

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

9 February 2016

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**SHIRE OF WYNDHAM EAST KIMBERLEY
MINUTES OF THE AUDIT (FINANCE AND RISK)
COMMITTEE MEETING
KUNUNURRA COUNCIL CHAMBERS
HELD ON TUESDAY, 9 FEBRUARY 2016 AT 3:00 PM**

1. DECLARATIONS OF OPENING

The Chairperson declared the meeting open at 3:01pm.

2. RECORD OF ATTENDANCE / APOLOGIES

ATTENDANCE

Cr S Rushby	Councillor - Chair
Cr B Robinson	Councillor – Deputy Chair
Cr N Perry	Councillor
Cr A Petherick	Councillor
C Askew	Chief Executive Officer
N Octoman	Director Corporate Services
L Gee	Director Community Development
Meagan Le Riche	Acting Executive Assistant (Minute Taker)

GALLERY

Rhonda Guerinoni	Ratepayer
Cr Jane Parker	Shire President

APOLOGIES

Nil

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE/PUBLIC QUESTION TIME

NIL

4. DECLARATION OF INTEREST

- Financial Interest

Nil

- Impartiality Interest

Councillor	Item	Title	Description of interest
Cr N Perry	7.2	Standing Item - Leases	I am aware that Salerno Law has worked on a few of the leases however they, nor I, will not be financially affected by this item.

- Proximity Interest

Nil

5. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

5.1 ACCEPTANCE OF MINUTES OF AUDIT (FINANCE AND RISK) COMMITTEE MEETING OF 10 NOVEMBER 2015

RECOMMENDATION

That the Minutes of the Audit (Finance and Risk) Committee meeting of 10 November 2016 be accepted as a true and accurate record of proceedings.

COMMITTEE RESOLUTION

Minute No. AC391

Moved: Cr A Petherick
Seconded: Cr B Robinson

That the Minutes of the Audit (Finance and Risk) Committee meeting of 10 November 2015 be accepted as a true and accurate record of proceedings.

Carried Unanimously 4/0

5.2 ACCEPTANCE OF MINUTES OF SPECIAL AUDIT (FINANCE AND RISK) COMMITTEE MEETING OF 8 DECEMBER 2015

COMMITTEE RESOLUTION

Minute No. AC392

Moved: Cr N Perry
Seconded: Cr B Robinson

That the Minutes of the Special Audit (Finance and Risk) Committee meeting of 8 December 2015 be accepted as a true and accurate record of proceedings.

Carried Unanimously 4/0

6. DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / NOTICES OF MOTIONS

Nil

7. REPORTS

7.1 COMPLIANCE AUDIT RETURN

DATE:	9 February 2016
AUTHOR:	Lisa Hannagan
RESPONSIBLE OFFICER:	Carl Askew
FILE NO:	CM.13.2
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Finance and Risk) Committee recommends to the Council that it adopts the Compliance Audit Return for 2015.

COMMITTEE RESOLUTION:

Minute No. AC393

Moved: Cr B Robinson

Seconded: Cr N Perry

That the Audit (Finance and Risk) Committee recommends to the Council that it adopts the Compliance Audit Return for 2015.

Carried unanimously 4/0

PURPOSE

The Chief Executive Officer is required to complete and submit a Compliance Audit Return to the Director General of the Department of Local Government together with a copy of the relevant minute as approved by Council at the Ordinary Council Meeting by 31 March each year.

7.2 STANDING ITEM - LEASES

DATE:	9 February 2016
AUTHOR:	Brian Garrett, Coordinator Financial Management.
RESPONSIBLE OFFICER:	Natalie Octoman, 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 to the Council that it notes the Confidential Lease Schedule and New and Renewal Lease Schedule attached.

COMMITTEE RESOLUTION:

Minute No. AC394

**Moved: Cr B Robinson
Seconded: Cr A Petherick**

That the Audit (Finance and Risk) Committee recommends to the Council that it notes the Confidential Lease Schedule and New and Renewal Lease Schedule attached.

Carried unanimously 4/0

PURPOSE

To consider the attached Confidential Lease Report as at 31 December 2015.

7.3 STANDING ITEM – INSURANCE CLAIM REPORT

DATE:	9 February 2016
AUTHOR:	Brian Garrett, Coordinator Financial Management
RESPONSIBLE OFFICER:	Natalie Octoman, 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 to the Council that it notes the Insurance Claims Register attached.

COMMITTEE RESOLUTION:

Minute No. AC395

Moved: Cr N Perry

Seconded: Cr B Robinson

That the Audit (Finance and Risk) Committee recommends to the Council that it notes the Insurance Claims Register attached.

Carried unanimously 4/0

PURPOSE

To report to the Audit (Finance and Risk) Committee the insurance claims that are either current, or have been finalised.

7.4 STANDING ITEM – SUNDRY DEBTORS REPORT

DATE:	9 February 2016
AUTHOR:	Amanda Collins, Debtors Officer
RESPONSIBLE OFFICER:	Natalie Octoman, Director Corporate Services
FILE NO:	FM.07.2
DISCLOSURE OF INTERESTS:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That the Audit (Finance and Risk) Committee reports to the 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 No. AC395

Moved: Cr B Robinson

Seconded: Cr N Perry

That the Audit (Finance and Risk) Committee reports to the 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 unanimously 4/0

PURPOSE

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

7.5 STANDING ITEM – RATES DEBTORS

DATE:	9 February 2016
AUTHOR:	Veronica Gulland, Senior Rates Officer
RESPONSIBLE OFFICER:	Natalie Octoman, 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 the 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 No. AC396

**Moved: Cr S Rushby
Seconded: Cr N Perry**

That the Audit (Finance and Risk) Committee move behind closed doors with staff to remain.

Carried unanimously 4/0

Meeting moved behind closed doors at 3:06pm.

COMMITTEE RESOLUTION:

Minute No. AC397

**Moved: Cr B Robinson
Seconded: Cr A Petherick**

That the Audit (Finance and Risk) Committee move out from behind closed doors.

Carried unanimously 4/0

Meeting moved out from behind closed doors at 3:14pm.

ALTERNATIVE MOTION

Cr B Robinson moves an alternative motion:

1. That the Audit (Finance and Risk) Committee reports to the Council that the actions being undertaken by the administration in regard to rates debtors, including rates debts in legal process are sufficient and appropriate.
2. That the Audit (Finance and Risk) Committee requests the Council to seek support from the CEO to:
 - a. investigate and report on the potential acquisition of property for the recovery of outstanding rates for Assessments A2574, A2569, A411 in accordance with relevant legislation, and
 - b. for a report to be included in the next Audit (Finance and Risk) Committee Meeting Agenda.

COMMITTEE RESOLUTION:

Minute No. AC398

Moved: Cr B Robinson

Seconded: Cr A Petherick

- 1) That the Audit (Finance and Risk) Committee reports to the Council that the actions being undertaken by the administration in regard to rates debtors, including rates debts in legal process are sufficient and appropriate.**
- 2) That the Audit (Finance and Risk) Committee requests the Council to seek support from the CEO to:**
 - a. investigate and report on the potential acquisition of property for the recovery of outstanding rates for Assessments A2574, A2569, A411 in accordance with relevant legislation, and**
 - b. for a report to be included in the next Audit (Finance and Risk) Committee Meeting Agenda.**

Carried unanimously 4/0

REASON FOR VARYING THE OFFICER'S RECOMMENDATION

That the Audit (Finance and Risk) Committee can make a sound recommendation to Council regarding the ongoing rates debt recovery.

PURPOSE

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

8. MATTERS BEHIND CLOSED DOORS

COMMITTEE RESOLUTION:

Minute No. AC399

Moved: Cr B Robinson

Seconded: Cr N Perry

That the Audit (Finance and Risk) Committee move behind closed doors with staff to remain.

Carried unanimously 4/0

Moved behind closed doors at 3:17pm.

8.1. CONFIDENTIAL ITEM - REVIEW OF DEBT COLLECTION SERVICE PROVISION

DATE:	9 February 2016
AUTHOR:	Felicity Heading, Coordinator Financial Operations
RESPONSIBLE OFFICER:	Natalie Octoman, Director Corporate Services
FILE NO:	FM.07.2, FM.11.83, TT.14.2
DISCLOSURE OF INTERESTS:	Nil

This item 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.

VOTING REQUIREMENT

Simple Majority

PURPOSE

To report to the Audit (Finance and Risk) Committee that a review of the Shire's external debt collection service provision will be undertaken.

COMMITTEE RESOLUTION:

Minute No. AC400

Moved: Cr N Perry

Seconded: Cr B Robinson

That the Audit (Finance and Risk) Committee reports to the Council that it notes that the Shire will be undertaking a review of the provision of external debt collection services for rates and sundry debtors.

Carried unanimously 4/0

COMMITTEE RESOLUTION:

Minute No. AC401

Moved: Cr B Robinson

Seconded: Cr N Perry

That the Audit (Finance and Risk) Committee move out from behind closed doors.

Carried unanimously 4/0

Meeting moved out from behind closed doors at 3:18pm.

9. DATE OF NEXT MEETING

Tuesday 10 May 2016 at 3pm

10. CLOSURE

The Chairperson declares the meeting closed at 3:20pm.