



SHIRE OF YORK

**MINUTES OF THE
FINANCE, RISK & AUDIT
COMMITTEE MEETING
HELD ON 12 AUGUST, 2014
COMMENCING AT 6.05PM
IN THE YORK RECREATION &
CONVENTION CENTRE**

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SHIRE OF YORK

THE FINANCE, RISK & AUDIT COMMITTEE MEETING OF THE COUNCIL HELD ON TUESDAY, 12TH AUGUST, 2014, COMMENCING AT 6.05PM AT THE YORK RECREATION AND CONVENTION CENTRE, YORK

The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

1. OPENING

1.1 Declaration of Opening

Cr Matthew Reid, Chairman, opened the meeting at 6:05pm

1.2 Disclaimer

The Committee Chairperson advised the following:

"I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Suspension of Standing Orders

Clause 3.2 – Order of Business

Moved: Cr Smythe Seconded: Ms Kane Carried: 5-0

1.4 Announcement of Visitors

Colin Phillis MICM, Managing Director of AMPAC Debt Recovery

1.5 Declarations of Interest that Might Cause a Conflict

Members of the Committee and Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed and also of the requirement to disclose an interest affecting impartiality under the Shire of York's Code of Conduct.

Guy Lehmann declared an interest in Item number 10.1.1 – YRCC Business Plan.

Financial Interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

Disclosure of Interest that May Affect Impartiality

Members of the Committee and Staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The Members of the Committee and Staff are also encouraged to disclose the nature of the interest. The Members of the Committee and Staff must consider the nature and extent of the interest and whether it will affect their impartiality. If Members of the Committee and Staff declare that their impartiality will not be affected then they may participate in the decision making process.

Name	Item No & Title

2. ATTENDANCE

- 2.1 Committee Members
Cr Matthew Reid (Chair), Cr David Wallace, Cr Denese Smythe, Yva Kane, Guy Lehmann
- 2.2 Staff
Michael Keeble, Chief Executive Officer; Mike Gill, Works Engineer; Tabitha Bateman, Financial Controller
- 2.3 Apologies
Cr Mark Duperouzel
- 2.4 Leave of Absence Previously Approved
Cr Tony Boyle, Cr Pat Hooper
- 2.5 Number of People in Gallery at Commencement of Meeting
There were 2 people in the Gallery at the commencement of the meeting.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

4.1 Written Questions – Current Agenda

4.2 Public Question Time

- *Questions from the floor will be taken in the order recorded in a register.*
- *Statements, opinions and attachments will not be recorded in the minutes.*
- *Questions requiring research will be taken on notice and a response will be prepared in a reasonable timeframe.*

Mr Simon Saint

Question:

What is going to happen with the previous CEO's rental subsidy?

Response:

There was an investigation into the rental subsidy whereby no tenancy agreement was found. Apart from the original contract which included the rental subsidy there was no establishment of rental payments that should have been paid.

Mrs Heather Saint

Question:

What happens next?

Response:

The value was approved by Council year after year. Case law could reveal that pseudo approval was given through the budget adoption and could mean nothing can be done on this matter. The CEO may consider forwarding this matter to an appropriate authority. The CEO will investigate FBT issues on all accommodation and vehicles and report back to this committee.

There being no further questions Public Question Time closed at 6:22pm

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PETITIONS / PRESENTATIONS / DEPUTATIONS

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of the Finance, Risk & Audit Committee Meetings held 23 June, 2014, 30 June, 2014 and 7 July, 2014

Corrections

Confirmation

RESOLUTION

FRAC 010714

Moved – Mr Lehmann Seconded – Cr Smythe Carried 5-0

“That the minutes of the Finance, Risk & Audit Committee Meetings held 23 June, 2014, 30 June, 2014 and 7 July, 2014 to be confirmed as a correct record of proceedings.”

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9. PRESENTATIONS

A presentation by Colin Phillis MICM, Managing Director WA of AMPAC Debt Recovery was held before the commencement of the Finance, Risk & Audit Committee Meeting.

REPORTS

10. PART 1 – FINANCE

10.1 Matters for Resolution

10.2 Matters for Consideration

11. PART 2 – RISK

11.1 Matters for Resolution

11.2 Matters for Consideration

12. PART 3 – AUDIT

12.1 Matters for Resolution

12.2 Matters for Consideration

13. PART 4 – CONTINUOUS

13.1 Items for Continuous Review

14. Adjournment of Meeting

10. PART 1 – FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.1 YRCC Business Plan

FILE NO:
COUNCIL DATE: 18 August 2014
REPORT DATE: 8 August 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Michael Keeble, CEO
DISCLOSURE OF INTEREST: Guy Lehmann
APPENDICES: YRCC Business Plan
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

**RESOLUTION
FRAC 020714**

Moved Cr Wallace

Seconded Ms Kane

Carried 5-0

"That Committee recommends that Council endorse the action of the Chief Executive Officer in appointing Guy Lehmann to write a business plan for the York Recreation Centre, in terms of the attached proposal."

Summary:

On completion a draft of the business plan will be submitted to this committee for consideration. Upon completion of the final report will be submitted to Council for action.

Background:

In the past a business plan has been prepared, however, the trading conditions have changed substantially and it is accepted that a new plan is required.

Consultation:

Muntz & Partners Chartered Accountants

Financial Implications:

The quotation for this work is \$10,000 plus GST which is included in the 2014/2015 budget

Strategic Implications:

This project cannot proceed successfully until a business plan is accepted.

Voting Requirements:

Simple Majority Required: Yes

NOTE TO THIS ITEM:

Guy Lehmann left the meeting at 6.24pm

Guy Lehmann returned at 6.29pm

From: Guy Lehmann [mailto:Guy@muntzpartners.com.au]
Sent: Monday, 21 July 2014 12:27 PM
To: Michael Keeble
Subject: BUSINESS PLAN

Hi Michael

Listed below for your consideration is my proposal with regard to the development of a Business Plan as discussed at our recent meeting. I am mindful that this plan needs to be an ongoing and reviewable document and not just another plan. With that regard the plan needs to incorporate the expectations of the community at large and in particular the direct user groups.

Scope of the Business Plan

To include the following recreational areas:

1. The function and future of the Sport & Recreation Building
2. The use of the associated sporting grounds (Forrest Oval)
3. The function and future of the Swimming Pool facility.

I would envisage that the planning process will be over five stages as listed below:

Fact Find

This will include the following:

1. A review of any existing documentation that was prepared of a planning nature if applicable
2. A review of actual and forecast income and expenditure of all areas
3. A review of the asset register and life cycle expectations of all facilities
4. A review of any unfinished work of the Sport & Recreation Building and surrounds
5. A review of the ongoing maintenance requirements of all facilities
6. A review of the existing Shire 10 Year Plan/Budget

Consultation

1. A review of other Sport & Recreational Facilities and how they are operated
2. Consultation with other direct users of the facilities (sporting groups)
3. A review of the existing Shire Community Strategy
4. Consider issues such as competitive neutrality and the attitude of the business community.

Format Objectives & Expectations

Basically a summary of the desired objectives as per the fact find and consultation process

Format Performance Criteria

1. Review income capacity and variations of charges required
2. Review staffing and productivity
3. Set benchmarks for worst to best scenarios
4. Forecast income and expenditure for worst & best scenarios
5. Consider non-financial benefits of the facilities
6. Consider efficiencies with the use of the facilities
7. Recommend the facility use pricing model
8. Recommend consumables pricing model (bar and food)
9. Review the adequacy of reserves in regard to future capital expenditure

Set Strategies

1. Make recommendations with regard to a M.O.U with the direct users of the facilities
2. Set performance KPI's
3. Format a marketing strategy if required
4. Develop an Action Plan

Whilst this is a general overview it should give you an idea of how I would intend to proceed with the planning process. Normally I would report back to the client at the end of each milestone to get feedback before proceeding with the next milestone. Ordinarily I would do a job like this in my own time and would not get too worried by a fee for service. However some of the time would be spent in business hours and realistically I would have an opportunity cost associated with that time. On a commercial basis a job like this would incur a fee in the area of \$20,000, however as I have a vested interest in the outcome of the plan I would be happy to proceed with half the normal cost, which I would stress would be a maximum cost.

Look forward to your feedback.

Kind Regards,
Guy Lehmann



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10. PART 1 – FINANCE
 10.1 MATTERS FOR RESOLUTION
 10.1.2 Monthly Financial Reports – July 2014

FILE NO: FI.FRP
 COUNCIL DATE: 18 August 2014
 REPORT DATE: 11 August 2014
 AUTHOR: Tabitha Bateman, Financial Controller
 APPENDICES: Yes – Appendix A as detailed in Summary
 REPORT APPROVED BY THE CEO: *Michael Keeble*

RESOLUTION
 FRAC 030714

Moved Cr Smythe

Seconded Mr Lehmann

Carried 5-0

“That the Committee recommends that Council:

1. *Receive the Monthly Financial Report for July and ratify payments drawn from the Municipal and Trust accounts for the period ending 31 July 2014:*

	<u>AMOUNT</u>
<u>MUNICIPAL FUND</u>	
Cheque Payments	\$ 20,113.06
Electronic Funds Payments	\$ 326,820.73
Direct Debits Payroll	\$ 195,187.01
Bank Fees	\$ 598.48
Corporate Cards	\$ 1,860.89
Fire Messaging Service	\$ 211.64
TOTAL	<u>\$ 544,791.81</u>
 <u>TRUST FUND</u>	
Cheque Payments	\$ 0.00
Electronic Funds Payments	\$ 2,591.12
Direct Debits Licensing	\$ 124,492.50
TOTAL	<u>\$ 127,083.62</u>
 TOTAL DISBURSEMENTS	 <u>\$ 671,875.43”</u>

2. *Accept the change in presentation of the financial statements to reflect the Australian Accounting Standards*
3. *Recognise prepaid revenues and expenses on the Statement of Financial Position, subsequently journaling appropriate sums to the Profit/Loss accounts on a monthly basis as appropriate.”*

Statement by The Chief Executive Officer:

1. This financial report is properly drawn up to present fairly the financial position of the Shire of York at 31 July 2014, and comply with:
 - * The Local Government Act 1995
 - * The Financial Management Regulations under that Act
 - * The Australian Accounting Standards
2. The Business Activity and PAYG statement has been lodged and paid on time.

3. Staff superannuation has been paid as and when it has fallen due.
4. The Shire of York is able to pay its accounts as and when they fall due.
5. Grants received are and have been discharged in accordance with their terms and conditions. Where applicable, non-compliant grants are the subject of negotiation with the funding body.

Summary:

The Financial Report for the period ending 31 July 2014 is presented for consideration. Appendix A includes the following:

- Monthly Statements for the period ended 31 July 2014
- Outstanding Rates Report
- Bank Account Reconciliations
- List of Creditors Payments
- Payroll Direct Debits
- Corporate Credit Card Transaction Listing
- Business Activity Statement

Commentary:

All reports are currently being reviewed and may be modified for following meetings of Council to give greater clarity. It should also be noted that the 2013/14 figures reflected in the following reports are an estimate of the end of year position only and are subject to audit adjustments to the 2013/14 Annual Financial Report.

In the past, financials were presented in accordance with the Financial Management Regulations, where income figures were presented as a negative value and expenditures as positive values. To provide greater clarity these reports have been prepared in line with the relevant Australian Accounting Standards whereby income is shown as a positive value and expenditures as a negative. It is requested that the Finance, Risk and Audit Committee approves the revised presentation of these reports.

Pg1. Statement of Financial Position

- Total Equity in the Shire has increased from \$92,439,123 as estimated at 30 June 2014 to \$92,522,928 which is an increase of \$83,805.

Pg2. Profit and Loss (Income and Expenditure Statement by Programme)

- Due to reduced cashflow resources efforts were made to keep spending to a minimum where possible.
- General Purpose Funding – Rates and interims raised in July totalled \$4,615,270. The full value of Rates raised was removed from the Profit and Loss Statement and relocated to the Statement of Financial Position as a prepayment. In accordance with the Australian Accounting Standards this income will be apportioned over the financial year and drip fed into the Profit and Loss to provide greater meaning to the statements.
- Community Amenities – Rubbish charges raised through rates totalling \$600,815 were removed from the Profit and Loss and relocated to the Statement of Financial Position as a prepayment. This income will be apportioned over the financial year and drip fed into the Profit and Loss to provide greater meaning to the statements. It can also be noted that due to staff reduction under this schedule Council could see savings totalling approximately \$68,000 of which a portion may be required for the use of contract services.
- Recreation and Culture – Lower year to date expenditure on parks, gardens and recreation facilities.
- Transport – Early amendments to the Main Roads works programme meant that progress claims for grant funds could not be made until the final works programme had been confirmed. As a result, revenues are below expected year to date levels and accordingly capital expense has been kept to a minimum. Further discussion on this programme will be presented at the next meeting.

- Other Property and Services – Higher expenditure than expected for this time due to an unplanned termination payment which can not be met by the use of leave reserves.

Pg3. Profit and Loss (Income and Expenditure Statement by Nature and Type)

- This statement is a re-work of Page 2 from a nature and type perspective comparing actuals against the annual budget. For the following months the layout will mirror the Profit and Loss by Programme.

Pg4. Working Capital (Current Assets & Liabilities)

- For the period ending 31 July 2014 there was an estimated surplus of current assets over current liabilities of \$6,287,338.
- Consequently the Shire is able to pay its debts as and when they fall due.

Pg5. Financial Activity Statement

- Capital Programme – Capital works have been kept to a minimum pending the receipt of rates to aid cashflow.
- Transfers to/from Reserves – Transfers between council funds are generally held until 30 June in any year however, a withdrawal on the leave Reserve may take place in August pursuant to finalised termination payments.

New Page Statement of Cashflows

- It is proposed that a Statement of Cashflows be provided for the next Finance, Risk and Audit Committee meeting.

Page 6. – Rates

Total outstanding rates \$6,271,267

3 Years & over	\$381,418	6.08% of rates outstanding
2 Years & over	\$221,181	3.50% of rates outstanding
1 Years & over	\$290,299	4.63% of rates outstanding
Total	\$892,899	14.23% of rates outstanding

Next month we will include the current rates outstanding. The first date for payment is 9 September 2014.

Sundry Debtors

Total outstanding	\$395,652	
90 days & over	\$292,080	73.82% of sundry debtors outstanding
60 days & over	\$ 0	0% of sundry debtors outstanding
30 days & over	\$103,572	26.18% of sundry debtors outstanding

Statutory Environment:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Australian Accounting Standards.

Financial Implications:

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 July 2014;

Sundry Creditors as per General Ledger	\$276,876.27
Sundry Debtors as per General Ledger	\$431,294.04
Unpaid rates and services current year (inc. ESL)	\$5,378,367.49
Unpaid rates and services previous years (inc. ESL)	\$892,899.72

Voting Requirements:
Simple Majority Required: Yes

Note:

Cr Matthew Reid, proprietor of York Pharmacy supplies goods to the Shire of York.

Cr Mark Duperouzel, proprietor of MALS Auto supplies goods and services to the Shire of York.

10. PART 1 - FINANCE
10.1 MATTERS FOR RESOLUTION
10.1.3 Rental Housing - 2 Dinsdale Street York

FILE NO:
COUNCIL DATE: 18 August 2014
REPORT DATE: 12 August 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Michael Keeble, CEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 040714

Moved: Cr Wallace Seconded: Cr Smythe Carried 5-0

"That the Committee recommend to Council:

1. The council owned property located at 2 Dinsdale Street York is rented to the Government Regional Officer's Housing organisation for a period of six months with a renewal of six months
2. The Chief Executive officer is authorised to negotiate the rent for this property at current market rates.
3. The executive will present a business plan for the building of three houses each containing four bedrooms and two bathrooms to be leased by the Government Regional Officer's Housing organisation for a period of 10 years to the next meeting of this committee."

Background:

The Shire has been approached by the Police Department requesting accommodation for one police officer.

At present she is living in Northam and commuting to York on a daily basis.

On a long-term basis the police have approached us to build one possibly two new houses to accommodate their staff.

Additionally the Education Department also have indicated their desire for us to build one new house for a teacher.

The Government Regional Officer's Housing organisation (GROH) responsible for providing housing to staff. The Chief Executive Officer has met with GROH staff and they have indicated their interest in renting three houses from the Shire. They would expect them to be new 4 x 2 homes on small blocks say 500 m²

In the York area, GROH would expect to lease over a ten-year period at market rate, which is estimated at \$450-\$500 per week

Consultation:

The Government Regional Officer's Housing Organisation

The Western Australian Police Department

Statutory Environment:

There are no statutory implications in this item

Financial Implications:

This proposal is not included in the 2014/2015 budget, but it will have a positive impact on cash flow.

A small amounts of maintenance is required and an allowance of \$2,000 will be made and whilst that some is not contained in the present budget the increase in rent will more than offset this expenditure

At present the house has been rented to a member of staff for \$100 per week (\$5200 for a full year). The proposal would yield a rent of \$23,400 for a full year

Voting Requirements:

Simple Majority Required: **Yes**

11. PART 2 - RISK
11.1 MATTERS FOR RESOLUTION
11.1.1 IT Strategy Plan 2014

FILE NO:
COUNCIL DATE: 18 August 2014
REPORT DATE: 8 August 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Michael Keeble, CEO
DISCLOSURE OF INTEREST: Yes – Michael Keeble, CEO
APPENDICES: IT Strategy Plan 2014
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 050714

Moved Cr Wallace

Seconded Ms Kane

Carried 5-0

"That the committee endorse the actions of the Chief Executive Officer in authorising the preparation and implementation of an Information Technology Strategy Plan."

Summary:

The administration servers are using server software not suitable for the organisation's requirements. The configuration of the software and partitioning of the drives are not consistent with standard server configuration good practice.

The consultants recommend:

- Replace the two servers with the correct software and configurations
- The use of an external hosting provider to manage staff email accounts and spam filtering
- Replace the Windows XP /Vista software driving eight computers with Windows 7 64bit hardware

Consultation:

Night Sky Business Services

Statutory Environment:

The Chief Executive Officer - Michael Keeble as a standing declaration that he has a friendship with one of the directors of Night Sky Business Services.

Financial Implications:

All equipment and software will be purchased on the open market using the best price method. The consultants will only advise on technical aspects.
The 2014/2015 budget has an allocation for this expenditure

Voting Requirements:

Simple Majority Required: Yes



Information Technology Strategy Plan 2014

York Shire

Date: 24th June 2014

Purpose

An audit was performed on the 10th of June 2014 upon the Shire of York Information Technology and Network Systems.

A follow up meeting was held on the 12th June 2014 to discuss the audit. The outcomes of the meeting along with the recommendations are outlined below.

Two Servers: Database and File

Findings:

The Shire of York servers are using server software not suitable for the organisation's requirements. The configuration of the software and partitioning of the drives are not consistent with standard server configuration good practice.

Recommendation:

Replace the two servers, with the correct software and configurations. A transition plan to relocate the current software to the new servers is critical for minimal down time during this process.

Microsoft Exchange 2007

Findings:

Microsoft Exchange 2007 is out of date.

Recommendation:

An external email hosting provider, to manage staff email accounts and spam filtering. This will free up the requirement for onsite support for MS Exchange, including backup and archiving. Staff will be able to access emails offsite using a web browser and staff members can be trained to manage the software interface, add and remove mail boxes and other administrative duties required for MS Exchange.

Computers and MS Office Software

Findings:

8 Computers are using XP/Windows Vista

10 Computers are using MS Office 2003 and 2007

Recommendation:

Replace the 8 computers with Windows 7 64bit hardware. Windows XP is no longer supported.

Upgrade the computers with MS Office Professional Pro 2010 or 2013

Network

Findings:

VOIP and LAN data/voice configurations are not correctly administered.

A modem/router is currently used but is inadequate for the organisation's size and structure.

Recommendation:

A network configuration that will split data and voice is required to increase performance and speed of the network.

A new Telstra compatible modem/router with the latest WIFI protocols should be sourced. A discussion with the network provider is essential to ensure the correct hardware is acquired.

Desktop Support Software

Findings:

No ticketing systems available to log and track onsite IT support.

Recommendation:

Spiceworks is a freeware application that will meet ticketing and reporting requirements for IT Desktop Support onsite.

Ongoing Maintenance of Hardware/Software

Findings:

The servers have not had any updates performed over the last 6 months. The last update recorded on the servers was 20th January 2014.

Software patches and updates have not been performed on the computers and workstations.

Recommendation:

An ongoing maintenance plan of the servers and all computers is to be established, documented and strictly adhered to.

Disaster Recovery Plan (DRP)

Findings:

The Shire of York has no Disaster Recovery Plan in place.

Recommendation:

A Disaster Recovery Plan is required to be documented and tested periodically where possible.

IT Security Policies and Procedures Documentation

Findings:

No evidence of documented IT security procedures and policies was observed.

Recommendation:

IT Security Policies and Procedures form a critical part of an organisation's infrastructure. The priority is to prevent data being compromised. MS Group Server Policies offer policies to be enforced across the organisation. Some examples are:

- A screen lock screen after 15mins if the computer is not in use.
- Passwords are reset every 42 days. Passwords meet a security policy

Provision of IT Training Onsite

Training of IT procedures will provide a richer support that will have a positive impact on the organisation.

- Active Directory Setup
- Files Archiving
- Standard Operating Environment (SOE)
- Staff Starting Procedures
- Staff Leaving Procedures
- Network mapping

Attachment of computers and licences located during the June audit

Computers

No	Name	Build Date	Windows Version	Office	RAM	Computer Serial Number
1	Archives	24/9/2012	Windows 7 Pro 64bit	2010	4GB	00371-OEM-8992671-00008
2	YSC-ASO	28/4/2010	Windows 7 Pro 64bit	2003	4GB	00371-OEM-9044092-34149
3	YSC-CEO	22/11/2013	Windows 7 Pro 64bit	H&B 2013	8GB	00371-OEM-9045584-70934
4	YSC-CSO	28/4/2010	Windows 7 Pro 64bit	2003	4GB	00371-OEM-9044112-26497
5	YSC-CS02	31/7/2010	Windows XP Pro 32	2003	2GB	76487-641-0906292-23948
6	YSC-DCEO	24/3/2014	Windows 7 Pro 64	H&B 2013	16GB	00371-OEM-9046135-81755
7	YSC-DEPOTPC1	24/9/2012	Windows 7 Pro 64	2003	4GB	00371-OEM-8992671-00008
8	YSC-EHO	28/4/2010	Windows 7 Pro 64bit	2007	4GB	00371-OEM-9044092-34155
9	YSC-ESO	14/3/2012	Windows 7 Pro 64bit	2010	8GB	00371-OEM-9044821-77119
10	YSC-FRONTDESK	11/10/2011	Windows 7 Pro 32bit	2003	4GB	00371-OEM-8992671-00008
11	LIBFRONT	16/4/2009	Windows XP Pro 32	2003	2GB	76487-641-0906292-23031
12	YSC-LIBRARY	24/5/2010	Windows XP Pro 32	2003	2GB	76487-641-0906292-23212
13	YSC-MHB	20/10/2011	Windows 7 Pro 32bit	2003	4GB	00371-OEM-8992671-00008
14	YSC-PAYROLL	14/9/2012	Windows 7 Pro 64bit	H&B 2010	8GB	00371-OEM-9045386-50083
15	YSC-PLANNER	2/7/2013	Windows 7 Pro 64bit	2010	8GB	00371-OEM-9045386-50088
16	YSC-PLANNING	14/8/2013	Windows 7 Pro 32bit	H&B 2010	8GB	00371-OEM-9045584-70935
17	YSC-PROJECT	20/1/2010	Windows Vista Bus 32bit	H&B 2010	4GB	89576-OEM-7332141-00039
18	YSC-RANGER	6/9/2012	Windows 7 Pro 64bit	2003	4GB	00371-OEM-8992671-00008
19	YSC-RATES	30/8/2011	Windows 7 Pro 64bit	2003	8GB	00371-OEM-9044765-20947
20	YSC-RECCENTRE	17/1/2012	Windows 7 Pro 64bit	2010	8GB	00371-OEM-9045037-80846
21	YSC-RECORDS	8/8/2007	Windows XP Pro 32	2003	2GB	76487-641-0906292-23479

22	YSC-TSO	30/7/2010	Windows XP Pro 32	2003	2GB	76487-641-0906292-23618
23	YOUTH1	5/11/2009	Windows Vista Bus 32bit	2003	4GB	89576-OEM-7332141-00039
24	YSC-AONB	16/6/2010	Windows 7 Pro 32bit	H&B 2010	4GB	00371-OEM-8992671-00137
25	YSC-XRATES	8/8/2007	Windows XP Pro 32	2003	1GB	76487-641-0906292-23418
26	YSC-BUILDING	17/5/2012	Windows 7 Pro 32bit	2003	4GB	00371-OEM-8992671-00008
27	YSC-DSO1	26/9/2012	Windows 7 Pro 64bit	2003	4GB	00371-OEM-8992671-00008
28	YSC-FINANCE1	YET TO BE AUDITED				
29	YSC-RANGER2nb	YET TO BE AUDITED				
30	YSC-WORKSnb	YET TO BE AUDITED				
31	YSC-AO	16/6/2014	Windows 7 Pro 64bit	H&B 2013	16GB	00371-OEM-9046252-83551

11. PART 2 - RISK
11.1 MATTERS FOR RESOLUTION
11.1.2 Presentation by Mike Gill

FILE NO:
COUNCIL DATE: 18 August 2014
REPORT DATE: 8 August 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Michael Keeble, CEO
DISCLOSURE OF INTEREST: Yes – Michael Keeble, CEO
APPENDICES: IT Strategy Plan 2014
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

**RESOLUTION
FRAC 060714**

Moved Yva Kane

Seconded Cr Smythe

Carried 5-0

"That the committee accepts Mike Gills presentation."

Summary:

Primary Exposure – Duty of Care

Pressure points

- Civil Liabilities Act where known or reported risks must be addressed to protect the Shire from litigation in the event of an accident at one of these sites.
- The Harmonised Safety Legislation which has been introduced across the country and will be adopted in this state in the near future.
Directors and CEO's are required to exercise duty of care. Cannot discharge liability to middle management. Must ensure competence of the organisation from the bottom up.
Plausible deniability is no longer viable.

Therefore the focus of our road maintenance expenditure needs to reflect the Shire's exposure to risk. For example

- The implementation of Drug & Alcohol policies will mitigate the Shire's exposure to litigation or the default of insurances in the event that there is an accident that involves an employee who was affected by alcohol or drugs. Such policies as daily breath testing and a dry site.
- Road Risk Management. We need to assess the roads with respect to their contribution to hazards to the road user. For example
 - Shoulder drop offs and edge breaks
 - Blocked culverts and flooded roads
 - Overgrown vegetation impacting on sight distances
 - Rough roads or slick surfaces
- Subdivisions being approved by the Shire need to have their impact on downstream flooding assessed to ensure that the current drainage infrastructure is able to cope with surge flows created by the subdivision.
In addition the road construction standards that are adopted by the developer need to be adequate to ensure that the Shire does not inherit an asset that requires continuing maintenance at cost to the community.

The aim is to demonstrate that the Shire is managing risk.

12. PART 3 - AUDIT
12.1 MATTERS FOR RESOLUTION
12.1.1 Provision of Audit Services

FILE NO:
COUNCIL DATE: 18 August 2014
REPORT DATE: 13 August 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Michael Keeble, CEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION
FRAC 070714

Moved Cr Wallace

Seconded Ms Kane

Carried 5-0

"That the committee recommend to Council that the present auditors Macri and Partners are replaced by a suitably qualified auditor for the 2013/14 audit"

Summary:

The meeting discussed their concerns with the present auditor in terms of efficiency and compliance. The meeting discussed the merits of a change of auditor.

The meeting instructed the CEO to investigate the requirements for changing auditor for the process which will commence after 30 September 2014.

Consultation:

Department of Local Government

Statutory Environment:

The Executive will investigate the statutory implications of this directive.

Financial Implications:

The Executive will investigate the financial implications of this directive.

Voting Requirements:

Simple Majority Required: Yes

13. PART 4 – CONTINUOUS REVIEW

13.1 Items For Continuous Review

FILE NO:
COUNCIL DATE: 18 August 2014
REPORT DATE: 11 August 2014
SENIOR OFFICER: Michael Keeble, CEO
AUTHOR: Helen D'Arcy-Walker
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Nil
REPORT APPROVED BY THE CEO: Michael Keeble

RESOLUTION FRAC 080714

Moved: Cr Smythe

Seconded: Mr Lehmann

Carried: 5-0

"That the Committee:

Requests these items to be continuously reviewed until completed."

Background:

The following items were resolved at the Committee meeting held on 7th July, 2014:

Completed (These will be removed from future agendas)

1. Propose to run new rates model with 12% rate increase with highest minimums.
2. Remove YRCC Membership from budget \$42,000 and review fees and charges with an emphasis on Sport and Recreation to include all Clubs e.g. Pony Club, Croquet, etc. Review application of levy on Rates after budget adoption in preparation for 2015/16.
3. That outstanding rates become a KPI for the CEO and are to be reported on monthly.
4. Provision for \$110,000 with the aim of sourcing grants to implement Stage 1 of Trails Master Plan.
5. Provision for \$30,000 grant funding and \$60,000 expenditure to implement Stage 1 of the Bike Plan.
6. Provide \$30,000 for the ANZAC Centenary. Date to be confirmed. Contact RSL for details.
7. Remove \$35,000 expenditure for Swimming Pool Feasibility Study and reallocate \$30,000 to Fencing along Henrietta Street.
8. Provide \$20,000 for Youth Services.

Ongoing

9. Remove current fee of \$50 from 2014/15 budget. Propose YRCC membership no longer be charged.
10. Request the Chief Executive Officer present to the August FRAC meeting a draft business plan with an overarching plan for the whole YRCC complex incorporating the two sub-sections i.e. Business and Grounds.
11. That a 12 month Project Plan be presented to the August FRAC meeting.
12. The CEO investigate the viability of the appropriate use of Consultants with a view to minimising expenditure and report to the August FRAC meeting.
13. Provide budget allocation of \$20,000 grant income and \$40,000 expenditure for environmental improvement works between Glebe Street Bridge and Monger's Crossing.
14. The CEO to review Reserves with a view to consolidate where possible and present to August FRAC Meeting.

15. Add an additional \$10,000 to Community Bus Reserve 24 for the future replacement.
16. Review status and future of existing Swimming Pool with a review to investigate a way forward.

RESOLUTION REGISTER

Other Matters Not Resolved:

Should these be agenda items in the future?

- Bushcraft Grants to manage a non-native vegetation
- Update on the proposal for industrial lots at Springbett Airfield 40ha
- What documentation is in place for Council's use of Skydive the Beach and Beyond Airstrip
- Present a plan for Trails expenditure and provide full project cost and detail on Avon River Walk Trails. Add additional \$220,000 expenditure with matching grant funds of \$110,000
- Reallocate budget for Old Bowling Club Maintenance to Education and Welfare. Business Plan to be developed to take into consideration Planning, Financial implications, etc.
- RDA – any funding for Early Years Hub? Action Plan required to investigate Early Years Hub. Cr Reid and DCEO to meet Glenice Batchelor after school holidays.
- Increase Councillors annual attendance fees from \$7,750 to \$13,100 and President to increase on the same basis – value to be calculated.

Voting Requirements:

Simple Majority Required: **Yes**

14. CLOSURE OF MEETING

**RESOLUTION
FRAC 090714**

Moved: Mr Lehmann

Seconded: Ms Kane

Carried 5-0

“That the next meeting of the Finance, Risk & Audit Committee is held on Monday, 8th September, 2014 at 5.00pm the York Recreation & Convention Centre , York.”

The meeting closed at 7.34pm

