

Minutes



SPECIAL MEETING OF COUNCIL

MINUTES

1 SEPTEMBER 2020

TABLE OF CONTENTS

Item	Subject	Page No.
1.0	Meeting Opened.....	4
2.0	Leave of Absence.....	4
3.0	Declaration of any Material personal interests/conflicts of interest by councillors and senior council officers	4
4.0	Executive Office Reports	5
4.1	Extension of the Due Date and Discount Date for 2020-2021 - First Rates Levy.....	5
5.0	Meeting Closed.....	7

ATTENDANCE:

Councillors Present

- Cr Tanya Milligan (Mayor) (Chairperson)
- Cr Jason Cook (Deputy Mayor)
- Cr Brett Qualischefski
- Cr Janice Holstein
- Cr Chris Wilson
- Cr Michael Hagan
- Cr Rick Vela

Officers Present

- Ian Church, Chief Executive Officer
- Anna Hebron, Group Manager People & Business Performance
- Angelo Casagrande, Group Manager Infrastructure
- Jodi Marchant, Chief Financial Officer
- Jack Little, Grants Officer
- Erin Carkeet, Governance Officer

1.0 MEETING OPENED

The meeting commenced at 9:00am.

The Mayor, Cr Milligan as the Chairperson opened the meeting and welcomed all present.

2.0 LEAVE OF ABSENCE

No Leave Of Absence.

3.0 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY COUNCILLORS AND SENIOR COUNCIL OFFICERS

3.1 Declaration of Material Personal Interest on any Item of Business

Pursuant to section 175C of the *Local Government Act 2009*, a councillor or senior council officer who has a material personal interest in an issue to be considered at a meeting of a local government, or any of its committees must:

- (a) inform the meeting of the material personal interest in the matter, including the following particulars about the interest –
 - i. the name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting
 - ii. how the person or other entity stands to gain the benefit or suffer the loss
 - iii. if the person or other entity who stands to gain the benefit or suffer the loss if the person or other entity is not the councillor or senior council officer—the nature of the relationship to the person or entity; and
- (b) leave the meeting room, including any area set aside for the public, and stay out of the meeting room while the matter is being discussed and voted on.

3.2 Declaration of Conflict of Interest on any Item of Business

Pursuant to section 175E of the *Local Government Act 2009*, a councillor or senior council officer who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government or any of its committees must inform the meeting about the personal interest in the matter, including the following particulars about the interests:

- a) the nature of the interests
- b) if the personal interests arise because of the relationship with, or receipt of a gift from, another person:
 - i. the name of the other person; and
 - ii. the nature of the relationship or value and date of receipt of the gift; and
 - iii. the nature of the other person's interests in the matter.
- c) how the councillor or senior council officer intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

No declarations were made by Councillors or senior officers at this time.

4.0 EXECUTIVE OFFICE REPORTS

4.1 Extension of the Due Date and Discount Date for 2020-2021 - First Rates Levy

Date: 26 August 2020

Author: Kirsty Johnson, Coordinator Revenue Services; Jodi Marchant, Chief Financial Officer

Responsible Officer: Ian Church, Chief Executive Officer

Purpose:

The purpose of this report is to seek Council's approval to extend the discount date and the due date for payment of the first levy of the 2020-2021 financial year rates due to a delay in property owners receiving their rates notices due to interruptions in mail processing times related to COVID-19.

Officer's Recommendation:

THAT under Section 130(7) and (8) of the Local Government Regulation 2012, Council changes the discount date and the due date for payment for the current rating period to 25 September 2020.

RESOLUTION

THAT under Section 130(7) and (8) of the *Local Government Regulation 2012*, Council change the discount date and the due date for payment for the current rating period to 25 September 2020.

Moved By: Cr Wilson

Seconded By:

Cr Holstein

Resolution Number: 20-24/0132

CARRIED

7/0

Executive Summary

The rate notices for the first levy of the 2020-2021 financial year were issued on 12 August with a due date of 11 September. The majority of rate notices were received during the week beginning 24 August, leaving only a two-week period until the due date.

To provide adequate time for rate payers to take advantage of the discount period and to save on administrative costs provided to assist rate payers regarding the extension of payment due date and allowing discount, it is recommended that Council for the first rates levy of the 2020-21 financial year amend the discount date and due date to 25 September 2020. The amended date will apply to all property owners.

Finance and Resource Implications

Extension of the rates discount by two weeks will see a short delay in the projected cash inflows from the rate levy. This will be a minimal impact and can be safely managed in consideration of Council's current and projected cash balances.

Corporate Plan

Corporate Plan Theme

Lockyer Leadership and Council

Outcome

- 5.2 Excellent in customer service to our community
- 5.7 Compliance with relevant legislation

Consultation

Internal Consultation

Councillors were consulted throughout the rate levy process.

External Consultation

Due to the internal administrative nature of this report, there has been no external consultation.

Community Engagement

Due to the internal administrative nature of this report, there has been no community engagement.

Proposal

Overview

Section 130 of the *Local Government Regulation 2012* deals with the discount for prompt payment of rates and charges. While the original discount date was set as part of the budget adoption resolutions, under Section 130(7) Council may by resolution change the discount period to end on a later day. If Council does this, then under Section 130(8) Council must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.

The rate notices for the first levy of the 2020-2021 financial year were issued on 12 August 2020 with a due date of 11 September 2020. The majority of rate notices were received by property owners during the week beginning 24 August 2020, leaving only a two-week period until the due date. Council's printing company has confirmed that rate notices were lodged with Australia Post on 12 August 2020. However, due to the current COVID-19 pandemic there has been a delay in postal deliveries Australia wide and this has caused the delay of the delivery of the rate notices.

To provide adequate time for rate payers to take advantage of the discount period and to save on administrative costs provided to assist rate payers regarding the extension of payment due date and allowing discount, it is recommended that Council for the first rates levy of the 2020-21 financial year amend the discount date and due date to 25 September 2020. The amended date will apply to all property owners.

Legal Implications

In accordance with Section 130 (7) of the *Local Government Regulation 2012* Council is required to pass a resolution to change the discount period to end on a later day.

Policy Implications

Section 130 of the *Local Government Regulation 2012* deals with the discount for prompt payment of rates and charges. While the original discount date was set as part of the budget adoption resolutions, under Section 130(7) Council may by resolution change the discount period to end on a later day. If Council does this, then under Section 130(8) Council must also, by resolution, change the due date for payment to a later day that is no earlier than the new discount day.

Risk Considerations

Key Corporate Risk Code and Category: FE12

Key Corporate Risk Descriptor: Finance and Economic
Decision making governance, due diligence, accountability and sustainability.

Previous Council Resolutions

There are no previous Council Resolutions on this matter.

Related Documentation

There is no related documentation.

Critical Dates

Rate discount due date 11 September 2020.

Implementation

Communicate the due date with the community, utilising local media, Council's website and social media advertisements.

Attachments

There are no attachments for this report.

5.0 MEETING CLOSED

There being no further business, the meeting closed at 9:07am