



## AUDIT & FINANCE COMMITTEE

### MINUTES

For the meeting held from 5.30pm on Monday 24 September 2012,  
in the Margaret Coates Boardroom, City Office, North Road, Albany

(File Ref: FM.MEE.1)

#### 1.0 ATTENDANCE

<b>Mayor</b>	D Wellington (Deputy Chair)
<b>Councillors:</b>	
Y Attwell	Member
G Gregson	Member
C Holden	Member
G Stocks	Chair
C Dowling	Member
V Calleja	Member
D Dufty	Member
D Bostock	Member
<b>Staff:</b>	
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 Tourism Development and Services	M Bird
Manager Finance	D Olde
Business Analyst/Management Accountant	D Harrison
Personal Assistant to Executive Director Corporate Services	A Dwyer
Minute Taker	J Williamson
<b>Apologies/Leave of Absence:</b>	
R Hammond	Member
S Bowles	Member
A Hortin	Member
R Sutton	Member

The Chair declared the meeting open at 5.30pm.

**2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**ITEM 2.0: RESOLUTION**

**MOVED: COUNCILLOR GREGSON**  
**SECONDED: COUNCILLOR CALLEJA**

**THAT the unconfirmed minutes of the Audit Committee meeting held on Monday 27 August 2012, as previously distributed, be confirmed as a true and accurate record of proceedings.**

**CARRIED 9-0**

**3.0 DISCLOSURE OF INTEREST**

*[Elected members of Council and staff are asked to use the forms prepared for the purpose, aiding the proceedings of the meeting by notifying the presiding member prior to the conduct of the meeting]*

Name	Item Number	Nature of Interest
Mayor Wellington	5.1	<b>Impartiality.</b> Mayor Wellington is a retailer in the City of Albany. The Mayor remained in the meeting and participated in the discussion and vote. (Verbal Disclosure only)

**4.0 STANDING ITEMS FOR DISCUSSION**

**4.1 Monthly Financial Report**

**Reporting Officer:** Executive Director Corporate Services

**ITEM 4.1: RESOLUTION**

**MOVED: COUNCILLOR CALLEJA**  
**SECONDED: COUNCILLOR DUFTY**

**THAT the Monthly Financial Report be NOTED.**

**CARRIED 9-0**

**4.2 Monthly Major Projects Report including Anzac Update**

**Reporting Officer:** Acting Chief Executive Officer

Acting Chief Executive Officer provided a verbal update on Anzac to the Committee.

Correspondence has been received from:

- Tim Evans, Assistant Secretary following the Department of Veteran Affairs visit to Albany.
- Angus Houston, in response to follow up by Mayor Wellington.

Both indicate:

- a more conservative approach to the Anzac event than previously identified;
- a delay in determining scope, possibly mid December; and
- shows even more the necessity to push for a consistent view of both Mt Adelaide and the Event.

The Mayor advised the Committee that he had spoken with Richard May, Department of Premier and Cabinet, regarding confirming the State's role in the event and the requirement for all stakeholders to be of a consistent view.

Today in discussions with Senator Dean Smith, candidates Rick Wilson and Trevor Cosh asked for assistance regarding confirmation of the State's involvement.

The City needs to resource:

1. Development proposals for Mt Adelaide Precinct
2. Position with responsibility for stakeholder management, community engagement and public relations.

**ITEM 4.2: RESOLUTION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR DOWLING**

**THAT the Anzac Update be NOTED.**

**CARRIED 9-0**

**4.3 Capital Works and Unscheduled Works Report**

**Reporting Officer:** Executive Director Works and Services

**ITEM 4.3: RESOLUTION**

**MOVED: MAYOR WELLINGTON  
SECONDED: COUNCILLOR DOWLING**

**THAT the Capital Works and Unscheduled Works Report be NOTED.**

**CARRIED 9-0**

**4.4 Airport Masterplan Report**

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

**ITEM 4.4: RESOLUTION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR DUFTY**

**THAT the Airport Masterplan Report be NOTED.**

**CARRIED 9-0**

**5.0 ITEMS FOR DISCUSSION**

**5.1 Deregulated Trading**

Following discussion by the Committee, the following recommendation was made:

**ITEM 5.1: RECOMMENDATION**

**MOVED: COUNCILLOR HOLDEN  
SECONDED: COUNCILLOR BOSTOCK**

**THAT the Asset Research-Community Consultation Deregulated Trading Hours in the City of Albany Report-(August 2012) be forwarded to the Minister for Commerce for consideration to deregulate trading hours within the City of Albany.**

**CARRIED 6-3**

**5.2 October 2012 Budget Review**

**ITEM 5.2: RECOMMENDATION**

**MOVED: COUNCILLOR ATTWELL  
SECONDED: COUNCILLOR GREGSON**

**THAT Council ADOPTS the Budget Review for the period ending 31 August 2012.**

**CARRIED 9-0**

**5.3 Albany Leisure and Aquatic Centre Business Plan and Expression of Interest**

**ITEM 5.3: RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR HOLDEN**

**THAT the Report-Albany Leisure and Aquatic Centre Business Plan and Update on Expression of Interest be NOTED.**

**CARRIED 9-0**

**5.4 Rescoping of Event Budget for 2012-13**

**ITEM 5.4: RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR BOSTOCK**

**THAT:**

- 1. The Christmas Festival and Pageant proceed as proposed.**
- 2. The Australia Day Fireworks be CANCELLED and that funding be allocated to a larger celebration of the Australian Citizenship Ceremony and Awards to include a barbeque.**
- 3. The New Years Eve Fireworks be CONTINUED**
- 4. The Volunteers Sundowner proceed as proposed.**
- 5. The US Submariners Memorial Service funding proceed.**
- 6. The Proclamation Day Funding proceed.**

**CARRIED 9-0**

**5.5 Lockyer Avenue Freehold Lot Deferred until the October Audit and Finance meeting.**

**5.6 Emu Point Emergency Works Costings**

**ITEM 5.6: RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR GREGSON**

**THAT the City ALLOCATE funding of up to \$300,000 from the Unscheduled Works Reserve and/or other funding sources for Emu Point Emergency Works.**

**CARRIED**

**5.7 Risk Register and Legal Register-Future Reporting**

Acting Chief Executive Officer and Executive Director Corporate Services updated the Committee on the proposed new reporting format for the Risk Register and Legal Register.

**ITEM 5.7: RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA  
SECONDED: COUNCILLOR GREGSON**

**THAT new reporting format for the Risk Register is NOTED.**

**CARRIED 9-0**

**ITEM 5.7: RECOMMENDATION**

**MOVED: COUNCILLOR GREGARSON  
SECONDED: COUNCILLOR BOSTOCK**

**THAT actual and potential claims requiring a Council decision are reported quarterly to the Audit and Finance Committee.**

**CARRIED 9-0**

5.8 Middleton Beach/3 Anchors Development-This item was withdrawn from the agenda.

6.0 ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

**ITEM 6.0: RECOMMENDATION**

**MOVED: COUNCILLOR STOCKS**

**SECONDED: COUNCILLOR ATTWELL**

**THAT the following be removed from the list of items to be discussed at future meetings:**

- **Emergency Management**
- **Airport Emergency Management**
- **Emergency Management Services-Risks and Treatment**
- **OSH Risks and Treatments**

**CARRIED 9-0**

6.1 Investment Strategy with Community Banks

7.0 GENERAL DISCUSSION

7.1: Councillor Attwell requested clarification from the Acting CEO regarding the Terms of Reference of the Audit and Finance Committee and any statutory requirements under the *Local Government Act 1995*.

**Action Required:** Acting CEO will provide clarification and information at the next Audit and Finance Committee meeting.

7.2: Councillor Calleja brought to the Committee's attention the recent death of a long standing employee of the City of Albany, Mr Murray Clarke, should Councillor's wish to attend his funeral.

7.3: Councillor Calleja suggested that the City provide an iPad to each Councillor and members of the Executive Management Team in an effort to reduce the amount of paper used to distribute information. These iPads would remain the property of the City and be used by Elected Members during their service to the City.

8.0 DATE OF NEXT MEETING: 22 October 2012

9.0 CLOSURE OF MEETING

There being no further business the Chair declared the meeting closed at 8.15pm.