

# SHIRE OF YORK

**MINUTES OF THE  
FINANCE, RISK & AUDIT  
COMMITTEE MEETING  
HELD ON 23 JUNE, 2014  
COMMENCING AT 5.08PM  
IN THE YORK RECREATION &  
CONVENTION CENTRE**



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## SHIRE OF YORK

THE FINANCE, RISK & AUDIT COMMITTEE MEETING  
HELD ON MONDAY, 23 JUNE 2014, COMMENCING AT  
5.08PM IN THE YORK RECREATION & CONVENTION CENTRE

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 by the Chief Executive Officer

Michael Keeble, Chief Executive Officer, opened the meeting at 5.08pm and congratulated community members Guy Lehmann and Yva Kane on their appointment to the Committee.

#### 1.2 Election of a Chairman

Michael Keeble, Chief Executive Officer declared the chair vacant and called for nominations.

Cr Pat Hooper moved to nominate Matthew Reid  
Cr Tony Boyle seconded the motion

**CARRIED: 8/0**

The Finance, Risk & Audit Committee elected Cr Matthew Reid as the Presiding Member as per the Local Government Act 1995 Section 5.12 which states:

#### **Local Government Act 1995 -**

#### **5.12. Presiding members and deputies, election of**

(1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*

- (a) *to "office" were references to "office of presiding member"; and*
- (b) *to "council" were references to "committee"; and*
- (c) *to "councillors" were references to "committee members".*

### 1.3 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."*

### 1.4 Suspension of Standing Orders –

Clause 3.2 – Order of Business

Moved: Cr Pat Hooper

Seconded: Cr David Wallace CARRIED:8/0

### 1.5 Announcement of Visitors

*Nil*

### 1.6 Declarations of Interest that Might Cause a Conflict

#### Financial Interests

*Nil*

#### Disclosure of Interest that May Affect Impartiality

*Nil*

## 2. ATTENDANCE

### 2.1 Committee Members

Cr Matthew Reid (Chair), Cr David Wallace, Cr Denese Smythe, Cr Tony Boyle, Cr Pat Hooper, Cr Mark Duperouzel, Guy Leeman, Yva Kane

### 2.2 Staff

Michael Keeble, Chief Executive Officer; Tabatha Bateman, Financial Controller; Esmeralda Harmer (Secretariat)

### 2.3 Apologies

*Nil*

### 2.4 Leave of Absence Previously Approved

*Nil*

### 2.5 Number of People in Gallery at Commencement of Meeting

There were 7 people in the Galley at the commencement of the meeting.

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

*Nil*

#### 4. PUBLIC QUESTION TIME

*The Presiding Member to read the following statement in full at the commencement of Public Question Time:*

##### **Statement by the Presiding Member at the Opening of Public Question Time at Committees of Council**

“Public Question Time is provided for under the provisions of Section 5.24 of the Local Government Act and the Local Government (Administration) Regulations 1996.

To provide equal opportunity for people to ask questions a limit of two (2) questions per person per time will be applied. If there is time available in Public Question Time people may be given the opportunity to ask a further two (2) questions at a time.

##### **Procedures**

- Questions submitted in writing prior to the meeting will be dealt with initially.
- 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 may be deemed inappropriate because they contain defamatory remarks or offensive language, they question the competency of elected members or staff, they relate to the personal affairs of elected members or staff, they relate to legal processes and confidential matters or they have been responded to previously and these will not be accepted or recorded in the Minutes.
- The minutes may only record a summary of the question asked and the response given.
- Where possible questions asked should be submitted in writing at the completion of question time or at the end of the meeting.
- At Special Council Meetings questions must relate to the items on the Agenda.
- Shire of York guidelines for Public Question Time are included on the meeting agenda.”

##### **PRESIDING OFFICER**

4.1 Written Questions – Current Agenda  
*Nil*

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.*

Public Question time commenced at 5.14pm

##### **Ms Darlene Barratt**

##### **Question:**

Will the Finance, Risk and Audit Committee be in charge of discussing legal action for the Shire to and for?

##### **Response:**

If it is in the scope of the committee for example a Finance, Risk or Audit related enquiry it will be tabled and discussed.

No further public questions were asked and public question time was closed at 5.17pm

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

*Nil*

**6. PETITIONS / PRESENTATIONS / DEPUTATIONS**

*Nil*

**7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

*Nil*

**8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

*Nil*

**9. PRESENTATIONS**



## 9.1 Presentations

Overview of the Committee by the Chief Executive Officer

Audit Presentation by the Chief Executive Officer – Appendix Attached

Risk Presentation by the Chair – Appendix Attached

Finance Presentation by the Chief Executive Officer – Appendix Attached

Budget Overview by the Chief Executive Officer – Appendix Attached





## 10. ADJOURNMENT OF MEETING

### RESOLUTION

010614

As the allotted time has expired the Committee will adjourn until:

Date: Monday 30 June

Place: York Recreation and Convention Centre

Time: 5.00pm

When the budget discussion shall resume.

Moved: Cr Pat Hooper

Seconded: Cr Tony Boyle

CARRIED 8/0

Meeting was adjourned at 6.31pm





# SHIRE OF YORK

**MINUTES OF THE  
FINANCE, RISK & AUDIT  
COMMITTEE MEETING  
HELD ON 30 JUNE, 2014  
COMMENCING AT 5.00PM  
IN THE YORK RECREATION &  
CONVENTION CENTRE**



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## SHIRE OF YORK

THE FINANCE, RISK & AUDIT COMMITTEE MEETING  
HELD ON MONDAY, 23 JUNE, 2014  
RECOMMENCED ON 30 JUNE, 2014 AT  
5.00PM IN THE YORK RECREATION & CONVENTION CENTRE

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, declared the meeting re-opened at 5.00pm*

### 2. PRESENTATIONS

- 2.1 *Presentation of Draft Budget*



### **3. NEXT MEETING**

**RESOLUTION  
020614**

**As the allotted time has expired the Committee will adjourn until:**

**Date: Monday, 7 July, 2014**

**Place: York Recreation and Convention Centre**

**Time: 5.00pm**

**When the budget discussion shall resume.**

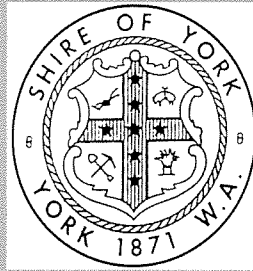
**Moved: Cr Boyle**

**Seconded: Cr Duperouzel**

**CARRIED**

Meeting was adjourned at 6.30PM





# SHIRE OF YORK

**MINUTES OF THE  
FINANCE, RISK & AUDIT  
COMMITTEE MEETING  
HELD ON 7 JULY, 2014  
COMMENCING AT 12 NOON  
IN THE YORK RECREATION &  
CONVENTION CENTRE**



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## SHIRE OF YORK

THE FINANCE, RISK & AUDIT COMMITTEE MEETINGS  
HELD ON MONDAY, 23 JUNE & 30 JUNE, 2014  
RECOMMENCED ON 7 JULY, 2014 AT  
12 NOON IN THE YORK RECREATION & CONVENTION CENTRE

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, declared the meeting re-opened at 12 noon*

### 2. BUDGET DISCUSSIONS



## 2.1 Budget Discussions

### RESOLUTION

030614

Moved: Cr Reid

Seconded: Cr Smythe

*“That the Finance, Risk & Audit Committee Recommend to Council to:*

*Propose to run new rates model with 12% rate increase with highest minimums.”*

**CARRIED: 5-3**

### RESOLUTION

040614

Moved: Cr Boyle

Seconded: Cr Duperouzel

*“That the Finance, Risk & Audit Committee Recommend to Council to:*

*Remove YRCC Membership from budget \$42,000 and review fees and charges with an emphasis on Sport and Recreation to include all Clubs eg. Pony Club, Croquet etc. Review application of levy on Rates after budget adoption in preparation for 2015/16.”*

**CARRIED: 8-0**

### RESOLUTION

050614

Moved: Cr Hooper

Seconded: Cr Wallace

*“That the Finance, Risk & Audit Committee Recommend to Council to:*

*Remove current fee of \$50 from 2014/15 budget. Propose YRCC membership no longer be charged.”*

**CARRIED: 8-0**

Structure Plan required for the YRCC – Should Council be running this business?

### RESOLUTION

060614

Moved: Mr Lehmann

Seconded Ms Kane

*“That the Finance, Risk & Audit Committee Recommend to Council to:*

*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 ie. Business and Grounds”.*

**CARRIED: 8-0**

Measurement Tools for CEO's performance. KPI's to be discussed next meeting.

**RESOLUTION**

**070614**

**Moved Cr Boyle**

**Seconded Cr Hooper**

***"That the Finance, Risk & Audit Committee Recommend to Council to:***

***That outstanding rates become a KPI for the CEO and are to be reported on monthly".***

**CARRIED: 8-0**

Project Plans for the next 12 months

**RESOLUTION**

**080614**

**Moved: Cr Boyle**

**Seconded: Cr Smythe**

***"That the Finance, Risk & Audit Committee Recommend to Council to:***

***That a 12 month Project Plan be presented to the August FRAC meeting".***

**CARRIED: 8-0**

**RESOLUTION**

**090614**

**Moved: Cr Smythe**

**Seconded: Cr Boyle**

***"That the Finance, Risk & Audit Committee Recommend to Council to:***

***The CEO investigate the viability of the appropriate use of Consultants with a view to minimising expenditure and report to the August FRAC meeting".***

**CARRIED: 8-0**

Bushcraft Grants to manage non-native vegetation.

**RESOLUTION**

**100614**

**Moved Cr Reid**

**Seconded Cr Hooper**

***“That the Finance, Risk & Audit Committee Recommend to Council to:***

***Provide budget allocation of \$20,000 grant income and \$40,000 expenditure for environmental improvement works between Glebe St Bridge and Monger’s Crossing”.***

**CARRIED: 8-0**

**RESOLUTION**

**110614**

**Moved: Cr Reid**

**Seconded: Mr Lehmann**

***“That the Finance, Risk & Audit Committee Recommend to Council to:***

***The CEO to review Reserves with a view to consolidate where possible and present to August FRAC meeting”.***

**CARRIED: 8-0**

Jacky to present update to July FRAC meeting on the proposal for industrial lots at Springbett Airfield 40ha.

What documentation is in place for Council’s use of Skydive Beach and Beyond Airstrip?

**RESOLUTION**

**120614**

**Moved: Cr Reid**

**Seconded: Cr Duperouzel**

***“That the Finance, Risk & Audit Committee Recommend to Council to:***

***Add an additional \$10,000 to Community Bus Reserve 24 for the future replacement.”***

**CARRIED: 8-0**

*Councillor Smythe left the room at 2:58pm*

Jacky to present 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.

Meeting Adjourned at 3:05pm

Re-Convened 3:30pm – Cr Smythe present.

**RESOLUTION**

**130614**

**Moved: Cr Reid**

**Seconded: Cr Hooper**

***“That the Finance, Risk & Audit Committee Recommend to Council to:***

***Provision for \$110,000 with the aim of sourcing grants to implement Stage 1 of Trails Master Plan.”***

**CARRIED: 8-0**

**RESOLUTION**

**140614**

**Moved: Cr Reid**

**Seconded: Cr Hooper**

***“That the Finance, Risk & Audit Committee Recommend to Council to:***

***Provision for \$30,000 grant funding and \$60,000 expenditure to implement Stage 1 of the Bike Plan.”***

**CARRIED: 8-0**

**RESOLUTION**

**150614**

**Moved: Cr Reid**

**Seconded: Cr Wallace**

***“That the Finance, Risk & Audit Committee Recommend to Council to:***

***Provide \$30,000 for the Anzac Centenary. Date to be confirmed. Contact RSL for details.”***

**CARRIED: 8-0**

**RESOLUTION**

**160614**

**Moved: Cr Reid**

**Seconded: Cr Hooper**

***“That the Finance, Risk & Audit Committee Recommend to Council to:***

***Review status and future of existing Swimming Pool with a review to investigate a way forward.”***

**CARRIED: 8-0**

**RESOLUTION  
170614**

**Moved: Cr Smythe**

**Seconded: Cr Boyle**

*“That the Finance, Risk & Audit Committee Recommend to Council to:*

*Remove \$35,000 expenditure for Swimming Pool Feasibility Study and reallocate \$30,000 to Fencing along Henrietta Street.”*

**CARRIED: 8-0**

**RESOLUTION  
180614**

**Moved: Cr Smythe**

**Seconded: Cr Duperouzel**

*“That the Finance, Risk & Audit Committee Recommend to Council to:*

*Provide \$20,000 for Youth Services.”*

**CARRIED: 8-0**

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 to meet 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 – No motion.

**RESOLUTION  
190614**

**Moved: Cr Hooper**

**Seconded: Cr Wallace**

*“That the Finance, Risk & Audit Committee Recommend to Council to:*

*Following amendments discussed to be inserted into Draft Budget and Draft Budget be presented to Council for adoption.”*

**CARRIED: 8-0**





### 3. NEXT MEETING

**RESOLUTION  
200614**

*"That the Finance, Risk & Audit Committee Recommend to Council to:*

*Hold a Special Council Meeting to Consider the Budget on Thursday, 17<sup>th</sup> July, 2014 at 4.00pm at the York Recreation and Convention Centre, York."*

### 4. CLOSURE

Cr Reid thanked everyone for their attendance and declared the meeting closed at 4.50pm

