



# **SHIRE OF MENZIES**

## **MINUTES**

### **OF THE AUDIT COMMITTEE MEETING HELD**

**Thursday 26 March, 2015**

**Shire of Menzies**

**Commencing at 9:06am**

## **DISCLAIMER**

No responsibility whatsoever is implied or accepted by the Shire of Menzies for any act or omission or statement or intimation occurring during this meeting.

It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council's decision, which will be provided within fourteen (14) days of this meeting.

## **FINANCIAL INTEREST (EFFECTIVE 1 JULY 1996)**

A financial interest occurs where a Councillor, or person with whom the Councillor is closely associated, has direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An indirect financial interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

**Councillors should declare an interest:**

- a) In a written notice given to the CEO before the meeting: or**
- b) At the meeting immediately before the matter is discussed**

A member who has declared an interest must not:

Preside at the part of the meeting relating to the matter: or  
Participate in, or be present during any discussion or decision making procedure relating to the matter.

Unless the member is allowed to do so under Section 5.68 or 5.69, Local Government Act 1995

Ref: Local Government Act 1995 Division 6 – Disclosure of Financial Interest.  
Specifically Sections 5.60, 5.61, 5.65 and 5.67

## **TERMS OF REFERENCE**

### **Objectives of the Audit Committee**

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the Shire's Auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies and overseeing the allocation of the Shire's finances and resources. The Audit Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems and compliance with legislation.

The Audit Committee is to facilitate:

- The enhancement of the credibility and objectivity of external financial reporting;
- Effective management of financial and other risks and the protection of Shire assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- The provision of an effective means of communication between the external auditor, the CEO and the Council.

### **Powers of the Audit Committee**

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the Shire that have not been delegated to the CEO.

The Audit Committee is a formally appointed Committee of Council and is responsible to that body. The Audit Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Audit Committee does not have any management functions and cannot involve itself in management processes or procedures.

### **Membership**

The Audit Committee will consist of four members with full voting rights and a quorum shall be two members.

The CEO and employees are not members of the Audit Committee.

The CEO and Deputy CEO are to be available to attend meetings to provide advice and guidance to the Audit Committee.

The Shire shall provide secretarial and administrative support to the Audit Committee.

### **Meetings**

The Audit Committee shall meet at least annually. Additional meetings shall be convened at the discretion of the presiding person.

#### **Reporting**

Reports and recommendations of each Audit committee meeting shall be presented to the next Ordinary Meeting of Council.

### **Duties and Responsibilities**

The duties and responsibilities of the Audit Committee will be:

- a) Provide guidance and assistance to Council as to the carrying out of the functions of the Shire in relation to audits;

- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's Auditor;
- c) Develop and recommend to Council:
  - A list of those matters to be audited; and
  - The scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as Auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:
  - The objectives of the audit;
  - The scope of the audit;
  - A plan of the audit;
  - Details of the remuneration and expenses to be paid to the Auditor; and
  - The method to be used by the Shire to communicate with, and supply information to, the Auditor;
- f) Meet with the Auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the Shire does everything in its power to:
  - Assist the Audit to conduct the audit and carry out their other duties under the *Local Government Act 1995*; and
  - Ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the Auditor after receiving a report from the CEO on the matters to:
  - Determine if any matters raised require action to be taken by the Shire; and
  - Ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO any actions taken in respect of any matters raised in the report of the Auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the Auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Audit Committee's Terms of Reference following authorisation from the Council;
- l) Review the annual Compliance Audit Return and report to Council the results of that review; and
- m) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Audit Committee, and report to Council the results of those reviews.

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## MINUTES OF AUDIT COMMITTEE MEETING

### 1. DECLARATION OF OPENING

The Chairperson, Cr Greg Dwyer, declared the meeting open at 9:06am, welcomed the attendees, visitors, guests and proceeded with the Agenda as planned.

### 2. ANNOUNCEMENT OF VISITORS

Nil

### 3. RECORD OF ATTENDANCE

#### 3.1 PRESENT:

<b>Councillors:</b>	Cr G Dwyer	President
	Cr I R Tucker	Councillor
	Cr J Mazza	Councillor
	Cr J Lee	Councillor
<b>Staff:</b>	K Oborn	A/CEO
	L Downie	Minutes
<b>Observers:</b>	Cr J Dwyer	Councillor (from 9:44am)

#### 3.2 APOLOGIES

<b>Councillors:</b>	Nil	
<b>Staff:</b>	P Crawford	CEO

### 4. DECLARATIONS OF INTEREST

Nil

### 5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

### 6. PUBLIC QUESTION TIME

Nil

### 7. CONFIRMATION OF PREVIOUS MINUTES

#### 7.1 CONFIRMATION OF MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON THURSDAY 18 DECEMBER 2014

##### VOTING REQUIREMENTS:

Simple Majority Decision required

Moved: Cr Mazza

Seconded: Cr Lee

<b>COMMITTEE DECISION:</b>
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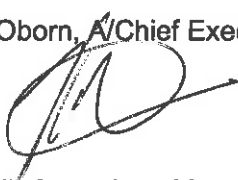
That the Minutes of the Audit Committee Meeting held on 18 December 2014 as presented, be adopted.

9:08am

CARRIED 4/0

## 8. REPORTS OF COMMITTEES AND OFFICERS

### 8.1 COMPLIANCE AUDIT RETURN 2014

<b>SUBMISSION TO:</b>	Audit Committee, 26 March 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM058
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	9 March 2015
<b>AUTHOR:</b>	Glenn Bone, Consultant
<b>SIGNATURE OF AUTHOR:</b>	
<b>SENIOR OFFICER:</b>	Karen Oborn, <del>AV</del> Chief Executive Officer
<b>SIGNATURE OF SENIOR OFFICER:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	7.2 Audit Committee Meeting 27 March 2014

#### ATTACHMENTS:

8.2 Attachment #1 – Draft Compliance Audit Return for year ending 31 December 2014

#### SUMMARY:

Consideration of the Compliance Audit Return (CAR) for the year ending 31 December 2014.

#### COMMENT:

The Compliance Audit Return for the period 1 January- 31 December 2014 must be completed and returned to the Executive Director, Department of Local Government by 31 March 2015.

The compliance Audit Return is to be:

- a) Reviewed by the Audit Committee
- b) Presented to Council at a meeting of the Council
- c) Adopted by the Council (along with comments and amendments)
- d) The adoption recorded in the minutes of the meeting at which it is adopted.

The CAR once again has the same 78 questions as in the Return of the previous three years. Several questions have explanatory comment included, and also there were three matters of non-compliance as is recorded below –

#### Disclosure of Interest

Q.6 *Was an annual return lodged by all continuing Elected Members by 31 August 2014?*

Response No Cr P Twigg – 01/09/2014  
Cr J Graham – 27/11/2014

#### Finance

Q.6 *Was the Auditor's report for the financial year ended 30 June 2014 received by the local government within 30 days of completion of the audit?*

Response No *Audit performed at Menzies on 22-23 September and the Auditor's report received on 10 November 2014.*

Tenders for Providing Goods and Services

**Q.4** Did the local government's advertising and tender documentation comply with Financial & General Regs 14, 15 and 16?

**Response** No There were two instances where the tender document processes were non-compliant. Both related to F&G Reg. 14(2a) and the requirement that the local government (Council) is to determine in writing which tender should be accepted. Whilst the criteria was actually recorded in writing, it was not in the two instances adopted by Council.

In conclusion, whilst there have been technical breaches of compliance, none have caused any damage or loss to the Shire.

**CONSULTATION:**

Peter Crawford, CEO

**STATUTORY ENVIRONMENT:**

*Local Government (Audit) Regulations 1996*

Regulation 14 ( 1) Requires a local government to carry out a compliance audit for the period 1 January to 31 December in each year .

Regulation 14 (3A) The local government's audit committee is to review the compliance audit return and is to report to council the results of that review.

Regulation 14 (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –

(a) Presented to a meeting of the council; and

(b) Adopted by council

(c) Recorded in the minutes of the meeting at which it is adopted.

Regulation 15 a certified copy of the return together with a copy of the relevant section of the minutes at which it was adopted, is to be submitted to the Executive Director by 31 March next following for the period to which the return relates.

**POLICY IMPLICATIONS:** Nil

**FINANCIAL IMPLICATIONS:** Nil

**STRATEGIC IMPLICATIONS:** Nil

**VOTING REQUIREMENTS:** Simple majority required

**Moved: Cr Mazza**

**Seconded: Cr Tucker**

**COMMITTEE DECISION:**

**That the Audit Committee provide the following advice to Council:**

- 1. That it has conducted a review of the Compliance Audit Return for the year ending 31 December 2014, noting the comments contained in the Return;**
- 2. Recommend that Council adopts the attached Compliance Audit Return for the year ending 31 December 2014; and**
- 3. Recommend that the Return be certified by the President and the CEO.**

**9:08am**

**CARRIED 4/0**





## Menzies - Compliance Audit Return 2014

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2014.	N/A		Robert Glenn Bone
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2014.	N/A		Robert Glenn Bone
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2014.	N/A		Robert Glenn Bone
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2014.	N/A		Robert Glenn Bone
5	s3.59(5)	Did the Council, during 2014, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Robert Glenn Bone



Delegation of Power / Duty						
No	Reference	Question	Response	Comments	Respondent	
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Robert Glenn Bone	
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Robert Glenn Bone	
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Robert Glenn Bone	
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Robert Glenn Bone	
5	s5.18	Has Council reviewed delegations to its committees in the 2013/2014 financial year.	N/A		Robert Glenn Bone	
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Robert Glenn Bone	
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Robert Glenn Bone	
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Robert Glenn Bone	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Robert Glenn Bone	
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Robert Glenn Bone	
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Robert Glenn Bone	
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2013/2014 financial year.	Yes		Robert Glenn Bone	
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Robert Glenn Bone	
Disclosure of Interest						
No	Reference	Question	Response	Comments	Respondent	
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Robert Glenn Bone	
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Robert Glenn Bone	



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Robert Glenn Bone
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Robert Glenn Bone
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Robert Glenn Bone
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2014.	No	Cr P Twigg - 01/09/2014 Cr J Graham - 27/11/2014	Robert Glenn Bone
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2014.	Yes		Robert Glenn Bone
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Robert Glenn Bone
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Robert Glenn Bone
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Robert Glenn Bone
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Robert Glenn Bone
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Robert Glenn Bone
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Robert Glenn Bone
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Robert Glenn Bone



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Robert Glenn Bone
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Robert Glenn Bone

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Robert Glenn Bone
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Robert Glenn Bone

### Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No electoral gifts were made.	Robert Glenn Bone

### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Robert Glenn Bone
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Robert Glenn Bone
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Robert Glenn Bone
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Robert Glenn Bone
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Robert Glenn Bone



No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2014 received by the local government within 30 days of completion of the audit.	No	Audit performed at Menzies on 22-23 September 2014 and the Auditor's Report received on 10 November 2014.	Robert Glenn Bone
7	s7.9(1)	Was the Auditor's report for 2013/2014 received by the local government by 31 December 2014.	Yes	See Q.6	Robert Glenn Bone
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Robert Glenn Bone
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Robert Glenn Bone
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Robert Glenn Bone
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Robert Glenn Bone
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Robert Glenn Bone
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Robert Glenn Bone
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Robert Glenn Bone
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Robert Glenn Bone



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Robert Glenn Bone
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	DCEO position was the only vacancy relevant to this Q.	Robert Glenn Bone
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Robert Glenn Bone
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Robert Glenn Bone
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Robert Glenn Bone

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	CEO is the Complaints Officer.	Robert Glenn Bone
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	N/A	No complaints received.	Robert Glenn Bone
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Robert Glenn Bone
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Robert Glenn Bone
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Robert Glenn Bone
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) (c).	Yes		Robert Glenn Bone



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Robert Glenn Bone
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Robert Glenn Bone
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Robert Glenn Bone
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	No	There were two instances where the tender documentation processes were non-compliant. Both related to F&G Reg.14 (2a) and the requirement that the local government (Council) is to determine in writing the criteria for determining which tender should be accepted. Whilst the criteria was actually recorded in writing, it was not in the two instances adopted by Council.	Robert Glenn Bone
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Robert Glenn Bone
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Robert Glenn Bone
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Robert Glenn Bone
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Robert Glenn Bone

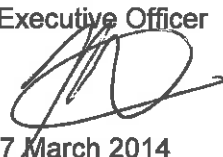


No	Reference	Question	Response	Comments	Respondent
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Robert Glenn Bone
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Robert Glenn Bone
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Robert Glenn Bone
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Robert Glenn Bone
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Robert Glenn Bone
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Robert Glenn Bone
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Robert Glenn Bone



## 8. REPORTS OF COMMITTEES AND OFFICERS

### 8.2 ADOPTION OF REVISED BUDGET FOR 2014-15

<b>SUBMISSION TO:</b>	Audit Committee Meeting, 26 March 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	N/A
<b>FILE REF:</b>	ADM376
<b>DISCLOSURE OF INTEREST:</b>	The author has no interest in this item
<b>DATE:</b>	13 March 2015
<b>AUTHOR:</b>	Karen Oborn, Acting Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	Item 7.4 Audit Committee 27 March 2014

#### ATTACHMENTS:

8.2 Attachment #1 – 2014/2015 Budget Review Document

#### SUMMARY:

A review of the Annual Budget is required to be carried out between 1 January 2015 and 31 March 2015.

#### BACKGROUND:

The budget review has been conducted on the basis of comparison with actual revenue and expenditure information for the period to 28 February 2015 and projected information for the year to 30 June 2015.

#### COMMENT:

Analysis of the anticipated result for the financial year has been conducted by the CEO and DCEO resulting in proposed recommendations.

Significant variances include:

- The \$244,486 reduction in the surplus brought forward at 1 July 2014 from \$1,573,372 to \$1,328,886, which corresponded with some expenses being moved from July 2014 to June 2014. As a result the 2 new houses for 14/15 are under budget, as some cost is in 13/14, however the landscaping costs will be well over budget.
- Road expenses are above budget as the road maintenance budget was too low, and \$143,000 of roads expenses from 13/14 projects have actually been incurred in 14/15.
- Expenses and income will both increase by ~\$871,000 for WANDRRA contractors cost and the corresponding recoup claim.

- A suggested transfer of surplus of \$300,000 to the Plant Reserve to cover the purchase of a new Grader in a future year.

**CONSULTATION:**  
CEO, MWS, Councillors

**STATUTORY ENVIRONMENT:**  
Local Government (Financial Management) Regulations  
33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must—
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
**\*Absolute majority required.**
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

*[Regulation 33A inserted in Gazette 31 Mar 2005 p.1048-9; amended in Gazette 20 Jun 2008 p. 2723-4.]*

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS**

The 2014-15 Budget has been amended to ensure that funds are available to complete Council's program for the year within available funds.

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Absolute Majority decision required

Moved: Cr Mazza

Seconded: Cr Lee

**COMMITTEE DECISION:**

**That the Audit Committee recommends that Council adopts the 2014-15 review of the annual budget and the recommendations associated with the review including**


**a transfer of an extra \$300,000 to the plant and equipment reserves and the amended Capital Operating Revenue and Expenditures.**

**9:31am**

**CARRIED BY ABSOLUTE MAJORITY 4/0**

## 8. REPORTS OF COMMITTEES AND OFFICERS

### 8.3 PROPOSAL TO IMPOSE DIFFERENTIAL RATES FOR 2015/2016 FINANCIAL YEAR

<b>SUBMISSION TO:</b>	Audit Committee Meeting, 26 March 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM262
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	13 March 2015
<b>AUTHOR:</b>	Karen Oborn, Acting Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING REFERENCE:</b>	None

#### ATTACHMENT:

8.3 Attachment #1 Objects and Reasons for adoption of differential rating

#### SUMMARY

This item is to seek the Committee's endorsement of the proposal to impose differential rates for the 2015 -16 Financial Year.

#### BACKGROUND:

There is provision under the *Local Government Act 1995* to impose differential rates within its boundaries and in considering this imposition, there are certain statutory obligations that the local government must comply with.

- Before any consideration to its Budget, the local government is required to give local public notice of its intention to impose differential rates;
- The local government must provide information of each new rate or minimum payment; and
- Electors or rate payers are invited to make submissions in respect of the proposed rate or minimum payment. This submission period must be for a minimum of 21 days.

#### COMMENT:

Since 2008-09 Council's rate increases have been kept to a minimum and no increase was put in place for in 2011-12 or 2012-13, an increase was imposed in the 2014-2015 year. Benchmarks that many local governments use to assess the overall increase in the cost of providing municipal services is the Local Government Cost Index (LGCI) as developed by WALGA and the CPI which includes all costs associated with that delivery of services that the CPI does not take into consideration such as isolation factors, freight charges, access issues and many more. However, currently the forecast LGCI from WALGA for 2015/16 is about 2.9% while the Treasury forecast for Perth's CPI is around 2.5%.

The rate modelling for the financial year 2015-16 is proposed as follows:

AREA	VALUATION	2014-15 Budget	2015-16 Proposed	% change
Menzies Townsite	GRV	7.172c/\$	7.387c/\$	3%

AREA	VALUATION	2014-15 Budget	2015-16 Proposed	% change
Mining Sector	UV	13.99c/\$	14.410c/\$	3%
Kookynie Townsite	UV	2.485c/\$	2.560c/\$	3%
Pastoral	UV	2.485c/\$	2.560c/\$	3%
Minimum Payments	GRV/UV/Pastoral/other	\$200	\$200	0%
Minimums	UV Mining	\$225	\$225	0%

It is further proposed that UV- Mining be split into the following categories as listed below:

Mining Activity	Rate in the \$ (for 2015/16)
Prospecting Lease	9.367c/\$ (= 65% of 14.410c/\$)
Exploration Lease	11.528c/\$ (= 80% of 14.410c/\$)
Mining Lease - operational	14.410c/\$ (= 100% of 14.410c/\$)

The differential rate for Unimproved Mining has been set taking into account the considerable impact of heavy traffic volumes from mining activities, however empirical evidence has shown that exploration, prospecting and operations, have a different level of impact on the Shire's road infrastructure, although, there remains the need to fund the maintenance and renewal of this vital community infrastructure while recognising the Shire's goal to encourage Mining in the District.

	\$ 2014-15 Budget	2014-15 \$ Actual to 28/2/15	\$ Budgeted for 2015-16
GRV	61,235	87,371	87,371
UV – Pastoral & Other	62,694	95,524	95,524
UV – Mining	2,556,778	2,695,301	2,249,965
Total Rates	2,680,707	2,878,196	2,432,860
Less Write-offs	(100,000)	(32,636)	(50,000)
Net Total rates	2,580,707	2,845,560	2,382,860

In determining rate in the dollar charges the 2015-16 charges of neighbouring shires is also a factor. Some of these are listed below:

	GRV c/\$	GRV MIN	UV General	UV Min.	UV Mining	UV Min.
Coolgardie	9.36	580	4.69	580	17.89	365
Cue	9.44	310	7.49	310	26.83	310
Dundas	23.34	315	3.69	315	12.04	315
Laverton	9.2	260	6.7	260	13.38	260
Leonora	6.1	279	6.164	279	13.40	279
Mount Magnet	9.08	371	6.01	371	28.08	420
Sandstone	5.38	200	5.38	295	25.34	295
Meekatharra	11.57	350	3.74	275	18.54	275
Wiluna	11.3	293	6.7	293	13.40	293
Mean	9.3078	329	5.62	331	18.77	312

	GRV c/\$	GRV MIN	UV General	UV Min.	UV Mining	UV Min.
Average						
Menzies 2014-15	7.172	200	2.485	200	13.99	225
Menzies 2015-16	7.387	200	2.56	200	14.41	225
	-79.36%		-45.55%		-76.77%	-72.12%

The number of mining tenements has dropped slightly due to the economic down turn with some companies surrendering their tenements. Given the volatility in the mining sector, it is difficult to predict what 2015-16 will bring so a provision for rate write-off has been set at \$50,000. It is predicted the changes to UV Mining will result in less defaults.

The Shire is continuing to raise rates by an amount to meet increased costs and predicted increases in inflation. In comparing the rating levels of neighbouring local governments, the Shire of Menzies' rates are still well below the average for the region.

The final amount raised from rates may vary as a result of changes in valuations before rates are calculated but this is expected to be minimal.

Should Council Adopt the recommendation, the proposal will have to be advertised publicly for a period of 21 days (advising that a copy of the Objects and Reasons for the proposal is available) inviting submissions from the general public. Council must then consider any submissions received before making application to the Minister for approval.

**CONSULTATION:**  
 Nil

**STATUTORY ENVIRONMENT:**  
*The Local Government Act 1995*

### 6.33. Differential general rates

- (1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics—*
  - (a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005;*
  - (b) *a purpose for which the land is held or used as determined by the local government;*
  - (c) *whether or not the land is vacant land; or*
  - (d) *any other characteristic or combination of characteristics prescribed.*
- (2) *Regulations may—*
  - (a) *specify the characteristics under subsection (1) which a local government is to use; or*
  - (b) *limit the characteristics under subsection (1) which a local government is permitted to use.*
- (3) *In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*
- (4) *If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.*

- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
- (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
- (3) *A notice referred to in subsection (1) —*
  - (a) *may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;*
  - (b) *is to contain —*
    - (i) *details of each rate or minimum payment the local government intends to impose;*
    - (ii) *an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
    - (iii) *any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and*
  - (c) *is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*
- (5) *Where a local government —*
  - (a) *in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
  - (b) *proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4), it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.*

**POLICY IMPLICATIONS:**

Council has no specific policy in relation to this matter

**FINANCIAL IMPLICATIONS:**

Financial management standards in relation to the delivery of Council services

**VOTING REQUIREMENTS:**

Simple Majority Decision required

**COMMITTEE RECOMMENDATION:**

That the Audit Committee Recommends that Council:

1. Impose differential rates in the 2015-16 financial year, as follows:

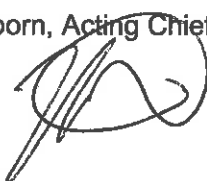
AREA	VALUATION	PROPOSED 2015/16
Menzies Town site	GRV	7.387c/\$
Mining Sector - Operational	UV	14.410c/\$
Mining Sector - Exploration	UV	11.528c/\$
Mining Sector - Prospecting	UV	9.367c/\$

AREA	VALUATION	PROPOSED 2015/16
Kookynie T/Site	UV	2.485c/\$
Pastoral/Other	UV	2.485c/\$
Minimum Payments	UV Mining	\$225
Minimum Payments	GRV/UV Pastoral/Other	\$200

and

2. Requests the Minister for Local Government to approve an application for the imposition of differential general rates in accordance with Section 6.33 (3) of the *Local Government Act 1995*.

**The Acting CEO, Karen Oborn, tabled a revised report 8.3 Proposal to Impose Differential Rates for 2015/2016 Financial Year**

<b>SUBMISSION TO:</b>	Audit Committee Meeting, 26 March 2015
<b>LOCATION:</b>	Shire of Menzies
<b>APPLICANT:</b>	Shire of Menzies
<b>FILE REF:</b>	ADM 262
<b>DISCLOSURE OF INTEREST:</b>	None
<b>DATE:</b>	20 March 2015
<b>AUTHOR:</b>	Karen Oborn, Acting Chief Executive Officer
<b>SIGNATURE OF AUTHOR:</b>	
<b>PREVIOUS MEETING</b>	
<b>REFERENCE:</b>	None

**ATTACHMENT:**

Attachment #1 (Tabled at the Meeting) - Objects and Reasons for adoption of differential rating

**SUMMARY**

This item is to seek the Committee's endorsement of the proposal to impose differential rates for the 2015 -16 Financial Year.

**BACKGROUND:**

There is provision under the *Local Government Act 1995* to impose differential rates within its boundaries and in considering this imposition, there are certain statutory obligations that the local government must comply with.

- Before any consideration to its Budget, the local government is required to give local public notice of its intention to impose differential rates,
- The local government must provide information of each new rate or minimum payment,
- Electors or rate payers are invited to make submissions in respect of the proposed rate or minimum payment. This submission period must be for a minimum of 21 days.

**COMMENT:**

Since 2008-09 Council's rate increases have been kept to a minimum and no increase was put in place for in 2011-12 or 2012-13, an increase was imposed in the 2014-2015 year. Benchmarks that many local governments use to assess the overall increase in the cost of providing municipal services is the Local Government Cost Index (LGCI) as developed by



WALGA and the CPI which includes all costs associated with that delivery of services that the CPI does not take into consideration such as isolation factors, freight charges, access issues and many more. However, currently the forecast LGCI from WALGA for 15/16 is about 2.9% while the Treasury forecast for Perth's CPI is around 2.5%.

The rate modelling for the financial year 2015-16 is proposed as follows:

AREA	VALUATION	2014-15 Budget	2015-16 Proposed	% change
Menzies Townsite	GRV	7.172c/\$	7.887c/\$	9%
Mining Sector	UV	13.99c/\$	14.410c/\$	3%
Kookynie Townsite	UV	2.485c/\$	2.685c/\$	7%
Pastoral	UV	2.485c/\$	2.585c/\$	6%
Minimum Payments	GRV/UV/Pastoral/other	\$200	\$300	33%
Minimums	UV Mining	\$225	\$300	33%

It is further proposed that UV- Mining be split into the following categories as listed below:

Mining Activity	Rate in the \$ (for 2015/16)
Prospecting Lease	13.999c/\$ (= 97% of 14.411c/\$) as 14/15
Exploration Lease	14.205c/\$ (= 98% of 14.411c/\$) 1.5% increase
Mining Lease - operational	14.411c/\$ (= 100% of 14.411c/\$) 3% increase

The differential rates for Unimproved Mining has been set taking into account the considerable impact of heavy traffic volumes from mining activities, however empirical evidence has shown that exploration, prospecting and operations, have a different level of impact on the Shire's road infrastructure, although, there remains the need to fund the maintenance and renewal of this vital community infrastructure while recognising the Shire's goal to encourage Mining in the District.

It is also proposed that 'vacant' UV & GRV assessments, be separated from other UV and GRV categories in order for the Shire to meet the compliance rules and raise its minimum rates to a consistent regional level of \$300 as:

Local Government Act 1995 Section 6.35

(5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.

(6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —

- (a) to land rated on gross rental value; and
- (b) to land rated on unimproved value; and
- (c) to each differential rating category where a differential general rate is imposed.

[Section 6.35 amended by No. 49 of 2004 s. 61.]

VALUATION	2014-15 Budget	2015-16 Proposed	MINIMUM
GRV	7.172c/\$	7.887c/\$	\$300
GRV Vacant	7.172c/\$	7.999c/\$	\$300
UV	2.485c/\$	2.685c/\$	\$300
UV Vacant	2.485c/\$	7.887c/\$	\$300

	\$2014-15 Budget	2014-15 \$ Actual to 28/2/15	\$ Budgeted for 2015-16
GRV	61,235	87,371	17,533
GRV Vacant	0	0	66,949
UV – Pastoral & Other	62,694	95,524	31,368
UV Other Vacant	0	0	37,498
UV – Mining Operational	2,556,778	2,695,301	1,971,878
UV – Mining Exploration	0	0	686,288
UV – Mining Prospecting	0	0	118,628
Total Rates	2,680,707	2,878,196	2,930,142
Less Write-offs	(100,000)	(32,636)	(100,000)
Net Total rates	2,580,707	2,845,560	2,830,142

In determining rate in the dollar charges the 2015-16 charges of neighbouring shires is also a factor. Some of these are listed below:

	GRV c/\$	GRV MIN	UV General	UV Min.	UV Mining	UV Min.
Coolgardie	9.36	580	4.69	580	17.89	365
Cue	9.44	310	7.49	310	26.83	310
Dundas	12.34	315	3.69	315	12.04	315
Laverton	9.2	260	6.7	260	13.38	260
Leonora	6.1	279	6.164	279	13.40	279
Mount Magnet	9.08	371	6.01	371	28.08	420
Sandstone	5.38	200	5.38	295	25.34	295
Meekatharra	11.57	350	3.74	275	18.54	275
Wiluna	11.30	293	6.7	293	13.40	293

<b>Mean Average</b>	<b>9.3078</b>	<b>\$329</b>	<b>5.62</b>	<b>\$331</b>	<b>18.77</b>	<b>\$312</b>
Menzies 2014-15	7.172	\$200	2.485	\$200	13.99	\$225
Menzies 2015-16	7.887	\$300	2.685	\$300	14.41	\$300
	-84.76%	-91.19%	-47.55%	-90.63%	-76.77%	-96.15%

The number of mining tenements has dropped slightly due to the economic down turn with some companies surrendering their tenements. Given the volatility in the mining sector, it is

difficult to predict what 2015-16 will bring so a provision for rate write-off has been set at \$100,000.

The Shire is continuing to raise rates by an amount to meet increased costs and predicted increases in inflation. In comparing the rating levels of neighbouring local governments, the Shire of Menzies' rates are still below the average for the region.

The final amount raised from rates may vary as a result of changes in valuations before rates are calculated but this is expected to be minimal.

Should Council Adopt the recommendation, the proposal will have to be advertised publicly for a period of 21 days (advising that a copy of the Objects and Reasons for the proposal is available) inviting submissions from the general public. Council must then consider any submissions received before making application to the Minister for approval.

**CONSULTATION:**

CEO, Councillors, UHY Paul Breman.

**STATUTORY ENVIRONMENT:**

*The Local Government Act 1995*

6.33. Differential general rates

- (1) *A local government may impose differential general rates according to any, or a combination, of the following characteristics—*
    - (a) *the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005;*
    - (b) *a purpose for which the land is held or used as determined by the local government;*
    - (c) *whether or not the land is vacant land; or*
    - (d) *any other characteristic or combination of characteristics prescribed.*
  - (2) *Regulations may—*
    - (a) *specify the characteristics under subsection (1) which a local government is to use; or*
    - (b) *limit the characteristics under subsection (1) which a local government is permitted to use.*
  - (3) *In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.*
  - (4) *If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.*
- 
- (1) *Before imposing any differential general rates or a minimum payment applying to a differential rate category under section 6.35(6)(c) a local government is to give local public notice of its intention to do so.*
  - (2) *A local government is required to ensure that a notice referred to in subsection (1) is published in sufficient time to allow compliance with the requirements specified in this section and section 6.2(1).*
  - (3) *A notice referred to in subsection (1) —*
    - (a) *may be published within the period of 2 months preceding the commencement of the financial year to which the proposed rates are to apply on the basis of the local government's estimate of the budget deficiency;*

- (b) *is to contain —*
  - (i) *details of each rate or minimum payment the local government intends to impose;*
  - (ii) *an invitation for submissions to be made by an elector or a ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days (or such longer period as is specified in the notice) of the notice; and*
  - (iii) *any further information in relation to the matters specified in subparagraphs (i) and (ii) which may be prescribed; and*
- (c) *is to advise electors and ratepayers of the time and place where a document describing the objects of, and reasons for, each proposed rate and minimum payment may be inspected.*
- (4) *The local government is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.*
- (5) *Where a local government —*
  - (a) *in an emergency, proposes to impose a supplementary general rate or specified area rate under section 6.32(3)(a); or*
  - (b) *proposes to modify the proposed rates or minimum payments after considering any submissions under subsection (4), it is not required to give local public notice of that proposed supplementary general rate, specified area rate, modified rate or minimum payment.*

**POLICY IMPLICATIONS:**

Council has no specific policy in relation to this matter

**FINANCIAL IMPLICATIONS:**

Financial management standards in relation to the delivery of Council services

**VOTING REQUIREMENTS:**

Simple Majority Decision required

**COMMITTEE RECOMMENDATION:**

**Moved: Cr Mazza**

**Seconded: Cr Tucker**

**That the Audit Committee Recommends that Council:**

- 1. Imposes differential rates in the 2015-16 financial year as follows:**

<b>AREA</b>	<b>VALUATION</b>	<b>2015-16</b>
Menzies Townsite	GRV	7.887 c/\$
Menzies Townsite	GRV - Vacant	7.999 c/\$
Kookynie Townsite	UV - Other	2.685 c/\$
Kookynie Townsite	UV - Other Vacant	7.887 c/\$
Pastoral	UV - Pastoral	2.585 c/\$
Mining Sector	UV - Mining Ops	14.411 c/\$
Mining Sector	UV - Mining Exploration	14.205 c/\$
Mining Sector	UV - Mining Prospecting	13.999 c/\$
Minimum Payments	GRV	\$300
Minimum Payments	GRV - vacant	\$300

<b>AREA</b>	<b>VALUATION</b>	<b>2015-16</b>
<b>Minimum Payments</b>	<b>UV - Other</b>	<b>\$300</b>
<b>Minimum Payments</b>	<b>UV - Other Vacant</b>	<b>\$300</b>
<b>Minimum Payments</b>	<b>UV - Pastoral</b>	<b>\$300</b>
<b>Minimum Payments</b>	<b>UV - Mining Ops</b>	<b>\$300</b>
<b>Minimum Payments</b>	<b>UV - Mining Exploration</b>	<b>\$265</b>
<b>Minimum Payments</b>	<b>UV - Mining Prospecting</b>	<b>\$235</b>

2. **Requests the Minister for Local Government to approve an application for the imposition of differential general rates in accordance with Section 6.33 (3) of the *Local Government Act 1995* and the imposition of \$300 minimum payments on vacant land under Section 6.35 (5) (6) of the *Local Government Act 1995*.**

***The meeting was adjourned at 9:47am.***

***The meeting resumed at 9:59am with all present.***

***Paul Breman, UHY Haines Norton joined the meeting at 10:00am by telephone.***

***Leanne Downie left the meeting at 10:05am and returned at 10:09am.***

**10:12am**

**CARRIED 4/0**

**9. NEXT MEETING**

The next Audit Committee Meeting will be held when requested by the Chairperson.

**10. CLOSURE OF MEETING**

There being no further business the Chairperson closed the meeting at 10:13am.

*GEOFF Dwyer* hereby certify that the Minutes of the Audit Committee Meeting held on 26 March 2015 are confirmed as a true and correct record, as per the Resolution of the Audit Committee Meeting held on *15<sup>th</sup> JUNE 2015*

Signed *[Signature]*

Dated: *15 / June* 2015