



**MINUTES OF AUDIT (RISK AND FINANCE) COMMITTEE MEETING HELD
21 AUGUST 2012.**

I hereby certify that the Minutes of the Audit (Risk and Finance) Committee meeting held 21 August 2012 are a true and accurate record of the proceedings contained therein.

Chairperson Confirmed

1	Declaration of Opening	2
2	Record of Attendance	2
3	Declaration of Interest	2
4	Acceptance of Minutes of Previous Meeting	2
4.1	Audit (Risk and Finance) Committee Meeting Minutes 13 April 2012	2
5	Officer's Report	3
5.1	Standing Item – Sundry Debtors	3
5.2	Standing Item – Rates Debtors	6
5.3	Request for Write Off Rates Debt	9
5.4	Recovery of Outstanding Multipurpose Court Contribution	11
6	Project Updates	16
7	Requests for Officers Reports	16
8	Date of Next Meeting	16
9	Closure of Meeting	16

1 Declaration of Opening

The meeting was declared open at 3.56pm by the Chief Executive Officer as the Chair was to arrive late to the meeting. The Chief Executive Officer called for nominations to take the Chair until Cr Addis arrived.

Minute AC261

Moved: Cr J Parker

Seconded: Cr D Ausburn

That Cr J Moulden assumes the Chair on a temporary basis until Cr R Addis arrives at the meeting.

Carried Unanimously: 3/0

Cr J Moulden took the chair at 3.57pm

2 Record of Attendance

Cr R Addis	Committee Chair (Arrived 4.10)
Cr J Moulden	Committee Member
Cr J Parker	Committee Member
Cr D Ausburn	Committee Member
Gary Gaffney	Chief Executive Officer
Jo-Anne Ellis	Director Corporate Services (Arrived 3.58pm)
Gill Old	Manager Financial Services

3 Declaration of Interest

- Financial
Nil
- Members Impartially Interest
Nil
- Proximity Interest
Nil

4 Acceptance of Minutes of Previous Meeting

4.1 Audit (Risk and Finance) Committee Meeting Minutes 13 April 2012

Recommendation

That the minutes of the Audit (Risk and Finance) Committee meeting of 13 April 2012 be accepted as a true and accurate record of proceedings.

Minute AC262

Moved: Cr D Ausburn

Seconded: Cr J Parker

That the minutes of the Audit (Risk and Finance) Committee meeting of 13 April 2012 be accepted as a true and accurate record of proceedings.

Carried Unanimously: 3/0

5 Officer's Report

5.1 Standing Item – Sundry Debtors

DATE:	21 August 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Asanka Jayakody, Acting Accountant
REPORTING OFFICER:	Jo-Anne Ellis, Director Corporate Services
FILE NO:	FM.07.2

J Ellis entered the room at 3.58pm
Cr R Addis arrived at 4.10pm

PURPOSE

To review status of sundry debtors, including airport debtors, and sundry debts in legal process.

BACKGROUND

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 then 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 Councils behalf. Sundry debtors in legal process have also been incorporated into this item to give a complete picture of sundry debtors.

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.

As the Audit (Risk and Finance) Committee has no delegated powers it does not need to open to the public and therefore the provisions of Section 5.23 are not relevant.

POLICY IMPLICATIONS

No policy implications apply in relation 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.

STRATEGIC IMPLICATIONS

The costs associated with legal fees to recover debt need to be weighed up against the debt to ensure and economically viable action is being taken.

COMMUNITY CONSULTATION

Community Consultation is not required in relation to this item.

COMMENT

Sundry Debtors (General) Summary – 13 August 2012

Categories	90 Days		60 Days	30 Days	Current	Total
	No	\$	\$	\$	\$	\$
Airport & Airport Leases	5	12,291	193	82,828	266,817	481,817
Childcare	6	4,140	671	2,329	4,387	11,527
Grant	3	98,823	-	1,541,713	244,829	1,885,364
Health		0	2,348	760	-	3,108
Leisure		-	-	6,609	4,798	11,406
Waste	11	1,171	6,929	31,224	- 135	39,189
Other	10	23,238	13,269	1,573	3,677	41,757
Total		139,662	23,411	1,667,034	524,372	2,474,167

Note: The information in the above table is from Council Debtors System, the revenue is recognised when the debtor is raised.

Sundry Debtors (Airport Landing Fees) Summary – 13 August 2012

Categories	90 Days		60 Days	30 Days	Current	Total
	No	\$	\$	\$	\$	\$
Kununurra Airport	27	93,188	37,580	128,862	158,573	418,203
Wyndham Airport	3	6,964	1,034	838	4,060	12,896
Total		100,152	38,615	129,699	162,633	431,099

Note: The information in the above table is provided by Avdata. Airport Landing Fees are not detailed in any Council Systems, they are invoiced and collected on Councils behalf by Avdata. The revenue is recognised when the cash is deposited in Councils bank account.

ATTACHMENTS

Sundry Debtors detailed report as at 13 August 2012
(Confidential attachment provided under separate cover)

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Risk and Finance) 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 and no further actions are recommended at this time.

COMMITTEE RESOLUTION

Minute AC263

Moved: Cr J Parker

Seconded: Cr D Ausburn

That the Audit (Risk and Finance) 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 and no further actions are recommended at this time.

Carried Unanimously: 4/0

COMMITTEE RECOMMENDATION 1

That Council acknowledges that the Audit (Risk and Finance) Committee has reviewed the status of sundry debtors including sundry debts in legal process and has resolved that the actions being undertaken by the administration in regard to these debts are sufficient and appropriate and no further actions are recommended at this time.

COMMITTEE RESOLUTION

Minute AC264

Moved: Cr R Addis

Seconded: Cr J Parker

That Councils debt collection policy is brought to the next Audit (Risk and Finance) Committee including details of cut-off / removal of service for large debts.

Carried Unanimously: 4/0

The additional resolution is to enable the committee to review Councils debt collection policy to ensure it is consistent with the aims and objective of the Audit (Risk and Finance) Committee.

Cr J Moulden vacated the chair and Cr R Addis assumed the chair at 4.15pm

5.2 Standing Item – Rates Debtors

DATE:	21 August 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Felicity Heading, Senior Finance Officer
REPORTING OFFICER:	Jo-Anne Ellis, Director Corporate Services
FILE NO:	FM.11.1

PURPOSE

To review status of rates debtors and rates debts in legal process.

BACKGROUND

At the Ordinary Council Meeting, 16 October 2007, Council moved the following resolution:

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, 18 March 2008, Council moved 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 5.1 Standing Item – Sundry Debtors.

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 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.

As the Audit (Risk and Finance) Committee has no delegated powers it does not need to open to the public and therefore the provisions of Section 5.23 are not relevant.

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POLICY IMPLICATIONS

No policy implications apply in relation 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.

STRATEGIC IMPLICATIONS

The costs associated with legal fees to recover debt need to be weighed up against the debt to ensure and economically viable action is being taken.

COMMUNITY CONSULTATION

Community consultation is not required in relation to this item.

COMMENT

Rates and Services Debtors Summary

Rates & Services Levied 2011/2012	Rates & Services Debt as at 10 August 2012	Overdue at 10 August 2012
\$ 7,115,543	\$ 749,270	\$ 749,270

Rates for the financial year of 2012/2013 will be raised and issued by 21 August 2012.

ATTACHMENTS

Rates Debtors - Detailed Report
(Confidential Attachment provided under separate cover)

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Risk and Finance) 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 and no further actions are recommended at this time.

COMMITTEE RESOLUTION

Minute AC265

Moved: Cr J Parker

Seconded: Cr J Moulden

That the Audit (Risk and Finance) 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, however additional actions are required in relation to Wyndham Club Inc.

Carried Unanimously: 4/0

COMMITTEE RESOLUTION

Minute AC266

Moved: Cr J Parker

Seconded: Cr J Moulden

That the Audit (Finance and Risk) Committee recommends to Council to require the Wyndham Community Club Committee to:

1. Either
 - a. meet their outstanding rates debt on assessment A501 within 60 days;
or
 - b. enter into a suitable payment plan approved by the Chief Executive Officer;and
2. Formalise the lease of Lot 472 Great Northern Highway, Wyndham with the Shire within 90 Days.

Carried Unanimously: 4/0

COMMITTEE RECOMMENDATION 2

That Council acknowledges that the Audit (Risk and Finance) Committee has reviewed the status of rates debtors including rates debts in legal process and has resolved that the actions being undertaken by the administration in regard to these debts are sufficient and appropriate, however additional actions are required in relation to Wyndham Club Inc.

COMMITTEE RECOMMENDATION 3

That Council on recommendation from the Audit (Finance and Risk) Committee requires the Wyndham Community Club Committee to:

1. Either
 - a. meet their outstanding rates debt on assessment A501 within 60 days;
or
 - b. enter into a suitable payment plan approved by the Chief Executive Officer;and
2. Formalise the lease of Lot 472 Great Northern Highway, Wyndham with the Shire within 90 Days.

5.3 Request for Write Off Rates Debt

DATE:	21 August 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Felicity Heading, Senior Finance Officer
REPORTING OFFICER:	Jo-Anne Ellis, Director Corporate Services
FILE NO:	FM.11.1
ASSESSMENT NO:	A2478

PURPOSE

To recommend Council write off outstanding rates and penalties on Assessment A2478

BACKGROUND

In April 2006 the mining tenement was granted. The tenement was surrendered in April 2009.

In 2009 the outstanding rates debt for financial year 2008/2009 on this assessment was referred to Council's debt collection agent. A General procedure claim was served on 9 July 2009. No response was received to the claim.

The company that was the registered holder of this mining tenement was deregistered in December 2011.

An agenda item to recommend the write off of this debt was included in the Ordinary Council Meeting agenda on 26 June 2012. Council resolved:

Minute No.9793

That Council defers consideration of the request to write off rates debt against Assessment A2478 until it is referred to the next meeting of the Shire's Audit (Finance and Risk) Committee for their consideration and recommendation to Council.

Carried Unanimously 5/0

The information is now presented to the Audit Committee for their consideration.

The total outstanding debt as at 10 August 2012 is \$1,935.79 represented by outstanding rates \$288.06, penalties \$244.99 and debt collection and legal charges of \$1,402.74.

STATUTORY IMPLICATIONS

Local Government Act 1995, S6.12:

- "(1) Subject to subsection (2) and any other written law, a local government may -
- (a) when adopting the annual budget, grant* a discount or any other incentive for the early payment of any amount of money;
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,
- which is owed to the local government
*absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

POLICY IMPLICATIONS

Policy F12 – Rate Collection Policy

FINANCIAL IMPLICATIONS

Total outstanding debt requested for write off as at 10 August 2012 is \$1,935.79.

STRATEGIC IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Community consultation is not required in relation to this item.

COMMENT

Processes available under Council's debt collection policy have been undertaken and with consideration to the costs and realistic prospect of recovery this debt is recommended for write off.

ATTACHMENTS

There are no attachments associated with this report.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Risk and Finance) Committee recommends to Council to write off the outstanding rates debt of \$1,935.79 plus accrued penalties relating to Rates Assessment A2478.

COMMITTEE RESOLUTION

Minute AC267

Moved: Cr J Parker

Seconded: Cr J Moulden

That the Audit (Risk and Finance) Committee recommends to Council to write off the outstanding rates debt of \$1,935.79 plus accrued penalties relating to Rates Assessment A2478.

Carried Unanimously: 4/0

COMMITTEE RECOMMENDATION 4

That Council on recommendation of the Audit (Risk and Finance) Committee writes off the outstanding rates debt of \$1,935.79 plus accrued penalties relating to Rates Assessment A2478.

5.4 Recovery of Outstanding Multipurpose Court Contribution

DATE:	21 August 2012
PROPONENT:	Shire of Wyndham East Kimberley
LOCATION:	Shire of Wyndham East Kimberley
AUTHOR:	Wayne Richards, Manager Recreation and Leisure
REPORTING OFFICER:	Jo-Anne Ellis, Director Corporate Services
FILE NO:	FM.07.2

PURPOSE

To inform the Audit committee on the status of the outstanding \$51,000 contribution to the Kununurra Multipurpose Courts Upgrade from the Kununurra Tennis Club, Kununurra Netball Association and Kununurra Basketball Association and propose potential solution to assist recovery.

BACKGROUND

The Kununurra Multipurpose courts were upgraded in 2008/09 at a total project cost of \$1.2 million. Funding included a financial contribution of \$30,000 from the Kununurra Tennis Club and \$15,000 from the Kununurra Netball Association.

During the project's planning, a request was made by the user groups to amend the works to include three additional courts.

A letter dated 21 November 2008 was submitted to Council co-signed by Tennis, Netball and Basketball Clubs stating that these associations will "engage their best efforts to raise \$51,000 for the resurfacing of three existing basketball courts".

On the basis of this letter, Council resolved on 20 January 2009 to amend the project and grant the Tennis, Netball and Basketball clubs a 5 to 8 year self-supporting loan.

Minute No: 8542

Moved: Cr J Moulden

Seconded: Cr K Wright

That Council:

1. *Rescind points 1 and 4 of Minute No 8381 of 16 September 2008, being:*
 2. *That Council authorise officers to liaise with the approved tenderer to develop 2 basketball courts incorporated into the Multipurpose Court Facility and re-surfacing 1 existing basketball/netball court to*
 - a. *maintain basketball court facilities and consolidate hard courts*
 - b. *cater for casual and community use, and*
 - c. *capitalise on the existing competitive price estimate Council has received on re-surfacing and availability of contractors in the area.*
 4. *That Council decommission 2 of the existing outdoor netball/basketball courts by removing court furniture and fencing (on 2 boundaries only to maintain oval security) to allow car parking on the site but reserve the site for future hard court expansion when the need for additional courts is demonstrated.*
2. *Utilise the basketball furniture committed to the proposed two basketball courts in the Kununurra Multipurpose Recreation Courts complex as a result of Council Minute No 8381 of 16 September 2008 in the re-surfacing and upgrade of the*

existing three Kununurra basketball/netball courts to provide three basketball courts on the site.

- 3. Accept the commitment by the Kununurra Tennis Club Inc, the Kununurra Netball Association Inc and the Kununurra Basketball Committee to raise \$51,000 and provide a 5 – 8 year self supporting loan provided that there is a director's guarantee provided by at least two members of each group or provision of another form of surety as negotiated and agreed by the Shire President, Deputy Shire President and CEO.*
- 4. Do not proceed with line marking two tennis/netball courts for basketball within the Kununurra Multipurpose Court Facility.*

CARRIED: (6/2)

Cr D Ausburn request that votes for and against are recorded:

For: Crs Mills, Addis, Moulden, Caley, Torres and Wright

Against: Crs Ausburn and Parker

Following this meeting however, self-supporting loans were not issued.

Since this amendment has been made, the Kununurra Basketball Association has folded and is no longer operating. The Association was not functioning well at the time of these arrangements being made.

The outstanding contribution has been discussed several times with the Tennis Club and Netball Association. The clubs firmly believe they are only responsible for one third each (\$17,000). The project budget did not allow for any amendments and received the letter as an agreement for the group of clubs to raise the full \$51,000.

The final factor in the assessment of the outstanding amount is the fact that have been several issues that have been mentioned as potentially contributing to the outstanding amount including working bees and the sale of equipment from the site (lights). No dollar figure was placed on these contributions and very little detail is available on them.

STATUTORY IMPLICATIONS

There are no statutory implications associated with this report.

POLICY IMPLICATIONS

Policy F15 – Sundry Debt Collection Policy

FINANCIAL IMPLICATIONS

The amount of \$51,000 has been raised through the debtors system appearing in the 2011/12 financial year (two invoices each for \$17,000 and \$8,500 to both the Tennis and Netball Clubs).

Total outstanding debt request to write off \$17,000 from this outstanding amount.

STRATEGIC IMPLICATIONS

There are no strategic implications associated with this report.

COMMUNITY CONSULTATION

A number of discussions with the Kununurra Tennis Club and Kununurra Netball Association have taken place over the duration of this matter. The most recent correspondence was 26 June 2012.

COMMENT

Summarising the factors that have been raised regarding the outstanding contribution:

1. Distribution of the contributions

The Clubs (Netball Association and Tennis Club) are willing to pay the \$17,000 for 1/3 of the \$51,000. They believe that the remaining \$17000 is the responsibility of the (now non-existent) Basketball Association and SWEK. It was known at the time of the letter signing that the Basketball Association was weak and was not necessarily in a position to contribute. The Tennis Club stated that they had the letter assessed by a lawyer and their argument would be supported legally.

2. Sale of the Tennis Clubs lights

My understanding of this issue is that the light towers were purchased by the Tennis Club however installed on Shire land, technically making them a Shire asset. They were removed by Wanna Work but were severely damaged in the process. The Tennis Club protested that as they owned the lights, they should receive the proceeds from their sale. The lights were offered for sale by SWEK with no response from club. Responsibility for the sale of the lights was given back to the Tennis Club without success (although the Ord River Magpies may have bought two of them). Indications are that the light poles are currently stored at an individuals property.

3. Shade Sails

Similar to the issue above, the Tennis Club advised that during the upgrade works a large shade sail was removed by the Shire. There is no evidence of this, the age or state of the shade or what may have been done with it.

4. In Kind Contribution

There are two clear attempts at getting the clubs involved in providing in kind labour to offset the outstanding \$51,000. There are no records of the first "working bee" that involved the Netball Association and several Shire staff members that verify that this took place. Most notably absent from any records however is any mention of what was done, how many people/hours were contributed, and any fee for service discussed.

The second "working bee" was with the Tennis Club and Shire staff members. It appears that a quote was received from Wanna Work to remove fencing for \$7,000. The Tennis club were contacted to complete these works and this amount would be deducted from their contribution to the \$51,000 however the payment of a \$7,000 invoice to Wanna Work, indicating that this work was not done by the Tennis Club.

With each of these factors in mind, there are several options:

Charge both Netball and Tennis the full amount of \$25,500 each in the knowledge that they may refuse to pay the additional \$8,500 and action would need to be taken.

Charge both Netball and Tennis \$17,000 each, with the \$17,000 owed by the Basketball Association waived based on an estimation that the Sale of Lights, in-kind contributions and removal of Shade sails would have contributed a portion of this \$17,000 with the remaining portion absorbed by the Shire of Wyndham East Kimberley. Any monetary value of in kind labour or sale of assets would also be absorbed by the Shire

Charge both Netball and Tennis \$17,000 each, with the outstanding \$17,000 debt allocated to the Basketball Association in the hope that they may reform at a later date. It is unlikely that this will ever be repaid and may prevent a Basketball Association reforming in the future if they immediately inherit a large debt.

ATTACHMENTS

Attachment 1 – November 2008 signed letter from all three Clubs.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Risk and Finance) Committee recommends to Council to:

- 1. Advise the Netball and Tennis Clubs that invoices 19045 and 19046 for a combined total of \$34,000.00 including GST stand.**
- 2. Write off invoices 19047 and 19048 currently issued to the Netball and Tennis Clubs for a total of \$17,000.00 including GST as being owed by the Kununurra Basketball Association deemed unrecoverable.**
- 3. Agree to the Kununurra Netball Associations payment plan of invoice 19045 for \$17,000 in three lump sums payable by 30 June 2013.**
- 4. Direct staff to enter negotiations with the Kununurra Tennis Club to agree on a suitable payment plan for invoice 19046 for a total of \$17,000 that maximises the security that the contribution will be paid to the Shire.**

COMMITTEE RESOLUTION

Minute AC268

Moved: Cr J Parker

Seconded: Cr D Ausburn

That the Shire President, Chair of Audit (Risk and Finance) Committee and Chief Executive Officer write to the Tennis Club, Basketball Club and Netball Club requiring the debt in regard to \$51,000 contribution to multi-purpose courts referred to in letter co-signed by the clubs on 21 November 2008 to be paid in full by 30 June 2013.

Carried Unanimously: 4/0

COMMITTEE RECOMMENDATION 5

That the Shire President, Chair of Audit (Risk and Finance) Committee and Chief Executive Officer write to the Tennis Club, Basketball Club and Netball Club requiring the debt in regard to \$51,000 contribution to multi-purpose courts referred to in letter co-signed by the clubs on 21 November 2008 to be paid in full by 30 June 2013.

21 November 2008

Elected Members
Shire of Wyndham East Kimberley
PO Box 614
KUNUNURRA WA 6743

Dear Cr. Mills,

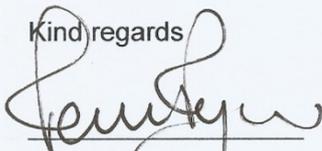
As requested at the Council Briefing Session held on 4 November 2008, please accept this letter as confirmation that the Kununurra Tennis Club, Kununurra Netball Association and Kununurra Basketball Committee will engage their best efforts to raise \$51,000 for the resurfacing of three existing basketball courts on Rod Hodnett Drive. It is agreed that these funds will ensure the establishment of an independent basketball facility as well as a multipurpose recreation facility (as originally proposed and agreed upon) for netball and tennis use only.

The above mentioned sporting groups have every intention of honouring this commitment by:

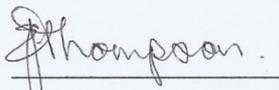
- Submitting grant applications to appropriate government agencies;
- Sourcing corporate sponsorship from local industry groups;
- Selling the tennis club's original light towers;
- Raising funds through the sale of food items at the Kimberley Moon Concert and other community events and/or;
- Applying for a low interest community loan.

As indicated in an email on 7 November 2008 to the Executive Manager of Community Services (and subsequently, to the Chief Executive Officer), we hope this letter fully demonstrates the willingness of local sporting groups to raise funds so as to assist the Shire develop quality facilities that meet the needs of local community members.

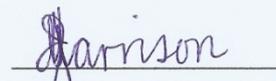
Kind regards



Paul Royce
Kununurra Tennis Club



Jacinta Thompson
Kununurra Netball Assoc.



Jo Harrison
Kununurra Basketball Committee

cc: Peter Stubbs
Chief Executive Officer, SWEK

6 Project Updates

This item is to provide information to the Audit (Risk and Finance) Committee on

- ongoing projects not subject to officers reports
- items that do not require a Council decision

A confidential attachment has been provided under separate cover.

7 Requests for Officers Reports

This section is included in the agenda in place of General Business to improve the meeting process and to enable the Audit (Risk and Finance) Committee to make informed decisions based on adequate research and an officer recommendation. Even though this item exists committee members can request officer reports at any time (giving suitable preparation time prior to the agenda deadline).

8 Date of Next Meeting

The schedule of meeting for the committee has not yet been set. The date of the next meeting needs to be set for planning purposes, re timing of agenda items and including the date in committee member's diaries.

October 2012– Limited Agenda - Meeting with Auditor

November 2012 – Full Agenda - Committee Meeting

9 Closure of Meeting

With the business of the meeting concluded the Chair thanked those in attendance and closed the meeting at 4.55pm