



## **Town of Port Hedland**

### **MINUTES**

### **OF THE**

### **AUDIT AND FINANCE COMMITTEE OF THE TOWN OF PORT HEDLAND COUNCIL**

### **HELD ON**

**WEDNESDAY 16 FEBRUARY 2011**

**COMMENCING AT 12:30 PM**

**IN COUNCIL CHAMBERS  
McGREGOR STREET, PORT HEDLAND**

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*Natalie Octoman  
Director, Corporate Services*

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**Our Commitment**

To enhance social, environmental and economic well-being through leadership and working in partnership with the Community.

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**ITEM 1 OPENING OF MEETING**

**1.1 Opening**

The Chairperson declared the meeting open at 12:30pm and acknowledged the traditional owners, the Kariyarra people.

**ITEM 2 RECORDING OF ATTENDANCE AND APOLOGIES**

**2.1 Attendance**

Mayor Kelly Howlett  
Deputy Mayor Cr A A Carter  
Cr Bill Dziombak

Mr Paul Martin  
Ms Natalie Octoman  
Ms Jenella Voitkevich

Chief Executive Officer  
Director Corporate Services  
Acting Director Engineering  
Services  
Acting Director Community  
Development

Ms Debra Summers

**2.2 Apologies**

Cr Stan Martin

**2.3 Approved Leave of Absence**

Nil.

**ITEM 3 RESPONSE TO PREVIOUS QUESTIONS - ON NOTICE**

**ITEM 4 PUBLIC TIME**

12:31pm Chairperson opened Public Questions time

**4.1 Public Questions**

Nil.

12:31pm Chairperson closed Public Questions time

12:31pm Chairperson opened Public Statements time

**4.2 Public Statements**

Nil.

**AGENDA : AUDIT AND FINANCE COMMITTEE MEETING 16 FEBRUARY 2011**

12:31pm Chairperson closed Public Statements time

**ITEM 5 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil.

**ITEM 6 DECLARATION BY MEMBERS TO HAVE GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPER PRESENTED BEFORE THE MEETING**

Mayor K A Howlett	Cr M (Bill) Dziombak
Cr A A Carter	

**ITEM 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**7.1 Confirmation of Minutes of Audit and Finance Committee of Council held on Friday 26 November 2010**

**AFC201011/06 Officer's Recommendation/Audit and Finance Committee Decision**

**Moved:** Cr K A Howlett

**Seconded:** Cr M Dziombak

**That the Minutes of the Audit and Finance Committee Meeting of Council held on Friday 26 November 2010 be confirmed as a true and correct record of proceedings.**

***CARRIED 3/0***

**ITEM 8 ANNOUNCEMENTS BY CHAIRMAN WITHOUT DISCUSSION**

Nil.

**ITEM 9 PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS**

Nil.

**ITEM 10 REPORTS OF OFFICERS**

**10.1.1 Finance and Administration**

**10.1.1.1 *Review of Audit Services Contract***

Officer Abby Carter  
Executive Assistant  
Corporate Services

**Date of Report** 9 February 2011

**Disclosure of Interest by Officer** Nil

**Summary**

For the Audit and Finance Committee to note that the contract with UHY Haines Norton (the Town's current auditors) will expire upon their completion of the 2009/10 Annual Financial Statements, and to consider options for future engagements.

**Background**

Council's audit contract with UHY Haines Norton will conclude after receiving the Audit Report for the 2009/10 Annual Financial Statements. Council will then be working with UHY on a pay for service basis given their WALGA Preferred Supplier status until a new contract is entered into.

Quotations were requested from both UHY Haines Norton and WHK Howarths who both hold WALGA Preferred Supplier status. Unfortunately WHK Howarths were unable to submit a quotation in writing before 20 February 2011.

From a purely price perspective the UHY quotation received disclosed the following costs (GST exclusive) for the Town of Port Hedland for the next 3 years:

<b>Year</b>	<b>UHY Haines Norton</b>
2011/2012	\$24,000
2012/2013	\$25,000
2013/2014	\$26,000
<b>Total</b>	<b>\$75,000</b>

In comparison to the quotation from the previous three years:

<b>Year</b>	<b>UHY Haines Norton</b>
2007/08	\$18,500
2008/09	\$19,000
2009/10	\$20,500
<b>Total</b>	<b>\$58,000</b>

This is an increase of \$17,000 over the three year period and does not include costs associated with travel and accommodation, or acquittals, which are charged on an hourly rate.

### **Consultation**

UHY Haines Norton  
ToPH Chief Executive Officer

### **Statutory Implications**

Local Government Act 1995

#### *3. Appointment of auditors*

*(1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint\* a person, on the recommendation of the audit committee, to be its auditor.*

*\* Absolute majority required.*

*(2) The local government may appoint one or more persons as its auditor.*

*(3) The local government's auditor is to be a person who is  $\frac{3}{4}$*

*(a) a registered company auditor; or*

*(b) an approved auditor.*

#### *3.57. Tenders for providing goods or services*

*(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*

*(2) Regulations may make provision about tenders.*

*\* Absolute majority required.*

### **Strategic Planning Implications**

**Nil**

### **Budget Implications**

Should the Audit & Finance Committee award the audit contract to UHY Haines Norton, Council will need to commit the following budgets over the next 3 years.

<b>Year</b>	<b>Minimum Budget</b>
2011/2012	\$24,000
2012/2013	\$25,000
2013/2014	\$26,000
<b>Total</b>	<b>\$75,000</b>

This is an increase of \$17,000 over the three year period and does not include costs associated with travel and accommodation, or acquittals, which are charged on an hourly rate.

If the Committee agrees with the Officer's Recommendation to go through a complete tender process, it is uncertain as to what the budget impact will be, and will be considered in due course upon review of the tender proposals.

#### **Officer's Comment**

The statutory function of the Audit and Finance Committee is to recommend the appointment of an Auditor to Council. Given that there is no contract for 2010/11 and effectively only 3 months remaining in the current financial year, it is imperative that the Audit and Finance Committee appoint an auditor (or auditors), in order to commence the interim audit process in April/May 2011.

While Council has previously used UHY Haines Norton and there are advantages with retaining their services due to UHY Haines Norton not requiring to spend time exploring past financial history or financial management practices and processes, it is believed that the Town should go through a tender process to secure future services.

The tender would encompass not only the standard audit features, but also include probity advice, probity auditors and the development of a 10 Year Financial Plan. This has been recognised as an area that the Town needs to focus on given the Departments new Integrated Strategic Planning and Reporting model that needs to be developed by 2012.

It is intended that the 10 Year Financial Plan would be established as a "live" model whereby it would be passed over to the Town upon completion, but then reviewed by the audit company on a regular basis to take into account current trends in line with the Growth Plan – which is envisaged to form many of the assumptions required for the Financial Plan. The successful tenderer would be required to work in conjunction with RPS (the lead consultants for the Growth Plan) in order to factor in the assumptions required for the model.

Another area recognised as a shortcoming is the lack of information about financial (operational) requirements prior to the construction of new facilities. It is believed that the same company could provide advice or a separate model for when these construction projects are in their feasibility and/or design and construction stages.

It is the Officer's opinion that by going through a tender process, the Town could then ensure a wider range of services be provided and better value for money than if the Town were only to go through the preferred supplier option.

**Attachments**

**Nil**

**AFC201011/07 Officer's Recommendation/Audit and Finance Committee Decision**

**Moved:** Cr K A Howlett

**Seconded:** Cr M Dziombak

**That the Audit and Finance Committee Recommends to Council that the Town enter into a tender process for the appointment of auditors for the next three (3) years and that the tender incorporates the usual audit and probity functions along with the development of a 10 Year Financial Plan, and operational (financial) plans or advice on a fee for service basis.**

***CARRIED BY ABSOLUTE MAJORITY 3/0***



**10.1.1.2 Five Year Forward Capital Works Plan**

Officer Natalie Octoman  
Director Corporate Services

**Date of Report** 1 February 2011

**Disclosure of Interest by Officer** Nil

**Summary**

For the Audit and Finance Committee to approve the Five Year Forward Capital Works Plan that has been prepared in conjunction with KPMG as part of the State Government's initiative to reform Western Australia's Local Government sector.

**Background**

The Western Australian Government's Royalties for Regions (RFR) is a commitment to put more back into the State's regions. RFR distributes benefits to regional communities through three supporting funds:

- Country Local Government Fund
- Regional Community Services Fund
- Regional Infrastructure and Headworks Fund (including the Regional Grants Scheme).

This report will address the key requirements of the Country Local Government Fund only.

The primary objective of the Country Local Government Fund (CLGF) is to address infrastructure backlogs across the country local government sector by providing additional money for the purposes of infrastructure provision and renewal.

The Country Local Government Fund allocations from 2009/10 are to assist with the costs of preparing a forward capital works plan, support capacity building; and improve the financial sustainability of country local governments in Western Australia through improved strategic and asset management planning.

**Consultation**

Consultation has occurred with the following parties:

- Staff across the Town of Port Hedland
- KPMG Officers

**Statutory Implications** Nil

### **Strategic Planning Implications**

The Strategic Plan 2010-2105 outlines key result areas, goals, immediate priorities and other actions required to achieve the vision of Council. Ensuring that Council has adequate infrastructure is a key requirement to ensure that each of these can be achieved.

### **Budget Implications**

The Department of Regional Development and Lands has indicated to all country local governments that no further Royalties for Regions funding would be provided without having an endorsed Five Year Forward Capital Works Plan. This could have significant impacts on the financial viability for construction of future projects if the Five Year Forward Capital Works Plan is not endorsed.

### **Officer's Comment**

The Department of Regional Development and Lands initially identified \$35,000 for each country local government to access expertise to develop a forward capital works plan that is consistent with strategic plans and asset management plans.

This has been coordinated by the Pilbara Regional Council (PRC) whereby a regional contract was established between the PRC and KPMG to provide advisory services that would assist with a range of reform projects for the PRC, the Town of Port Hedland, the Shire of Ashburton, the Shire of Roebourne and the Shire of East Pilbara. This was agreed to be a sound strategy in conjunction the Department who provided an extended timeframe for this to be undertaken with the results due on the 12<sup>th</sup> of February 2011.

KPMG has consulted with many staff at the Town of Port Hedland to ensure that the Five Year Forward Capital Works Plan prepared for the Department was developed with the best information available, recognising that outside of the current five year programs approved by Council for some items such as kerbing and road construction, the Town does not currently have a 10 Year Financial Plan or an Asset Management Plan. This has resulted in the information being rather difficult to obtain and cashflow in some cases, and although a 10 Year Financial Plan will be prepared in the near future, officers are very mindful that the Growth Plan currently being undertaken will significantly influence the assumptions and financials that will be developed.

Within the Five Year Forward Capital Works Plan developed by KPMG there are several key areas. In order to provide further clarification around the areas, they have been explained below.

**Section 2 - Five Year Forward Capital Works Plan**

There is a large reduction in expenditure allocated for future years. This is due to the plan incorporating only the infrastructure items and five year plans that Council have endorsed as part of the 2010/11 Budget Process. It does not incorporate any items from Hedland's Future Today document, nor other projects that are still in the feasibility stage.

**Section 2.1 – Five Year Forward Capital Works Plan – Potential Projects**

This area identifies the infrastructure items that have been incorporated into the Hedland's Future Today document where it is anticipated that the funding will flow through the Town of Port Hedland with the ToPH leading their construction. The details of these projects are then incorporated into section 5. The purpose of identifying them in this section also was to outline to the department that there has been some level of planning across the Town, so that when you review the financial table there appears to be a plan in place and there isn't such a significant reduction in expenditure.

**SUMMARY TABLE**

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
<i>Total Capital Works Currently Approved by Council</i>	77,117,438	4,478,092	4,070,433	3,275,128	3,080,415	<b>92,021,506</b>
<i>Total Hedland's Future Today Projects</i>	-	15,350,000	32,150,000	9,000,000	17,650,000	<b>74,150,000</b>
<b>TOTAL</b>	<b>77,117,438</b>	<b>19,828,092</b>	<b>36,220,433</b>	<b>12,275,128</b>	<b>20,730,415</b>	<b>166,171,506</b>

**Section 3 – 2010-11 Forward Capital Works Plan**

This purely outlines the current year's infrastructure program. It uses the Original Budget, of which there have now been variations approved by Council as part of the first quarter budget review, and it has outlined the funding sources for each project. Where funding was provided in prior years from various sources, this has been included in the Unclassified column.

**Section 4 – 2010-15 Forward Capital Works Plan**

This outlines the capital works plans that were approved by Council during the 2010/11 Budget Process. It does not include any items in the Hedland's Future Today document.

**Section 5 – Future potential projects without fully developed project plans**

Incorporates only the Hedland's Future Today Projects that will be the responsibility of the Town of Port Hedland to deliver, irrespective of who is funding them.

**Section 6 – Future priority projects without fully developed project plans or allocated funding**

This area outlines the Top 10 Strategic Priorities for the Town of Port Hedland. These are the items that align with the Strategic Plan and therefore the vision of Council. While some of these projects are not solely for the Town to deliver, it was thought to be beneficial to include them as an outline of the partnerships that are being entered into in order for the Town to achieve its vision.

**Attachments**

1. Town of Port Hedland Capital Works Plan for the financial year ended 30 June 2011 to 2015.

**AFC201011/08 Officer's Recommendation/Audit and Finance Committee Decision**

**Moved:** Cr K A Howlett

**Seconded:** Cr M Dziombak

**That the Audit and Finance Committee:**

- a. **Recommends to Council that it adopt the attached Five Year Forward Capital Works Plan;**
- b. **Note that the Forward Capital Works Plan is a “live document” and is subject to ongoing review through the Town’s Annual Budget Process and in conjunction with any review of the Town’s Strategic Plan;**
- c. **Recommends to Council that it forwards the Five Year Forward Capital Works Plan to the Department of Regional Development and Lands after incorporating the Town of Port Hedland’s approved branding.**

***CARRIED BY ABSOLUTE MAJORITY 3/0***

**10.1.1.3 Second Quarter Budget Review (File No.: - )**

Officer Lee Crombie  
Acting Manager  
Financial Services

**Date of Report** 11 February 2011

**Disclosure of Interest by Officer** Nil

**Summary**

For the Committee to review the results of the second quarter budget review for the 2010/11 financial year and to make recommendations to Council as to whether the adjustments outlined in the attachments should be approved.

**Background**

In every organisation there are many factors, both internal and external that can have an effect on program expenditure anticipated throughout the year, after the original budget is adopted. Part of ensuring that an organisation has effective financial management practices in place is for regular budget reviews to occur, and reports to be provided to Council on any modifications that may be required.

While management are required to monitor their particular programs frequently in order to ensure their departmental targets are being achieved, it is also important that senior management regularly review the income and expenditure in order to assess the achievement of the overall financial targets of Council.

The second budget review has been conducted with the actual data being used as at the end of December 2010. The review is an extremely detailed review, highlighting known adjustments to the budget, including a critical review of significant projects for 2010-11 and the Town's capacity to complete them by 30 June 2011. In some instances, savings generated from this process have been reallocated to areas of additional expenditure needed to complete projects.

*Budget Shortfall Discussion*

During the second quarter budget review an approximate \$0.767 million shortfall was identified mainly as a result of an initial budget assumption in relation to interest earned on funds that were meant to be received by the Town in July 2010, that are now not going to be received until progress payments for the project are due to be made.

In order to ensure a balanced budget, Executive met to discuss alternatives as to how this may be achieved. As a result, adjustments have been made to the following items that have ensured a balanced budget for the second budget review:

- \$0.164 million – sourced from the Waste Reserve given the additional resources required to ensure that the asbestos from the Hospital demolition works can be treated appropriately;
- \$0.120 million – impact of the Council approval for the Turf Club costs have been sourced from the Community Facilities Reserve;
- \$0.100 million – additional revenue from Pilbara Cities for planning resources
- \$0.100 million – the costs associated with the relocation of the sporting groups from the Kevin Scott Oval due to the Multi Purpose Recreation Centre Upgrade have been sourced from the project funds instead of a separate allocation;
- \$0.100 million – Foreshore Parks Planning – has been delayed until 2011/12 given the late timing of the appointment of the Director to undertake the Murrupikarinya Park planning;
- \$0.078 million – funds from the Spoilbank Reserve used to fund the feasibility work that has been undertaken;
- \$0.054 million – costs associated with the management plan for the Multi Purpose Recreation Centre have been sourced from the project funds instead of a separate allocation;
- \$0.026 million – reduction in costs associated with Parks Upgrades;
- \$0.025 million due to the Child Care Review being undertaken in-house and external consultants not being required.

### **Consultation**

The Budget review was prepared by the Executive team, after meeting with each Manager, where all revenue and expenditure accounts within that Manager's responsibility was reviewed in detail.

### **Statutory Implications**

Local Government Act 1995 states (in part):

*“(c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

*(1a) In subsection (1) -*

*-additional purpose~ means a purpose for which no expenditure estimate is included in the local government's annual budget.*

*(2) Where expenditure has been incurred by a local government -*

*(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.”

**Strategic Planning Implications**

**Nil**

**Budget Implications**

The proposed budget amendments ensure that the Council’s budget remains balanced for the 2010/11 financial year.

**Officer’s Comment**

While the outcome of the 2009/10 financial year is in its final stages, it is anticipated that the overall surplus will be slightly higher than initially anticipated by approximately \$0.290 million. Including this increase, there was an initial deficit after the review that has been sourced through either additional revenue sources, or utilizing reserve or project funding where appropriate.

A summary on the effect on the cash surplus with the above options recommended by Executive included is list below:

	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Total Adjustments</b>	<b>Proposed New Amended Budget</b>
Operating Expenditure	36,098,834	38,159,099	394,823	38,553,922
Operating Revenue	(82,362,786)	(86,661,047)	(4,269,434)	(90,930,481)
Non Operating Expenditure	96,949,942	121,647,389	4,564,514	126,211,903
Non Operating Revenue	(42,065,913)	(62,762,374)	(399,744)	(63,162,119)
<i>Sub-Total</i>	<i>8,620,077</i>	<i>10,383,066</i>	<i>290,159</i>	<i>10,673,225</i>
Add Back Non Cash items	(4,535,573)	(4,458,754)	0	(4,458,754)
CFWD Projects from 2009-10	(4,084,504)			
Surplus BFWD from 2009-10		(5,924,312)	(290,159)	(6,214,471)
<b>Cash (Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>MOVEMENT SUMMARY</b>					
	<b>Adjustments</b>	<b>Council Decisions</b>	<b>Accounting Adjustments</b>	<b>Carryover into 2011-12</b>	<b>Total</b>
Operating Exp	423,120	71,701	1	(100,000)	394,823
Operating Revenue	(3,669,434)	0	(600,000)	0	(399,744)
Non Operating Exp	3,828,532	135,983	599,999	0	4,564,514

**AGENDA : AUDIT AND FINANCE COMMITTEE MEETING 16 FEBRUARY 2011**

Non Operating Revenue	(279,744)	(120,000)	0	0	(399,744)
<b>Total</b>	<b>302,474</b>	<b>87,685</b>	<b>0</b>	<b>(100,000)</b>	<b>290,159</b>

A detailed listing of proposed budget amendments are attached.

As all budget allocations require an absolute majority decision, the Committee has the power to only recommend budget amendments to Council. Once the Committee has made a recommendation, a report containing its recommendation will be presented to Council.

**Attachments**

1. Summary of Schedule 2.
2. Detailed budget amendments in Schedule 2 order.
3. Detailed budget amendments in the order of Operating Expenditure, Non Operating Expenditure, Operating Revenue and Non Operating Revenue.

**AFC201011/09 Officer's Recommendation/Audit and Finance Committee Decision**

**Moved:** Cr K A Howlett

**Seconded:** Cr M Dziombak

**That the Finance and Audit Committee:**

- i) Notes that the initial shortfall has been recouped through various funding strategies implemented by the Executive team;**
- ii) Recommends to Council to amend the 2010/11 Budget as per the attached list, resulting in a balanced budget; and**
- iii) Recommends to Council to approve the \$100,000 for Foreshore Parks Planning as carryover funds committed for the 2011/12 financial year therefore reducing any discretionary funding that may be available.**

***CARRIED BY ABSOLUTE MAJORITY 3/0***



**ITEM 11 LATE ITEMS AS PERMITTED BY CHAIRPERSON/COUNCIL**

Nil.

**ITEM 12 MOTIONS OF WHICH PREVIOUS NOTICE HAVE BEEN GIVEN**

Nil.

**ITEM 13 CONFIDENTIAL ITEMS**

Nil.

**ITEM 14 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**ITEM 15 CLOSURE**

**15.1 Date of Next Meeting**

The next Audit and Finance Committee Meeting of Council will be held on 30 March 2011 commencing at 3pm.

**15.2 Closure**

There being no further business, the Chairman declared the meeting closed at 12:40 pm.

**Declaration of Confirmation of Minutes**

I certify that these Minutes were confirmed by the Audit and Finance Committee at its Ordinary Meeting of \_\_\_\_\_.

CONFIRMATION: \_\_\_\_\_

CHAIR

\_\_\_\_\_  
DATE