

## OCTOBER 2016 MINUTES

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

The Chair Person, Shire President Cr Megan Tuffley, declared the meeting opened at 5.15pm.

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

#### Members

Cr M Tuffley	Member
Cr R Jury	Member
Cr S Crosby	Member
Cr T Borgward	Member
Cr M Stephens	Member
Cr A Smith	Member
Cr G Browne	Member

#### Staff

JP Bentley	Chief Executive Officer
DW Long	Works Manager

#### Members of the Public

#### Apologies

M Bamess	Deputy Chief Executive Officer
Cr G Collins	Member

#### Members on Leave of Absence

### 3. DECLARATION OF INTERESTS:

- **Financial Interest:**
  - 11.1.1 CHIEF EXECUTIVE OFFICER'S VEHICLE REPLACEMENT – Peter Bentley
- **Members Impartiality Interest**  
Nil
- **Proximity Interest:**  
Nil

### 4. PUBLIC QUESTION TIME:

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

<b>4723 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr G Browne / Cr A Smith**

**That Leave of Absence be granted to Cr M Stephens for the 21 December 2016 Council Meeting.**

**CARRIED 7/0  
By Simple Majority**

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

**6.1 Ordinary Meeting of Council held on Wednesday 21 September 2016**

That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 21 September, 2016 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.

**4724 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr A Smith / Cr T Borgward**

**That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 21 September, 2016 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.**

**CARRIED 7/0  
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 30 SEPTEMBER 2016**

<b>DATE:</b>	12 October 2016
<b>SUBJECT:</b>	Monthly Financial Reports to 30 September 2016
<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 30 September 2016 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 30 September 2016)

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That the following Monthly Financial Reports be received by Council:

- Monthly Financial Reports to 30 September 2016

**4725 - COUNCIL RESOLUTION (Officer Recommendation)**

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

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

**Monthly Financial Reports to 30 September, 2016**

**CARRIED 7/0  
By Simple Majority**

### 9.1.2 SCHEDULE OF ACCOUNTS PAID TO 30 SEPTEMBER 2016

<b>DATE:</b>	12 October 2016
<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	\$ 258,760.94
Trust Fund	
Direct Debits	\$ 105,870.29
Spoiled Cheques	
Cancelled Cheques	

#### **ATTACHMENTS**

Schedule of Accounts submitted 19 October 2016.

#### **VOTING REQUIREMENT**

Simple Majority

#### **RECOMMENDATION**

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

Municipal Fund	\$ 258,760.94
Trust Fund	
Direct Debits	\$ 105,870.29
<b>TOTAL</b>	<b>\$364,631.23</b>

#### **4726 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr R Jury / Cr S Crosby**

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

Municipal Fund	\$258,760.94
Trust Fund	\$0.00
Direct Debits	\$105,870.29
<b>TOTAL</b>	<b><u>\$364,631.23</u></b>

**CARRIED 7/0  
By Simple Majority**

### 9.1.3 BUSHFIRE ADVISORY COMMITTEE

<b>DATE:</b>	13 October 2016
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	N/A
<b>SUBJECT:</b>	Minutes – Bushfires Advisory Committee
<b>AUTHOR:</b>	Peter Bentley – Chief Executive Officer
<b>REPORTING OFFICER:</b>	Peter Bentley – Chief Executive Officer
<b>FILE NO:</b>	FIR5.5 /ASS10.5
<b>ASSESSMENT NO:</b>	

#### **PURPOSE**

Receive the minutes of the Bushfires Advisory Committee and to adopt the recommendations from that meeting.

#### **BACKGROUND**

The Bushfires Advisory Committee has met to discuss splitting the shire in half for harvest bans when imposed for fighting fires.

#### **STATUTORY IMPLICATIONS**

Emergency Management Act 2005  
Bushfires Act

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Nil

#### **COMMENT**

The proposal is that the shire be split in two north south along the line of the Chester Pass Road where it intersects the Nyabing Pingrup Road. The CBFCO would then have the discretion to place a harvest ban over the entire shire or the Eastern or Western half of the shire according to the location and severity of the fire.

This will not affect the imposing or lifting of normal harvest bans which will still include the whole of the shire.

#### **ATTACHMENTS**

Minutes of the Special Bushfires Advisory Committee Meeting held 13/10/2016

#### **VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That The Council:**

**Receive the minutes of the Bushfires Advisory Committee meeting held on 29<sup>th</sup> June 2016 and adopt the recommendations of that meeting.**

<b>4727 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr A Smith / Cr G Browne**

**That The Council:**

**Receive the minutes of the Bushfires Advisory Committee meeting held on 29<sup>th</sup> June 2016 and adopt the recommendations of that meeting.**

**CARRIED 7/0  
By Simple Majority**

**9.1.4 FIREBREAK EXEMPTION REQUEST**

<b>DATE:</b>	13 October 2016
<b>PROPONENT:</b>	John Skipsey
<b>LOCATION:</b>	N/A
<b>SUBJECT:</b>	Firebreak Exemption Request
<b>AUTHOR:</b>	Peter Bentley – Chief Executive Officer
<b>REPORTING OFFICER:</b>	Peter Bentley – Chief Executive Officer
<b>FILE NO:</b>	FIR5.5 / ASS10.5
<b>ASSESSMENT NO:</b>	

**PURPOSE**

To consider a request from John Skipsey for an exemption from firebreaks where his property is adjacent to salt affected country.

**BACKGROUND**

Mr Skipsey has written to the Council seeking an exemption from installing firebreaks where his property adjoins salt affected country. Mr Skipsey advises that Frank Noonan who was the Chief Fire Control Officer some time ago had provided such exemption in the past and is seeking clarification that this is still the case.

**STATUTORY IMPLICATIONS**

Emergency Management Act 2005  
Bushfires Act

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**COMMENT**

The Council has agreed to a recommendation from the Bushfires Advisory Committee for the enforcement of property perimeter firebreaks for the current fire season.

**ATTACHMENTS**

Letter – Mr John Skipsey

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

**That The Council:**

**Allow/Not allow Mr John Skipsey an exemption for firebreaks on property directly adjoining salt affected country.**

**4728 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr S Crosby / Cr M Stephens**

**That The Council:**

**Not allow Mr John Skipsey an exemption for firebreaks on property directly adjoining salt affected country.**

**CARRIED 7/0  
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**

**4729 - COUNCIL RESOLUTION**

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

**That the council:**

**Consider the new business of urgent nature as presented.**

**CARRIED 7/0  
By Simple Majority**

**11.1.1 CHIEF EXECUTIVE OFFICER'S VEHICLE REPLACEMENT**

<b>DATE:</b> <b>PROPONENT:</b> <b>LOCATION:</b> <b>SUBJECT:</b> <b>AUTHOR:</b> <b>REPORTING OFFICER:</b> <b>FILE NO:</b> <b>ASSESSMENT NO:</b>	14 October 2016  Whole of Shire Chief Executive Officer's Vehicle Replacement Peter Bentley – Chief Executive Officer Peter Bentley – Chief Executive Officer
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**PURPOSE**

Council to consider a proposal for the future replacement of the Chief Executive Officer's Vehicle.

**BACKGROUND**

The Council adopted its 2015/16 Budget which contained no provision for the replacement of the Chief Executive Officer vehicle. Council has offered to return to the more traditional vehicle provision given that circumstances have changed markedly since the inception of the leasing arrangement. Council has received a proposal from Great Southern Toyota in Katanning for the future replacement of this vehicle at 15,000kms for amounts variously between \$1000 and \$2,500.

**STATUTORY IMPLICATIONS**

Local Government Act (1995)

**POLICY IMPLICATIONS**

Council has in the past changed the CEO vehicle at 50,000kms at an approximate changeover price of \$25,000 as a matter of policy.

**FINANCIAL IMPLICATIONS**

Council has not made provision for the change this year and it would be required to be addressed within the budget review. Council has budgeted \$16,500 in payments for this year and would have again for next year. There is about \$30,000 in unmade payments that Council is committed to remaining which would be considered as a saving when paying out the lease. Council's ongoing savings on costs through the process have been \$43,000 which still yields a positive result of \$18,000 over the life to date of the leasing period should it be paid out. (\$55,000 (Payout) Less \$43,000 (Changeover Savings less payments made) Less \$30,000 (Future Payments))

**STRATEGIC IMPLICATIONS**

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

**COMMENT**

Historically the CEO has travelled between 50,000 and 70,000 kms per year which would be 3 to 4 changes per year. The proposal from Great Southern Toyota includes various models including a GX, GLX and VX (not considered) with various options. The long running policy of changing the vehicles at 50,000 kms or above would have resulted in a changeover cost to



the Council over the past 2 years of around \$75,000. Effectively Council has saved some \$43,000 (\$75,000 less \$32,000 payments made) through the current situation in leasing the vehicle which does not include interest on the reserve fund for the replacement of this car.

The Council has offered to revert back to a more traditional method of vehicle replacement and the discussions with Great Southern Toyota centred around finding the most cost effective way to do this. If Council returns to the tradition policy with the Prado the cost will be around the \$25,000 mark annually. The move to the proposed system will see an annual changeover cost of between \$4,000 and \$7,000 per year depending of the variant chosen. There will of course be a higher entry price but over time this will result in greater savings because of the lower annual cost to change the vehicles over.

The Reserve Fund has a current balance of \$47,715 relating to the trade of the original vehicle over two years ago. The Lease Payout is around \$55,000. The potential trade value will be in the vicinity of \$40,000. Any new vehicle should have the basic options of at least a bullbar, driving lights, floor and cargo mats and a towbar. Beyond this, hands free/Bluetooth would be a required option as well. On the lower spec'd vehicles these options would add to the changeover costs quoted. To reduce the Luxury Car Tax payable these options could be added at the first service.

The changeover of a like for like vehicle is \$39,223 with an ongoing \$25,000 future annual changeover. Over the course of the next 4 years the potential savings are around \$30,000 to \$40,000 depending on the variant chosen. The guaranteed changeover costs are only associated with the Landcruiser at this stage and not the Prado. The GXL option would be \$1750.00 every 15,000kms.

### **ATTACHMENTS**

Quotes from Great Southern Toyota

### **VOTING REQUIREMENT**

Absolute Majority

### **RECOMMENDATION**

**That the Council:**

- 1. Agree to pay out the existing CEO's vehicle lease,**
- 2. Agree to trade that vehicle with Great Southern Toyota,**
- 3. Enter into an agreement with Great Southern Toyota for the purchase of the Chief Executive Officer's replacement vehicle at 15,000kms for a net changeover price of up to \$47,000,**
- 4. Enter into an agreement with Great Southern Toyota for the ongoing replacement of the vehicle at the GST free price of up to \$2,000 per change of a current model Toyota Landcruiser 200 series GXL while the offered changeover deal persists,**
- 5. Explore other options should the offer be withdrawn or changed in the future.**

<b>4730 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr S Crosby / Cr T Borgward**

**That the Council:**

1. **Agree to pay out the existing CEO's vehicle lease,**
2. **Agree to trade that vehicle with Great Southern Toyota,**
3. **Enter into an agreement with Great Southern Toyota for the purchase of the Chief Executive Officer's replacement vehicle at 15,000kms for a net changeover price of up to \$47,000,**
4. **Enter into an agreement with Great Southern Toyota for the ongoing replacement of the vehicle at the GST free price of up to \$2,000 per change of a current model Toyota Landcruiser 200 series GXL while the offered changeover deal persists,**
5. **Explore other options should the offer be withdrawn or changed in the future.**

**CARRIED 6/1**  
**By Absolute Majority**  
**Against: Cr M Stephens**

**12. INFORMATION BULLETIN**

<b>4731 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr R Jury / Cr M Stephens**

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

**CARRIED 7/0**

**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.

**14. MEETING CLOSURE**

There being no further business the Shire President Cr Megan Tuffley, closed the meeting at 6.00pm.