



**MINUTES**  
**Ordinary Council Meeting**  
**30 April 2019**  
**3.00pm**





## DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

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## **1. OPENING, OBITUARIES, VISITORS**

### **1.1 OPENING**

President Hudson opened the meeting at 3:00pm.

### **1.2 OBITUARIES**

Mrs Elfrieda Kaszanski

## **2. RECORD OF ATTENDANCE/APOLOGIES**

### **2.1 RECORD OF ATTENDANCE**

Cr D.P. Hudson	President
Cr A.J. Metcalf	Deputy President
Cr R.I. Trepp	
Cr B.A. Ward	
Cr J.C. Chatfield	
R.L. McCall	Chief Executive Officer
S.G. Fitchat	Finance Manager
G.C. Brigg	Assets & Works Manager
E.L. Richards	Minute Taker

### **2.2 LEAVE OF ABSENCE**

Cr B.N. Walsh

### **2.3 APOLOGIES**

Cr L.G. Hagboom

Cr L.H. Holberton

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

Nil

## **4. DISCLOSURE OF INTEREST**

Nil

## **5. PUBLIC QUESTION TIME**

Nil

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

### **COUNCIL DECISION – 6.1**

**MOVED: RI TREPP**

**SECONDED: BA WARD**

**CARRIED: 5/0**

**THAT COUNCIL APPROVE LEAVE OF ABSENCE FOR CR AJ METCALF FOR THE MAY 2019 ORDINARY MEETING OF COUNCIL.**

## **7. CONFIRMATION OF MINUTES**

### **OFFICER RECOMMENDATION – 7.1**

***THAT THE MINUTES OF THE ORDINARY MEETING OF THE SHIRE OF DOWERIN HELD ON 26 MARCH 2019 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

### **COUNCIL DECISION – 7.1**

**MOVED: RI TREPP**

**SECONDED: AJ METCALF**

**CARRIED: 5/0**

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE SHIRE OF DOWERIN HELD ON 26 MARCH 2019 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## **8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil

## **9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

### **9.1 PRESIDENT ANNOUNCEMENTS**

Happy Birthday CR Chatfield.

Attended Great Eastern Country Zone meeting.

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 CORPORATE AND COMMUNITY SERVICES REPORTS

#### 10.1.1 FINANCE REPORT – APRIL 2019

<b>Date:</b>	16 April 2019
<b>Location:</b>	Not Applicable
<b>File Ref:</b>	Organisation/Financial Management/Reporting/Financial Statements
<b>Author:</b>	Susan Fitchat – Finance Manager
<b>Responsible Officer:</b>	Rebecca McCall – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Monthly Financial Activity Statements – March 2019

#### SUMMARY

For Council to receive the Statement of Financial Activity, which includes Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for the period ending 31 March 2019 are presented for the Finance Committee to review.

#### BACKGROUND

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare financial reports.

The *Local Government (Financial Management) Regulations 34 & 35* set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

#### COMMENT

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire of Dowerin's overall financial performance on a year to date basis, the following financial reports are attached.

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the capital expenditure activities and their funding sources. Individual project information can be found at Note 13.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis and reconciles with the closing funding position as per the Statement of Financial Activity.

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shire’s bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides Council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

- Note 8 – Capital Disposals

This note gives details of the capital asset disposals during the year.

- Note 9– Rating Information

This note provides details of rates levied during the year.

- Note 10 – Information on Borrowings

This note shows the Shire’s current debt position and lists all borrowings.

- Note 11 – Grants and Contributions Received

This note provides information on the operating and non- operating grants received.

- Note 12 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 13– Capital Acquisitions

This note details the capital expenditure program for the year.



## CONSULTATION

At the Finance Committee meeting on 16<sup>th</sup> April 2019, the following was considered in relation to the financial statements.

- Note 2 - Explanation of Material variances.

Variances in the program were discussed. The overhead allocation will be aligned at the end of the financial year.

- Note 3 - Net Current Funding Position liquidity graph.

Includes the tracking prediction of the net current funding position – cash liquidity projection for the rest of the financial year in the liquidity graph. The projection is based on data captured in the system as at the end of March 2019.

- Note 4 - Cash reserves and investments provides information on the cash position.
- Note 7 - A transfer out of \$270,009 has been drawn down from the plant replacement reserve. The plant reserve drawdown is for vehicles, skid steer, finishing mower, and a replacement grader.

## POLICY IMPLICATIONS

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

## STRATEGIC IMPLICATIONS

### **Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 2 & 3

Reference: L3, L4 & L5

### **Asset Management Plan**

Nil

### **Long Term Financial Plan**

Nil

## STATUTORY IMPLICATIONS

Council is required to adopt monthly statements of financial activity to comply with Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*. The FMR r. 34(4) allows for the Statements to be presented to Council at an Ordinary Meeting of Council within 2 months after the end of the month to which the statements relate,

therefore by presenting the financial statements in April, the Shire of Dowerin compiles with statutory obligations.

**RISK IMPLICATIONS**

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

**FINANCIAL IMPLICATIONS**

The budgeted opening funding surplus as per the Budget adopted on 21 August 2018 presents a \$1,492,612 (Rate Setting Statement). The actual opening surplus is \$1,529,026, which reflects the Budget Review figure adopted in February of \$1,529,026

**VOTING REQUIREMENTS**

Simple majority required.

**OFFICER RECOMMENDATION – 10.1.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 MARCH 2019 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996.***

**COUNCIL DECISION – 10.1.1**

**MOVED: RI TREPP**

**SECONDED: BA WARD**

**CARRIED: 5/0**

**THAT COUNCIL, BY SIMPLE MAJORITY, RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 MARCH 2019 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996.**

**10.1.2 ACCOUNTS FOR PAYMENT – 1 MARCH 2019 TO 31 MARCH 2019**

<b>Date:</b>	17 April 2019
<b>Location:</b>	Not Applicable
<b>File Ref:</b>	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Payment List. Credit Cards/ 2018-2019 Credit Card Statements
<b>Author:</b>	Susan Fitchat – Finance Manager
<b>Responsible Officer:</b>	Rebecca McCall – Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	List of Accounts for March 2019 Credit Card Summaries for March 2019

SUMMARY

The attached list of account payments for March presents all cheques drawn and electronic payments processed through the general ledger for the month of March 2019.

BACKGROUND

The account payments have been raised under delegated authority during the month since the last Council meeting, are presented to Council to be received.

COMMENT

The list as presented has been reviewed by the Finance Manager and Chief Executive Officer.

The ending sequence numbers for February were as follows:

Cheque: 10642  
EFT: 6636

The beginning sequence numbers for March were as follows:

Cheque: 10643  
EFT: 6637

The credit card statement with supporting invoices was reviewed by the Finance Committee.

CONSULTATION

At the Finance Committee meeting on 16<sup>th</sup> April 2019, the sequencing of the payments were checked and the Committee enquired about the following.

- EFT 6652 – Microcom Pty Ltd. Survey Equipment – Metro Counter \$ 4,702.50.  
Response: This is an insurance claim for a traffic meter counter that was stolen.
- EFT 6653 – Morris Pest & Weed Control Pty Ltd – Annual Pest Termite Inspection. \$7,584.50.  
Response: This is for the annual pest termite inspection for the Shires properties. Costs included spraying for flies and spiders.

- EFT6676 – LG People and Culture. Consultancy Service for Organisational Review. \$11,000.  
Response. Payment included Workforce Planning Research and Consultation and Workforce Plan Development. There is ongoing support at no cost.
- EFT6715 – Special Smash Repairs. D018. Repaint \$ 3,000.  
Response. Repair and Paint entire cab. This is an older ute that will not be traded in and will be used for the Tip. It is not an insurance claim.

#### POLICY IMPLICATIONS

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies. Payments have been made under delegation.

#### STRATEGIC IMPLICATIONS

##### **Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 2 & 3

Reference: L3, L4 & L5

##### **Asset Management Plan**

Nil

##### **Long Term Financial Plan**

Nil

#### STATUTORY IMPLICATIONS

Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing:

- Creditors paid under delegated authority from Council.

#### RISK IMPLICATIONS

Council would not be contravening to the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented to Council.

#### FINANCIAL IMPLICATIONS

Funds expended are in accordance with Council's adopted budget for the 2018-19 financial year.

#### VOTING REQUIREMENTS

Simple majority required.

**OFFICER RECOMMENDATION – 10.1.2**

***THAT COUNCIL, RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS, CHEQUE NUMBERS 10643 TO 10662 AND EFT6637 TO EFT6720, FROM THE MUNICIPAL FUND FOR THE PERIOD 1 MARCH 2019 TO 31 MARCH 2019.***

**COUNCIL DECISION – 10.1.2**

**MOVED: JC CHATFIELD**

**SECONDED: RI TREPP**

**CARRIED: 5/0**

**THAT COUNCIL, RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS, CHEQUE NUMBERS 10643 TO 10662 AND EFT6637 TO EFT6720, FROM THE MUNICIPAL FUND FOR THE PERIOD 1 MARCH 2019 TO 31 MARCH 2019.**

**10.1.3 LAND AND BUILDING RESERVE TRANSFER**

<b>Date:</b>	17 April 2019
<b>Location:</b>	Nil
<b>File Ref:</b>	Organisation/Asset Management/ Asset Acquisition and Disposal
<b>Author:</b>	Susan Fitchat, Finance Manager
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

SUMMARY

For the Finance Committee to consider and recommend to Council to transfer the proceeds from the sale of the Shires land and building to the Land and Building Reserve.

BACKGROUND

Year to date March 2019 the following properties have been sold and proceeds received:

- |                              |              |             |
|------------------------------|--------------|-------------|
| • Sale of 12 Cottrell Street | \$85,000.00  |             |
| Less settlement agent costs  | -\$855.91    | \$84,144.09 |
| • Sale of 42 Stacy Street    | \$100,000.00 |             |
| Less settlement agent costs  | - \$860.58   | \$99,139.42 |

Sales pending:

Sales pending transfer - estimate income/expenses as follows – proceeds not received:

- |                             |              |              |
|-----------------------------|--------------|--------------|
| • Sale of 11 Maisey Street  | \$ 60,000.00 |              |
| Less settlement agent costs | - \$855.91   | \$59,144.09  |
| • Sale of 36 Stacy Street   | \$104,200.00 |              |
| Less settlement agent costs | - \$855.91   | \$103,344.09 |

Total estimated transfer **\$345,771.69**

The Financial Reserves Policy is provided as follows for reference;

**3.2.4 Land and Building Reserve**

*“Council will maintain a reserve to assist with funding the development and purchase of land and building assets. The purpose of the reserve is to allow Council to take advantage of opportunities such as grants that allow for building developments and/or opportune land sales that have a strategic value. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this class of assets.”*

*The proceeds of the sale of land and building will be quarantined for use as per this policy or as amended.*

COMMENT

It is recommended that further land and building sales be considered by Council for transfer into the Land and Building Reserve.

CONSULTATION

Rebecca McCall, Chief Executive Officer

POLICY IMPLICATIONS

The Shire of Dowerin's Investment Policy applies.

STRATEGIC IMPLICATIONS

**Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 2 & 3

Reference: L3, L4 & L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

STATUTORY IMPLICATIONS

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996.*

RISK IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

To transfer approximately \$345,771 from property sale proceeds to the Land and Building Reserve.

VOTING REQUIREMENTS

Simple majority required.

**OFFICER RECOMMENDATION – 10.1.3**

***THAT COUNCIL, BY SIMPLE MAJORITY, APPROVE THE TRANSFER OF THE PROCEEDS FROM THE SALE OF LAND AND BUILDINGS TO THE LAND AND BUILDINGS RESERVE AS PER COUNCIL POLICY BEFORE THE END OF JUNE 2019.***

**COUNCIL DECISION – 10.1.3**

**MOVED: AJ METCALF**

**SECONDED: RI TREPP**

**CARRIED: 5/0**

**THAT COUNCIL, BY SIMPLE MAJORITY, APPROVE THE TRANSFER OF THE PROCEEDS FROM THE SALE OF LAND AND BUILDINGS TO THE LAND AND BUILDINGS RESERVE AS PER COUNCIL POLICY BEFORE THE END OF JUNE 2019.**



**10.1.4 REQUEST TO WRITE OFF RATES AND CHARGES**

<b>Date:</b>	8 April 2019
<b>Location:</b>	Various Assessments
<b>File Ref:</b>	Governance/Delegations Register Organisation/Rates and Valuations/Property Correspondence
<b>Author:</b>	Louise Sequerah – Temporary Rates Officer
<b>Responsible Officer:</b>	Susan Fitchat – Finance Manager
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

SUMMARY

For several years the rebates given, compare to the rebates received, from the Department of Finance - Office of State Revenue (OSR) have been out of balance. A reconciliation of these rebates has been completed which has identified the errors.

BACKGROUND

Council grants pensioner and/or senior rebates when eligible rates assessments are fully paid. These rebates are then claimed and reimbursed from OSR.

If the details in the rebate claim are incorrect, OSR will reject that claim. The correct procedure when a rebate is rejected, is to either reverse the rebate and seek payment from the ratepayer or to correct the errors and resubmit the claim.

This procedure has not been followed, resulting in an imbalance between the rebates given and the rebates received from OSR. In addition to this some administrative issues have been identified from prior to 2015.

The following errors have been identified as causing the imbalance;

<b>Assessment</b>	<b>Amount</b>	<b>Comment</b>
A369	37.50	General ledger incorrectly impacted. Adjustment posted in 2017/2018 impacted Rebate Clearing Account instead of the Write Off Account.
A472	-100.00	In 2017/2018 a write off was performed for \$300.58, this was incorrect and should have only been \$125.58. A difference of \$175.00. Subsequent to this, adjustments to a total of \$75.00 were performed, resulting in an error of \$100.00 Journal for \$100.00 needs to be reversed from the rebate account and written off the assessment.
A508	18.75	In 2017/2018 write offs were incorrectly performed, \$9.63 was written off to refunds account when it should have been rebate given. In addition to this a further \$9.12 is in error that has not been investigated.
A848	18.75	In 2017/2018 write offs were incorrectly performed, \$9.37 was written off to refunds account when it should have been rebate given. In addition to this a further \$9.37 is in error that has not been

		investigated.
Adjustment	16.87	Journal posted in 2017/2018 by a Consultant trying to resolve pensioner imbalance issues. This journal is incorrect and not required.
Unidentified	-46.89	Unidentified error. It is deemed that value of this error does not warrant further investigation.
A453	150.46	On 13/4/2016, receipt 48237. The monies for this receipt were never physically deposited into the bank account. On 30/6/2016 general journal batch 1755 moved these funds from the bank ledger account to the rebate clearing account. This resulted in no monies being shown in the bank account but the assessment being paid.
A567	550.98	On 19/4/2016, receipt 48346 & 48347 were entered. The monies for these receipts were never physically deposited into the bank account. On 30/6/2016 general journal batch 1755 moved these funds from the bank ledger account to the rebate clearing account. This resulted in no monies being shown in the bank account but the assessment being paid.
		****Note: In 2014/2015, the rebate clearing ledger account indicates that the rebates given to claimed are in balance as at 30/6/2015. However further investigations reveal that a general journal batch 1187 with a reference of DJA890 for \$435.64, moved "unclaimed" funds from the rebate clearing account to the bank fees expense account. No additional investigations on this amount or previous years has been conducted.
A455	651.11	In 2014/2015 the assessment shows that rebate given on 29/6/2015, was received on 3/7/2015. This error is in addition to the \$435.64 journal mentioned above.
A453	240.57	In 2014/2015 the assessment shows that rebate given on 23/6/2015, was received on 3/7/2015. This error is in addition to the \$435.64 journal mentioned above.
<b>TOTAL</b>	<b>1,538.10</b>	

COMMENT

Due to previous administrative issues at the Shire of Dowerin, it is not possible to identify if these amounts are due by the ratepayers or if they have been correctly paid but not administered correctly. Based on this, it is considered that no further investigations be conducted, and the identified amounts be corrected or written off.

CONSULTATION

Ongoing discussions have been held between the following officers in relation to Councils responsibilities and pensioner eligibility to the rebate concessions.

Caroline Briggs – Office of State Revenue  
 Louise Sequerah – Temporary Rates Officer  
 Susan Fitchat – Finance Manager

POLICY IMPLICATIONS

Approval is requested under delegated authority provided in the Sundry Debt Collection Policy File Reference ORGN-1017121432-25.

STRATEGIC IMPLICATIONS

**Strategic Community Plan**

Community Priority: Our Leaders  
Objective: A thriving, and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.  
Outcome: 2 & 3  
Reference: L3, L4 & L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

STATUTORY IMPLICATIONS

Local Government Act 1995, Section 6.39 and Section 6.40

RISK IMPLICATIONS

These is minimal risk as this adjustment will be implemented in accordance with the Local Government Act 1995.

FINANCIAL IMPLICATIONS

The write-off of these charges will result in additional expense for the 2018/2019 financial year.

VOTING REQUIREMENTS

Absolute majority required.

**OFFICER RECOMMENDATION – 10.1.4**

***THAT COUNCIL BY ABSOLUTE MAJORITY, APPROVE THE RECOMMENDATION TO WRITE OFF THE DIFFERENCE IN THE REBATES CLAIMED FOR A TOTAL OF \$1,538.10.***

**COUNCIL DECISION – 10.1.4**

**MOVED: BA WARD                      SECONDED: JC CHATFIELD                      CARRIED: 5/0**

**THAT COUNCIL BY ABSOLUTE MAJORITY, APPROVE THE RECOMMENDATION TO WRITE OFF THE DIFFERENCE IN THE REBATES CLAIMED FOR A TOTAL OF \$1,538.10.**

**10.1.5 RECALCITRANT RATES DEBTORS AS AT 31 MARCH 2019**

<b>Date:</b>	16 April 2019
<b>Location:</b>	Nil
<b>File Ref:</b>	Organisation, Rates & Evaluations, Reporting, 2019 Recalcitrant Rates Debtors
<b>Author:</b>	Louise Sequerah – Rates Officer
<b>Responsible Officer:</b>	Susan Fitchat – Finance Manager
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Recalcitrant Rates Debtors for Council - Confidential

SUMMARY

The recalcitrant rates debtors report details assessments which are not paying by instalments, an agreed special arrangement plan or are not pensioners. The Rates Officer under the guidance of the Chief Executive Officer has commenced debt recovery on assessments with a balance of more than \$100.00 where the ratepayer has made no attempt to pay off rates and charges.

BACKGROUND

It is best practice for council to have less than 4% of the rates levied outstanding at the end of the financial year.

COMMENT

Action is now being taken on an individual assessment basis based on the results of stage 2 of debt recovery. In some instances, it has been determined the ratepayer is now deceased. Probate searches and skip traces have been commenced on assessments where the ratepayer is believed to be deceased.

CONSULTATION

At the Finance Committee on the 16<sup>th</sup> April 2019, the committee enquired about the following:

- Whether the totals of the Recalcitrant Rates Debtors Report total included the total, was the total of the 3<sup>rd</sup> year, 2<sup>nd</sup> year, previous year and current year.  
Response: Yes, the Total includes the 3<sup>rd</sup> and previous greater years, 2<sup>nd</sup> previous year and current year. The Current year in most instances is greater because it includes the interest and legal fee charges.
- Assessment 950 - Ratepayer has possibly moved to New Zealand. What course of action can Council undertake?  
Response: Skip Trace. If this shows that she has moved to New Zealand, we cannot serve papers or commence a PSSO. A skip trace cost of \$190 would be charged to the assessment.  
If she is found to be in New Zealand, we could start the 3-year rule, but this can only proceed if the value of the land outweighs the legal costs.

## CONSULTATION

Susan Fitchat - Finance Manager

Lauren Marsh - Senior Account Manager, AMPAC Debt Recovery

The above officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

## POLICY IMPLICATIONS

Sundry Debt Collection Policy

## STRATEGIC IMPLICATIONS

### **Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 2 & 3

Reference: L3, L4 & L5

### **Asset Management Plan**

Nil

### **Long Term Financial Plan**

Nil

## STATUTORY IMPLICATIONS

The *Local Government Act 1995* applies.

## RISK IMPLICATIONS

By actioning debt recovery, Council minimises the risk of future defaults and loss of income for the Shire. Associated costs are charged to the rate payers account.

Local government have the power to have property re-vested if the debt remains unpaid for 3 years.

## FINANCIAL IMPLICATIONS

It is best practice for council to have less than 4% of the rates levied outstanding at the end of the financial year to minimise cash flow implications.

## VOTING REQUIREMENTS

Simple majority required.

## **OFFICER RECOMMENDATION – 10.1.5**

***THAT COUNCIL, BY SIMPLE MAJORITY, REVIEW THE REPORT OF THE RECALCITRANT RATES DEBTORS AS PER COUNCIL POLICY.***

**COUNCIL DECISION – 10.1.5**

**MOVED: RI TREPP**

**SECONDED: BA WARD**

**CARRIED: 5/0**

**THAT COUNCIL, BY SIMPLE MAJORITY, REVIEW THE REPORT OF THE RECALCITRANT RATES DEBTORS AS PER COUNCIL POLICY.**

**10.1.6 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION – FAIR FUNDING CAMPAIGN**

<b>Date:</b>	17 April 2019
<b>Location:</b>	No Applicable
<b>File Ref:</b>	Organisation/Corporate Services/Government Liaison
<b>Author:</b>	Rebecca McCall – Chief Executive Officer
<b>Responsible Officer:</b>	As Above
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	ALGA – Fair Funding Campaign Shire of Dowerin FAGS Historical Actuals

**SUMMARY**

For Council to support the call by the Australian Local Government Association (ALGA) for a fairer share of taxation revenue to flow to local communities through Councils.

**BACKGROUND**

Financial Assistance Grants (FAGS) are a vital part of the revenue base of all councils, and this year councils will receive \$2.4 billion from the Australian Government under this important program.

The value of the FAGs has been declining for more than 20 years. In 1996 the level of funding for the FAGs was equal to around 1% of Commonwealth Taxation Revenue but this has steadily fallen since 1996 under successive Federal Governments until it has reached a level now less than 0.55% of Commonwealth Taxation revenue. This decline was exacerbated by a three-year freeze on the indexation of FAGs from 2014-15 to 2016-17 which has cost local government an estimated \$925 million in foregone FAGs funding.

FAGs are essential for many councils, particularly those in regional and remote areas of Australia which have very limited access to alternative revenue sources such as rates. These councils are dependent on the FAGs for the provision of infrastructure and services for their communities.

At the national level there has been an increasing level of demand from the community for local services and a growing expectation for a higher standard of services. This comes at the same time as cost shifting by state and territory governments onto local government continues to be a problem and state and territory governments in several states impose revenue restrictions on councils through rate capping.

The ALGA has made the restoration of the FAGs and the provision of a Fairer Share for local communities a key election initiative and ALGA and the state and territory local government associations are seeking the support of Council for the campaign and asking Council to engage directly with local candidates in the Federal Election to seek their support for a Fairer Share of Federal funding for our community.

**COMMENT**

FAGS provide services and infrastructure for local communities, but the relative size of the grants has almost halved over the past 20 years, stopping many communities from achieving their full potential.

At the national level councils manage 33% of the nation's public infrastructure, including 75% of our roads, but we raise only 3.6% of taxes through our rates. Councils rely on transfers from other levels of government, especially the Federal Government, and without a fairer share of tax revenue we are unable to keep our roads, parks and public facilities up to scratch.

The future of our community depends on getting a better deal. It seems only right that a fair share of the taxes we pay to the Federal Government should be spent here at the local level on the things our community considers a priority.

If we can restore the grants back to where they were 20 years ago – and that means bringing them up from a little over ½ percent of Commonwealth tax revenue back to 1 percent - then Council can look at some major projects to improve life for our residents. If the grants are restored, we could address our asset management issues in a timely manner and implement initiatives that would improve the effectiveness and efficiencies of our organisation. For example; harvesting water, automated irrigation and solar panels. Other initiatives could include further developing the Short Stay Accommodation, installing infrastructure to enhance access and reliability of telecommunications and revitalising the pool precinct and CBD.

A fairer share of tax for our communities will help with local jobs and stimulate the local economy and help to unlock the potential of the Shire of Dowerin.

#### CONSULTATION

Cr D Hudson

Cr A Metcalf

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

##### **Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L7

##### **Asset Management Plan**

Securing 1% of Commonwealth tax revenue for Local Government will alleviate the pressure to source adequate funds to maintain Council's assets.

##### **Long Term Financial Plan**



Stable and consistent allocation of FAGS would result in more effective long-term financial planning.

STATUTORY IMPLICATIONS

Nil

RISK IMPLICATIONS

There are risk implications regarding the unknowns for future allocation of FAGS. Council is unable to influence the unknowns making it difficult to plan for the future.

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority required.

**OFFICER RECOMMENDATION – 10.1.6**

***THAT COUNCIL, BY SIMPLE MAJORITY;***

- 1. ACKNOWLEDGES THE IMPORTANCE OF FEDERAL FUNDING THROUGH THE FINANCIAL ASSISTANCE GRANTS PROGRAM FOR THE CONTINUED DELIVERY OF COUNCIL SERVICES AND INFRASTRUCTURE;***
- 2. EXPRESSES ITS CONCERN ABOUT THE DECLINE IN THE VALUE OF FINANCIAL ASSISTANCE GRANTS FUNDING AT THE NATIONAL LEVEL FROM AN AMOUNT EQUAL TO AROUND 1% OF COMMONWEALTH TAXATION REVENUE IN 1996 TO A CURRENT FIGURE OF AROUND 0.55%; AND***
- 3. CALLS ON ALL POLITICAL PARTIES CONTESTING THE 2019 FEDERAL ELECTION AND THEIR LOCAL CANDIDATES TO SUPPORT THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S CALL TO RESTORE THE NATIONAL VALUE OF FINANCIAL ASSISTANCE GRANTS FUNDING TO AN AMOUNT EQUAL TO AT LEAST 1 % OF COMMONWEALTH TAXATION REVENUE AND THEREFORE TO PROVIDE A FAIRER SHARE OF FEDERAL FUNDING FOR OUR LOCAL COMMUNITIES.***

**COUNCIL DECISION – 10.1.6**

**MOVED: RI TREPP**

**SECONDED: AJ METCALF**

**CARRIED: 5/0**

**THAT COUNCIL, BY SIMPLE MAJORITY;**

- 1. ACKNOWLEDGES THE IMPORTANCE OF FEDERAL FUNDING THROUGH THE FINANCIAL ASSISTANCE GRANTS PROGRAM FOR THE CONTINUED DELIVERY OF COUNCIL SERVICES AND INFRASTRUCTURE;**
- 2. EXPRESSES ITS CONCERN ABOUT THE DECLINE IN THE VALUE OF FINANCIAL ASSISTANCE GRANTS FUNDING AT THE NATIONAL LEVEL FROM AN AMOUNT EQUAL TO AROUND 1% OF COMMONWEALTH TAXATION REVENUE IN 1996 TO A CURRENT FIGURE OF AROUND 0.55%; AND**
- 3. CALLS ON ALL POLITICAL PARTIES CONTESTING THE 2019 FEDERAL ELECTION AND THEIR LOCAL CANDIDATES TO SUPPORT THE AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S CALL TO RESTORE THE NATIONAL VALUE OF FINANCIAL ASSISTANCE GRANTS FUNDING TO AN AMOUNT EQUAL TO AT LEAST 1 % OF COMMONWEALTH TAXATION REVENUE AND THEREFORE TO PROVIDE A FAIRER SHARE OF FEDERAL FUNDING FOR OUR LOCAL COMMUNITIES.**

## 10.2 GOVERNANCE AND COMPLIANCE REPORTS

### 10.2.1 LOCAL GOVERNMENT ORDINARY ELECTION 2019

<b>Date:</b>	8 April 2019
<b>Location:</b>	Not Applicable
<b>File Ref:</b>	Organisation/Governance/Elections
<b>Author:</b>	Lisa Valentine - Coordinator Governance & Organisation Development
<b>Responsible Officer:</b>	Rebecca McCall - Chief Executive Officer
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Written Agreement from Electoral Commission

#### SUMMARY

This item seeks Council resolution to declare the Electoral Commissioner be responsible for the Local Government Ordinary Election by a Postal Election.

#### BACKGROUND

Local government ordinary elections are held on the third Saturday in October every two years. The next local government ordinary election will be held on 19 October 2019.

Councillors are elected for terms of four years in Western Australia. Elections are held every two years for half of the Council, and candidates are elected using the first-past-the-post voting system. If a vacancy occurs within a term, an extraordinary election is held.

The Electoral Commissioner is responsible for conducting all local government postal elections in Western Australia. By making the Electoral Commissioner responsible for this election, the Shire can ensure that the election is conducted independently and with impartiality.

Postal elections are more convenient for many electors and typically result in a higher rate of voter participation than in person ballots.

For postal elections, all eligible electors will receive a postal voting package around three weeks prior to polling day. The package will include a list of candidates, ballot papers, instructions on how to vote and a declaration.

#### COMMENT

The Shire of Dowerin has obtained written agreement from the Electoral Commissioner to be responsible for the conduct of the ordinary elections in 2019, together with any other elections or polls that may also be required. This agreement is subject to the proviso that the Shire of Dowerin also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

#### CONSULTATION

Western Australian Electoral Commission

Council Workshop

#### POLICY IMPLICATIONS

Nil

## STRATEGIC IMPLICATIONS

### **Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

### **Asset Management Plan**

Nil

### **Long Term Financial Plan**

Nil

## STATUTORY IMPLICATIONS

Section 4.20(4) Local Government Act 1995

Section 4.61(2) Local Government Act 1995

## RISK IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The estimated cost for the 2019 local government ordinary election is \$11,500 inc GST. Additional costs include:

Statutory Advertising – approximately \$2,500

Staff x 1 to assist the Returning Officer – approximately \$800

The approximate amount of \$14,000 (ex GST) will be included in the 2019/2020 budget.

## VOTING REQUIREMENTS

Absolute majority required.

### **OFFICER RECOMMENDATION – 10.2.1**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 4.20(4) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

- 1. DECLARE THE ELECTORAL COMMISSIONER TO BE RESPONSIBLE FOR THE CONDUCT OF THE 2019 ORDINARY ELECTIONS TOGETHER WITH ANY OTHER ELECTIONS OR POLLS WHICH MAY BE REQUIRED; AND***
- 2. DECIDE, IN ACCORDANCE WITH SECTION 4.61(2) OF THE LOCAL GOVERNMENT ACT 1995, THAT THE METHOD OF CONDUCTING THE ELECTION WILL BE AS A POSTAL ELECTION.***

**COUNCIL DECISION – 10.2.1**

**MOVED: JC CHATFIELD**

**SECONDED: BA WARD**

**CARRIED: 5/0**

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 4.20(4) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**

- 1. DECLARE THE ELECTORAL COMMISSIONER TO BE RESPONSIBLE FOR THE CONDUCT OF THE 2019 ORDINARY ELECTIONS TOGETHER WITH ANY OTHER ELECTIONS OR POLLS WHICH MAY BE REQUIRED; AND**
- 2. DECIDE, IN ACCORDANCE WITH SECTION 4.61(2) OF THE LOCAL GOVERNMENT ACT 1995, THAT THE METHOD OF CONDUCTING THE ELECTION WILL BE AS A POSTAL ELECTION.**

**10.2.2 MIXED USE PROPERTIES POLICY**

<b>Date:</b>	17 April 2019
<b>Location:</b>	Not Applicable
<b>File Ref:</b>	Organisation/Governance/Policies
<b>Author:</b>	Rebecca McCall - Chief Executive Officer
<b>Responsible Officer:</b>	As Above
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Mixed Use Properties Policy

SUMMARY

This item brings a new policy for Council's consideration.

BACKGROUND

The Rates and Charges (Rebates and Deferments) Act 1992, provides for a concession to pensioners and seniors for the property that is owned and occupied by that pensioner/senior. This concession is paid by the Office of State Revenue but administered by the Council.

Commercial properties do not qualify for this concession because generally other concessions exist, such as taxation deductibles and income are derived from the property. Exceptions can be granted, under the Section 28 of The Rates and Charges (Rebates and Deferments) Act 1992, for Council to apply a proportionate concession to these commercial properties.

The Office of State Revenue's Procedure Manual as at December 2017, states in relation to Section 28 of the Act,

This provision enables an administrative authority to allow a concession, in an equitable way, to that part of the rates account relating to the residential use of a commercial property, if the circumstances so warrant.

To arrive at an equitable solution to this problem, it is necessary to examine in detail the various concession options available.

In this respect, the following five options have been identified, to provide either:

1. no concession;
2. a proportionate rebate, based on the area used for residential purposes against that used for commercial or farm (income generating) purposes;
3. a proportionate rebate, by applying an arbitrary curtilage of 2 ha in respect to the residential component of the rated property;
4. a minimum rate or valuation-based rate, for example, in the case of hobby farms or where the residence is situated on a distinct identifiable parcel of land that has no commercial use, irrespective of the property size; or
5. a concession based on the total rates levied against the property, notwithstanding that all or part of the property may have some commercial/farm use.

Councils will generally apply the concession on commercial properties based on either option 3, the residential portion being 2 hectares or option 4, based on the residential portion being charged the minimum rates.

There are currently 8 assessments that are being rated based on being “Farmland” that may be impacted by this decision.

	<b>Option 3 Curtilage % Base on Residence Being 2 hectares</b>	<b>Option 4 Curtilage % Based on Minimum Levy</b>
A332	0.53	22.08
A42	0.42	24.92
A672	2.10	71.37
A781	4.94	100.00
A798	0.44	42.28
A92	2.34	100.00
A951	46.03	100.00
A972	21.81	100.00

Option 4 will provide the best outcome in terms of the concession payable by the Office of State Revenue and reducing the impact on the pensioners.

At it’s Ordinary Meeting of Council dated 26 February 2019 it was resolved by simple majority to:

*CREATE A POLICY BASED ON OPTION 4, IN WHICH THE CALCULATION OF PENSIONER/SENIOR CONCESSIONS ON COMMERCIAL PROPERTIES IS BASED ON A PERCENTAGE OF THE RATES LEVIED IN RELATION TO THE MINIMUM LEVY FOR THAT PROPERTY.*

**COMMENT**

Council staff have developed a policy for Council’s consideration based on option 4, in which the calculation of pension/senior concessions on commercial properties is based on a percentage of the rates levied in relation to the minimum levy for that property.

The draft policy is attached for Council’s consideration.

**CONSULTATION**

Louise Sequerah – Rates Officer

Susan Fitchat – Finance Manager

**POLICY IMPLICATIONS**

New Council Policy

**STRATEGIC IMPLICATIONS**

**Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**STATUTORY IMPLICATIONS**

If adopted Council will be complying with Section 28 of the *Rates and Charges (Rebates and Deferments) Act 1992*.

**RISK IMPLICATIONS**

If Council does not adopt the policy the organisation will not comply with Section 28 of the *Rates and Charges (Rebates and Deferments) Act 1992*.

**FINANCIAL IMPLICATIONS**

The Office of State Revenue have advised that if incorrect rebate has been given, based on full residential use, the ratepayer must pay back the funds overpaid to them. As a public relations exercise, it would not be in Council's interest to recover this overpayment from the pensioners. A future determination based on this policy may require Council to write off overpayment of pensioner concessions on these assessments. Option 4 will result in less of an impact in concessions already applied and so reduce Council's liability.

There will be no on-going financial implications as the Office of State Revenue reimburse eligible pensioner concessions given by Council.

**VOTING REQUIREMENTS**

Simple majority required.

**OFFICER RECOMMENDATION – 10.2.2**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 28 OF THE RATES AND CHARGES (REBATES AND DEFERMENTS) ACT 1992 RESOLVES TO ADOPT THE MIXED USE PROPERTIES POLICY.***

**COUNCIL DECISION – 10.2.2**

**MOVED: BA WARD**

**SECONDED: JC CHATFIELD**

**CARRIED: 5/0**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 28 OF THE RATES AND CHARGES (REBATES AND DEFERMENTS) ACT 1992 RESOLVES TO ADOPT THE MIXED USE PROPERTIES POLICY.***



### 10.3 WORKS AND ASSETS REPORTS

#### 10.3.1 PROPOSED UNBUDGETED RENEWALS - 4 O'LOGHLEN STREET DOWERIN

<b>Date:</b>	19 April, 2019
<b>Location:</b>	4 O'Loughlen Street Dowerin
<b>File Ref:</b>	Technical/Council Properties/Council Properties List/ 4 O'Loughlen Street
<b>Author:</b>	Rebecca McCall – Chief Executive Officer
<b>Responsible Officer:</b>	As Above
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	4 O'Loughlen Street Quotations 1 & 2 Asset Management – Life Cycle Cost Summary

#### SUMMARY

For Council to endorse unbudgeted expenditure for the renewal of 4 O'Loughlen Street Dowerin.

#### BACKGROUND

4 O'Loughlen Street is a residential property owned by Council built in 2002 sits on 875 square metres of land. The property is a steel framed fibro and iron clad 4-bedroom, 2-bathroom transportable house with attached double carport and evaporative air conditioning. The property is fully fenced with colorbond and contains a large garden shed in the backyard. The LHS fence has just been fully replaced by the Dowerin Workcamp (<\$5,000). The building has only had reactive maintenance done and more recently due to major structural issues maintenance and repairs have stopped.

The property summary is as follows:

- Vacant since August 2018
- Replacement Value \$395,000
- Fair Value \$240,450
- Land Asset \$25,000
- Total Fair Value \$245,000

Council and staff have inspected the property in October 2018 to ascertain the condition. Upon inspection, Council resolved to dispose of the property by tender. At the close of the tender period the property attracted one tender which was well below Council's expectations and Fair Value. The offer was declined at the Ordinary Meeting of Council dated 18<sup>th</sup> December 2018.

Staff investigated the cost associated for Council's Building Maintenance Officer to carry out works as Council had an appetite to carry out renovations utilising the Officer. Management did not have full confidence delivering the refurbishment within budget. Management developed a scope of works and proceeded seeking quotations from building contractors to bring the property to a satisfactory condition.

Management arranged for Council to inspect a 3x2 well-manicured transportable home for sale within town to gauge the condition and sale price compared to 4 O'Loughlen Street. The

sale price of the 3x2 house, land and shed was \$350,000. Council consulted the local Real Estate Agent to inspect 4 O’Loughlen to estimate the current value of the property.

- 4 O’Loughlen Streets market value was appraised at \$150,000-\$160,000
- Current Fair Value is \$240,450
- Approximate value to bring this property back to good condition is \$80,000 building alone, no yard work.
- Council recently built a new 3x2 home including shed and landscaping with a total cost of \$350,000

#### COMMENT

Options available to Council for consideration;

- Council could sell 4’Loughlen for \$150,000 and use the proceeds to invest into a new property and reduce overall building maintenance. Council would require a further \$250,000 to build new.
- Council could retain 4 O’Loughlen and refurbish the house for approximately \$80,000 (plus \$5,000 for yard work). This work may bring the property back in line with fair value of \$245,000.
- Council could sell the property for \$150,000 and purchase a used property for \$350,000. Council would require a further \$250,000.

A secondary consideration is the shortage of adequate and quality housing to accommodate the Shire of Dowerin’s classified senior officers. Classification of senior officers in accordance to Council’s policy includes the Chief Executive Officer, Manager Community and Corporate Services and Manager Works and Assets.

Council’s housing stock does include four (4) residents suitable for senior officers. The Chief Executive Officer resides in one of the residents, the remaining three (3) are tenanted to the State Government to house government employees. The proposed refurbishment of 4 O’Loughlen would provide an addition executive residence to accommodate Council’s managerial staff.

Currently Council is recruiting to fill the Manager Community and Corporate Services position. Once appointed there is the issue of where to accommodate the new senior officer.

Upon completing due diligence, it is Managements recommendation that the proposed renewal of 4 O’Loughlen Street Dowerin is undertaken.

#### CONSULTATION

Glen Brigg – Manager Assets & Works

Josh Ward – Primaries Real Estate

#### POLICY IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

##### **Strategic Community Plan**

Community Priority:           Our Infrastructure

Objective: Our infrastructure will drive economic and population growth be a key enabler of the digital economy and support reliable efficient service delivery.

Outcome: 1

Reference: 12

### **Asset Management Plan**

The Asset Management Plan does not adequately capture the maintenance and renewals for this residential property.

### **Long Term Financial Plan**

The Long Term Finance Plan does not adequately capture the maintenance and renewals for this residential property.

### **STATUTORY IMPLICATIONS**

Section 6.8(1) of the *Local Government Act 1995* applies.

### **RISK IMPLICATIONS**

If the renewals are not undertaken there is a risk that the property will further deteriorate resulting in additional asset management cost into the future.

Council may invest money into this property and the value of the current market value may not change.

There is further risk associated with the attraction and retention of suitable, qualified managerial staff without the availability of adequate and quality accommodation.

### **FINANCIAL IMPLICATIONS**

The 2018/20 budget does not accommodate for renewal expenditure to be undertaken at this property. Quotations received for the refurbishment of the property will cost approximately \$80,000.

Approximately \$345,771 sale proceeds acquired from the 2018/19 property disposals will be transferred to the Lands and Buildings Reserve. It is proposed that \$80,000 is transferred to the municipal account to cover the cost of the refurbishment.

### **VOTING REQUIREMENTS**

Absolute majority required.

### **OFFICER RECOMMENDATION – 10.3.1**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.8(1) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

- 1. EXPEND UNBUDGETED FUNDS OF \$80,000 FOR THE PURPOSE OF UNDERTAKING THE RENEWAL 4 O'LOGHLEN STREET DOWERIN; AND***
- 2. TRANSFER \$80,000 FROM THE LAND AND BUILDING RESERVES TO THE MUNICIPAL ACCOUNT FOR THE PURPOSE OF UNDERTAKING THE RENEWAL OF 4 O'LOGHLEN STREET DOWERIN.***

**COUNCIL DECISION – 10.3.1**

**MOVED: BA WARD**

**SECONDED: JC CHATFIELD**

**CARRIED: 5/0**

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.8(1) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**

- 1. EXPEND UNBUDGETED FUNDS OF \$80,000 FOR THE PURPOSE OF UNDERTAKING THE RENEWAL 4 O'LOGHLEN STREET DOWERIN; AND**
- 2. TRANSFER \$80,000 FROM THE LAND AND BUILDING RESERVES TO THE MUNICIPAL ACCOUNT FOR THE PURPOSE OF UNDERTAKING THE RENEWAL OF 4 O'LOGHLEN STREET DOWERIN.**

**10.4 MINUTES TO BE RECEIVED****10.4.1 MINUTES FROM COMMITTEE MEETING TO BE RECEIVED**

<b>Date:</b>	16 April 2019
<b>Location:</b>	Not Applicable
<b>File Ref:</b>	Organisation/Governance/Committee
<b>Author:</b>	Rebecca McCall - Chief Executive Officer
<b>Responsible Officer:</b>	As Above
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Finance Committee Meeting Minutes, 16 April 2019

SUMMARY

The report formally presents the minutes of Advisory Groups and Committees of Council from the previous month.

BACKGROUND

The Shire has established the following Committees of Council;

<i>Committee</i>	<i>Representatives required by existing ToRs</i>
<i>Audit Committee</i>	<i>3 Councillors being:</i> <i>Cr DP Hudson</i> <i>Cr AJ Metcalf</i> <i>Cr BA Ward</i> <i>External Representative being:</i> <i>Mr Jason Whiteaker</i>
<i>Finance Committee</i>	<i>3 Councillors being:</i> <i>Cr DP Hudson</i> <i>Cr RI Trepp</i> <i>Cr BN Walsh</i>
<i>Dowerin Bush Fire Advisory Committee</i>	<i>1 Councillor and a Proxy being:</i> <i>Cr AJ Metcalf</i> <i>Cr LH Holberton (Proxy)</i>
<i>Dowerin Local Emergency Management Committee</i>	<i>President</i>
<i>Australia Day Honours Committee</i>	<i>2 Councillors being:</i> <i>Cr JC Chatfield</i> <i>Cr BA Ward</i>

<p><i>Road Verge Management Advisory Committee</i></p>	<p><i>2 Councillors being:</i>  <i>Cr LH Holberton</i>  <i>Cr LG Hagboom</i></p> <p><i>4 External Community Representatives being:</i>  <i>Mrs Lyn Phillips</i>  <i>Mr Robert Boase</i>  <i>Mr Jason Sewell</i>  <i>Mr Adam Turriff</i></p>
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The above Committees do not have any delegated authority; therefore any recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This is done via agenda items to Council.

(NB: The list above excludes those Committees that are external to the Shire, i.e. established and managed by an external group, on which the Shire has nominated representatives. Council representatives from the external committees will report back to Council verbally at the next available Council meeting. Should a decision of Council be required, an agenda item will be prepared for Council.)

**COMMENT**

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held since the previous Ordinary Meeting of Council.

**CONSULTATION**

Not Applicable.

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

**Strategic Community Plan**

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

### STATUTORY IMPLICATIONS

Administration Regulation 11 sets out the content that the minutes of council or committee meetings must contain, including:

- the names of members present at the meeting;
- details of each motion moved, the mover and the outcome of the motion;
- details of each decision made at the meeting; and
- written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Section 5.22(2) and (3) of the *Local Government Act 1995* requires that the minutes of a Council or committee meeting are to go to the next meeting of the Council or committee for confirmation and signing by the person presiding to certify the confirmation.

### RISK IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

The Officer's recommendation for Council to receive the minutes of Committee meetings carries no financial commitment for Council. Should any recommendation require a financial commitment or have any implication outside the CEO's delegated authority, the matter will be referred to Council as a specific agenda item.

### VOTING REQUIREMENTS

Simple majority required.

### **OFFICER RECOMMENDATION – 10.4.1**

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTIONS 5.22(2) AND 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING (UNCONFIRMED), 16<sup>th</sup> APRIL 2019.***

### **COUNCIL DECISION – 10.4.1**

**MOVED: AJ METCALF**

**SECONDED: BA WARD**

**CARRIED: 5/0**

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTIONS 5.22(2) AND 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING (UNCONFIRMED), 16<sup>TH</sup> APRIL 2019.***

## **11. NEW BUSINESS OF AN URGENT NATURE**

## **12. ELECTED MEMBERS MOTIONS**

## **13. CONFIDENTIAL ITEMS**

### **13.1 CONFIDENTIAL ITEM**

#### **13.1.1 MOVE BEHIND CLOSED DOORS**

##### **RECOMMENDATION - 13.1.1**

**THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTERS:**

- **ITEM 13.1.2 – SENIOR OFFICER APPOINTMENT – MANAGER WORKS AND ASSETS; AND**
- **ITEM 13.1.3 – DISPOSAL OF LAND PUBLIC SUBMISSION – 13 MAISEY STREET DOWERIN.**

##### **COUNCIL DECISION – 13.1.1**

**MOVED: AJ METCALF                      SECONDED: RI TREPP                      CARRIED: 5/0**

**THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTERS:**

- **ITEM 13.1.2 – SENIOR OFFICER APPOINTMENT – MANAGER WORKS AND ASSETS; AND**
- **ITEM 13.1.3 – DISPOSAL OF LAND PUBLIC SUBMISSION – 13 MAISEY STREET DOWERIN.**

*Glen Brigg & Susan Fitchat left the Chambers at 3.20pm.*

### **13.1.2 SENIOR OFFICER APPOINTMENT – MANAGER WORKS AND ASSETS**

##### **COUNCIL DECISION – 13.1.2**

**MOVED: RI TREPP                      SECONDED: BA WARD                      CARRIED: 5/0**

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 5.37 AND 5.39 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ACCEPT THE APPOINTMENT OF MR GLEN BRIGG AS THE MANAGER WORKS AND ASSETS.**

*Glen Brigg & Susan Fitchat returned to the Chambers 3.22pm.*



**13.1.3 DISPOSAL OF LAND PUBLIC SUBMISSION – 13 MAISEY STREET DOWERIN**

**COUNCIL DECISION – 13.1.3**

**MOVED: RI TREPP                      SECONDED: AJ METCALF                      CARRIED: 5/0**

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.58 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO;**

- 1. ACKNOWLEDGE THE PUBLIC SUBMISSION RECEIVED;**
- 2. PROCEED WITH THE CONTRACT OF SALE AND TRANSFER THE LAND FOR PURCHASE OF LOT 13 PLAN D03566 MAISEY STREET, DOWERIN FOR THE SUM OF \$60,000.**

**13.1.4 MOVE OUT FROM BEHIND CLOSED DOORS**

**RECOMMENDATION - 13.1.4**

***THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.***

**COUNCIL DECISION – 13.1.4**

**MOVED: BA WARD                      SECONDED: AJ METCALF                      CARRIED: 5/0**

**THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.**

**14. CLOSURE OF MEETING**

There being no further business Cr Darrell Hudson (President) declared the meeting closed at 3.24pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 28 May 2019.*

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**D.P. Hudson**  
**PRESIDENT**

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**Date**