



**Date:** Tuesday, 23 January 2018  
**Time:** 3pm  
**Location:** Council Chambers, Serpentine

# **MINUTES**

## **Ordinary Council Meeting**

**23 January 2018**

**MINUTES OF LODDON SHIRE COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, SERPENTINE  
ON TUESDAY, 23 JANUARY 2018 AT 3PM**

**PRESENT:** Cr Cheryl McKinnon (Mayor), Cr Neil Beattie, Cr Colleen Condliffe, Cr Geoff Curnow, Cr Gavan Holt

**IN ATTENDANCE:** Wendy Gladman (Director Community Wellbeing), Lynne Habner (Manager Executive & Commercial Services), Deanne Caserta (A/Director Corporate Services), Phil Pinyon (Chief Executive Officer), Steven Phillips (Director Operations)

**1 OPENING PRAYER AND ACKNOWLEDGEMENT OF COUNTRY**

“Almighty God, we humbly beseech thee to bless this Council, direct and prosper its deliberations towards the true welfare of your people of the Shire of Loddon.”

ACKNOWLEDGEMENT OF COUNTRY

“The Loddon Shire Council acknowledges the Traditional Custodians of the land on which we are gathered and pays its respects to their Elders both past and present.”

**2 APOLOGIES**

Nil

**3 DECLARATIONS OF CONFLICT OF INTEREST**

Nil

**4 PREVIOUS MINUTES****4.1 CONFIRMATION OF MINUTES****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council confirm:

1. The minutes of the Council Briefing of 12 December 2017
2. The minutes of the Ordinary Council Meeting of 12 December 2017
3. The minutes of the Council Forum of 9 January 2018

**REPORT**

Seeking approval of the unconfirmed minutes of the previous meetings.

**RESOLUTION 2018/1**

Moved: Cr Neil Beattie

Seconded: Cr Gavan Holt

That Council confirm:

1. The minutes of the Council Briefing of 12 December 2017
2. The minutes of the Ordinary Council Meeting of 12 December 2017
3. The minutes of the Council Forum of 9 January 2018

**CARRIED**

**5 REVIEW OF ACTION SHEET**

**5.1 REVIEW OF ACTIONS**

**File Number:** 02/01/002

**Author:** Lynne Habner, Manager Executive and Commercial Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Action sheet

**RECOMMENDATION**

That Council receive and note the action sheet.

**REPORT**

Refer attachment.

**RESOLUTION 2018/2**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council receive and note the action sheet.

**CARRIED**

**6 MAYORAL REPORT****6.1 MAYORAL REPORT****File Number:** 02/01/001**Author:** Lynne Habner, Manager Executive and Commercial Services**Authoriser:** Phil Pinyon, Chief Executive Officer**Attachments:** Nil**RECOMMENDATION**

That Council receive and note the Mayoral Report

**REPORT**

The Mayor will present a report at the meeting.

**Cr McKinnon****North Central Goldfields Regional Library**

**Section 86 Committees:** East Loddon Community Centre Committee of Management, Pyramid Hill Memorial Hall Committee of Management, Pyramid Hill Swimming Pool Committee of Management, Serpentine Bowls and Tennis Pavilion and Reserve Committee of Management

**Nature Tourism Advisory Team****Other Council activities**

<b>DATE</b>	<b>Activity</b>
13/12/17	Lunch with East Loddon RSL at Dingee
18/12/17	Attended PHC Presentation Night
21/12/17	Attended East Loddon College Presentation Assembly
	Also attended Loddon Shire staff Christmas breakup in Serpentine
9/1/18	Council Forum in Wedderburn
18/1/18	MRGC executive officer Geoff Turner met with myself and the CEO in Wedderburn to discuss priorities and strategies for the coming year. Loddon will be hosting the first meeting this year in Wedderburn in March. That evening I also attended the Pyramid Marketing and Tourism meeting.

21/1/18	Presented the winning trophy for the Loddon Shire sponsored event at the Wedderburn Pacing Cup.
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**RESOLUTION 2018/3**

Moved: Cr Geoff Curnow

Seconded: Cr Gavan Holt

That Council receive and note the Mayoral Report

**CARRIED**

**7 COUNCILLORS' REPORT****7.1 COUNCILLORS' REPORTS**

File Number: 02/01/001

Author: Lynne Habner, Manager Executive and Commercial Services

Authoriser: Phil Pinyon, Chief Executive Officer

Attachments: Nil

**RECOMMENDATION**

That Council receive and note the Councillors' reports

**REPORT**

Each Councillor will present a report at the meeting.

**Cr Beattie**

<b>Murray Darling Association</b>	
<b>Rail Freight Alliance</b>	
<b>GMW Connections Project</b>	
<b>Section 86 Committees:</b> Boort Aerodrome Committee of Management, Boort Development Committee Inc., Boort Memorial Hall Committee of Management, Boort Park Committee of Management, Korong Vale Mechanics Hall Committee of Management, Korong Vale Sports Centre Committee of Management, Little Lake Boort Management Committee Inc., Yando Public Hall Committee of Management	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
19/12/17	Attended awards night Boort District School
9/1/18	Attended Forum in Wedderburn
10/1/18	Attended Boort Park Management Committee meeting
15/1/18	Attended Boort Trots – ladies day for ovarian cancer
19/1/18	Attended Lake Boort Management meeting (noted evaporation currently 6

	Megalitres per day)
23/1/18	Attended Council meeting Serpentine

**Cr Condliffe**

<b>Calder Highway Improvement Committee</b>	
<b>Section 86 Committees:</b> Bridgewater on Loddon Development Committee of Management, Campbells Forest Hall Committee of Management, Inglewood Community Sports Centre Committee of Management, Inglewood Lions Community Elderly Persons Units Committee of Management, Inglewood Town Hall Hub Committee of Management, Jones Eucalyptus Distillery Site Committee of Management	
<b>Australia Day Committee</b>	
<b>Central Victorian Greenhouse Alliance</b>	
<b>Central Victoria Rural Women's Network</b>	
<b>Healthy Minds Network</b>	
<b>Loddon Youth Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
12/12/17	Inglewood and Districts Community Bank Christmas breakup
13/12/17	Bridgewater Primary School concert and awards
14/12/17	Womens Health Loddon Mallee meeting following Christmas breakup
15/12/17	Helping Hands Christmas breakup
15/12/17	Inglewood Lions Christmas breakup held at Marong



17/12/17	Inglewood Lions Christmas Tree and Carols followed by Santa held at Inglewood Recreation Reserve
19/12/17	Dingee Bush Nursing Centre Board Meeting
20/12/17	Inglewood Primary School Christmas breakup, carols, followed by school awards
20/12/17	St Marys Primary School Mass followed by awards and tea on the lawns
21/12/17	Loddon Shire Christmas luncheon at Serpentine
21/12/17	Christmas carols for Bridgewater community at the recreation reserve
21/12/17	East Loddon P12 College School Assembly and awards
13/1/18	Bridgewater market and Op Shop
18/1/18	I attended Wycheproof Lions dinner meeting followed by awards for years of service to Lions
23/1/18	Council meeting at Serpentine

### Cr Curnow

<b>Loddon Mallee Waste Resource Recovery Group</b>	
<b>Section 86 Committees:</b> Kingower Development and Tourism Committee	
<b>Municipal Emergency Management Plan Committee and Municipal Fire Management Plan Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
21/12/17	Attended the LSC Christmas luncheon at Serpentine
9/1/18	Attended the Loddon Shire Council Forum at Wedderburn
23/1/18	Council meeting at Serpentine

Cr Holt

<b>Municipal Association of Victoria</b>	
<b>Section 86 Committees:</b> Donaldson Park Committee of Management, Wedderburn Community Centre Committee of Management, Wedderburn Engine Park Committee of Management, Wedderburn Mechanics Institute Hall Committee of Management, Wedderburn Tourism Committee of Management	
<b>Audit Committee</b>	
<b>Other Council activities</b>	
<b>DATE</b>	<b>Activity</b>
9/1/18	Attended Council Forum in Wedderburn
19/1/18	Attended Rural Councils Victoria Executive Committee meeting in Melbourne
21/1/18	Attended Wedderburn Harness Racing Club Cup meeting
23/1/18	Interviewed by WIN TV to promote the Donaldson Park development project

**RESOLUTION 2018/4**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council receive and note the Councillors' reports

**CARRIED**

## 8 DECISION REPORTS

### 8.1 FINANCE REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2017

**File Number:** 08/06/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** 1. Finance Report for period ending 30 November 2017

#### RECOMMENDATION

That Council:

1. receives and notes the 'Finance report for the period ending 30 November 2017'
2. approves budget revisions included in the report for internal reporting purposes only.

#### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

#### BACKGROUND

The Finance Report for the period ended 30 November 2017 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2017/18 Budget, and includes operating results, capital expenditure and funding sources.

#### ISSUES/DISCUSSION

**Budgeted Surplus** - Council's budgeted cash surplus has decreased from \$655K to \$643K.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 100% of YTD budget. Revenue brought to account for November was \$1.4M. Vic Roads is slightly behind YTD budget, as are user fees with interest and reimbursements currently ahead of YTD budget.

**Income Statement (expenditure)** - Council's operating expenditure is at 97% of YTD budget. Payments for this month totalled just over \$2.21M, compared to \$2.45M last month. Labour is still slightly ahead of budget at 105% (107% last month) due to quarterly reconciliations of entitlements but is expected to be below Council's 104% cap.

**Capital Works** - The revised budget for capital works is \$19.4M and is 15% complete in financial terms for the current financial year (13% at the end of October). Asset types with major variations (10% or \$10K) include furniture and equipment; land and buildings; roadworks; recreation, leisure and community facilities; and footpaths with many projects timed for quarter one yet to be commenced. Further analysis is being undertaken by the Management Executive Group to identify projects where funds should be transferred to reserve for expenditure in future years.

**Balance Sheet** - Council has a cash total of \$18.9M with \$2.5M in general accounts. Debtors are \$9.6M which is a decrease of \$1.7M in the month. Sundry debtors total \$360K with invoices

outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$59K.

There were no supplementary valuations updated in November. The total rateable CIV at the end of November remains at \$1.82B.

An update was also received from Vision Super in regards to the September 2017 VBI which is estimated at 103.8% which is higher than the 97.0% required of the fund.

### **COST/BENEFITS**

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2017/18.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

### **RISK ANALYSIS**

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

### **CONSULTATION AND ENGAGEMENT**

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

### **RESOLUTION 2018/5**

Moved: Cr Neil Beattie

Seconded: Cr Geoff Curnow

That Council:

1. receives and notes the 'Finance report for the period ending 30 November 2017'
2. approves budget revisions included in the report for internal reporting purposes only.

**CARRIED**

**8.2 FINANCE REPORT FOR THE PERIOD ENDING 31 DECEMBER 2017****File Number:** 08/06/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Finance report for period ending 31 December 2017**RECOMMENDATION**

That Council:

1. receives and notes the 'Finance report for the period ending 31 December 2017'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2017/18 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2017/18.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council is provided with Finance Reports on a monthly basis with the exception of when changes to the Council meeting timetable result in the Council meeting occurring before the completion of the end of month finance procedures.

**BACKGROUND**

The Finance Report for the period ended 31 December 2017 includes standard monthly information about budget variations, cash, investments, interest, debtors and creditors, and provides a comparison of year-to-date actual results to year-to-date budget (by dollars and percentage) and total revised budget (by percentage).

The information is in the format provided in the adopted 2017/18 Budget, and includes operating results, capital expenditure and funding sources.

This Finance Report also includes supplementary valuations. Each year Council makes a number of additions, subtractions and alterations to the valuations contained in the annual rate book. These changes arise from various sources including:

- splitting of parcels into new rateable assessments
- development of vacant or unproductive land (urban and rural)
- consolidation of separate rateable assessments into one assessment
- re-assessment of property valuations arising from objections to the initial valuation
- additions and cancellations of licences (grazing and water frontages)
- change of use
- covenant on Title
- area amendment
- change of Australian Valuation Property Classification Code (AVPCC)

- supplementary valuation corrections.

## ISSUES/DISCUSSION

**Budgeted Surplus** - Council's budgeted cash surplus has decreased from \$643K to \$625K.

**Income Statement (revenue)** - Council's year to date (YTD) operating revenue is at 93% of YTD budget. Revenue brought to account for December was \$387K. Capital grants are behind YTD budget as is Vic Roads, recurrent grants and user fees with interest currently ahead of YTD budget.

**Income Statement (expenditure)** - Council's operating expenditure is at 95% of YTD budget. Payments for this month totalled just over \$2.56M, compared to \$2.21M last month. Labour is now behind budget at 95% (105% last month) and is expected to finish below Council's 104% cap.

**Capital Works** - The revised budget for capital works is \$19.4M and is 19% complete in financial terms for the current financial year (15% at the end of November). Asset types with major variations (10% or \$10K) include furniture and equipment; land and buildings; plant and equipment; urban and road drainage; recreation, leisure and community facilities; and footpaths with many projects timed for quarter one yet to be commenced. Further analysis is being undertaken by the Management Executive Group to identify projects where funds should be transferred to reserve for expenditure in future years.

**Balance Sheet** - Council has a cash total of \$17.1M with \$1.4M in general accounts. Debtors are \$9.4M which is a decrease of \$0.2M in the month. Sundry debtors total \$462K with invoices outstanding for 60 or more days relating to community wellbeing debtors and local community groups totalling approximately \$71K.

There were 68 supplementary valuations updated in December. The total rateable CIV at the end of December remains at \$1.82B.

## COST/BENEFITS

The benefit to Council and the community is that accurate and regular financial reporting is being disclosed, along with an accurate representation of property valuations being reflected in Council's rating system and the distribution of rate notices for the year 2017/18.

Provision of financial reports on at least a quarterly basis is a requirement of the Local Government Act.

## RISK ANALYSIS

The provision of regular and accurate finance reports to Council minimises the risk of Council not delivering projects within the approved budget. Council's risk exposure is also increased if the rating system does not reflect the valuation changes associated with supplementary valuations as Council will not be aware of the changes, which can alter the rate revenue in the current year and in future rating years.

## CONSULTATION AND ENGAGEMENT

There has been considerable consultation internally with respective managers in understanding their budget responsibilities and keeping within budgetary constraints.

Consultation with ratepayers and authorities that act on behalf of ratepayers occurs when a change to a property is required or occurs by virtue of a sale.

External engagement with the community was undertaken during the submission period of the budget, and regular reporting provides a mechanism of monitoring the financial outcomes of Council against that expectation.

**RESOLUTION 2018/6**

Moved: Cr Colleen Condliffe

Seconded: Cr Neil Beattie

That Council:

1. receives and notes the 'Finance report for the period ending 31 December 2017'
2. approves budget revisions included in the report for internal reporting purposes only
3. approves the supplementary valuations of rateable and non-rateable properties in respect of the 2017/18 financial year, as returned by the Shire Valuer, LG Valuations Pty Ltd, and endorses them being incorporated into the Register of Rateable and Non Rateable Properties and Rate Book for 2017/18.

**CARRIED**

**8.3 CUSTOMER SERVICE STRATEGY 2018-2022****File Number:** 02/04/001**Author:** Deanne Caserta, Manager Financial Services**Authoriser:** Sharon Morrison, Director Corporate Services**Attachments:** 1. Draft Customer Service Strategy 2018-2022**RECOMMENDATION**

That the draft Customer Service Strategy 2018-2022 be published for public comment.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

At the Council Forum in January 2018, Council was presented with the draft Customer Service Strategy 2018-2022 (the Strategy).

**BACKGROUND**

One of the strategic indicators in the Council Plan 2017-2021 was the development of a Customer Service Strategy and review of the Customer Service Charter (the Charter) to assist with the improvement of communication with community and customers.

**ISSUES/DISCUSSION**

An external consultant from Stubbs Consulting was engaged to independently engage with stakeholders to develop the Strategy and Charter.

The project involved a number of key stages including:

- project planning and situational analysis
- internal stakeholder consultation
- community stakeholder consultation
- development of the strategy and new charter.

**COST/BENEFITS**

There are multiple actions highlighted within the proposed Strategy. The main focus will be to undertake as many of these actions within current financial allocations.

**RISK ANALYSIS**

The current Charter has expired and is inconsistent with customer expectations given advances in technology.

There is currently no Customer Service Strategy that provides an overall direction for this important function.

Adopting these documents will provide a clear direction and commitments in the delivery of customer services.

**CONSULTATION AND ENGAGEMENT**

Project planning and situational analysis commenced in September discussing the topics of:



- project coordination
- customer service process with frontline staff
- information technology supporting the delivery of customer service
- media function and its connection to customer service.

Internal stakeholder consultation was undertaken during September/October. A survey was distributed to staff to allow feedback on the current process to assist in determining what is done well and what could be done to improve the customer experience.

Additional on-site meetings were held in October with key staff.

Community consultation commenced late September through to early November. Through a range of paper and online surveys at events and key community locations and workshops in each ward, residents, visitors and businesses within Loddon were invited to provide input into the project.

Workshops were also held in each ward to allow residents to view the results of the survey and provide additional input into the proposed documents.

**RESOLUTION 2018/7**

Moved: Cr Geoff Curnow

Seconded: Cr Colleen Condliffe

That the draft Customer Service Strategy 2018-2022 be published for public comment.

**CARRIED**

## 9 INFORMATION REPORTS

### 9.1 PROGRESS OF 2018 REVALUATION

**File Number:** 09/01/001

**Author:** Deanne Caserta, Manager Financial Services

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** Nil

#### RECOMMENDATION

That Council receives and notes the "Progress of the 2018 revaluation" report.

#### CONFLICT OF INTEREST

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

#### PREVIOUS COUNCIL DISCUSSION

Nil

#### BACKGROUND

In accordance with Valuation Best Practice, Council undertakes a revaluation of all properties in the Shire every two years. The prescribed date for the next valuation is 1 January 2018, and that valuation date will be used for the 2018/19 Budget.

Council currently undertakes its revaluation process via an external contractor, LG Valuations Pty Ltd, and they are currently in the process of revaluing properties in the Shire.

#### ISSUES/DISCUSSION

Valuation Best Practice outlines milestone stage dates for the return of information during the revaluation process. This is to ensure that Council has a Valuation Return by the final due date of 30 April 2018.

**Stage 1:** Stage 1 includes preparation, planning and statistical analysis of the previous valuation against recent sales. Stage 1 was lodged with the Valuer-General Victoria (VGV) on 28 February 2017, and a 7A Certificate was received on 17 March 2017.

A 7A Certificate is authorisation of the revaluation stage by VGV and states that:

- The required documentation and evidence has been provided
- The work is in accordance with the standards required by VGV for the 2018 General Valuation
- The work is considered satisfactory by VGV.

**Stage 2:** Stage 2 includes the largest body of work – Rural and Residential properties. This stage is the preliminary work required for those properties, where the majority of inspections and field data verification is completed. A final review of values for these properties occurs in Stage 4.

Due to the size of the data, Stage 2 is normally lodged in two parts – Rural and Residential.

Stage 2 was due on 31 October 2017. Stage 2 was lodged with the VGV on 28 August 2017. Certification of Stage 2 was returned on 12 October 2017.

**Stage 3A:** Stage 3A includes specialist properties that Council has nominated in the contract as being unusual, due to size or nature. It includes chicken farms, olive groves, piggeries, and other commercial properties.

Stage 3A was due on 31 August 2017, and was lodged with VGV on 1 September 2017.

Certification of Stage 3A was returned on 4 December 2017.

**Stage 3B:** Stage 3B is Commercial and Industrial properties. This stage is not due for lodgement until 31 January 2018.

**Stage 4:** Stage 4 is a review of Stage 2 data based on an analysis of subsequent sales. This stage is due on 31 March 2018.

**Stage 5:** Stage 5 is the return of the valuation to Council, and includes the valuer's final report. This stage is due on 30 April 2018.

Certification of this stage is critical for Council's budget process, as the new valuation will be used as a basis for raising rates in the first year after return. Council does not usually resolve to advertise the budget until certification has been received, to ensure that the valuation base does not change; however, this is the first year of a new revaluation where the final legislated adoption date of the budget is 30 June. Therefore, consideration may need to be given to resolving to advertise even though Stage 5 is not returned.

The following table summarises the milestone dates for the 2018 revaluation, and progress to date on each of the stages:

Stage	Details	Due date	Date lodged with VGC	Date certified by VGV
Stage 1	Statistical analysis	28 February 17	28 February 17	17 March 17
Stage 2	Residential and rural - Preliminary valuations: - Rural - Residential	31 October 17 31 October 17	28 August 2017 28 August 17	28 September 17 12 October 17
Stage 3A	Specialist properties	31 August 17	1 September 17	4 December 17
Stage 3B	Commercial and industrial	31 January 18	Not yet due	
Stage 4	Residential and rural - Final valuations - Rural - Residential	31 March 18 31 March 18	Not yet due Not yet due	
Stage 5	Valuation return	30 April 18	Not yet due	

As well as gauging progress against the milestone dates, Council is able to monitor the process by the following mechanisms:

1. Council is provided with a report from Valuer-General Victoria (VGV) when each stage is approved
2. Formal and informal periodic meetings with LG Valuations Pty. Ltd. are undertaken. Under Council's contract, Council can ask for meetings with LG to discuss progress, queries, and any potential issues with return of data.

Further reports on progress of the whole revaluation will be provided to Council following milestone dates.

## **COST/BENEFITS**

The revaluation process has a budgetary allocation each year as the process takes a full two-year period to complete.

Council receives a contribution from the State Revenue Office for the data every second year, which assists in defraying costs associated with the revaluation process.

Council has a reserve specifically for revaluations which assists in evening out the costs over the full two-year period of the revaluation process, as one year has high costs and low income, while the other year has low costs and high income.

### **RISK ANALYSIS**

By undertaking the revaluation process Council is ensuring:

- that it complies with the Valuation of Land Act 1960 requirements
- that valuation data is up to date and relevant so that valuations used for rating purposes are current and accurate.

This reduces the financial and reputational risk that could be experienced by Council if valuations did not reflect current levels, and a large number of ratepayers were successful in objecting to valuations.

Council should also note that due to recent changes to the Valuation of Land Act 1960, Council's valuation contract will be assigned from council to the Valuer-General to manage from 1 July 2018.

### **CONSULTATION AND ENGAGEMENT**

Council advises property owners of the revaluation process in the Mayoral Column.

Information about valuations for rating purposes and how property owners can object to their valuation are included on Council's rates notices.

### **RESOLUTION 2018/8**

Moved: Cr Colleen Condliffe

Seconded: Cr Geoff Curnow

That Council receives and notes the "Progress of the 2018 revaluation" report.

**CARRIED**

**10 COMPLIANCE REPORTS****10.1 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-LITTLE LAKE BOORT**

**File Number:** 02/01/028

**Author:** Michelle Hargreaves, Administration Officer

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** Nil

**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Little Lake Boort Section 86 committee of management, effective immediately.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council approved the current list of committee members for Little Lake Boort Committee of Management on 22 November 2016.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least 6 community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

Little Lake Boort is a community based committee with preferred representation requiring at least 6 community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Neil Beattie	President
Doug Aldrich	Vice President
Barry Kennedy	Secretary
Ray Stomann	Treasurer
Luke Stomann	Committee Member
Barry Barnes	Committee Member
Murray Chalmers	Committee Member
Kevin Sutton	Committee Member
Lance Slatter	Committee Member
John Nelson	Committee Member
Peter Cameron	Committee Member
Wendy James	Committee Member
Tim James	Committee Member
Rod Stringer	Committee Member
Guy Contarino	Committee Member

The Council representative for this committee is Cr Neil Beattie.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/9**

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Little Lake Boort Section 86 committee of management, effective immediately.

**CARRIED**

**10.2 SECTION 86 COMMITTEE OF MANGEMENT MEMBERSHIP DETAILS-INGLEWOOD COMMUNITY SPORTS CENTRE**

**File Number:** 02/01/021

**Author:** Michelle Hargreaves, Administration Officer

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** Nil

**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Inglewood Community Sports Centre Section 86 committee of management, effective immediately.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council approved the current list of committee members for Inglewood Community Sports Centre Committee of Management on 13 December 2016.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least six community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

Inglewood Community Sports Centre is an organisation based committee with representatives from each of the stakeholder groups. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Organisation
Les Miller	Community member
Shane Maxwell	Community member
Gordon McNaughton	Community member
Chris Nevins	Inglewood Cricket Club
Tony Noonan	Inglewood Cricket Club
Andrew Nevins (Vice President)	Inglewood Football Club
Graham Roberts	Inglewood Football Club
Alan Last (President)	Inglewood Lawn Tennis Club
Helen Canfield	Inglewood Lawn Tennis Club
Vicky Tierney (Secretary/Treasurer)	Inglewood Netball Club
Vacant	Inglewood Netball Club

The Council representative for this committee is Cr. Colleen Condliffe.

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/10**

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Inglewood Community Sports Centre Section 86 committee of management, effective immediately.

**CARRIED**



**10.3 SECTION 86 COMMITTEE OF MANAGEMENT MEMBERSHIP DETAILS-PYRAMID HILL SWIMMING POOL**

**File Number:** 02/01/033

**Author:** Michelle Hargreaves, Administration Officer

**Authoriser:** Sharon Morrison, Director Corporate Services

**Attachments:** Nil

**RECOMMENDATION**

That Council appoints the persons named in this report as members of the Pyramid Hill Swimming Pool Section 86 committee of management, effective immediately.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

Council approved the current list of committee members for Pyramid Hill Swimming Pool Committee of Management on 22 November 2016.

**BACKGROUND**

Current Section 86 committee instruments of delegations include Clause 3.6 which outlines the requirement for nomination and appointment of committee members, which is as follows:

**Members and Office Bearers of the Committee**

At the Annual General Meeting each year nominations shall be called for proposed members of the committee. The committee must then elect from its proposed members the following office bearers:

- President, who shall be Chairperson of the Committee
- Secretary
- Treasurer.

The full list of proposed members must be forwarded to Council for formal appointment at an Ordinary Meeting of Council, in accordance with section 86(2). Until this formal appointment by Council occurs, the previous committee members will continue to hold office.

Clause 3.3 Membership of the committee outlines Council's preferred composition of the committee specific to each delegation, and states that Council seeks to provide broad representation to the committees.

For community based committees, at least six community representatives are preferred.

For organisation based committees, each delegation has a list of organisations that are required to provide representatives for the committee.

**ISSUES/DISCUSSION**

Pyramid Hill Swimming Pool is a community based committee with preferred representation requiring at least six community representatives. The following is a list of nominated representatives for the committee which meets the minimum requirement:

Name	Position
Tania Burke	President
Alison Farrar	Vice president
Colleen Hampson	Secretary
Vaughan Herrick	Treasurer
Katrina Van Eyk	Committee Member
Kelly Gould	Committee Member
Penny Caspani	Committee Member
Chelsea Challis-Broad	Committee Member
Kim Lister	Committee Member

The Council representative for this committee is Cr Cheryl McKinnon

**COST/BENEFITS**

The benefit of this report is that Council has an up to date and accurate record of current committee members to ensure that contact can be made, particularly where Council is requesting committees to comply with reporting requirements under the legislation.

**RISK ANALYSIS**

Section 86 Committees act for and on behalf of Council which creates a risk for Council should they ever act outside their delegated authority.

Under Section 86(2) of the Act, "Council may appoint members to a special committee and may at any time remove a member from a special committee".

Council's appointment of committee members, not only satisfies the legislation, but also provides Council with the opportunity to sight the list of committee members before formally appointing them as they are the people that will be operating the committees, and in effect, acting for and on behalf of Council over the course of the year.

**CONSULTATION AND ENGAGEMENT**

Nil

**RESOLUTION 2018/11**

Moved: Cr Gavan Holt

Seconded: Cr Neil Beattie

That Council appoints the persons named in this report as members of the Pyramid Hill Swimming Pool Section 86 committee of management, effective immediately.

**CARRIED**

**10.4 QUARTERLY REPORT AGAINST COUNCIL PLAN**

**File Number:** 02/02/003

**Author:** Sharon Morrison, Director Corporate Services

**Authoriser:** Phil Pinyon, Chief Executive Officer

**Attachments:** 1. Quarterly report against Council Plan

**RECOMMENDATION**

That Council note the progress against the actions and tasks (strategic indicators) in the Council Plan contained in the attachment to this report.

**CONFLICT OF INTEREST**

There is no conflict of interest for any Council staff member involved in the preparation of this report, or involved in the subject matter of the report.

**PREVIOUS COUNCIL DISCUSSION**

The Council Plan 2017-2021 was adopted by Council on 27 June 2017.

**BACKGROUND**

The new Local Government Performance Reporting Framework (which is part of the Local Government Act) requires reporting against the Council Plan half yearly.

**ISSUES/DISCUSSION**

Attached is a report on the progress of actions and tasks (strategic indicators) identified in the Council Plan. Council is currently completing Year 1 of the four year plan. As the format and structure of the progress report is new, there may be a need for some fine tuning with future reports.

**COST/BENEFITS**

There are no costs associated with the recommendation of this report. Costs of individual projects within the plan are included in the Budget for the relevant delivery years.

**RISK ANALYSIS**

There are no risks associated with the recommendation of this report.

Reporting on a regular basis provides an opportunity to monitor progress and respond to any issues.

Reporting on a six monthly basis ensures compliance with Item 17 of the Local Government Performance Reporting Framework Governance and Management Checklist.

**CONSULTATION AND ENGAGEMENT**

Consultation was undertaken with responsible council officers in the preparation of this report.

**RESOLUTION 2018/12**

Moved: Cr Gavan Holt  
Seconded: Cr Neil Beattie

That Council note the progress against the actions and tasks (strategic indicators) in the Council Plan contained in the attachment to this report.

**CARRIED**

## **11 GENERAL BUSINESS**

### **11.1 ACKNOWLEDGEMENT OF COUNTRY POLICY**

Cr Holt sought clarification about protocols for Australia Day ceremonies for Councillors in terms of performing an Acknowledgement of Country at Council events, and asked if the guest speaker first did an Acknowledgement of Country, whether a Councillor would need to perform an Acknowledgement as well.

It was confirmed that under Council's recently approved policy "Welcome to and Acknowledgement of Country Policy", if an Acknowledgement of Country has been performed by another speaker, a Councillor would not need to repeat the Acknowledgement.

It was also confirmed that the Australia Day ceremonies are not Council events, and Councillors or staff would not be required to perform an Acknowledgement according to the Council Policy.

If it is considered appropriate, Councillors or officers may deliver an Acknowledgement of Country in circumstances where the Council policy does not specifically require it.

### **11.2 ENFORCEMENT OF FEES**

Cr Beattie asked if a Local Laws officer could visit Lake Boort on Friday or Saturday of the Australia Day long weekend, to enforce collection of boat fees at the Lake. The CEO advised that this would need to be investigated further and staffing requirements would need to be assessed before determining whether an officer would attend.

**12 CONFIDENTIAL ITEMS****RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 89(2) of the Local Government Act 1989:

**12.1 Review of confidential actions**

This matter is considered to be confidential under Section 89(2) - (h) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with Any other matter which the Council or special committee considers would prejudice the Council or any person.

**12.2 Contract 406 Chapel Street Civil Works Serpentine**

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

**12.3 Contract 397: BRIC Library Extension**

This matter is considered to be confidential under Section 89(2) - (d) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contractual matters.

Closing of Meeting to the Public

**RESOLUTION 2018/13**

Moved: Cr Gavan Holt  
Seconded: Cr Neil Beattie

That the meeting be closed to the public at 3.41pm.

**CARRIED**

**RESOLUTION 2018/14**

Moved: Cr Gavan Holt  
Seconded: Cr Neil Beattie

That the meeting be re-opened to the public at 4.25pm.

**CARRIED**

**NEXT MEETING**

The next Ordinary Meeting of Council will be held on 27 February 2018 at Serpentine commencing at 3pm.

There being no further business the meeting was closed at 4.25pm.

Confirmed this.....day of..... 2018

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**CHAIRPERSON**