fees may be incurred to recover debts or revenue written off if debt recovery is considered not economically viable. Should debts become not recoverable it affects the cash

position of the Shire. Provision is made for debts that are not recoverable at the end of each financial year.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Focus Area 4: Civic Leadership

Goal 4.4: Sustainably maintain the Shire's financial viability

Strategy 4.4.4: Apply best practice financial management to ensure long term sustainability

RISK IMPLICATIONS

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Annual Financial Audit.

Review policies and procedures in accordance with review schedule.

COMMUNITY ENGAGEMENT

The Shire of Wyndham East Kimberley CP/GOV-3100 Community Engagement Policy has been considered in relation to this item.

No community engagement is required however regular communication is had with ratepayers.

COMMENTS

Rates and Services Debtors Summary

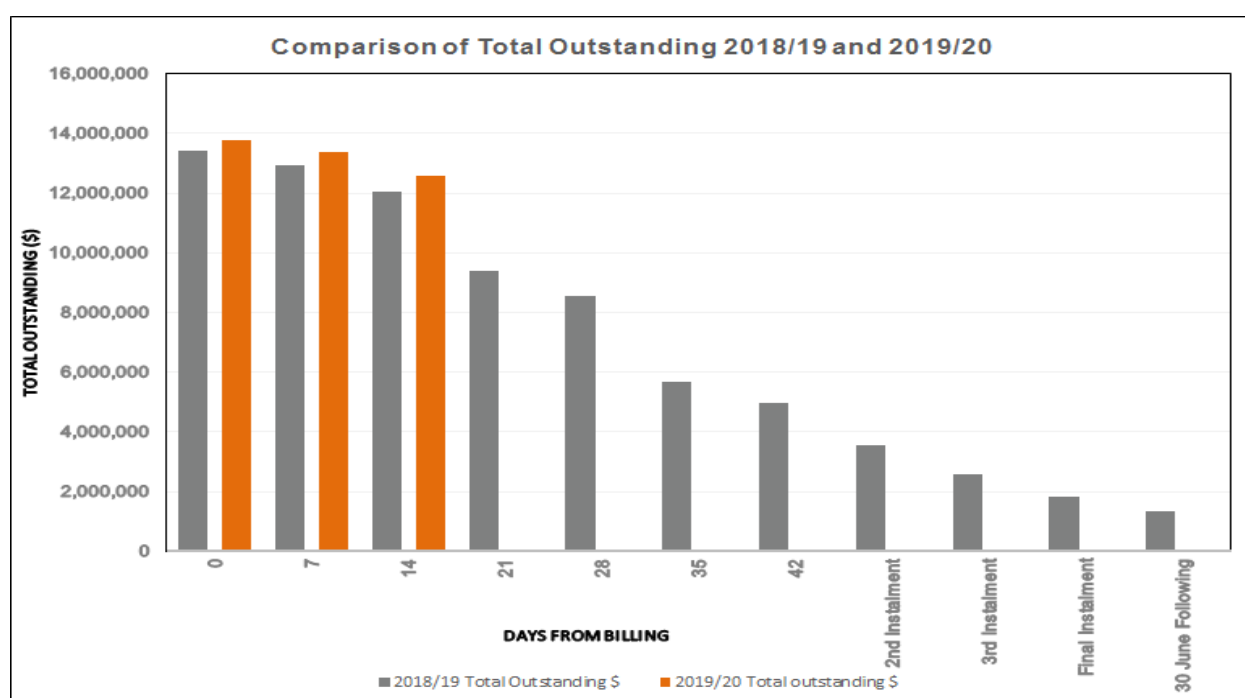
Rates & Services Levied 2019/20 (including arrears) at 02 August 2019	Overdue at 02 August 2019
\$ 13,842,139	\$ 1,316,353

Rates for the financial year of 2019/20 were raised on 11 July 2019 and issued on the 19 July 2019. Interim rating occurs periodically throughout the year. The Overdue amount of \$1,316,353 is analysed in the Confidential Attachment 1.

Comparison of rates received 2018/19 and 2019/20

NB: It should be noted that the table below includes Rates, Waste Management Charges, Waste Receptacle Charges, Back Rates, ESL & Deferred Rates.

		2018/19			2019/20		
Days from Billing		Total Outstanding	Received	% of Billing	Total outstanding	Received	% of Billing
		\$	\$	%	\$	\$	%
0	Notices Issued	13,418,076			13,755,411		
7		12,910,025	508,051	3.79%	13,387,247	368,164	2.68%
14		12,042,246	867,779	6.47%	12,570,945	816,302	5.93%
21		9,409,788	2,632,457	19.62%	0	0	0.00%
28		8,558,338	851,450	6.35%	0	0	0.00%
35		5,654,622	2,903,716	21.64%	0	0	0.00%
42		4,957,835	696,786	5.19%	0	0	0.00%
2nd Instalment		3,564,154	1,393,681	10.39%	0	0	0.00%
3rd Instalment		2,570,784	993,370	7.40%	0	0	0.00%
Final Instalment		1,818,030	752,754	5.61%	0	0	0.00%
30 June Following		1,353,327	464,703	3.46%	0	0	0.00%
Total			12,064,749	89.92%	0	1,184,466	8.61%



Instalment Status Report at 02 August 2019

No data present at this time as due date of 23 August 2019 has not yet passed.

Instalment Option	Number of Properties	% Total Properties*	Properties up to date	Properties Behind	Instalments Overdue \$	% of Properties Overdue
2 Instalments	0	0	0	0	0	0
4 Instalments	0	0	0	0	0	0
All instalment Payers	0	0	0	0	0	0

*excluding non-rateable properties

ATTACHMENTS

(Confidential Attachments provided under separate cover).

Confidential Attachment 1 - Rates Debtors at 02 August 2019

8. MATTERS BEHIND CLOSED DOORS

NIL

9. CLOSURE

Date of next meeting: Monday 4 November 2019, 5pm, Kununurra Council Chambers

Cr T Chafer declared the meeting closed at 5.28pm