

**AGENDA
JUNE 2021
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1 **DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The meeting was opened atpm by the Shire President.

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

2.1 Members on Leave of Absence

3 **DISCLOSURES OF INTERESTS**

- DIRECT FINANCIAL INTEREST
- INDIRECT FINANCIAL INTEREST
- IMPARTIALITY INTEREST
- PROXIMITY INTEREST

4 **PUBLIC QUESTION TIME**

5 **APPLICATION FOR MEMBERS FOR LEAVE OF ABSENCE**

Section 5.25 Local Government Act 1995

6 **CONFIRMATION AND RECEIVING OF MINUTES/BUSINESS ARISING**

6.1 **That the Minutes of the Ordinary Council Meeting of the Shire of Kent held at the Council Chambers, on Thursday 19 May 2021 be CONFIRMED.**

7 **ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

8 **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

9 **OFFICERS REPORTS**

9.1.1 MONTHLY FINANCIAL REPORTS TO 31 May 2021

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Christie Smith – Senior Finance Officer
REPORTING OFFICER:	Michelle Bamess –Deputy Chief Executive Officer
FILE NO:	FIN30.20
ASSESSMENT NO:	N/A
ATTACHMENTS:	<ul style="list-style-type: none"> • Monthly Financial Reports to 31 May 2021

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.

COMMENT

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

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

Community Strategic Plan 2017-2027

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community

Outcome 4.1 An efficient and effective organisation

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency.

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the following Monthly Financial Reports as presented:

- **Monthly Financial Reports to 31 May 2021**

9.1.2 SCHEDULE OF ACCOUNTS PAID TO 31 MAY 2021

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Michelle Bamess –Deputy Chief Executive Officer
FILE NO:	042.6.2
ASSESSMENT NO:	N/A
ATTACHMENTS:	

PURPOSE

Council endorsement of payment to Creditors under CEO Delegated Authority 2.1.2.

BACKGROUND

Details payments made to creditors since last Council Meeting.

COMMENT

The Schedule of Accounts Reports as presented, indicate that Council continues to be in a sound financial position.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Part 2 – Regulation 11 & 12

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

Community Strategic Plan 2017-2027

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community

Outcome 4.1 An efficient and effective organisation

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency.

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council endorse the payments from the Municipal Fund and Trust Fund for the period ending 31 May 2021:

Municipal Fund	\$250,461.71
Trust Fund	\$ 258.64
Direct Debits	<u>\$130,094.35</u>
TOTAL	\$380,814.70

9.1.3 Status of Council Decisions – May 2021

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Rick Miller – Chief Executive Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	041.1.1
ASSESSMENT NO:	N/A
ATTACHMENTS:	1. Council Resolution Register

PURPOSE

To inform Council of the actions taken in relation to Council decisions.

BACKGROUND

By providing this report to Council as an agenda item on a monthly basis will keep Council informed on the progress of decisions made.

COMMENT

The status of Council decisions/resolutions is included as an attachment and updated monthly.

It is requested that action items be reviewed at each Council meeting.

STATUTORY IMPLICATIONS

Local Government Act (1995), Section 5.41

The CEO's functions are to:-

c) Cause Council decisions to be implemented

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community

Outcome 4.1 An efficient and effective organisation

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency.

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council receive the Council Resolutions Register for the month of May 2021.

9.1.4 REVIEW OF FINANCIAL HARDSHIP POLICY

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	041.4.2
ASSESSMENT NO:	N/A
ATTACHMENTS:	<ul style="list-style-type: none"> • Financial Hardship Policy • Covid-19 Financial Hardship Policy

PURPOSE

Council to consider and endorse amendments to the current Hardship Policy to provide guidance as to how the Shire will provide support to ratepayers or debtors experiencing financial hardship.

BACKGROUND

Council resolved at its ordinary Meeting of Council on 15 April 2020 to adopt a COVID-19 Financial Hardship Policy to support ratepayers that may experience financial difficulty arising from the COVID-19.

The current policy was based upon the WALGA template financial hardship policy and was drawn up in response to COVID-19 in relation to rates and service charges with the intent of being a temporary policy. However, this policy is considered valuable and it is recommended that it be amended to become an ongoing policy to be used as guidance in all situations to assist whenever ratepayers or debtors experience financial hardship, not just during any declared State of Emergency.

It is further recommended that the policy be amended to take into consideration all debts where a debtor is able to demonstrate financial hardship, and apply to all ratepayers and debtors.

COMMENT

Council is committed to supporting the whole community to meet challenges that may result in financial hardship for ratepayers or debtors. The policy is intended to provide support for the whole community to ensure that we offer support in a fair, equitable, consistent and dignified manner while treating all members of the community with respect and understanding at any time and not just during any declared State of Emergency.

It remains a reasonable expectation that those ratepayers with the capacity to pay their rates will continue to do so. The policy is intended to provide relief for those ratepayers and debtors who are able to provide evidence of financial hardship, as per the current guidelines.

Major changes in the reviewed policy are as follows:

Policy Objective – changes to delete all reference to COVID 19

Policy Scope –delete reference to the rates and service charges levied for the 2020/2021 financial year and amended to reflect debt owed to the Shire of Kent.

Other changes throughout the document relate to formatting and changes in wording and reflect the updating of the policy for the Shire of Kent to provide support to the community in meeting unprecedented challenges arising from a state of emergency, public health emergency or economic downturn. Rather than an itemised account of each amendment throughout the policy a copy of the current policy and a copy of the draft reviewed policy has been included as an attachment to this agenda item.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The current financial hardship policy will be amended and widely advertised.

23 June 2021 – Ordinary Meeting of Council

FINANCIAL IMPLICATIONS

The Shire did not receive any applications for financial hardship in the 2020/2021 financial year and, as the majority of rates were paid, the impact on the shire finances is not anticipated to be significant.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027:

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community.

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

Endorse amendments to the Financial Hardship Policy to support ratepayers and debtors experiencing financial difficulty at any time, not just in any declared state of emergency.

9.1.5 EMPLOYEE CODE OF CONDUCT

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	N/A
LOCATION:	Shire of Kent
AUTHOR:	Michelle Bamess – Deputy Chief Executive Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	041.4.3
ASSESSMENT NO:	NA
ATTACHMENTS:	Employee Code of Conduct

PURPOSE

Council to consider and adopt a separate Code of Conduct for Employees to comply with new legislation that took effect on 3 February 2021 requiring all local governments to have a separate Codes of Conduct for Employees and for Council Members, Committee Members and Candidates.

BACKGROUND

The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 (Employee Code Regulations) bring into effect section 25 of the Amendment Act by prescribing the minimum requirements for an employee code of conduct.

A local government CEO is to prepare and implement a code of conduct to be observed by employees of the local government. The CEO may amend the code of conduct and is required to publish an up-to-date version of the code on the local government's website.

The Employee Code Regulations prescribe the minimum requirements in relation to gifts, conflicts of interest and disclosure. In addition, the regulations provide that an employee code of conduct must contain requirements pertaining to:

- behaviour
- disclosure of information
- the use of information and resources
- records keeping and dealing with misconduct.

These requirements are based on the Public Sector Commission's (PSC) key integrity risks for public sector employees. Local governments must prepare and adopt a code of conduct in accordance with these regulations as soon as practicable.

COMMENT

Each local government was previously required to develop their own Code of Conduct and manage behaviour in accordance with that code. These regulations replace these individual codes by introducing a Code that applies to all employees and is separate to the Code of Conduct for Council Members, Committee Members and Candidates.

The Code has been developed from the WALGA Base Template with any components now required through the recent legislative changes added in.

STATUTORY IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995
- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021.

POLICY IMPLICATIONS

The Council's existing Code of Conduct, has been repealed within the previous item, as the Act and Regulations now stipulates there are to be at least two separate Codes, one for Council Members, Committee Members and Candidates, and another for local government employees.

FINANCIAL IMPLICATIONS

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

STRATEGIC IMPLICATIONS

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community

Outcome 4.1 An efficient and effective organisation

- 4.1.1 Continually improve operational efficiencies and provide effective services.
- 4.1.2 Continue to enhance communication and transparency.

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That the Council:

1. Pursuant to section 5.51A of the Local Government Act 1995, adopt the Employee Code of Conduct as attached Code of Conduct for all employees of the Shire of Kent, including the Chief Executive Officer, and request the Chief Executive Officer to ensure all Shire of Kent Employees are aware if its contents.

9.1.6 REVIEW OF REQUESTS FOR DONATIONS AND FINANCIAL ASSISTANCE POLICY

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Michelle Bamess –Deputy Chief Executive Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	ADM54.10
ASSESSMENT NO:	N/A
ATTACHMENTS:	<ul style="list-style-type: none"> 3.1.8 Requests for Donations and Financial Assistance Policy

PURPOSE

Council to endorse amendments to the current Request for Donations and Financial Assistance Policy to include in kind support to the Pingrup Race Club to cover the use of the new accommodation at Pingrup Caravan Park for two nights on the weekend of the Pingrup Races and to remove the recurring donations to the Nyabing news and the Golf Club (Kent Shield) due to their cessation.

BACKGROUND

At the Ordinary Meeting of Council on 17 March 2021, Council made the following resolution:

OCM2021/079 - COUNCIL RESOLUTION (Officer Recommendation)

MOVED Cr KR Stephens / Cr KV Johnston

That Council:

1. Advise the Pingrup Race Club that in addition to the \$495 sponsorship provided for the 2021 races that, Council will provide additional in kind sponsorship providing free accommodation at the Pingrup Caravan Park Accommodation Units for the nights of the 19th and 20th March 2021;
2. Request the Pingrup Race Club to submit to the Shire by the 30 June 2021, a brief report detailing benefits to the Community that the event and funding provided;
3. **Amend Council Policy 3.1.8 Requests for Donations and Financial assistance to provide additional in kind support through the provision of accommodation at the Pingrup Caravan Park in available units.**

**CARRIED 8/0
By Simple Majority**

It is recommended that the policy also be amended to delete the annual donations to the Nyabing News of \$1,000 and the Golf Club (Kent Shield) of \$500. The Nyabing News wound up in 2020 and the Kent Shield has not been contested between the Nyabing and Pingrup Golf Clubs for many years, therefore these funds have not been requested or provided to either of these groups.

COMMENT

Major changes to this policy include:

- **Recurring Donations** - Remove Nyabing News \$1,000; and
Remove Golf Club (Kent Shield) \$500
- **Provision of In-Kind Support:** the inclusion of *Provision of two night's accommodation at Pingrup Caravan Park for Pingrup Race Club.*

The removal of the annual donations for the Nyabing News and the Golf Club from the policy will cover the in kind support for the accommodation for the Pingrup Race Club.

STATUTORY IMPLICATIONS

Local Government Act (1995)

POLICY IMPLICATIONS

The policy will be amended to reflect these changes.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027:

Civic Leadership Objective - Continually enhance the Shire's organisational capacity to service the needs our community.

4.1.1 Continually improve operational efficiencies and provide effective services.

4.1.2 Continue to enhance communication and transparency

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council:

Endorse amendments to the Request for Donations and Financial Assistance Policy as presented.

9.1.7 CONTINUATION - REQUEST FOR APPROVAL TO COLLECT NATIVE SEED FROM SHIRE OF KENT ROAD RESERVES

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	Badgebup Aboriginal Corporation
LOCATION:	Local Government Reserves within the Shire of Kent
AUTHOR:	Paul Leoni – NRM Community Support Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	053.1.5
ASSESSMENT NO:	N/A

PURPOSE

Council to consider an application from Badgebup Aboriginal Corporation to collect native seed from local government reserves, which would be mainly from roadside bushlands within local road reserves, within the Shire of Kent.

BACKGROUND

The following request was received by email (nrm@kent.wa.gov.au) on 14/06/2021 from Badgebup Aboriginal Cooperation (julie.hayden@badgebup.org.au):

"Hi Paul

In support of our request to collect seed from roadside reserves within the Shire of Kent, we wish to inform you that our Ranger group has been seed collecting for the last 2 years with Greening Australia and have amassed a lot of knowledge during that time.

This year more than 20 local farmers have given our Rangers authority to collect seed on their private properties. Our Rangers have now learned to propagate the seeds and grow seedlings. Our future plans, include a purpose built nursery to grow seedlings which will create more local jobs and to accommodate our on-country training program, involving students for KSHS.

As a local Aboriginal Ranger group, we seek your support with this request and look forward to a favourable outcome.

Kind Regards

*Julie Hayden | Business Development Manager | Badgebup Aboriginal Corporation | 3110
Katanning-Nyabing Road, Badgebup WA 6317
M 0427 992 910 | E julie.hayden@badgebup.org.au | W www.badgebup.org.au"*

COMMENT

This has been a regular annual request from various native seed collecting stakeholders including Parks and Wildlife (DBCA), Greening Australia and others smaller companies such as Formosa Flora in this case. Permission has been granted in the past to collect seed from native species in local government reserve for the purpose of enabling planned revegetation programs that will benefit the local area and region.

Permission to collect native seed will be recommended, but only for native seed collecting within local government reserves, since the Shire of Kent cannot approved activities on non-local government lands such as private properties or state or commonwealth government lands and reserves (Main Roads Reserves and any type of Nature Reserves are state government responsibility); and

I am not aware of any issues that have been raised in regards to any previous native seed collections, however we have noted a slight increase in the number of these requests, so we will need to monitor collections that are occurring by different stakeholders to ensure there is no excessive native seed harvesting occurring. This is something we can initially determine from the required annual reports requested. Also if more than one stakeholder is collecting from the same location we may need to manage this scenario with restrictions in the future to avoid any potential conflict between these different entities.

STATUTORY IMPLICATIONS

Local Government Act (1995)
Biodiversity Conservation Act 2016
Biodiversity Conservation Regulations 2018

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027

Environment Objective - Conserve, protect and enhance our natural and built environment

Outcome 3.1 A preserved natural environment

3.1.1 Conserve, enhance, promote and rehabilitate the natural environment

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council grant 'Badgebup Aboriginal Corporation permission to access and collect native seed from local government reserves within the Shire of Kent, subject to the following conditions:

- (i) Permission is for a twelve month period, commencing July 2021;**
- (ii) All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will abide by the conditions of this license;**
- (iii) This letter allows for collection only by Badgebup Aboriginal Corporation staff members;**
- (iv) Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds;**
- (v) All care will be taken to avoid the disturbance of fauna habitat;**
- (vi) All care will be taken to avoid any disturbance that may lead to soil degradation; and**
- (vii) A report detailing shire reserves accessed and seed collected be provided once the annual collection period is complete.**

9.1.8 NEW APPLICATION - REQUEST FOR APPROVAL TO COLLECT NATIVE SEED FROM SHIRE OF KENT ROAD RESERVES

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	Formosa Flora
LOCATION:	Local Government Reserves within the Shire of Kent
AUTHOR:	Paul Leoni – NRM Community Support Officer
REPORTING OFFICER:	Rick Miller – Chief Executive Officer
FILE NO:	053.1.5
ASSESSMENT NO:	N/A

PURPOSE

Council to consider an application from Formosa Flora to collect native seed from local government reserves, which would be mainly from roadside bushlands within local road reserves, within the Shire of Kent.

BACKGROUND

The following request was received by email (admin@kent.wa.gov.au) on 25/05/2021 from Formosa Flora (formasafloora@bigpond.com):

“Re – expression of interest to collect native seed from Shire of Kent – written approval

Dear CEO,

I am writing to request permission for Keith Smith & Sam Stone of Formosa Flora to collect native seed from the Shire of Kent from July 1st 2021 till June 30th 2022. In particular from those areas that are to be cleared and also from roadsides and reserves for the purposes of obtaining seed for local orders.

Formosa Flora currently operates from Torbay near Albany, and fulfills seed revegetation requirements for multiple catchment groups and the Gondwana Link projects. Approval to collect from the Kent Shire would enable more complete seed mixes with a greater diversity for this project although the bulk of seed will be obtained from private land. Formosa Flora works closely with Bush Heritage, Greening Australia and Nindethana Seed Service.

All seed is harvested by hand with tools specific to each species and sustainably with mindfulness given to each plants specific reproductive requirements According to legislation we must not jeopardize the survival of a plant or population. We are required to remove no more than 20% of the available seed set for a year from a plant.

Formosa Flora also holds Personal Accident and Public Liability Insurance. I have attached copies of all insurances and current licences. Formosa Flora, Keith Smith and Samuel Stone are all RIAWA Accredited Collectors, Processors and Suppliers of Native Seed.

Should you wish to discuss any areas of my request please do not hesitate to contact me on the numbers below

Kind Regards

Keith Smith
98 451 516
0428 451516”

COMMENT

This has been a regular annual request from various native seed collecting stakeholders including Parks and Wildlife (DBCAs), Greening Australia and others smaller companies such as Formosa Flora in this case. Permission has been granted in the past to collect seed from native species in local government reserve for the purpose of enabling planned revegetation programs that will benefit the local area and region.

Council previously approved (15th April 2020 at Ordinary Meeting of Council) Formosa Flora to collect native seed within the Shire of Kent for a 12 month period commencing April 2020 (Letter Dated 17th April 2020). This previous approval included a condition 'vii', which required "A report detailing Shire reserves accessed and seed collected be provided once the annual collection period is complete."

Permission to collect native seed will be recommended, but only:

- For native seed collecting within local government reserves, since the Shire of Kent cannot approved activities on non-local government lands such as private properties or state or commonwealth government lands and reserves (Main Roads Reserves and any type of Nature Reserves are state government responsibility); and
- Once Flormosa Flora's annual report under condition 'vii' has been submitted to and then approved by the Shire of Kent.

I am not aware of any issues that have been raised in regards to any previous native seed collections, however we have noted a slight increase in the number of these requests, so we will need to monitor collections that are occurring by different stakeholders to ensure there is no excessive native seed harvesting occurring. This is something we can initially determine from the required annual reports requested. Also if more than one stakeholder is collecting from the same location we may need to manage this scenario with restrictions in the future to avoid any potential conflict between these different entities.

STATUTORY IMPLICATIONS

Local Government Act (1995)
Biodiversity Conservation Act 2016
Biodiversity Conservation Regulations 2018

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Community Strategic Plan 2017-2027

Environment Objective - Conserve, protect and enhance our natural and built environment

Outcome 3.1 A preserved natural environment

3.1.1 Conserve, enhance, promote and rehabilitate the natural environment

RISK IMPLICATIONS

N/A

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council grant 'Formosa Flora' permission to access and collect native seed from local government reserves within the Shire of Kent, subject to the following conditions:

- (i) Permission is for a twelve month period, commencing July 2021;**
- (ii) All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will abide by the conditions of this license;**
- (iii) This letter allows for collection only by Formosa Flora staff members;**
- (iv) Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds;**
- (v) All care will be taken to avoid the disturbance of fauna habitat;**
- (vi) All care will be taken to avoid any disturbance that may lead to soil degradation;**
- (vii) A report detailing shire reserves accessed and seed collected be provided once the annual collection period is complete; and**
- (viii) The overdue annual report, as per the previous approval, be submitted before commencement of this next native seed collection.**

- 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. **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.

PROCEDURAL MOTION

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

12.1.1 CONFIDENTIAL – CHIEF EXECUTIVE OFFICER – CONTRACT EXTENSION

PROPOSED MEETING DATE:	23 June 2021
PROPONENT:	N/A
LOCATION:	N/A
AUTHOR:	Rick Miller – Chief Executive Officer
REPORTING OFFICER:	Cr Scott Crosby – Shire President
FILE NO:	Personal – EMP115
ASSESSMENT NO:	N/A
ATTACHMENTS:	CEO Letter Renewal Request; 2021 LG Determination
DISCLOSURE OF INTEREST	The CEO declares a Financial Interest that requires disclosure as the officer as a direct bearing on his contract of employment with the Shire of Kent.

PURPOSE

For Council to consider the incumbent CEO's request for the renewal of Chief Executive Officer contract between the Shire of Kent and Mr Rick Miller, and on what terms.

REASON FOR CONFIDENTIALITY

That in accordance with Section 5.23 (2) of the *Local Government Act 1995* the which permits the meeting to be closed to members of the public for business relating to the following:

- (b) the personal affairs of any person

PROCEDURAL MOTION

That Council re-open the meeting to the general public

13. MEETING CLOSED

There being no further business the Shire President Cr Scott Crosby, closed the meeting atpm.