

## OCTOBER 2018 MINUTES

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

The Chair Person, Shire President Cr Alan Smith, declared the meeting opened at 6:01 pm.

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

#### Members

Cr AL Smith	Shire President
Cr GM Collins	Deputy Shire President
Cr TD Borgward	Member
Cr SR Crosby	Member
Cr JN Germain	Member
Cr KV Johnston	Member
Cr KR Stephens	Member
Cr BC Bamess	Member

#### Staff

M Bamess	Acting Chief Executive Officer
CJ Smith	Executive Support/Project Officer
DW Long	Works Manager

#### Members of the Public

Mr Rick Miller

#### Apologies

#### Members on Leave of Absence

### 3. DECLARATION OF INTERESTS:

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

### 4. PUBLIC QUESTION TIME:

Welcome new CEO Rick Miller, look forward to the future.

### 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 19 September, 2018**

**4960 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr KV Johnston / Cr TD Borgward**

**That the minutes of the Ordinary Meeting of the Shire of Kent held on Wednesday 19 September, 2018 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 30 SEPTEMBER 2018**

DATE:	9 <sup>th</sup> October 2018
SUBJECT:	Monthly Financial Reports to 30 September 2018
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Michelle Bamess –Acting Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess –Acting 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 September 2018 (including Statement of Financial Activities, Notes 3-11 and Budget Variances to 30 September 2018)

**VOTING REQUIREMENT**

Simple Majority

**4961 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr JN Germain / Cr KV Johnston**

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

- **Monthly Financial Reports to 30 September 2018**

**CARRIED 8/0  
By Simple Majority**

**9.1.2 SCHEDULE OF ACCOUNTS PAID TO 30 SEPTEMBER 2018**

<b>DATE:</b>	1 October 2018
<b>SUBJECT:</b>	Schedule of Accounts Paid
<b>PROONENT:</b>	N/A
<b>LOCATION:</b>	Whole of the Shire
<b>AUTHOR:</b>	Michelle Bamess – Acting Chief Executive Officer
<b>REPORTING OFFICER:</b>	Michelle Bamess – Acting Chief Executive Officer
<b>FILE NO:</b>	N/A
<b>ASSESSMENT NO:</b>	N/A

**FUND VOUCHERS AMOUNT**

Municipal Fund	\$379,301.73
Trust Fund	\$1,261.85
Direct Debits	\$143,583.64
Spoiled Cheques	
Cancelled Cheques	

**ATTACHMENTS**

Schedule of Accounts submitted 17 October 2018.

**VOTING REQUIREMENT**

Simple Majority

**4962 - COUNCIL RESOLUTION (Officer Recommendation)****MOVED Cr TD Borgward / Cr BC Bamess****That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:**

<b>Municipal Fund</b>		<b>\$379,301.73</b>
<b>Trust Fund</b>		<b>\$1,261.85</b>
<b>Direct Debits</b>		<b>\$143,583.64</b>
	<b>TOTAL</b>	<b>\$524,147.22</b>

**CARRIED 8/0  
By Simple Majority****9.1.3 NEW EMPLOYEE HANDBOOK REVIEW**

<b>DATE:</b>	8 October 2018
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	Whole of Shire
<b>SUBJECT:</b>	Employee Handbook Review
<b>AUTHOR:</b>	Michelle Bamess – Acting Chief Executive Officer
<b>REPORTING OFFICER:</b>	Michelle Bamess – Acting Chief Executive Officer
<b>FILE NO:</b>	PERSONNEL
<b>ASSESSMENT NO:</b>	N/A

**PURPOSE**

Council are to review and adopt an updated version of Council's New Employee Handbook.

**BACKGROUND**

Council's New Employee Handbook was last reviewed in June 2015. Since then staff have undertaken a complete revision and rewrite of the Employee Handbook to bring it up to date and to a more contemporary standard. Some of the information contained in the previous Employee Handbook can now be located in Council's Policy Manual, but much of it would be outdated or have no relevance today.

**STATUTORY IMPLICATIONS**

Local Government Act (1995)

Local Government (Administration) Regulations 1996

**POLICY IMPLICATIONS**

The Council should conduct regular reviews of the Employee Handbook.

**FINANCIAL IMPLICATIONS**

There are no specific financial implications.

**STRATEGIC IMPLICATIONS**

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

**COMMENT**

The previous version of the Employee Handbook contained much information in relation to safe working procedures and other Occupational Safety and Health matters. With the implementation in recent years of an OSH Consultant working in conjunction with our Local Government Insurance Services (LGIS) Risk Coordinator this information is provided in a different format specific to OSH.

The New Employee Handbook has been updated to become a single document provided to new employees where all information about our organisation, conditions of work including remuneration, leave entitlements etc, can be sourced and which now only briefly touches on areas of OSH with references to relevant sections of Council's Policy Manual for further information.

New employees will be required to sign off on this document to acknowledge their understanding of the information contained within.

**ATTACHMENTS**

Shire of Kent – New Employee Handbook (included as a separate attachment)

**VOTING REQUIREMENT**

Absolute Majority

**RECOMMENDATION**

**That the Council:**

**Adopt the Shire of Kent New Employee Handbook as attached.**

<b>4963 - COUNCIL RESOLUTION</b>
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**MOVED Cr TD Borgward / Cr SR Crosby**

**That the Council:**

**Adopt the Shire of Kent New Employee Handbook as attached with a clause added to Page 16 allowing LR, MR, HR and MC learner's permits for the purpose of up-skilling to a higher license class.**

**CARRIED 8/0  
By Simple Majority**

**9.1.4 GREAT SOUTHERN OUTDOOR RECREATION STRATEGY – ENDORSEMENT**

DATE:	27 September 2018
SUBJECT:	Great Southern Outdoor Recreation Strategy – Endorsement
PROponent:	Department of Local Government, Sport & Cultural Industries
LOCATION:	Whole of the Shire
AUTHOR:	Christie Smith – Executive Support/Project Officer
REPORTING OFFICER:	Christie Smith – Executive Support/Project Officer
FILE NO:	044.1.2
ASSESSMENT NO:	N/A

**PURPOSE**

Council are to consider endorsement of the Great Southern Outdoor Recreation Strategy (GSORS).

**BACKGROUND**

Great Southern Centre for Outdoor Recreation Excellence (GSCORE) works collaboratively with local governments across the region with the aim of supporting the growth and development of the outdoor recreation sector.

GSCORE has produced the GSORS with the main purpose being to improve the provision of outdoor infrastructure and increase levels of participation in outdoor recreation activities. The objectives of the strategy are to:

- Establish strong partnerships that will guide infrastructure development and management.
- Build and manage world-class trails and facilities.
- Promote the Great Southern as an adventure tourism destination.
- Build capacity and capability amongst outdoor recreation providers.
- Ensure all people have more opportunities to participate in outdoor recreation.

**STATUTORY IMPLICATIONS**

There are no strategic implications with the endorsement of the GSORS.

**POLICY IMPLICATIONS**

There are no known policy implications with the endorsement of the GSORS.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Council refers to the maintenance and upkeep of public facilities and also the need to actively support recreation within the Shire of Kent Community Strategic Plan.

**COMMENT**

At the recent Great Southern Recreation Advisory Group (GSRAG) meeting it was agreed that the GSORS be presented to council along with the Great Southern Sport and Recreation Plan (GSSRP). This will enable there to be a joint community engagement process for both documents.

Consultation for the GSORS will be in conjunction with the GSSRP with a four-week community and stakeholder review and comment period is scheduled for November 2018. The proposed public review and comment period proposed will allow each local government to refer the GSORS and the GSSRP back to community for a final review.

All feedback will be referred to the GSRAG for consideration.

#### **ATTACHMENTS**

- Great Southern Outdoor Recreation Strategy (GSORS)

#### **VOTING REQUIREMENT**

Simple Majority

<b>4964 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr GM Collins / Cr JN Germain**

**That the Council**

- a) receives and endorses the Great Southern Outdoor Recreation Strategy (GSORS)**
- b) Supports the Department of Local Government, Sport and Cultural Industries (DLGSC) with a partnered community engagement strategy for the release of the strategy for public review and comment for a four-week period scheduled for November 2018.**

**CARRIED 8/0  
By Simple Majority**

#### **9.1.5 GREAT SOUTHERN REGIONAL SPORT AND RECREATION PLAN – ENDORSEMENT**

DATE:	27 September 2018
SUBJECT:	Great Southern Regional Sport & Recreation Plan – Endorsement
PROPONENT:	Department of Local Government, Sport & Cultural Industries
LOCATION:	Whole of the Shire
AUTHOR:	Christie Smith – Executive Support/Project Officer
REPORTING OFFICER:	Christie Smith – Executive Support/Project Officer
FILE NO:	044.1.2
ASSESSMENT NO:	N/A

#### **PURPOSE**

Council are to consider endorsement of the Great Southern Regional Sport and Recreation Plan (GSSRP).

#### **BACKGROUND**

In 2015/16 funding was secured from the State Government to expedite the development of the GSSRP. The eleven local governments that constitute the Great Southern region also provided funding towards the cost of developing the plan.

The GSSRP was undertaken to identify the condition and utilisation of current facilities and identifying future usage and service needs across the region.

David Lanfear Consulting was appointed by the steering committee in May 2017 to deliver the GSSRP. In delivering the plan, the consultant was required to investigate and present findings and key issues as follows:

- In conjunction with each local government, provide an audit to confirm the location and current condition of sport and recreation facilities.
- Review the use, functionality, and standard of each facility, including capacity to support competition and training.
- Determine the future sporting requirements of each facility through to 2036, including the requirements of sport on a regional basis and quantify the provision gap based on this timeframe.
- Investigate opportunities and constraints associated with the staging of facility development over this timeframe.
- Identify the opportunities and constraints relating to the acquisition of land for proposed future sporting and recreation developments.
- Make recommendations on the appropriate method of implementation of the key findings of the strategy.

The GSSRP was tabled at the Great Southern Recreation Advisory Group (GSRAG) on the 23 August 2018.

#### **STATUTORY IMPLICATIONS**

There are no strategic implications with the endorsement of the GSSRP.

#### **POLICY IMPLICATIONS**

There are no known policy implications with the endorsement of the GSSRP.

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Council refers to the maintenance and upkeep of public facilities and also the need to actively support junior and local sport within the Shire of Kent Community Strategic Plan.

#### **COMMENT**

In the development of the GSSRP, the region has demonstrated its recognition that sport and recreation is an integral part of creating a liveable region with thriving communities. It is intended that the GSSRP will be an iterative document to ensure continuous improvement and responsive to community's needs.

Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the GSSRP.



A four-week community and stakeholder review and comment period is scheduled for November 2018. The proposed public review and comment period proposed will allow each local government to refer the GSSRP back to community for a final review.

All feedback will be referred to the GSRAG for consideration.

### **ATTACHMENTS**

- Great Southern Sport and Recreation Plan (GSSRP)

### **VOTING REQUIREMENT**

Simple Majority

<b>4965 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr SR Crosby / Cr JN Germain**

**That the Council**

- receives and endorses the Great Southern Sport and Recreation Plan (GSSRP)**
- Supports the Department of Local Government, Sport and Cultural Industries (DLGSC) with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.**

**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>4966 - COUNCIL RESOLUTION</b>
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**MOVED Cr BC Bamess / Cr KR Stephens**

**That the council:**

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

**CARRIED 8/0  
By Simple Majority**

**11.1.1 REQUEST FOR APPROVAL TO CONDUCT FAUNA RESEARCH IN THE SHIRE OF KENT**

<b>DATE:</b>	6 December 2018
<b>PROPONENT:</b>	Terri Jones Whole of Shire
<b>LOCATION:</b>	Permission to conduct fauna research in the Shire of Kent
<b>SUBJECT:</b>	
<b>AUTHOR:</b>	Michelle Bamess – Acting Chief Executive Officer
<b>REPORTING OFFICER:</b>	Michelle Bamess – Acting Chief Executive Officer
<b>FILE NO:</b>	
<b>ASSESSMENT NO:</b>	

**PURPOSE**

Council to consider an application from Terri Jones, master's candidate at Murdoch University, to conduct fauna research within the Shire of Kent.

**BACKGROUND**

Terri Jones is a master's candidate at Murdoch University in the field of Wildlife Health and Conservation. She has written to Council seeking permission to conduct some field work research on Shingleback lizards in the Shire of Kent as part of her Master's degree project looking into the distribution of the Shingleback Nidovirus and its relationship to the Bobtail Flu.

A Regulation 17 Licence to Take Fauna for Scientific Purposes has been applied for and written permission would be helpful should Council grant permission to the sampling to be conducted.

Ms Jones' fieldwork would be primarily be focused on Department of Biodiversity, Conservation and Attractions (DBCAs) managed reserves but may also incorporate sampling of lizards seen along shire roads. Ms Jones' research would be conducted between mid November and mid December and involves the collection of oral swab samples from Shingleback lizards (Bobtails).

**STATUTORY IMPLICATIONS**

Wildlife Conservation Act 1908  
Wildlife Conservation Regs 1970, Reg 17

**POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

**FINANCIAL IMPLICATIONS**

There are no specific financial implications.

**STRATEGIC IMPLICATIONS**

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

**COMMENT**

Further detail is provided within the letter of request and also as an attachment to the letter. Ms Jones has advised that she is familiar with driving and working in the Shire of Kent and is aware of road use issues during harvest. I discussed the request with Works Manager, David Long, given the busy time of year with the volume of large trucks and road trains accessing roads with our Shire, and due to a safety concern I contacted Ms Jones for further information as to how she intended

to address this issue. She has advised that she is happy to wear Hi Vis vest when sampling but does not have access to flashing beacons and believes that signage and a traffic management plan is beyond the scale of activity.

### **ATTACHMENTS**

Email – Terri Jones.

### **VOTING REQUIREMENT**

Simple Majority

<b>4967 - COUNCIL RESOLUTION (Officer Recommendation)</b>
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**MOVED Cr KR Stephens / Cr BC Bamess**

**That the Council:**

**Advise Ms Jones that permission is granted to conduct fauna research within the Shire of Kent subject to the following conditions:**

- ***All persons collecting specimens are licensed according to the Wildlife and Conservation Act (1950) and will abide by the conditions of the licence.***
- ***This approval is for the period November to December 2018.***
- ***Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.***
- ***All care is to be taken to avoid the disturbance of fauna habitat.***
- ***All care be taken to avoid any disturbance that may lead to soil degradation.***
- ***Provision of Safe Work Method Statement.***

**CARRIED 8/0  
By Simple Majority**

### **11.1.2 REQUEST FOR PERMISSION TO REPAIR AND MARK NETBALL COURT**

DATE:	17 October 2018
SUBJECT:	Request for permission to repair mark netball court
PROPONENT:	Nyabing Sports Club
LOCATION:	Nyabing Recreation Complex
AUTHOR:	Michelle Bamess – Acting Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess – Acting Chief Executive Officer
FILE NO:	
ASSESSMENT NO:	N/A

### **PURPOSE**

Council to consider and approve repairs to approximately six holes in the surface of netball court and then to mark lines for half court basketball.

**BACKGROUND**

The Nyabing Sports Club has written to Council requesting permission to repair approximately six small holes in the surface of netball court and to also mark lines for half court basketball, ie. 3 point line, backline and keyway. The work would be carried out by a contractor and has been quoted at \$3,600 + GST. All costs would be met by the Sport Club.

**STATUTORY IMPLICATIONS**

There are no strategic implications.

**POLICY IMPLICATIONS**

There are no known policy implications.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Council refers to the maintenance and upkeep of public facilities and also the need to actively support recreation within the Shire of Kent Community Strategic Plan.

**COMMENT**

Council to consider and approve the Nyabing Sports Club's request to repair the netball court and mark lines for half-court basketball.

**ATTACHMENTS**

- Email from Nyabing Sport Club

**VOTING REQUIREMENT**

Simple Majority

**4968 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr JN Germain / Cr KR Stephens**

**That the Council:**

**Grant permission to the Nyabing Sports Club to repair the netball court and mark lines for half-court basketball.**

**12. INFORMATION BULLETIN**

**4969 - COUNCIL RESOLUTION (Officer Recommendation)**

**MOVED Cr BC Bamess / Cr JN Germain**

**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.

**14. MEETING CLOSED**

There being no further business the Shire President Cr Alan Smith, closed the meeting at 6.27pm.