

## MINUTES FEBRUARY 2015

### 1. **DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS**

The Chair Person, the Shire President, Cr Crosby, declared the meeting opened at 4.53pm.

### 2. **RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE**

#### **Members**

|               |                 |
|---------------|-----------------|
| Cr C Crosby   | Shire President |
| Cr M Stephens | Member          |
| Cr M Tuffley  | Member          |
| Cr G Browne   | Member          |
| Cr G Collins  | Member          |
| Cr A Smith    | Member          |
| Cr R Jury     | Member          |
| Cr B Altham   | Member          |

#### **Staff**

|            |                                |
|------------|--------------------------------|
| JP Bentley | Chief Executive Officer        |
| M Bamess   | Deputy Chief Executive Officer |
| DW Long    | Works Manager                  |

#### **Members of the Public**

#### **Apologies**

#### **Members on Leave of Absence**

### 3. **DECLARATION OF INTERESTS:**

- **Financial Interest**  
Nil
- **Members Impartiality Interest**  
Nil
- **Proximity Interest**  
Nil

### 4. **PUBLIC QUESTION TIME:**

Nil

### 5. **APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE:**

### 6. **CONFIRMATION and RECEIVING OF MINUTES/BUSINESS ARISING:**

#### **6.1 Ordinary Meeting of Council held on Wednesday 16 December 2014**

That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 16 December, 2014 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.

|   |
|---|
| <b>4407 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr G Browne / Cr R Jury**

**That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 16 December 2014 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.**

**CARRIED 8/0  
By Simple Majority**

- 7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION:**
  
- 8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS:**
  
- 9. OFFICERS REPORTS:**

**9.1.1 MONTHLY FINANCIAL REPORTS TO 31 DECEMBER 2014**

|                           |   |
|---------------------------|---|
| <b>DATE:</b>              | 13th January, 2015                              |
| <b>SUBJECT:</b>           | Monthly Financial Reports to 31 December, 2014  |
| <b>PROPONENT:</b>         | N/A   |
| <b>LOCATION:</b>          | Whole of the Shire                              |
| <b>AUTHOR:</b>            | Michelle Bamess –Deputy Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Michelle Bamess –Deputy Chief Executive Officer |
| <b>FILE NO:</b>           | FIN30.20  |
| <b>ASSESSMENT NO:</b>     | N/A   |

**PURPOSE**

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

**BACKGROUND**

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

**STATUTORY IMPLICATIONS**

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

**POLICY IMPLICATIONS**

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council's accounting concepts and reporting guidelines.

To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council's financial position.

**FINANCIAL IMPLICATIONS**

Ongoing management of Council funds

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan.

**COMMENT**

The Monthly Financial Reports as presented indicate that Council continues to be in a sound financial position.

**ATTACHMENTS**

- Monthly Financial Reports to 31 December, 2014 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 31 December, 2014)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That the following Monthly Financial Reports be received by Council:

- Monthly Financial Reports to 31 December, 2014

|   |
|---|
| <b>4408 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr M Tuffley / Cr R Jury**

**That the following Monthly Financial Reports be received by Council:**

- **Monthly Financial Reports to 31 December, 2014**

**CARRIED 8/0  
By Simple Majority**

**9.1.2 SCHEDULE OF ACCOUNTS PAID TO 31 DECEMBER 2014**

|                           |  |
|---------------------------|--|
| <b>DATE:</b>              | 13 <sup>th</sup> January, 2015                   |
| <b>SUBJECT:</b>           | Schedule of Accounts Paid                        |
| <b>PROONENT:</b>          | N/A  |
| <b>LOCATION:</b>          | Whole of the Shire                               |
| <b>AUTHOR:</b>            | Michelle Bamess – Deputy Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Michelle Bamess – Deputy Chief Executive Officer |
| <b>FILE NO:</b>           | N/A  |
| <b>ASSESSMENT NO:</b>     | N/A  |

**FUND VOUCHERS AMOUNT**

|                   |              |
|-------------------|--------------|
| Municipal Fund    | \$397,740.53 |
| Trust Fund        | \$237.82     |
| Direct Debits     | \$121,532.25 |
| Spoiled Cheques   |              |
| Cancelled Cheques |              |

**ATTACHMENTS**

Schedule of Accounts submitted 18<sup>th</sup> February 2015.

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

|                |                            |
|----------------|----------------------------|
| Municipal Fund | \$397,740.53               |
| Trust Fund     | \$237.82                   |
| Direct Debits  | \$121,532.25               |
| <b>TOTAL</b>   | <b><u>\$519,510.60</u></b> |

|   |
|---|
| <b>4409 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr M Stephens / Cr G Browne**

**That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:**

|                       |                            |
|-----------------------|----------------------------|
| <b>Municipal Fund</b> | <b>\$397,740.53</b>        |
| <b>Trust Fund</b>     | <b>\$237.82</b>            |
| <b>Direct Debits</b>  | <b>\$121,532.25</b>        |
| <b>TOTAL</b>          | <b><u>\$519,510.60</u></b> |

**CARRIED 8/0  
By Simple Majority**

### 9.1.3 MONTHLY FINANCIAL REPORTS TO 31 JANUARY 2015

|                           |   |
|---------------------------|---|
| <b>DATE:</b>              | 9 <sup>th</sup> February, 2015                  |
| <b>SUBJECT:</b>           | Monthly Financial Reports to 31 January 2015    |
| <b>PROPONENT:</b>         | N/A   |
| <b>LOCATION:</b>          | Whole of the Shire                              |
| <b>AUTHOR:</b>            | Michelle Bamess –Deputy Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Michelle Bamess –Deputy Chief Executive Officer |
| <b>FILE NO:</b>           | FIN30.20  |
| <b>ASSESSMENT NO:</b>     | N/A   |

#### **PURPOSE**

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

#### **BACKGROUND**

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

#### **STATUTORY IMPLICATIONS**

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

#### **POLICY IMPLICATIONS**

Policy 4.1 Accounting Policies

Objective: To provide the basis for Council's accounting concepts and reporting guidelines.  
To maintain accounting reporting procedures which comply with Statutory Requirements and to demonstrate Council's financial position.

**FINANCIAL IMPLICATIONS**

Ongoing management of Council funds

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan.

**COMMENT**

The Monthly Financial Reports as presented indicate that Council continues to be in a sound financial position.

**ATTACHMENTS**

- Monthly Financial Reports to 31 January, 2015 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 31 January, 2015)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That the following Monthly Financial Reports be received by Council:

- Monthly Financial Reports to 31 January, 2014

**4410 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr M Tuffley / Cr G Collins**

**That the following Monthly Financial Reports be received by Council:**

- **Monthly Financial Reports to 31 January, 2014**

**CARRIED 8/0  
By Simple Majority**

**9.1.4 SCHEDULE OF ACCOUNTS PAID TO 31 JANUARY 2015**

|                           |  |
|---------------------------|--|
| <b>DATE:</b>              | 9 <sup>th</sup> February, 2015                   |
| <b>SUBJECT:</b>           | Schedule of Accounts Paid                        |
| <b>PROPONENT:</b>         | N/A  |
| <b>LOCATION:</b>          | Whole of the Shire                               |
| <b>AUTHOR:</b>            | Michelle Bamess – Deputy Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Michelle Bamess – Deputy Chief Executive Officer |
| <b>FILE NO:</b>           | N/A  |
| <b>ASSESSMENT NO:</b>     | N/A  |

**FUND VOUCHERS AMOUNT**

|                |              |
|----------------|--------------|
| Municipal Fund | \$149,183.48 |
| Trust Fund     | \$0.00       |
| Direct Debits  | \$111,359.16 |

Spoiled Cheques  
Cancelled Cheques

### **ATTACHMENTS**

Schedule of Accounts submitted 18<sup>th</sup> February 2015.

### **VOTING REQUIREMENT**

Simple Majority

### **RECOMMENDATION**

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

|                |                            |
|----------------|----------------------------|
| Municipal Fund | \$149,183.48               |
| Trust Fund     | \$0.00                     |
| Direct Debits  | \$111,359.16               |
| <b>TOTAL</b>   | <b><u>\$260,542.64</u></b> |

|   |
|---|
| <b>4411 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr G Browne / Cr A Smith**

**That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:**

|                |                            |
|----------------|----------------------------|
| Municipal Fund | \$149,183.48               |
| Trust Fund     | \$0.00                     |
| Direct Debits  | \$111,359.16               |
| <b>TOTAL</b>   | <b><u>\$260,542.64</u></b> |

**CARRIED 8/0  
By Simple Majority**

### **9.1.5 ANNUAL ELECTORS MEETING**

|                           |   |
|---------------------------|---|
| <b>DATE:</b>              | 10 <sup>th</sup> February 2015          |
| <b>PROPONENT:</b>         | Peter Bentley – Chief Executive Officer |
| <b>LOCATION:</b>          | Whole of Shire                          |
| <b>SUBJECT:</b>           | Annual Electors Meeting                 |
| <b>AUTHOR:</b>            | Peter Bentley – Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Peter Bentley – Chief Executive Officer |
| <b>FILE NO:</b>           | COU30.5                                 |
| <b>ASSESSMENT NO:</b>     |   |

### **PURPOSE**

Receive the minutes of the Annual Electors Meeting.

### **BACKGROUND**

The Council is required to hold an annual electors meeting to consider various reports and the audited financial reports. As per Councils December meeting directive the Electors meeting was held on Monday 9<sup>th</sup> February and a copy of the minutes of that meeting is enclosed.

**STATUTORY IMPLICATIONS**

Local Government Act (1995)

**POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan

**COMMENT**

The council must receive the minutes of the meeting and consider any recommendations that were made by motion. There were no recommendations or adverse comment coming from the meeting.

**ATTACHMENTS**

Minutes – Electors Meeting held 9 February 2015

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That the Council:**

**Receive the minutes of the Annual Electors Meeting held 9 February 2015 and discuss any recommendations arising from that meeting.**

**4412 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr R Jury / Cr A Smith**

**That the Council:**

**Receive the minutes of the Annual Electors Meeting held 9 February 2015 and discuss any recommendations arising from that meeting.**

**CARRIED 8/0  
By Simple Majority**



### 9.1.6 TENDER FOR BANKING INSTITUTIONS

|                           |  |
|---------------------------|--|
| <b>DATE:</b>              | 9 <sup>th</sup> February, 2015                   |
| <b>SUBJECT:</b>           | Tender for Banking Institutions                  |
| <b>PROPONENT:</b>         | N/A  |
| <b>LOCATION:</b>          | Whole of the Shire                               |
| <b>AUTHOR:</b>            | Michelle Bamess – Deputy Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Peter Bentley – Chief Executive Officer          |
| <b>FILE NO:</b>           | N/A  |
| <b>ASSESSMENT NO:</b>     | N/A  |

#### **PURPOSE**

Council to consider tendering for banking services from other banking institutions due to unsatisfactory customer service received by the Shire's current financial institution, the Commonwealth Bank of Australia.

#### **BACKGROUND**

The Shire of Kent currently utilises the Commonwealth Bank for all of its banking requirements. Access to the CBA internet banking is done via a program called NetBank which provides access to bank statements and provides for payments to be made through Commbiz. There are three authorisations, Shire President, CEO and DCEO with any two of the three required to authorise all payments and transactions. The depositing of cash and cheques is made by administration staff on a fortnightly basis at the Commonwealth Bank's Katanning branch.

There have been a number of instances in recent months which have necessitated calls to the CBA Helpdesk which, after a lengthy wait time on hold (up to 35minutes), have not always resulted in a satisfactory experience.

1. There have been two instances within a two month period where staff at the Katanning branch debited the bank account of someone else in error when processing a cash cheque and on both occasions the Shire was contacted days later and asked to provide the CBA with letter of authorisation for the amount of the cheque to be deducted from our account.
2. There have been instances of the NetBank program closing itself down while payments are being processed, resulting in the need to login in again and re-enter information. The latest instance of this occurred on 23rd December 2014 December when a Payroll file was being entered, the screen closed itself and as the file could not be located after logging in again it was thought that this file had not successfully transferred. The file was re-entered a second time and was successfully authorised and processed.

The following day when a number of Creditor transactions were entered into the online banking for payment the original Payroll file appeared in list of payments and was inadvertently authorised. The second authorisation should have been able to cancel this payment, but as this co-authorisation was commenced once again the screen 'disappeared'. Once re-connected all payments appeared as Processed, even though they had not been co-authorised.

The Commbiz Helpdesk was contacted immediately to have this transaction cancelled and after a wait of more than 30 minutes before being connected to a Customer Support Officer (CSO) to request that this payment be cancelled, the CSO advised that this was not possible as they were about to close for the day and were

therefore unable to cancel any payments made until the following day. Each transaction cancelled would attract a fee of \$27.50, there were 27 transactions that made up the Payroll. After explaining that the payments should not have been processed in the first instance as they were not correctly authorised, the CSO advised that they had not had any previous reports of this nature and as far as they were aware there were no known issues with online payment processing, so there was nothing that they could do. It was advised that the best way to resolve this matter was to contact each of the recipients to ask them to return the funds to our account.

3. The funds transfer for our Term Deposit Accounts, used for our Reserve Accounts, has in the past been completed over the phone or by email, but at the request of CBA to conduct future transfers online, the appropriate authorisation forms were completed and forwarded for processing and setting up our login. No response was received to advise that the online service was available after lodgement of the forms so phone calls were continued to be made to facilitate transfer of funds when required. It wasn't until a chance meeting with the CBA Corporate Financial Services Officer at the LGMA Conference in October 2014 that it was discovered that setup for transfers had been completed some time earlier and that we had not been advised.
4. There have been instances when the Netbank tokens required by the Shire President, CEO and DCEO to authorise transactions have not been able to be used to process payments. To enable authorisation of transactions these tokens provide the user with a reference number that changes with each login. When processing of payments (including Payroll) were not successful calls to the Support Desk confirmed that the tokens had actually expired and it would take at least four working days before new ones would be received. No notification to advise when these tokens were due to expire was ever received from CBA, nor was any notification provided closer to the actual expiry of the tokens. The expiration of the tokens were only discovered when authorisations were required and then were unable to be used to complete processing of payments. This has occurred with all three authorisers.

#### **STATUTORY IMPLICATIONS**

Local Government Act (1995)

#### **POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan.

#### **COMMENT**

While there are no requirements in the Act regarding banking institutions, it is considered best practice for Council to regularly review banking services. As the Commonwealth Bank has been the sole provider for financial and banking services for many years, and in view of the current dissatisfaction with the level of customer service provided, Council is requested to consider tendering for banking services to ensure that we are using the appropriate banking products for our needs.

#### **ATTACHMENTS**

Nil

#### **VOTING REQUIREMENT**

Absolute Majority

### **RECOMMENDATION**

**That the Council:**

**Invite Tenders from financial institutions for the provision of banking services to ensure that we are using the appropriate banking products for our needs.**

|   |
|---|
| <b>4413 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr M Stephens / Cr M Tuffley**

**That the Council:**

**Invite Tenders from financial institutions for the provision of banking services to ensure that we are using the appropriate banking products for our needs.**

**CARRIED 8/0  
By Simple Majority**

#### **9.1.7 CLOSURE OF UNMADE ROAD RESERVE BETWEEN RESERVES 10188 & 21162**

|                           |   |
|---------------------------|---|
| <b>DATE:</b>              | 10 <sup>th</sup> February 2015          |
| <b>PROPONENT:</b>         | Department of Parks & Wildlife          |
| <b>LOCATION:</b>          | Pingrup                                 |
| <b>SUBJECT:</b>           | Closure of unmade road reserve          |
| <b>AUTHOR:</b>            | Peter Bentley – Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Peter Bentley – Chief Executive Officer |
| <b>FILE NO:</b>           | Gov65.5                                 |
| <b>ASSESSMENT NO:</b>     |   |

#### **PURPOSE**

Consider a request from the Department of Parks & Wildlife (DPAW) to close the unmade road reserve between Fence Road and McLaren Road.

#### **BACKGROUND**

In 2010 the Council agreed to relinquish control of Reserves 10188, 14417 and 21162 to DPAW for the purposes of creating a nature reserve. The reserves are on the corner of Fence Road and McLaren Road and had an unused dam within them which had little use anymore.

The Department of Lands had suggested to DPAW that the road reserve also be closed however this was never put to the Council for consideration. DPAW have now requested Councils support to do so.

#### **STATUTORY IMPLICATIONS**

Local Government Act (1995)

**POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan

**COMMENT**

It is highly unlikely that this road reserve would ever be of use to the Shire of Kent and it would be my advice to the Council that it should be closed.

**ATTACHMENTS**

Copies of letters DPAW and Shire of Kent

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That the Council:**

**The Council support the proposal to close the un-named road reserve between Reserves 10188, and 21162.**

**4414 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr M Stephens / Cr G Collins**

**That the Council:**

**The Council support the proposal to close the un-named road reserve between Reserves 10188, and 21162.**

**CARRIED 8/0  
By Simple Majority**

**9.1.8 PLANNING APPROVAL – OCCASIONAL DAYCARE**

|                           |   |
|---------------------------|---|
| <b>DATE:</b>              | 10 <sup>th</sup> February 2015          |
| <b>PROPONENT:</b>         | Gnowangerup Family Support Assn Inc     |
| <b>LOCATION:</b>          | Nyabing CWA Hall                        |
| <b>SUBJECT:</b>           | Approval to operate occasional daycare  |
| <b>AUTHOR:</b>            | Peter Bentley – Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Peter Bentley – Chief Executive Officer |
| <b>FILE NO:</b>           |   |
| <b>ASSESSMENT NO:</b>     |   |

**PURPOSE**

Consideration for approval to conduct an occasional long daycare service at the Nyabing CWA Hall in Richmond Street.

**BACKGROUND**

The Gnowangerup Family Support Association Inc has written to the council seeking approval to conduct an occasional long day-care service at the Nyabing CWA Hall in Richmond Street Nyabing.

Currently the playgroup operates from the CWA hall weekly on a Thursday morning from 9.00am until 11.00am and the day-care service will operate in addition to this usage and independently of the playgroup.

**STATUTORY IMPLICATIONS**

Local Government Act (1995)  
Planning & Development Act

**POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan

**COMMENT**

The service will be for a full day per week and will be managed by the association. There are other processes and approvals that the association must undertake and obtain before the service can proceed. This item is seeking planning approval from the council as part of the overall process. The service has significant support from the young mothers of the Shire

**ATTACHMENTS**

Letters – Gnowangerup Family Support Association Inc

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That the Council:**

**Grant planning approval for the Gnowangerup Family Support Association to provide occasional long day care at the Nyabing CWA Hall conditional upon the Association acquiring all relevant approvals and licences.**

|   |
|---|
| <b>4415 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr R Jury / Cr G Collins**

**That the Council:**

**Grant planning approval for the Gnowangerup Family Support Association to provide occasional long day care at the Nyabing CWA Hall conditional upon the Association acquiring all relevant approvals and licences.**

**CARRIED 8/0  
By Simple Majority**

**9.1.9 TRANTER ROAD/TRAWTER ROAD.**

|                           |   |
|---------------------------|---|
| <b>DATE:</b>              | 10 <sup>th</sup> February 2015                    |
| <b>PROPONENT:</b>         | Shire of Kent                                     |
| <b>LOCATION:</b>          | Pingrup   |
| <b>SUBJECT:</b>           | Incorrect naming on State mapping of Tranter Road |
| <b>AUTHOR:</b>            | Peter Bentley – Chief Executive Officer           |
| <b>REPORTING OFFICER:</b> | Peter Bentley – Chief Executive Officer           |
| <b>FILE NO:</b>           |   |
| <b>ASSESSMENT NO:</b>     |   |

**PURPOSE**

Consider instigate a name change process to change the name of Trawter Road within state and federal records to Tranter Road.

**BACKGROUND**

In 1974 the Minister for Lands & Surveys wrote to the Council advising that a full investigation of Councils Road System had been undertaken by the Nomenclature Advisory Committee and that the details were set out on Miscellaneous Plan no 697.

On that plan what we know as Tranter Road now was listed as Trawter Road. The Council of the day did not register any issues with the name Trawter Road in 1974.

I am seeking any knowledge or feedback from Councillors prior to effecting a request to change the name of the road to Tranter Road.

**STATUTORY IMPLICATIONS**

Local Government Act (1995)

**POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan

**COMMENT**

I have made some initial enquiries in relation to Tranter Road I have anecdotal evidence that the correct name for the road is Tranter Road, named after landholders at that time from possibly as far back as the 1930's

**ATTACHMENTS**

Copies of documents regarding the name of the road.

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That the Council:**

**Undertake the process of having the name of Tranter Road as per Council records confirmed for the road currently showing up on state and federal records as Trawter Road.**

**4416 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr G Browne / Cr M Stephens**

**That the Council:**

**Undertake the process of having the name of Tranter Road as per Council records confirmed for the road currently showing up on state and federal records as Trawter Road and also Nagel Road if required.**

**CARRIED 8/0  
By Simple Majority**

10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

|                                  |
|----------------------------------|
| <b>4417 - COUNCIL RESOLUTION</b> |
|----------------------------------|

MOVED Cr R Jury / Cr B Altham

That the council:

Consider the new business of urgent nature as presented.

**CARRIED 8/0**  
**By Simple Majority**

**11.1.1 REQUEST FOR FINANCIAL ASSISTANCE – NYABING PRIMARY SCHOOL CENTENARY 2015**

|                           |  |
|---------------------------|--|
| <b>DATE:</b>              | 18 <sup>th</sup> February 2015   |
| <b>PROPONENT:</b>         | Nyabing Primary School   |
| <b>LOCATION:</b>          | Nyabing  |
| <b>SUBJECT:</b>           | Request for financial assistance for 2015 Nyabing Primary School Centenary |
| <b>AUTHOR:</b>            | Michelle Bamess – Deputy Chief Executive Officer                           |
| <b>REPORTING OFFICER:</b> | Peter Bentley – Chief Executive Officer                                    |
| <b>FILE NO:</b>           |  |
| <b>ASSESSMENT NO:</b>     |  |

**PURPOSE**

Council to consider a request from Nyabing Primary School for financial assistance for 2015 Centenary.

**BACKGROUND**

A letter has been received from Nyabing Primary School requesting financial assistance for it's Centenary which will be held on 19<sup>th</sup> September 2015.

The letter also advises that the Nyabing Primary School and the P & C Association will also be contributing funds to this event. Costs include entertainment, stationery, advertising, memorial plaque etc. A grant of \$500 has also been received to assist in covering costs.

**STATUTORY IMPLICATIONS**

Local Government Act (1995)

**POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

**FINANCIAL IMPLICATIONS**

Council has made provision for P & C's in the 2014-15 Budget for \$1,500. To date only \$750 has been paid to Nyabing P & C upon receipt of a Tax Invoice for Interm Swimming Lessons. No request for financial assistance has been received by Pingrup P & C in the 2014-15 financial year.



**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan

**COMMENT**

Council to consider providing financial assistance to Nyabing Primary School for the 2015 Centenary.

**ATTACHMENTS**

Letter – Nyabing Primary School

**VOTING REQUIREMENT**

Absolute Majority

**RECOMMENDATION**

**That the Council:**

**Make provision in the 2015-16 Budget for a donation of \$1,000.00 to Nyabing Primary School for its 2015 Centenary.**

|   |
|---|
| <b>4418 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr M Tuffley / Cr G Collins**

**That the Council:**

**Make provision in the 2015-16 Budget for a donation of \$1,000.00 to Nyabing Primary School for its 2015 Centenary.**

**CARRIED 8/0  
By Absolute Majority**

**11.1.2 ADSL – NYABING TOWNSITE.**

|                           |   |
|---------------------------|---|
| <b>DATE:</b>              | 7 <sup>th</sup> October 2014            |
| <b>PROPONENT:</b>         | Telstra                                 |
| <b>LOCATION:</b>          | Nyabing and surrounds                   |
| <b>SUBJECT:</b>           | ADSL for townsite                       |
| <b>AUTHOR:</b>            | Peter Bentley – Chief Executive Officer |
| <b>REPORTING OFFICER:</b> | Peter Bentley – Chief Executive Officer |
| <b>FILE NO:</b>           |   |
| <b>ASSESSMENT NO:</b>     |   |

**PURPOSE**

For Council to consider approving a contribution to Telstra to enable ADSL at the Nyabing Telephone Exchange.

**BACKGROUND**

As Councillors would be aware the Shire of Kent has battled for many years to acquire reasonably fast internet in Nyabing to improve services and business productivity in the town. The Council received a quote from Telstra three years ago of \$80,000 to enable ADSL in Nyabing however there was a further cost of nearly \$150,000 to upgrade the exchange to be able to cater for the change. Council has budgeted at different times to undertake the project but not the exchange upgrade. The project has remained in the Forward Capital Works Plan for the last three years.

### **STATUTORY IMPLICATIONS**

Local Government Act (1995)

### **POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

### **FINANCIAL IMPLICATIONS**

Expenditure currently unbudgeted

### **STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan

### **COMMENT**

From the Shires perspective, we have struggled with a Dial-up connection for our Dept of Transport (DOT) services which costs us around \$15,000 plus (wages) in wasted operator time and significant customer frustration because of the super slow nature of Dial-up. In addition the normal internet service (satellite) was far too slow during peak times to provide an adequate response time for normal internet access (any wireless is not allowed for DOT transactions). We converted to NextG for normal access some 12 months ago and while this has provided some improvement the base station is some 10kms from town and suffers from the significant transmission overhead in getting a signal to the townsite and once again at peak times can be very slow.

Even with NextG we are accruing extra costs from our IT consultants because the background speeds for them is equivalent of dial-up. Recently we have been looking at a phone system between our two sites in Nyabing however without ADSL we will either need to buy 2 systems or put together a radio network to make the systems operate in tandem. At the moment Council is paying at three sites for Satellite, \$90.00 and \$80.00 per month, Next G at 2 sites a total of \$250.00 per month for a download limit of less than 100GB. With ADSL this would reduce to a total of \$150.00 per month in total for a total of 600gb in download with speeds of 3mb or better.

From a business perspective the businesses in town struggle from the same issues that we do – slow internet services, problems with IT Consultants accessing via remote connections and the flaky nature of Satellite and NextG. All are expensive for the service provided.

I have kept in contact with a Telstra insider and he has informed me that the Nyabing Town Tower has been approved as the first tower off the rank in the latest R 4 R funded communications upgrades. As part of the upgrade the exchange will need to be upgraded to the standard that will allow ADSL to be enabled within a 4.5 km radius of the exchange.

The GSDC may be able to assist with some funding toward this project and I understand that the timing of my request to them may well not be the best but as the Council has fought long and hard to secure this service and is prepared to do whatever it can to make it a reality I have made the approach for assistance. This project would be out of budget and could form part of the budget review or Council could resolve to borrow to facilitate the project.

Either way there would be significant benefit to the business community, the surrounding farms within 4.5kms and the council's depot and administration operations.

A copy of a quote from Telstra is attached with regard to the enabling of ADSL.

**ATTACHMENTS**

Email – Ron Vander Sluys - Telstra

**VOTING REQUIREMENT**

Absolute Majority

**RECOMMENDATION**

**That the Council:**

**As part of the 2015 Budget Review formulate a methodology to acquire ADSL for the Nyabing Townsite, advise Telstra that it is prepared to make the required contribution and continue to pursue funding to assist with the project through the GSDC.**

**4419 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr M Stephens / Cr M Tuffley**

**That the Council:**

**As part of the 2015 Budget Review formulate a methodology to acquire ADSL for the Nyabing Townsite, advise Telstra that it is prepared to make the required contribution and continue to pursue funding to assist with the project through the GSDC.**

**CARRIED 8/0  
By Simple Majority**

**12. INFORMATION BULLETIN**

**4420 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr G Browne / Cr M Tuffley**

**That the Information Bulletin be received by Council.**

**CARRIED 8/0  
By Simple Majority**

**13. MATTERS BEHIND CLOSED DOORS**

That the meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2)

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial Contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.

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|---|
| <b>4421 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
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**MOVED Cr M Tuffley / Cr R Jury**

**That Council closes the meeting to the public to consider matters of a confidential nature behind closed doors.**

**CARRIED 8/0**

**13.1 CONFIDENTIAL: GARY MATHEWSON SALARY REVIEW**

|   |   |
|---|---|
| <b>DATE:</b><br><b>PROPONENT:</b><br><b>LOCATION:</b><br><b>SUBJECT:</b><br><b>AUTHOR:</b><br><b>REPORTING OFFICER:</b><br><b>FILE NO:</b><br><b>ASSESSMENT NO:</b> | 10 <sup>th</sup> February 2015<br>Peter Bentley – Chief Executive Officer<br>Pingrup<br>Confidential Salary Review<br>Peter Bentley – Chief Executive Officer<br>Peter Bentley – Chief Executive Officer<br>Personnel |
|---|---|

**PURPOSE**

Consider a request from Gary Mathewson to increase his salary by \$5,000 per annum in recognition of the extra skills and flexibility that he has brought to the Councils Works Crew.

**BACKGROUND**

Gary recommenced working with the Shire of Kent in March 2013 and soon after was required to take on the role of Leading Hand due to some issues within the crew. Gary has held that position for most of his time with us and has been a great contributor in assisting the Works Manager in supervising the crew but also with his knowledge and skills.

Gary has been able to relieve some of the pressure on the Works Manager with his ability to train our staff and he has become a very valuable member of our team.

**STATUTORY IMPLICATIONS**

Local Government Act (1995)

**POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

This matter is not dealt with in the Shire of Kent Community Strategic Plan

**COMMENT**

Gary is seeking an increase of \$5,000 per year to recognise his contribution to the Shire of Kent which is significantly greater than the previous incumbents in the position. Gary is currently paid just over \$28.00 per hour and received an allowance of \$150 per fortnight as a leading hand allowance as provided for within the Shire of Kent Enterprise Bargaining Agreement.

The increase that Gary has requested is a little over \$2.15 per hour.

While the increase is reasonably substantial it would not be out of line for an officer who brings the skills and knowledge that Gary does to the table. I believe that while Gary is reasonably settled in Nyabing where he owns his own house this increased salary would be a way of securing his services for a longer term and I believe that Gary will be a readymade replacement for the Works Manager Dave Long should he decide to leave as we get nearer to the end of his contract term.

Gary has been a willing addition to our crew and I have great confidence that he will repay any investment that the Council chooses to make in him.

**ATTACHMENTS**

Letter – Gary Mathewson

**VOTING REQUIREMENT**

Absolute Majority

**RECOMMENDATION**

**That the Council:**

**The Council agree to increase the salary component of Mr Gary Mathewson's employment contract with the Shire of Kent by \$5,000.00 from the commencement of the first full pay period in March.**

|   |
|---|
| <b>4422 - COUNCIL RESOLUTION (Officer Recommendation)</b> |
|---|

**MOVED Cr M Tuffley / Cr B Altham**

**That the Council:**

**The Council agree to increase the salary component of Mr Gary Mathewson's employment contract with the Shire of Kent by \$5,000.00 from the commencement of the first full pay period in March.**

**CARRIED 7 / 1  
By Absolute Majority**

**4423 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr R Jury / Cr M Stephens**

**That Council:**

**Re-open the meeting to the general public**

**CARRIED 8/0**

**14. MEETING CLOSURE**

There being no further business the Shire President Cr Cathy Crosby, closed the meeting at 5.52pm.