

JULY 2016 MINUTES

1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

The Chair Person, Shire President Cr Megan Tuffley, declared the meeting opened at 4.15pm.

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

Members

Cr M Tuffley	Member
Cr R Jury	Member
Cr G Browne	Member
Cr S Crosby	Member
Cr G Collins	Member
Cr T Borgward	Member

Staff

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

Members of the Public

Apologies

Cr M Stephens	Member
Cr A Smith	Member

Members on Leave of Absence

3. DECLARATION OF INTERESTS:

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

4. PUBLIC QUESTION TIME:

5. APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE:

4593 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr S Crosby / Cr R Jury

That Leave of Absence be granted to Cr G Browne for the 17 August 2016 Council Meeting.

**CARRIED 6/0
By Simple Majority**

6. CONFIRMATION and RECEIVING OF MINUTES/BUSINESS ARISING:

6.1 Ordinary Meeting of Council held on Wednesday 15 June, 2016

That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 15 June, 2016 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.

4594 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr S Crosby / Cr T Borgward

That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 15 June, 2016 in the Shire of Kent Council Chambers be confirmed as a true and accurate record of proceedings and duly signed.

**CARRIED 6/0
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 June 2016

DATE:	6 July 2016
SUBJECT:	Monthly Financial Reports to 30 June 2016
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess –Deputy Chief Executive Officer
FILE NO:	FIN30.20
ASSESSMENT NO:	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 June 2016 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 30 June 2016)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the following Monthly Financial Reports be received by Council:

- Monthly Financial Reports to 30 June 2016

4595 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr R Jury / Cr S Crosby

That the following Monthly Financial Reports be received by Council:

- **Monthly Financial Reports to 30 June 2016.**

**CARRIED 6/0
By Simple Majority**

9.1.2 SCHEDULE OF ACCOUNTS PAID TO 30 JUNE 2016

DATE:	4 July 2016
SUBJECT:	Schedule of Accounts Paid
PROONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Jill Kent – Senior Administration Officer
REPORTING OFFICER:	Michelle Bamess – Deputy Chief Executive Officer
FILE NO:	N/A
ASSESSMENT NO:	N/A

FUND VOUCHERS AMOUNT

Municipal Fund	\$606,722.81
Trust Fund	
Direct Debits	\$149,887.44
Spoiled Cheques	
Cancelled Cheques	

ATTACHMENTS

Schedule of Accounts submitted 20 July 2016.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

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

Municipal Fund	\$606,722.81
Trust Fund	
Direct Debits	\$149,887.44
TOTAL	<u>\$756,610.25</u>

4596 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Browne / Cr S Crosby

Municipal Fund	\$606,722.81
Trust Fund	\$0.00
Direct Debits	\$149,887.44
TOTAL	<u>\$756,610.25</u>

**CARRIED 6/0
By Simple Majority**

9.1.3 LGMA PARTNERSHIP REQUEST FOR 2016 CONFERENCE

DATE:	5 July 2016
PROPONENT:	LGMA WA
LOCATION:	N/A
SUBJECT:	Request for Sponsorship
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	COU10.30
ASSESSMENT NO:	

PURPOSE

To consider a partnership request from the State office of the Local Government Managers Australia (LGMA) for the 2016 State Community Development Conference Activ8 WA to be held in September.

BACKGROUND

Council has received a written request from the LGMA for consideration of a partnership request for its 2016 State Community Development Conference, Activ8 WA. The conference will be held at the Rendezvous Hotel, Scarborough, on 8 - 9 September. The event does not attract a lot of support from commercial partners therefore the LGMA is approaching all local governments for specific support because they believe it is essential to continue to offer professional development opportunities.

To become a Local Government Support Partner, LGMA are requesting a contribution of \$1,500, including GST, and in return Council will receive two full conference registrations for two officers to attend the conference and all networking functions. In addition Council will also be acknowledged as a support partner throughout the conference and on all conference promotional material.

The full conference registration fees for 2016 are \$795 for LGMA members and \$950 for non members. It is requested that confirmation of Partnership is received by Friday 5 August 2016.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Council will need to make provision in the 2016/2017 Budget for these fees.

STRATEGIC IMPLICATIONS

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

COMMENT

The LGMA has written to Council for a number of years requesting support prior to each of its events – Council has not provided support for any of the past events.

ATTACHMENTS

Letter from LGMA

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Will / will not provide partnership support for the 2016 State Community Development Conference, Activ8 WA.

4697 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Browne / Cr T Borgward

That the Council:

Does not provide partnership support for the 2016 State Community Development Conference, Activ8 WA.

**CARRIED 6/0
By Simple Majority**

9.1.4 REQUEST FOR FINANCIAL SUPPORT FOR MAPPING FOOD PRODUCTION AND PROCESSING IN THE GREAT SOUTHERN

DATE:	5 July 2016
PROPONENT:	Department of Agriculture and Food WA
LOCATION:	N/A
SUBJECT:	Request for Financial Support
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	COU10.30
ASSESSMENT NO:	

PURPOSE

To consider a request from the Department of Agriculture and Food WA (DAFWA) for financial support for a new project to enhance the development of food production and processing businesses in the Great Southern.

BACKGROUND

Council has received a written request from the Department of Agriculture and Food requesting financial support for a new project looking at enhancing development of food producing and processing businesses in the Great Southern.

The Mapping food production and processing in the Great Southern Region of WA is an initiative developed by DAFWA in conjunction with the Regional Development Australia (RDA).

The primary purpose of the project is to ascertain the current and future capacity of the region's intensive and extensive food production and processing capabilities, where gaps in the information are currently available are noted.

Potential collaborative opportunities will be identified in these studies, contributing to a collaboration feasibility study for second stage activities in the Specialised Food Centre.

The secondary aim is to create a 'live' map and database that can be used to promote and support local foods for local consumption and agritourism.

The project will cover all 11 local government areas with the Great Southern Region of WA and is to be undertaken over an eight month period, to be completed in 2016. A minimum cash budget of \$60,000 plus additional in kind support will be required to achieve the primary goal of the project. Any additional finance raised will allow the project to pursue its secondary goals of live database and mapping.

The information collected in the project will benefit the region and some of the areas that specifically will contribute directly to the agrifood sector in the Great Southern are as follows:

- Producing a comprehensive list of regional food producers and processors and other stake holders in the value-chain;
- Identify the current and future capacity of food producers and processors;
- Identify gaps in production and processing;
- Identify opportunities for regional collaboration to support the agrifood industry;
- Match capacity with market opportunities to identify areas for value-adding;
- Provide an overview of data for the development of a regional food strategy;
- Assist in the development of regional agritourism opportunities to develop food trails.

Council is invited to provide financial support of at least \$500 for the project.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Council will need to make provision in the 2016/2017 Budget.

STRATEGIC IMPLICATIONS

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

COMMENT

Council is to consider the request from the Department of Agriculture and Food WA (DAFWA) for financial support of at least \$500 for the mapping food production and processing in the Great Southern

ATTACHMENTS

Letter from DAFWA

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Will / will not provide financial support of \$500 to DAFWA for the mapping food production and processing in the Great Southern.

4698 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr R Jury / Cr G Browne

That the Council:

Does not provide financial support of \$500 to DAFWA for the mapping food production and processing in the Great Southern.

**CARRIED 6/0
By Simple Majority**

9.1.5 ENDORSEMENT OF COMMON SEAL – PINGRUP STANDPIPE POWER SUPPLY

DATE:	5 July 2016
PROPONENT:	Department of Water
LOCATION:	Pingrup Standpipe
SUBJECT:	Endorsement of Common Seal
AUTHOR:	Christie Smith – Executive Assistant
REPORTING OFFICER:	Christie Smith – Executive Assistant
FILE NO:	GRA25.5
ASSESSMENT NO:	

PURPOSE

Request for Council to endorse the signing and affixing the common seal on a funding agreement made with the Department of Water for completion of the Pingrup Standpipe Power Supply Project by the Shire President and Chief Executive Officer.

BACKGROUND

Currently the Shire of Kent has permission to utilise the Water Corporation power supply to run the high-flow standpipe located in Pingrup. The Water Corporation initially advised that this would only be for approximately a 12 month period. In the near future the Water Corporation has plans to upgrade the chlorination system and transfer pumps at Pingrup which will potentially cause a clash in usage of the power supply. Therefore an application was made under the Community Water Supply grants program to install and connect a power source to provide power to the high-flow standpipe for non-potable water supply.

The Shire of Kent has been successful in being awarded a grant of \$18,340 by the Department of Water under the program.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Council will budget the grant income of \$18,340 in the 2016/17 financial year with capital expenditure of \$26,200 being the total cost of the project. The project is envisaged to be completed by 31 August 2016.

Milestones/Conditions for payments during the project are as follows:

July 2016	25% of funding	Signing of Deed of Agreement
July – December 2016	40% of funding	Appoint contractor to install
February 2017	35% of funding	Project completion. Submission of final report

STRATEGIC IMPLICATIONS

Within the Shire of Kent Strategic Plan 2010 – 2014:

OBJECTIVE 7.1:	To improve the quality and quantity of water supply in the Shire.
OBJECTIVE 7.2:	To educate the Shire community on the appropriate use of scarce water resources.
OBJECTIVE 7.3:	To maximise sources of water for emergency stock purposes.

COMMENT

The funding agreement needs to be signed and sealed prior to any funding being released.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That the Council:

Endorse the signing and affixing the common seal on a funding agreement made with the Department of Water for completion of the Pingrup Standpipe Power Supply Project by the Shire President and Chief Executive Officer.

4699 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Browne / Cr R Jury

That the Council:

Endorse the signing and affixing the common seal on a funding agreement made with the Department of Water for completion of the Pingrup Standpipe Power Supply Project by the Shire President and Chief Executive Officer.

**CARRIED 6/0
By Absolute Majority**

9.1.6 CHANGE PURPOSE OF REFUSE DISPOSAL FACILITIES RESERVE

DATE:	5 July 2016
PROPONENT:	
LOCATION:	N/A
SUBJECT:	Change Purpose of Refuse Disposal Facilities Reserve
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	FIN 32 RESERVES
ASSESSMENT NO:	

PURPOSE

Council to consider changing the purpose for the Refuse Disposal Facilities Reserve.

BACKGROUND

Council currently has an account for the Refuse Disposal Facilities within the Commonwealth Bank Term Deposit which holds funds for a number of reserve accounts. The purpose for this reserve states that “Funds to be used for the provision of a transfer disposal station to be placed at the Pingrup Rubbish site.”

As this work has already been completed, as has the Transfer Station at the Nyabing site, and fully paid for, Council is requested to consider changing the purpose of this reserve to “Funds to be used for the rehabilitation of the Pingrup and Nyabing Rubbish sites.”

Council should also consider reducing the amount of the funds that are currently held in this reserve and transferring this amount to another existing reserve, such as the Employee Entitlements Reserve. There will be a requirement in the near future to rehabilitate the refuse sites and \$50,000 is considered to be adequate for the fees to undertake this work.

The current balance of the Refuse Disposal Facilities Reserve is \$96,436. To reduce the balance to \$50,000 and transfer \$46,426 to the Employee Leave Entitlements Reserve would increase the total of that reserve to an amount of \$249,993. (Current balance for Leave Entitlements Reserve is \$203,657. Current leave liability is \$296,038 for staff members entitled to long service leave and annual leave.) There would still be a shortfall of \$46,336 in this reserve to cover the total leave liability.

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

Council to consider changing the purpose for the Refuse Disposal Facilities Reserve and to reduce the funding and transfer the balance to another reserve.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

1. **Change the purpose of Refuse Disposal Facilities Reserve to “Funds to be used for the rehabilitation of the Pingrup and Nyabing Rubbish sites.”**
2. **Reduce the balance of the Refuse Disposal Facilities Reserve to \$50,000 and transfer the balance of the reserve to the Employee Leave Entitlements Reserve.**

4700 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Browne / Cr R Jury

That the Council:

1. **Change the purpose of Refuse Disposal Facilities Reserve to “Funds to be used for the rehabilitation of the Pingrup and Nyabing Rubbish sites.”**
2. **Reduce the balance of the Refuse Disposal Facilities Reserve to \$50,000 and transfer the balance of the reserve to the Employee Leave Entitlements Reserve.**

**CARRIED 6/0
By Absolute Majority**

9.1.7 CLOSURE OF COMPUTER EQUIPMENT RESERVE

DATE:	6 July 2016
PROponent:	
LOCATION:	N/A
SUBJECT:	Closure of Computer Equipment Reserve
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	FIN 32 RESERVES
ASSESSMENT NO:	

PURPOSE

Council to consider closing the Computer Equipment Reserve.

BACKGROUND

Council currently has an account for Computer Equipment within the Commonwealth Bank Term Deposit which holds funds for a number of reserve accounts. The purpose for this reserve states that "Funds to be used for the upgrading of the main administration computer system and software as well as computer upgrades."

The current balance of this reserve is \$1,692. No funds have been transferred in or out of this reserve since its inception, other than a small amount of interest each year. As the cost of a new server has decreased over the past years to a level where, should a replacement be required, the purchase would be absorbed through the operating accounts. Computers and software that have required upgrading in recent years have been purchased through the operating budget.

For these reasons consideration should be given to closing this reserve and transferring the balance to the Shire of Kent's Municipal account.

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 Computer Equipment Reserve has not been used for its intended purpose since its inception nor have any funds have been allocated in previous Budgets to be transferred to this reserve. Any computer and/or software requirements during this time have been purchased through the operating accounts due to the minimal costs involved.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Close the Computer Equipment Reserve and transfer the balance to the Shire of Kent Municipal Account.

4701 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Collins / Cr T Borgward

That the Council:

Close the Computer Equipment Reserve and transfer the balance to the Shire of Kent Municipal Account.

**CARRIED 6/0
By Absolute Majority**

9.1.8 WAIVE DOG AND CAT REGISTRATION FEES AFTER BEING MICROCHIPPED

DATE:	7 July 2016
PROPONENT:	
LOCATION:	N/A
SUBJECT:	Waive Dog and Cat Registration Fees After Being Microchipped
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	FIN
ASSESSMENT NO:	

PURPOSE

Council to consider waiving the registration fee for dog and cat registrations after being microchipped.

BACKGROUND

WA Contract Ranger Services are currently organising a day in August for their Rangers to come to the Kent Shire to provide a microchipping service for community members who own a cat or a dog that has not yet been microchipped.

Under Section 21 the Dog Act (1976) all dogs over three (3) months of age are required to be microchipped. Under Section 145 of the Cat Act 2011 all cats must be microchipped by six (6) months of age.

The registration year for these animals is from 1 October to 30 September and regulations now state that cats and dogs cannot be registered unless they have been microchipped.

The purpose of the microchipping day is to provide a service locally to owners of cats and dogs who have found it difficult and costly to transport their animals to a veterinary clinic for this procedure and to also provide an opportunity to meet with Rangers.

As registrations fall due as of 1 October and there will be less than two months after the proposed micro chipping day in August until the registrations for 2016 lapse, Council is asked to consider waiving the fees due for this short period before so that any new registration applied for will be current until 30 September 2017.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Historically very few registrations, if any, are received during the second half of the financial of the year. Any financial loss to Council will be minimal and would be more than compensated by any new registrations received after the micro chipping day.

STRATEGIC IMPLICATIONS

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

COMMENT

Council to consider waiving registration fees for dogs and cats for the remainder of the 1 October 2015 to 30 September 2016 year once pets have been microchipped and allow new registrations received to be current until 30 September 2017.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Waive cat and dog registration fees for the remainder of the 1 October 2015 to 30 September 2016 year once pets have been microchipped

and allow new registrations received to be current until 30 September 2017.

4702 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Browne / Cr S Crosby

That the Council:

Waive cat and dog registration fees for the remainder of the 1 October 2015 to 30 September 2016 year once pets have been microchipped and allow new registrations received to be current until 30 September 2017.

**CARRIED 6/0
By Absolute Majority**

9.1.9 WALGA AGM VOTING DELEGATES

DATE:	11 July 2016
PROPONENT:	WALGA
LOCATION:	N/A
SUBJECT:	AGM and Local Government Week
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	
ASSESSMENT NO:	N/A

PURPOSE

To consider the attached motions to be discussed at the WALGA AGM at Local Government Week and ascertain whether to support these motions.

BACKGROUND

Historically the Council has sent delegates to the WALGA AGM and Local Government Week. Council must, if is sending delegates to the AGM, nominate two voting delegates for the AGM. I have nominated Cr Tuffley and Cr Jury.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMENT

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils.

ATTACHMENTS

WALGA – Consideration of Executive and Member Motions

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council direct Crs Tuffley & Jury to vote at the WALGA AGM in accordance with the following:

ITEM NUMBER	SUPPORT	DON'T SUPPORT	DECIDE AT AGM
4.1			
4.2			
4.3			
4.4			
4.5			
4.6			
4.7			
4.8			
4.9			
4.10			
4.11			

4703 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Collins / Cr G Browne

That the Council:

That the Council direct Crs Tuffley & Jury to vote at the WALGA AGM in accordance with the following:

ITEM NUMBER	SUPPORT	DON'T SUPPORT	DECIDE AT AGM
4.1			✓
4.2			✓
4.3			✓
4.4			✓
4.5			✓

4.6			✓
4.7			✓
4.8	✓		
4.9	✓		
4.10		✓	
4.11	✓		

**CARRIED 6/0
By Simple Majority**

9.1.10 BUSHFIRE ADVISORY COMMITTEE AGM

DATE:	13 July 2065
PROPONENT:	N/A
LOCATION:	N/A
SUBJECT:	Minutes – Bushfires Advisory Committee
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	FIR5.5 / ASS10.5
ASSESSMENT NO:	

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 a variety of issues and to make recommendation to the Council regarding the appointment of Fire Control Officers and Permit Issuing Officers.

The recommendations came from the meeting which are listed below for Council Consideration.

STATUTORY IMPLICATIONS

Emergency Management Act 2005
Bushfires Act

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

COMMENT

Nil

ATTACHMENTS

Minutes of the Bushfires Advisory Committee Meeting held 29/06/2016

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION**That The Council:**

Receive the minutes of the Bushfires Advisory Committee meeting held on 29th June 2016 and adopt the recommendations of that meeting as follow:

1. That the following appointments be endorsed by the Council

Chief Bush Fire Control Officer	Wayne Tapscott
Deputy Chief Bush Fire Control Officer – (East)	Doug Smith
Deputy Chief Bush Fire Officer – (West)	Grant Collins

2. That the following members of the community be appointed as Fire Control Officers – Permit Issuing

Pingrup	Tim Borgward (Captain)
	Kelvin Holmes
Nyabing	Darren Gray (Captain)
Boongadoo	Kerryn Stephens
	Brad Filmer
Holland Rock	Kelvin Holmes
	Doug Smith
Mindarabin	Grant Collins
Pingarnup	Wayne Tapscott
Shire of Kent	Paul Roadley (CESM)

3. That the following members of the community be appointed Fire Control Officers – Non Permit Issuing

Pingrup	Darren Hawley
Nyabing	Greg Hobley
	Justin Germain
Holland Rock	Ian Kent
	Brad Marr
	Bob Bolton
Mindarabin	Terry Hobley
	Ash Stephens
	John Jolley
	Warrick Browne

Boongadoo	Scott Crosby
Pingarnup	Ross Nichols

4. That the following members of the community be appointed Fire Weather Officers

Pingrup	Tim Borgward
Nyabing	Justin Germain
Boongadoo	Brad Filmer
	Kerryn Stephens
Holland Rock	Kelvin Holmes
	Doug Smith
	Ian Kent
Mindarabin	Grant Collins
Pingarnup	Wayne Tapscott
	Ross Nichols
Shire of Kent	Paul Roadley (CESM)

5. That the following members of the community be appointed Harvest/Vehicle Movement Ban – Advisory Officers

Pingrup	Tim Borgward
Nyabing	Justin Germain
Boongadoo	Brad Filmer
	Kerryn Stephens
Holland Rock	Kelvin Holmes
	Doug Smith
	Ian Kent
Mindarabin	Grant Collins
	Ash Stephens
Pingarnup	Wayne Tapscott
Shire of Kent	Paul Roadley (CESM)

6. Dual Fire Control Officers

Officers appointed from respective Shires for the 2016/17 Bush Fire Season.

Gnowangerup	Scott Hemley
Jerramungup	Quinton Browne
Dumbleyung	(Not yet advised)
Lake Grace	Leon Morgan / Brad Watson
Katanning	Not appointing a Dual Fire Control Officer

7. That the following members of the community be appointed Dual Fire Control Officers for the Shire of Kent

Representatives from the Shire of Kent to be appointed as Dual Fire Control Officers for the following Shires for the 2015/16 Bush

Fire Season.	
Gnowangerup	Greg Hobley Ash Stephens
Jerramungup	Wayne Tapscott
Dumbleyung	Kerryn Stevens Brad Filmer
Lake Grace	Kelvin Holmes Ian Kent
Katanning	Kerryn Stevens

8. Clover and Proclaimed Plant Burning Permits

Authorise the following persons to issue Clover and Proclaimed plant burning permits during the 2016/17 season in conjunction with the closest available Fire Control Officer to the person making the application:

- Chief Bush Fire Control Officer
- Deputy Chief Fire Control Officers
- Community Emergency Services Manager

9. Harvest Bans

Authorise the following persons to supply information relating to harvest bans for general radio broadcasting during the 2016/17 season:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officers
- Community Emergency Services Manager

4704 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Browne / Cr R Jury

That the Council:

Receive the minutes of the and Adopt the recommendations from Bushfires Advisory Committee meeting held on 29th June 2016 as follow:

1. That the following appointments be endorsed by the Council

Chief Bush Fire Control Officer	Wayne Tapscott
Deputy Chief Bush Fire Control Officer – (East)	Doug Smith
Deputy Chief Bush Fire Officer – (West)	Grant Collins

2. That the following members of the community be appointed as Fire Control Officers – Permit Issuing

Pingrup	Tim Borgward (Captain) Kelvin Holmes
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Nyabing	Darren Gray (Captain)
Boongadoo	Kerryn Stephens
	Brad Filmer
Holland Rock	Kelvin Holmes
	Doug Smith
Mindarabin	Grant Collins
Pingarnup	Wayne Tapscott
Shire of Kent	Paul Roadley (CESM)

3. That the following members of the community be appointed Fire Control Officers – Non Permit Issuing

Pingrup	Darren Hawley
Nyabing	Greg Hobley
	Justin Germain
Holland Rock	Ian Kent
	Brad Marr
	Bob Bolton
Mindarabin	Terry Hobley
	Ash Stephens
	John Jolley
	Warrick Browne
Boongadoo	Scott Crosby
Pingarnup	Ross Nichols

4. That the following members of the community be appointed Fire Weather Officers

Pingrup	Tim Borgward
Nyabing	Justin Germain
Boongadoo	Brad Filmer
	Kerryn Stephens
Holland Rock	Kelvin Holmes
	Doug Smith
	Ian Kent
Mindarabin	Grant Collins
Pingarnup	Wayne Tapscott
	Ross Nichols
Shire of Kent	Paul Roadley (CESM)

5. That the following members of the community be appointed Harvest/Vehicle Movement Ban – Advisory Officers

Pingrup	Tim Borgward
Nyabing	Justin Germain
Boongadoo	Brad Filmer
	Kerryn Stephens
Holland Rock	Kelvin Holmes
	Doug Smith
	Ian Kent

Mindarabin	Grant Collins
	Ash Stephens
Pingarnup	Wayne Tapscott
Shire of Kent	Paul Roadley (CESM)

6. Dual Fire Control Officers

Officers appointed from respective Shires for the 2016/17 Bush Fire Season.

Gnowangerup	Scott Hemley
Jerramungup	Quinton Browne
Dumbleyung	(Not yet advised)
Lake Grace	Leon Morgan / Brad Watson
Katanning	Not appointing a Dual Fire Control Officer

7. That the following members of the community be appointed Dual Fire Control Officers for the Shire of Kent

Representatives from the Shire of Kent to be appointed as Dual Fire Control Officers for the following Shires for the 2015/16 Bush Fire Season.

Gnowangerup	Greg Hobley
	Ash Stephens
Jerramungup	Wayne Tapscott
Dumbleyung	Kerryn Stevens
	Brad Filmer
Lake Grace	Kelvin Holmes
	Ian Kent
Katanning	Kerryn Stevens

8. Clover and Proclaimed Plant Burning Permits

Authorise the following persons to issue Clover and Proclaimed plant burning permits during the 2016/17 season in conjunction with the closest available Fire Control Officer to the person making the application:

- Chief Bush Fire Control Officer
- Deputy Chief Fire Control Officers
- Community Emergency Services Manager

9. Harvest Bans

Authorise the following persons to supply information relating to harvest bans for general radio broadcasting during the 2016/17 season:

- Chief Executive Officer
- Deputy Chief Executive Officer
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officers

- Community Emergency Services Manager

**CARRIED 6/0
By Simple Majority**

4705 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr G Browne / Cr R Jury

That the Council:

Acknowledge that the CESM Mr Paul Roadley is on indefinite leave and is unable to be contacted for any work related matters until further notice and as such that any reference to his ability to issue permits or act on the Council's behalf in any way be deleted from the 2016/17 Firebreak Notice.

**CARRIED 6/0
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**
12. **INFORMATION BULLETIN**

4706 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr T Borgward / Cr G Collins

That the Information Bulletin be received by Council.

CARRIED 6/0

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 5.20pm.