

minutes

Finance Committee

MEETING HELD ON **TUESDAY 3 NOVEMBER 2015**

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CITY OF JOONDALUP

MINUTES OF THE SPECIAL FINANCE COMMITTEE MEETING HELD IN CONFERENCE ROOM 1, JOONDALUP CIVIC CENTRE, BOAS AVENUE, JOONDALUP ON TUESDAY 3 NOVEMBER 2015.

ATTENDANCE

Committee Members

Cr Tom McLean, JP
Mayor Troy Pickard
Cr Philippa Taylor
Cr Russell Poliwka
Cr Mike Norman
Cr John Logan
Cr Sophie Dwyer

Observers

Cr Kerry Hollywood
Cr Nige Jones
Cr Liam Gobbert
Cr Christine Hamilton-Prime
Cr John Chester
Cr Russ Fishwick, JP

Officers

Mr Garry Hunt	Chief Executive Officer
Mr Mike Tidy	Director Corporate Services
Mr Jamie Parry	Director Governance and Strategy
Ms Dale Page	Director Planning and Community Development
Mr Nico Claassen	Director Infrastructure Services
Mr Brad Sillence	Manager Governance
Mr John Byrne	Governance Coordinator
Mrs Lesley Taylor	Governance Officer
Mrs Deborah Gouges	Governance Officer

DECLARATION OF OPENING

The Chief Executive Officer declared the meeting open at 8.15pm.

DECLARATIONS OF INTEREST

Nil.

ELECTION OF PRESIDING MEMBER

Section 5.12 of the *Local Government Act 1995* requires a Committee appointed by a local government, to appoint a Presiding Member as the first item of business at its first meeting. Schedule 2.3 of the Act requires the Chief Executive Officer to preside.

Mayor Pickard nominated Cr Tom McLean, JP for the position of Presiding Member. Cr McLean accepted the nomination.

There being no further nominations at the close of the Election for Presiding Member, Cr McLean was declared elected unopposed to the position of Presiding Member and assumed the Chair at 8.17pm.

ELECTION OF DEPUTY PRESIDING MEMBER

It is advisable that the Committee appoints a Deputy Presiding Member, who would chair the meeting in the absence of the Presiding Member.

Mayor Pickard nominated Cr Philippa Taylor for the position of Deputy Presiding Member. Cr Taylor accepted the nomination.

There being no further nominations at the close of the Election for Deputy Presiding Member, Cr Taylor was declared elected unopposed to the position of Deputy Presiding Member.

APOLOGIES/LEAVE OF ABSENCE**Leave of Absence Previously Approved:**

Cr John Chester	30 October to 8 November 2015 inclusive.
Cr Liam Gobbert	22 November to 23 November 2015 inclusive.
Cr John Chester	30 November to 8 December 2015 inclusive.
Cr Mike Norman	7 December to 11 December 2015 inclusive.
Cr Liam Gobbert	10 December to 15 December 2015 inclusive.

REPORT**ITEM 1 SETTING OF MEETING DATES - FINANCE COMMITTEE**

WARD	All
RESPONSIBLE DIRECTOR	Mr Jamie Parry Governance and Strategy
FILE NUMBER	02153, 101515
ATTACHMENT	Nil
AUTHORITY / DISCRETION	Executive - The substantial direction setting and oversight role of Council, such as adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

PURPOSE

For the Finance Committee to consider the proposed schedule of committee meeting dates for 2016.

EXECUTIVE SUMMARY

In order to assist with forward planning for all Elected Members, management and staff, a schedule of meeting dates has been prepared for the Finance Committee, ensuring synergy between meeting dates and the flow of information and decision-making.

It is recommended the Finance Committee adopts the meeting dates and times for the Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup.

BACKGROUND

The Finance Committee was established at the Special Council meeting held on 3 November 2015. The role of the Finance Committee is to:

- oversee the progress of the City's annual capital works program and review of the City's *Five Year Capital Works Program*
- make recommendations to Council on modifications of capital works projects outside those projects of the Major Projects Committee
- make recommendations to Council on the services to be provided by the City and the standards of service delivery being cognisant of industry best practice
- oversee the City's financial management activities, funding proposals and long term strategic financial planning
- make recommendations to Council on reviews and impacts on the City's *20 Year Strategic Financial Plan*.

The proposed 2016 schedule of Council meeting dates is based on the format used in recent years. That is, a monthly meeting format with Strategy Sessions held on the first Tuesday of each month, Briefing Sessions held on the second Tuesday and Council meetings on the third Tuesday.

This enables committee meetings to be scheduled on the Monday, Tuesday or Wednesday of weeks one, two and three so as to minimise potential conflicts with other Council activities and provide a 'meeting-free' week in the fourth week of each month.

It is preferable to hold committee meetings in the first week of the month, thereby enabling committee recommendations to be listed in the Briefing Session agenda and subsequently the Council meeting agenda, however this may not always be possible due to other scheduled meetings.

DETAILS

The Finance Committee is a new committee that will oversee and make recommendations to Council on the City's financial management activities, funding proposals and long term strategic financial planning.

To ensure regular consideration and monitoring of these matters it is suggested the Finance Committee meets bi-monthly on the proposed meeting day / date / times as follows:

- Wednesday 3 February 2016, commencing at 7.00pm
- Wednesday 6 April 2016, commencing at 7.00pm
- Wednesday 8 June 2016, commencing at 7.00pm
- Wednesday 10 August 2016, commencing at 7.00pm
- Wednesday 5 October 2016, commencing at 7.00pm
- Wednesday 7 December 2016, commencing at 7.00pm.

In addition to the 2016 meeting dates, it is necessary for the Finance Committee to meet in November 2015 to consider a number of matters relating to the *Five Year Capital Works Program* and review the *20 Year Strategic Financial Plan*.

It is therefore proposed the Finance Committee also meets on Tuesday 24 November 2015, commencing at 5.45pm, prior to the Strategy Session.

Issues and options considered

The Finance Committee can either:

- adopt the meeting dates as proposed in this report
or
- amend the meeting dates.

Legislation / Strategic Community Plan / policy implications

Legislation *Local Government Act 1995.
Local Government (Administration) Regulations 1996.
City of Joondalup Meeting Procedures Local Law 2013.*

Strategic Community Plan

Key theme Governance and Leadership.

Objective Corporate capacity.

Strategic initiative Not applicable.

Policy Not applicable.

Risk management considerations

Should forward planning of committee meetings not be identified, then there is a risk for meetings to be held on an ad-hoc basis; lacking coordination with other key meetings and corporate planning processes.

Financial / budget implications

Not applicable.

Regional significance

Not applicable.

Sustainability implications

Not applicable.

Consultation

Not applicable.

COMMENT

The proposed dates ensure a bi-monthly meeting frequency while being cognisant of the broader Council monthly meeting cycle and other committee meeting dates. Meetings are proposed to be held on a Wednesday and are scheduled to commence later, allowing for the conclusion of Citizenship Ceremonies which are typically held on a Wednesday.

VOTING REQUIREMENTS

Simple Majority.

MOVED Mayor Pickard, **SECONDED** Cr Dwyer that the Finance Committee **ADOPTS** the following meeting dates and times for the Finance Committee of the City of Joondalup to be held at the Joondalup Civic Centre, Boas Avenue, Joondalup:

Finance Committee To be held in Conference Room 2
Tuesday 24 November 2015, commencing at 5.45pm
Wednesday 3 February 2016, commencing at 7.00pm
Wednesday 6 April 2016, commencing at 7.00pm
Wednesday 8 June 2016, commencing at 7.00pm
Wednesday 10 August 2016, commencing at 7.00pm
Wednesday 5 October 2016, commencing at 7.00pm
Wednesday 7 December 2016, commencing at 7.00pm

The Motion was Put and

CARRIED (7/0)

In favour of the Motion: Cr McLean, Mayor Pickard, Crs Dwyer, Logan, Norman, Poliwka and Taylor.

CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.20pm; the following Committee Members being present at that time:

Cr Tom McLean, JP
Mayor Troy Pickard
Cr Philippa Taylor
Cr Russell Poliwka
Cr Mike Norman
Cr John Logan
Cr Sophie Dwyer