



AUDIT & FINANCE COMMITTEE

MINUTES

for the meeting held on Monday 27 August 2012, in the Margaret Coates Boardroom,
102 North Road, Yakamia WA 6330

(File Ref: FM.MEE.1, Synergy Ref: AM1262955)

The Chair declared the meeting open at 1730 hours.

1.0 ATTENDANCE

Mayor	D Wellington (Deputy Chair)
Councillors:	
R Hammond	Member
Y Attwell	Member
S Bowles	Member
G Gregson	Member
C Holden	Member
A Hortin	Member
R Sutton	Member
C Dowling	Member
V Calleja	Member
D Dufty	Member
D Bostock	Member
Staff:	
Acting Chief Executive Officer	L Hill
Executive Director Works & Services	S Grimmer
Executive Director Community Services	C Woods
Executive Director Corporate Services	G Adams
Executive Director Planning and Development Services	D Putland
Manager, Asset Planning and Major Projects	A McEwan
Manager Tourism Development and Services	M Bird
Manager Compliance & Community Safety	S Jamieson (Minutes)
Apologies/Leave of Absence:	
G Stocks	Chair
Minute Taker	J Williamson

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0: COMMITTEE RESOLUTION

**MOVED COUNCILLOR BOWLES
SECONDED COUNCILLOR DOWLING**

The unconfirmed minutes of the Audit & Finance Committee meeting held on Monday 23 July 2012, as previously distributed, be confirmed as a true and accurate record of proceedings, pending the removal of staff matters.

CARRIED 12-0

3.0 DISCLOSURE OF INTEREST

Name	Item Number	Nature of Interest
Mayor Dennis Wellington	5.2	Impartiality. The nature of interest being that the Mayor owns property that does not border the subject property and is therefore not a proximity interest. Mayor Wellington remained in the meeting and participated in the discussion and vote.
Councillor Yvonne Attwell	4.4	Impartiality. The nature of interest being that Councillor Attwell's son is detailed in the item. Councillor Attwell remained in the meeting and participated in the discussion and vote.

4.0 STANDING ITEMS FOR DISCUSSION

4.1 Monthly Report-Airport Master plan (including the Airport Project Finalisation)

Reporting Officer: Manager, Asset Planning and Major Projects & Manager Tourism Development and Services

The Manager, Asset Planning and Major Projects provided the Committee with a verbal update and power-point presentation of the Airport Project Finalisation status report.

The Manager Tourism Development and Services presented the Monthly Airport Master plan report. The Committee were advised

Committee members made the following statements and queries:

- Has the security upgrades had any effect on passenger numbers.
Response: Manager Tourism Development and Services advised that it is too early to assess if the security upgrade has had a negative impact on passenger numbers. Reports from SkyWest are that passenger have responded positively to the changes and are arriving at the airport early.
- Feedback from members of the public have been positive and based on personal experience, airport staff should be acknowledged for their helpful and professional manner.

ITEM 4.1: COMMITTEE RESOLUTION

**MOVED COUNCILLOR HORTIN
SECONDED COUNCILLOR DUFTY**

The Monthly Report-Airport Masterplan be NOTED.

CARRIED 12-0

4.2 Monthly Capital Works-Works and Services Projects Spreadsheet

Reporting Officer: Executive Director Works and Services

Committee queried the financial co-contribution between the City of Albany and RAFFA Retirement Village.

ITEM 4.2: COMMITTEE RESOLUTION

**MOVED COUNCILLOR HOLDEN
SECONDED COUNCILLOR GREGSON**

The Monthly Capital Works-Works and Services Projects Spreadsheet be NOTED.

CARRIED 12-0

4.3 Monthly Risk Register

Reporting Officer: Acting Chief Executive Officer

The Acting Chief Executive Officer recommended to the Committee to determine the consequence risk rating that required to be reported.

The Committee advised to only report consequence ratings of major or severe.

Action Required: That the Risk Register is updated to only report identified risks with a Major or Severe consequence.

ITEM 4.3: COMMITTEE RESOLUTION

**MOVED COUNCILLOR SUTTON
SECONDED COUNCILLOR HAMMOND**

The Monthly Risk Register is NOTED.

CARRIED 12-0

4.4 Quarterly Legal Register Table (Due August 2012)

Reporting Officer: Acting Chief Executive Officer

The Acting Chief Executive Officer advised the Committee that based on legal advice received it is recommended that staff matters and potential legal claims should not be reported in the legal register.

Committee concerned with advice and recommended that the register is updated and reformatted accordingly.

Action Required: Legal Register to be updated and reformatted.

4.5 Quarterly Major Projects Spreadsheet (Due September 2012)

Reporting Officer: Manager Asset Planning and Major Projects: Nil

4.6 Unscheduled Works Register (Quarterly-due October)

Reporting Officer: Executive Director Works and Services: Nil

4.7 Expenditure for Anzac Centenary
Reporting Officer: Chief Executive Officer-verbal update

ITEM 4.7: COMMITTEE RESOLUTION

MOVED COUNCILLOR BOWLES
SECONDED COUNCILLOR ATTWELL

The Mayor's verbal update on the Anzac Centenary project is NOTED.

CARRIED 12-0

4.8 Update on Status of CDOs
Reporting Officer: Executive Director Corporate Services

ITEM 4.8: COMMITTEE RESOLUTION

MOVED COUNCILLOR HOLDEN
SECONDED COUNCILLOR HAMMOND

The verbal update regarding the status of CDOs is NOTED.

CARRIED 12-0

5.0 ITEMS FOR DISCUSSION

5.1 City of Albany Leasing Policy

The Committee discussed the report and made the following recommendation to Council:

ITEM 4.8: COMMITTEE RESOLUTION

MOVED COUNCILLOR ATTWELL
SECONDED COUNCILLOR GREGSON

THAT Council ADOPTS the Property Management – Leases and Licences Policy, with the following conditions applicable to Policy principles 46:

- **No new Commercial Fishing Accommodation Leases or Licences will be granted on waterfront Property.**
- **All existing Commercial Fishing Accommodation Leases and Licences will be reviewed 12 months prior to expiry balancing environmental protection and prevention of degradation of coastal foreshores with need, prior to considering any renewal.**
- **Any renewal of existing Commercial Fishing Accommodation Leases and Licences on waterfront Property will be for a maximum 5 year term.**

CARRIED 12-0

5.2 Lockyer Avenue Freehold Lot

The Committee discussed the report and made the following recommendation to Council:

ITEM 5.2: COMMITTEE RESOLUTION

**MOVED COUNCILLOR BOWLES
SECONDED COUNCILLOR ATTWELL**

That Committee Report 5.2 – Lockyer Avenue Freehold Lot be laid on the table.

CARRIED 11-1

Against: Councillor Holden.

5.3 Land Swap-Hester Property Solutions

The Committee discussed the report and made the following recommendation to Council:

ITEM 5.3: COMMITTEE RESOLUTION

**MOVED COUNCILLOR HOLDEN
SECONDED COUNCILLOR DUFTY**

THAT Council seek competitive quotes from Hester Property Group and CRL Highbury Consulting for the provision of property services prior to awarding this contract.

CARRIED 11-1

Against: Councillor Attwell

5.4 Delegations

The Committee discussed the report and made the following recommendation to Council:

ITEM 5.4: COMMITTEE RESOLUTION

**MOVED COUNCILLOR HOLDEN
SECONDED COUNCILLOR BOWLES**

That the delegations detailed in the Register of Delegations be ADOPTED, pending the following amendment:

Delegation: Institute legal proceedings and representing the City in a Court (Enforcement & Legal Proceedings) is appended with the additional condition (3): That funding is available in the current budget.

CARRIED 12-0

6.0 ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

- 6.1 Emergency Management**
- 6.2 Airport Emergency Management**
- 6.3 Investment Strategy with Community Banks**
- 6.4 Emergency Management Services-Risks and Treatment**
- 6.5 OSH Risks and Treatments**

7.0 GENERAL DISCUSSION

7.1 Cull Road

The Committee queried if GST is paid by the City of Albany on property sales at the Ridge.

Response: The Executive Director Corporate Services advised the Committee that the City does pay GST on the land sales.

7.2 Albany Leisure and Aquatic Centre Business Plan

The Committee queried the status of the progression of the ALAC Business Plan.

Response: The Committee was advised that the business plan has been unable to be progressed due to suitable staff resourcing. The Committee were advised that a suitable staff member has been recruited and will commence this activity as a high priority.

7.3 Future Use of the Town Hall

The Committee queried if City staff were in a position to recommend to Council a future use of the Town Hall, noting that members of the Frederickstown Progress Association have specifically requested Councillor Dowling for this information and members of the public have made queries to Council in general.

Response: The Acting Chief Executive Officer advised that the future use of the Town Hall will have to be assessed against a Council endorsed strategic planning framework for the Central Business District.

8.0 DATE OF NEXT MEETING: 24 September 2012

9.0 CLOSURE OF MEETING: The Chair declared the meeting closed at 1927 hours.