



Minutes

Audit and Risk Management Committee

Tuesday, 13 August 2019, 5:30 pm

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Audit and Risk Management Committee

Minutes of the Audit and Risk Management Committee meeting
held in the City of Fremantle Administration Building at Fremantle Oval, 70 Parry Street
Fremantle.
on **13 August 2019** at 5.30 pm.

1. Official opening, welcome and acknowledgement

The Presiding Member declared the meeting open at 5:30 pm.

2.1. Attendance

Dr Brad Pettitt	Mayor
Cr Jeff McDonald	Presiding member/Hilton Ward
Cr Doug Thompson	North Ward
Cr Jenny Archibald	East Ward
Cr Rachel Pemberton	City Ward
Mr Phillip Draber	External Advisor
Cr Jon Strachan	<i>(observing only)</i>
Mr Philip St John	Chief Executive Officer
Mr Glen Dougall	Director City Business
Mr Graham Tattersall	Director Infrastructure and Project Delivery
Ms Narelle French	Manager Finance
Mr Kevin Porter	Procurement Team Leader
Ms Emma Aiberti	Revenue Team Leader
Ms Alexandra Peach	Meeting Support Officer

2.2. Apologies

Nil

2.3. Leave of absence

Nil

3. Disclosures of interests

Nil

4. Deputations

4.1 Special deputations

Nil

4.2 Presentations

Nil

5. Confirmation of minutes

COMMITTEE DECISION

Moved: Cr Jeff McDonald

Seconded: Cr Doug Thompson

That the minutes of the Audit and Risk Management Committee meeting dated 14 May 2019 be confirmed as a true and accurate record.

Carried: 6/0

**Mayor, Brad Pettitt, Cr Doug Thompson, Cr Jeff McDonald,
Cr Rachel Pemberton, Cr Jenny Archibald, Mr Phillip Draber**

6. Elected member communication

Nil

7. Reports and recommendations

ARMC1908-1 SUNDRY DEBTOR WRITE OFF - FLY BY NIGHT MUSICIANS CLUB INCORPORATED

Meeting Date:	13 August 2019
Responsible Officer:	Manager Finance
Decision Making Authority:	Council
Agenda Attachments:	Statement of Account Debtor 2092585 Statement of Rates PID 260 Statement of Rates PID 1061

SUMMARY

This report recommends that Council write-off the total debt owed by Fly by Night Musicians Club Incorporated of \$35,883.86 due to the company being in external administration and it being unlikely that funds will be received to extinguish the debt.

BACKGROUND

Council approved to waive payment of outstanding debts owed by Fly by Night Musicians Club Incorporated incurred under the then current lease at its expiry date (28 February 2018) and grant a new short-term rent free lease from 1 March 2018 to 31 August 2018 at its OCM (28 February 2018). Two further extensions were granted at FPOL Committee (11 July 2018 & 10 October 2018) resulting in a final lease date of 31 January 2019. Whilst the extended lease terms were free of rent, rates and associated charges and variable outgoings continued until final termination of the lease in 2019.

FINANCIAL IMPLICATIONS

Provision is made for doubtful debts at the end of each financial year. As at 30 June 19 an amount of \$171,105 was held for doubtful debt provision. The current balance held for doubtful debt is \$32,563. The impact on the provision accounts from this write-off is as follows:

Budget Item Name:	900140.1136 – Sundry Debtors Current Doubtful Debt
Budgeted Amount:	171,105
Expenditure to Date:	(138,542)
Proposed Cost:	(17,435)
Balance:	15,128

Budget Item Name:	900140.1269 – Rates Debtors Current Doubtful Debt
Budgeted Amount:	0
Expenditure to Date:	(10,235)
Proposed Cost:	(18,449)
Balance:	(26,684)

A provision will be made for doubtful debts as part of finalising the annual financial statements for 30 June 2019; the final amount will include provision for this debt write off.

LEGAL IMPLICATIONS

Local Government Act 1995 Section 6.12 Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

The Chief Executive Officer's delegated authority to write off of a debt, not being due to an administrative error, is for debts not exceeding \$20,000. Council is therefore required to authorise write off of this debt.

CONSULTATION

Nil

OFFICER COMMENT

The total balance owed by Fly by Night Musicians Incorporated is \$35,920.34 which is made up of the following:

Debtor Type	Details	Amount
Sundry Debtor	Variable Outgoings 2018/2019	17,434.58
Total Sundry		17,434.58
Rates PID 260	Rates Levy 2017/18 & 2018/2019	14,278.30
	Late payment interest	2,141.15
Rates PID 1061	Rates Levy 2014/15	1,282.11
	Late payment interest	716.72
	Special Payment Arrangement Fee	31.00
Total Rates		18,449.28
Total Debtor		35,883.86

Liquidators were appointed and the City notified in December 2018 that the company had ceased to operate; Proof of debt was lodged at that time.

The ASIC website confirms that the debtor remains in *External Administration* and on this basis, City Officers do not anticipate a return to unsecured creditors. It does not appear there is any reasonable likelihood of the City receiving payment for amounts outstanding through the liquidation process therefore it is recommended this debt be written off. In the unlikely event that a dividend payment is made, by writing off this debt it does not preclude the City from receiving any dividend payment in the future.

Regularly reviewing debts owed is part of the business improvement the City is undertaking to ensure the Strategic Community Plan can be successfully delivered by adequately managing our resources.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC1908-1 **(Officer's recommendation)**

Moved: Cr Jeff McDonald

Seconded: Mr Phillip Draber

Council approve the write-off of the total debt owed by Fly by Night Musicians Club Incorporated of \$35,883.86.

Carried: 6/0

**Mayor, Brad Pettitt, Cr Doug Thompson, Cr Jeff McDonald,
Cr Rachel Pemberton, Cr Jenny Archibald, Mr Phillip Draber**

ARMC1908-2 INTERIM AUDIT REPORT FOR THE PERIOD 1 JULY 2018 - 30 JUNE 2019

Meeting Date: 13 August 2019
Responsible Officer: Manager Finance
Decision Making Authority: Council
Agenda Attachments: Office of the Auditor General Interim Audit Report for year ending 30 June 2019

SUMMARY

The interim audit of the City of Fremantle has been completed by Office of the Auditor General (OAG) and they have provided Council with an Interim Audit Report for the year ending 30 June 2019.

This report is presented to the Audit and Risk Management Committee for review and recommends that the Interim Audit result findings and management comments be received.

BACKGROUND

The OAG has conducted an interim audit for financial year ending 30 June 2019 in accordance with their audit plan. The focus of the OAG during the interim audit was to evaluate the overall control environment at the City for them to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the annual financial report. The audit work was performed by Moore Stephens on behalf of the OAG.

The results of the interim audit have been reported by the OAG in the attached Interim Audit Report. This report documents the auditor's findings, rating, implications and their recommendations. The findings were discussed with management and management comments are included in the report to outline the actions to be taken to resolve the issues identified by the auditor.

FINANCIAL IMPLICATIONS

There is no direct financial implication with the requirement for this report.

LEGAL IMPLICATIONS

Section 7.12A (2) of the Local Government Act 1995 and associated Audit regulations require a local government to meet with its auditor at least once in every year.

Section 7.2 of the Local Government Act 1995 states that, "the accounts and financial statements of a local government for each financial year are to be audited by an auditor appointed by the local government."

Section 7.9 (1) of the Local Government Act 1995 states, “An auditor is required to examine the accounts and annual financial report submitted for audit and, by 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of the report to:

- a) The Mayor or President;
- b) The Chief Executive Officer of the local government; and
- c) The Minister.”

*requires an absolute majority of Council.

CONSULTATION

Nil

OFFICER COMMENT

The interim audit report documented the following 6 findings:

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Purchase Orders		√	
2. Interest on Trust Funds	√		
3. Trust Funds Transacted through Municipal Bank Account		√	
4. Review of Monthly Rates Debtors Reconciliations		√	
5. Monthly Rates Valuation Reconciliations		√	
6. Fixed Assets below \$5,000	√		

Key to ratings

The Ratings in this management letter are based on the audit team’s assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.

Moderate Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor Those findings that are not of primary concern but still warrant action being taken.

Two findings were identified in the interim audit as significant and are outlined in the management report as follows.

1. Interest on Trust Funds

Finding

We noted that interest earnings on trust fund moneys are not retained in trust or provided back to the entitled recipient on return of their moneys. Rather the City keeps these earnings as their own.

Implication

In retaining interest earned on invested trust fund moneys, the City is keeping and utilising moneys that it is not entitled to under the Act. As a further consequence, the disclosure of trust fund money within the annual financial report is not accurate.

Recommendation

The City should account for and manage trust fund moneys in accordance with the Act and should undertake the necessary steps to identify any obligations it has to return moneys that it has incorrectly retained from the current and previous years.

Officer Comment

Until year ending 30 June 2017 interest earnings on trust funds were retained in the trust bank account. Accounting treatment was changed last financial year ending 30 June 2018 based on advice from auditor's that the trust account interest should be recognised as City's revenue.

Based on the revised advice above, officers will perform a recalculation of interest earned in trust from 1 July 17 to 30 June 19 and transfer these funds from the Municipal account (general revenue) into the Trust account.

Management would like to highlight that the allocation of trust interest earned to the numerous trust monies held and then subsequent refund calculation required will be an onerous administrative task. Management will investigate the possibility to invest trust funds into a non interest bearing bank account which would eliminate the administration of trust interest allocation. Prior to implementing any change the auditors will be consulted.

Supplementary Officer Comments (post interim audit)

- On 1 July 2019 the OAG issued a local government position paper on Accounting for work bonds, building bonds and hire bonds. The OAG informed local governments that moneys held as bonds, such as work bonds, building bonds and hire bonds should not be regarded as Trust Fund moneys. Consequently these

moneys should be held in the Municipal and any interest earned on those moneys can be retained by the City. This change will be reflected in the City's annual financial statements for year ending 30 June 2019.

- The City's trust fund bank account has been converted to a non-interest bearing bank account.

2. Fixed Assets Below \$5,000

Finding

From 1 July 2018, Regulation 17 A(5) of the Local Government (Financial Management) Regulations 1996 now requires assets with a fair value under \$5,000 at the date of acquisition to be excluded from the assets reported in the financial report of a local government entity.

From discussions with management and review of the asset register, we found the City had recognised a number of assets with a purchase value below \$5,000 in its fixed assets register.

Implication

Non-compliance with Regulation 17 A(5) of the Local Government (Financial Management) Regulations 1996, in addition assets are likely to be misstated.

Recommendation

Management should review the asset register and ensure any assets acquired with a purchase value under \$5,000 are excluded from the register.

Management Comment

A review of the asset register has been undertaken to ensure compliance with the changes to the Local Government (Financial Management) Regulations 1996. This identified a number of assets currently held on the asset register which have a purchase value under \$5,000. The following actions will be undertaken:

1. For year ending 30 June 2019 all assets currently on the asset register with a purchase value of less than \$5,000 will be excluded.
2. The capitalisation threshold will be increased to \$5,000 for all assets acquired from 1 July 2018 onwards.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC1908-2
(Officer's recommendation)

Moved: Cr Jeff McDonald

Seconded: Mr Phillip Draber

Council receive the Interim Report from Office of Auditor General (OAG) for the year ending 30 June 2019.

Carried: 6/0

**Mayor, Brad Pettitt, Cr Doug Thompson, Cr Jeff McDonald,
Cr Rachel Pemberton, Cr Jenny Archibald, Mr Phillip Draber**

ARMC1908-3 INFORMATION REPORT - AUGUST

PURCHASING POLICY EXEMPTIONS APRIL TO JULY 2019

Responsible Officer: Manager Finance
Agenda Attachments: Purchasing Policy Exemption details April to July 2019
(Confidential attachment under separate cover)

At the Ordinary Council Meeting of 27 February 2019, Council adopted a new purchasing policy. The policy contains a list of tender exemptions (exempt under Regulation 11(2) of the *Local Government (Functions and General) Regulations 1996*) and policy exemptions. Under this policy all exemptions used by the City are to be reported to the Audit and Risk Management committee.

April 2019

The total value of exemptions from the City of Fremantle Purchasing Policy is \$102,000.00 for the month of April 2019.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consultancy / Legal Services Exemptions	\$102,000.00
Total	\$102,000.00

Details regarding individual exemptions can be found in the confidential attachment.

May 2019

The total value of exemptions used under the City of Fremantle Purchasing Policy is \$49,000 for the month of May 2019.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consultancy / Legal Services Exemptions	\$19,000.00
Artists Exemptions	\$30,000.00
Total	\$49,000.00

The process for requesting Artist exemptions was amended to require exemptions before contracts or Purchase orders are awarded. This has resulted in sponsorship and artistic fees required for the Fremantle Winter Festival 2019 (Ten Nights in Port), being agreed and paid in May 2019, at a cost of \$20,000.00. The costs for the Fremantle Winter Festival 2019 (Ten Nights in Port), were budgeted and approved at the 26 June 2019 Council meeting.

Details regarding individual exemptions can be found in the confidential attachment.

June 2019

The total value of exemptions used under the City of Fremantle Purchasing Policy is \$81,875.39 for the month of June 2019.

The value of exemptions by category is:

Exemption Category	Value
Artists Exemptions	\$81,875.39
Total	\$81,875.39

The process for requesting Artist exemptions was amended to require exemptions before contracts or Purchase orders are awarded. This has resulted in sponsorship and artistic fees required for the Fremantle Winter Festival 2019 (Ten Nights in Port), being agreed and paid in June 2019, at a cost of \$79,719.39. The costs for the Fremantle Winter Festival 2019 (Ten Nights in Port), were budgeted and approved at the 26 June 2019 Council meeting.

Details regarding individual exemptions can be found in the confidential attachment.

July 2019

The total value of exemptions used under the City of Fremantle Purchasing Policy is \$84,299.00 for the month of July 2019.

The value of exemptions by category is:

Exemption Category	Value
Specialist Consultancy / Legal Services Exemptions	\$84,299.00
Total	\$84,299.00

COMMITTEE RECOMMENDATION ITEM ARMC1908-3

(Officer’s recommendation)

Moved: Cr Doug Thompson

Seconded: Mr Phillip Draber

Council acknowledge the Purchasing Policy Exemptions for April, May, June and July 2019 Information Report for August 2019.

Carried: 6/0

Mayor, Brad Pettitt, Cr Doug Thompson, Cr Jeff McDonald, Cr Rachel Pemberton, Cr Jenny Archibald, Mr Phillip Draber

ARMC1908-4 OVERDUE DEBTORS ABOVE THRESHOLD - 30 JUNE 2019

Meeting Date:	13 August 2019
Responsible Officer:	Finance Manager
Decision Making Authority:	Council
Agenda Attachments:	Summary of Overdue Debts above Threshold – <i>(Confidential attachment under separate cover)</i>

SUMMARY

This debtors report with a confidential attachment is provided to the Audit and Risk Management Committee together with details of overdue debts that exceed a threshold value of \$10,000.

This report recommends that Council receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 30 June 2019.

BACKGROUND

The report provides details to the Audit and Risk Management Committee on overdue debtors. The following information is provided on a quarterly basis:

- The amount of total debtors outstanding for the period aged from current to over 90 days overdue with a comparison to the same period for the previous year.
- The value of debt that is in excess of ninety (90) days overdue and the combined value of those debt(s) exceed \$10,000.
- All records of the uses of delegated authority, to waive or write off debts valued at \$1,000 or above per debtor, must be reported to the audit and risk management committee.
- A confidential report containing the individual debtor information in relation to the outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments, background and a comparison to the previous quarters report.
- Debtor day ratio - the average number of days required for the City to receive payment from its customers for invoices issued to them.

FINANCIAL IMPLICATIONS

It is a requirement that annual financial statements include a provision for any potential doubtful debts owed to the Local Government to be recognised as a cost to the budget in the year in which the provision is made.

As at year ending 30 June 2019 an amount of \$171,105 was held for bad debt provision. As at the 30 June 2019 the current balance held for bad debt provision is \$32,563.

During this financial year the following reportable write-offs and waivers have been processed against this account:

Total Write-offs	\$147,814
Total Waivers	\$NIL

LEGAL IMPLICATIONS

Section 6.12 (1) (c) of the Local Government Act 1995 provides authority for the Council to write off outstanding monies.

In accordance with section 5.42 and 5.44 of the Local Government Act 1995 the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$20,000 per account where in the opinion of the Chief Executive Officer all other reasonable avenues of recovery have been exhausted.
- Directors and Managers have various sub-delegated authority to write off debts (not including rates or infringement) considered unrecoverable up to \$10,000 per account where in the opinion of the Director or Manager all other reasonable avenues of recovery have been exhausted.

All records of the uses of this delegated authority, to waive or write off debts valued at \$1,000 or above per debtor, must be reported to the audit and risk management committee.

Any amount in excess of \$20,000 is to be written off by Council resolution. A council resolution authorising the write off of any bad debt does not prevent Council from reinstating the debt if the future circumstances change and the debt becomes collectable.

CONSULTATION

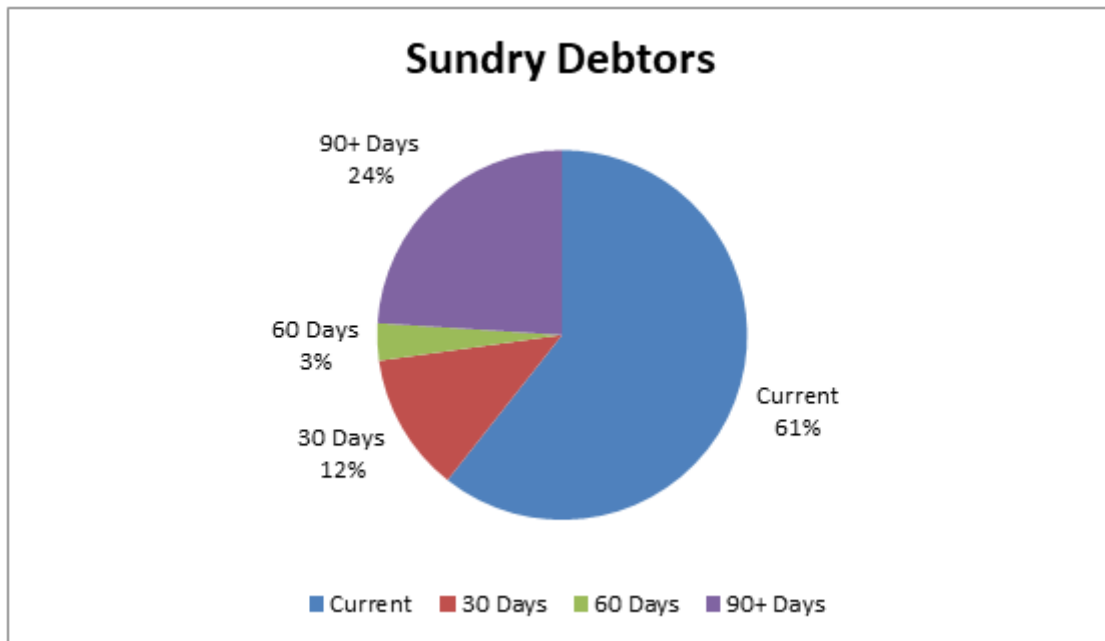
Nil

OFFICER COMMENT

The total of debtors outstanding as at 30 June 2019 is \$729,524. A breakdown of aged debt for the current period compared to prior year for the same period is tabled below.

Period Ending March	Current	30 Days	60 Days	90+ Days	Total
April 19 – June 19	61%	12%	3%	24%	100%
	442,372	88,563	23,701	174,888	729,524
April 18 – June 18	521,147	97,205	19,424	112,110	749,886

Of the total debt balance, the amount outstanding for 90+ days is \$174,888 or 24%. Below is a graph of the aged debt balances as at 30 June 2019.



Compared to the report of overdue debtors as at 31 March 2019, presented to Audit and Risk Management Committee at the 14 May 2019 meeting, the total value of outstanding debtors has decreased by \$292k.

Outstanding debt over 90 days has decreased from \$231k at the end of the previous quarter to \$175k. The number of overdue debtors above reporting threshold totals 4 with a total value of \$120,805.

Since the last report, 8 occurrences of delegated authority to waive or write off debts valued at \$1,000 or above per debtor by officers have occurred. Currently \$17,435 has been identified for potential write-off.

Summary of Sundry Debtor’s Debts Written-off

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
2092357	Timothy Grey-Smith	\$17,125	Office of CEO	Chief Executive Officer
2090012	Gigatronics Holdings P/L	\$77,960	Council (ARMC)	Elected Members
2092001	Horizons Touring	\$33,134	Council (ARMC)	Elected Members
2091083	Hazel Orme Kindergarten	\$3,802	Economic Development	Director City Business
2090546	Mountain Designs P/L	\$2,312	Economic Development	Director City Business
2092859	Sunset Venues P/L	\$6,887	Economic Development	Director City Business
2092099	Lenny the Ox	\$1,356	Facilities & Environment	Manager Facilities & Environment
2018221	East Fremantle Football Club	\$5,238	City Business	Director City Business
	TOTAL	\$147,814		

Summary of Sundry Debtor’s Debts Waived

Debtor No.	Name	Amount	Business Unit	Delegated Officer or Council
	TOTAL	NIL		

In accordance with delegated authority, any debts over \$20,000 will be submitted to Audit and Risk Management Committee for approval and all recorded use of delegated authority by Chief Executive Officer, Directors and Managers will be reported to Audit and Risk Management Committee.

The confidential attachment contains debtor information in relation to the \$120,805 of outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments and background.

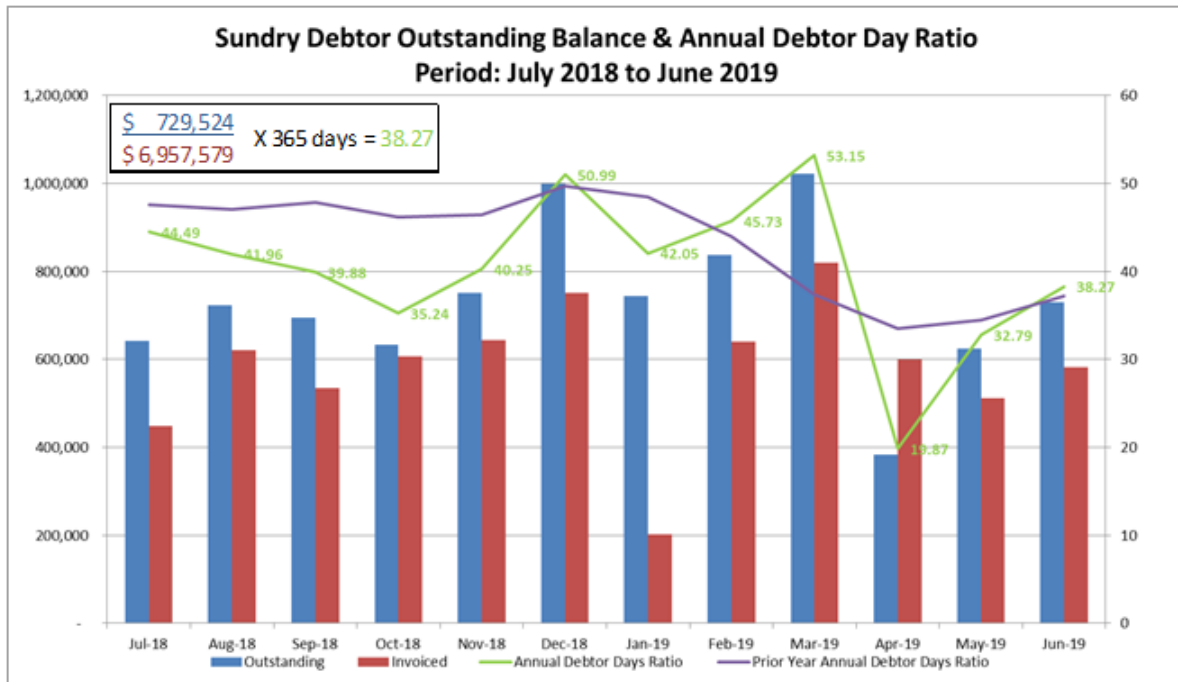
Debtors Outstanding

The debtor day ratio measures how quickly cash is being collected from debtors. The longer it takes for an organisation to collect, the greater the number of debtor days.

The calculation of the ratio considers the total amount outstanding at the end of the period over the total amount invoiced to that period for the financial year by the total number of days from 1 July to the end of the period. See calculation in graph below.

Prior financial year information is presented together with the current financial year as a comparative to demonstrate the City’s ability to collect funds owed to the City when due.

At 1 July 2018, \$749,886 of invoices raised in 2017/18 was outstanding resulting in outstanding debt exceeding the amount invoiced during July 2018. Identified write-offs amount to \$17,435 and have resulted primarily from the declaration of bankruptcy of a number of the City’s commercially leased properties.



At reporting date, the debtor day ratio was 38.27 a decrease from the prior reporting period. Of outstanding debt, 61% related to current invoices that were not yet due. It is anticipated that the ratio will reduce in the next period.

The confidential attachment contains debtor information in relation to the \$120,805 of outstanding debtors exceeding 90 days with a combined value exceeding \$10,000 with comments and background.

VOTING AND OTHER SPECIAL REQUIREMENTS

Simple Majority Required

COMMITTEE RECOMMENDATION ITEM ARMC1908-4
(Officer’s recommendation)

Moved: Cr Jeff McDonald

Seconded: Cr Doug Thompson

This report recommends that Council receive the overdue debtors report and acknowledge the overdue debts exceeding ninety (90) days with the combined value exceeding \$10,000 as at 30 June 2019.

Carried: 6/0

Mayor, Brad Pettitt, Cr Doug Thompson, Cr Jeff McDonald, Cr Rachel Pemberton, Cr Jenny Archibald, Mr Phillip Draber

8. Motions of which previous notice has been given

A member may raise at a meeting such business of the City as they consider appropriate, in the form of a motion of which notice has been given to the CEO.

Nil

9. Urgent business

In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.

Nil

10. Late items

In cases where information is received after the finalisation of an minutes, matters may be raised and decided by the meeting. A written report will be provided for late items.

Nil

PROCEDURAL MOTION

At 6:05pm the following procedural motion was moved:

COMMITTEE DECISION

Moved: Cr Jeff McDonald

Seconded: Cr Doug Thompson

That the meeting be moved behind closed doors to consider the confidential item on the agenda.

Carried: 6/0

**Mayor, Brad Pettitt, Cr Doug Thompson, Cr Jeff McDonald,
Cr Rachel Pemberton, Cr Jenny Archibald, Mr Phillip Draber**

11. Confidential business

Members of the public may be asked to leave the meeting while confidential business is addressed.

ARMC1908-5 EMERGING RISK REPORT - AUGUST 2019

Meeting Date: 13 August 2019
Responsible Officer: Director City Business
Decision Making Authority: Council
Agenda Attachments: Legal Advice

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting

PROCEDURAL MOTION

At 6:21pm the following procedural motion was moved:

COMMITTEE DECISION

Moved: Cr Jeff McDonald

Seconded: Cr Doug Thompson

That the meeting come out from behind closed doors.

Carried: 6/0

**Mayor, Brad Pettitt, Cr Doug Thompson, Cr Jeff McDonald,
Cr Rachel Pemberton, Cr Jenny Archibald, Mr Phillip Draber**

12. Closure

The Presiding Member declared the meeting closed at 6:22 pm.