



Shire of  
**Katanning**  
Heart of the Great Southern

'A prosperous, vibrant and diverse community working together.'

**NOTICE OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on  
Tuesday 27 March 2018, in the Shire of Katanning Council Chambers,  
14 Austral Terrace, Katanning, commencing at 6:00pm.

DISCLAIMER

The Council of the Shire of Katanning hereby  
advises that before taking any action on an application or a  
decision of the Council, any applicant or members of the  
public should wait for written advice from the Council.

PRESIDING MEMBER \_\_\_\_\_

DATE SIGNED \_\_\_\_\_



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**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS**

The Presiding Member declared the meeting open at 6:00pm.

**2. RECORD OF ATTENDANCE****PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart  
Cr Danny McGrath  
Cr Serena Sandwell  
Cr Martin Van Koldenhoven  
Cr Alep Mydie  
Cr Owen Boxall  
Cr Ernie Menghini  
Cr Kristy D'Aprile

Council Officers: Julian Murphy, Chief Executive Officer  
Lisa Hannagan, Executive Manager Finance and Administration  
Sam Davis, Executive Manager Projects and Community Building  
Andrus Budrikis, Executive Manager Property and Assets  
Paul Webb, Executive Manager Infrastructure and Development  
Libby French, Manager Finance  
Delma Baesjou, Consultant Planner  
Sophie Justins, Executive Assistant to CEO

Gallery: Matt Collis  
Will Collis  
Isabel Collis  
Neil Jefferies

Media:

Apologies:

Leave of Absence:

**3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS**

Nil.

**5. PUBLIC QUESTION/STATEMENT TIME****Neil Jefferies Question**

I have a lease on a property joining the meat works, opposite the Vet. It is coming up to re-lease on the 22 April 2018. We have had the lease for 3 years. I never receive any feedback or anything to say the lease is due for renewal and I think it is a bit rude not letting me know within a month or so of the lease expiring. We farm the lease block and with farming or any business you need to know beforehand.

On the agreement on the second schedule it states; The term of the lease is for the period of the 23 April 2015 to the 22 April 2018. Extends on the lease beyond the 22 April 2018 for the purpose of grazing sheep in accordance with Clause 5. Clause 5 says; If the expiration of the term of this lease, the lessor performs and observes all Government stipulations conditions on this part to be performed on the Shire of Katanning intend to re-lease the lease of the premise, the Shire of Katanning shall give the lessee at least one month notice in writing prior to the expiration of the terms. The lessee shall have the right for first refusal to so extend the terms of the lease for such further term and as such rental and other conditions as a party may agree.

Could you please put light on what I have just said?

**Julian Murphy Response**

Thank you for the question, Neil. Council has had approaches from some community groups a year ago. At a Council Meeting approximately 12 months ago, Council agreed to consider lease to Katanning Landcare for a community cropping program. I have been in discussion with Katanning Landcare regarding their intention for the lease and they have advised that they do not intend to take up the offer of lease. We have also had an approach from the Country Club as to whether they could lease the land also. It is at the point now from a month out from the lease expiring that we need to give advice to you as to whether we will pursue that line or not. Councils direction when doing the lease was to offer it to Landcare but as Landcare are not interested at the moment, there is still the option that we could extend the lease to you for another 12 months.

**Neil Jefferies Response**

We have the first refusal so if you are going to release the land we get the first refusal over someone else. Is that correct?

**Julian Murphy Response**

Yes, potentially. They were the options in terms of the lease. Either take the proposal as given to us by the Country Club or offer an extension of 12 months to yourself.

**Neil Jefferies Response**

It is a bit poor that we haven't been let know. I have not heard anything from the Shire for the last three years.

**Julian Murphy Response**

We met in my office about a year ago to discuss some issues regarding the water bill.

**Neil Jefferies Response**

Nothing has happened regarding the water bill either. I have approached four different people at the Shire and I have not received anything back.

**Julian Murphy Response**

I apologise, I have been tracking the issue over the last year and I have been asking the question whether you are up to date and I was told that you had been updated. If that is not the case with the water, we will follow it up again. I recall at our meeting that I did advise you at the time that there was interest from community groups. I have not put this in writing but I do recall our conversation, but at this point the next best thing is to extend the lease for another 12 months with yourself.

**Neil Jefferies Response**

We get the lease for another 12 months, is that correct?

**Julian Murphy Response**

Yes.

**Neil Jefferies Response**

That is all I needed to know, thank you.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 27 February 2017  
(SEE ATTACHED MINUTES)**

**MOVED: CR DANNY MCGRATH**

**SECONDED: CR MARTIN VAN KOLDENHOVEN**

**OC23/18 That the minutes of the Ordinary Council Meeting held on Tuesday 27 February 2018 be confirmed as a true record of proceedings.**

**Voting Requirement: Simple Majority**

**CARRIED: 9/0**

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

I wish to acknowledge the Katanning Harmony Festival, it was a resounding success again in 2018. The Festival keeps getting better and better and this is largely due to the Community Development team who plan for this festival each year as well as the rest of the Shire team and community who provide the essential setup, pack up and running of the day. Thank you to every single person who was involved in any way. It is an absolute credit to our organisation to provide this festival that showcases the very heart of our community.

Last night we had a productive session of roads, plant and footpaths, which is real bread and butter Local Government responsibility. Cr D'Aprile, Cr Van Koldenhoven, Cr Goodheart and Cr Sandwell really appreciated the session and would like to acknowledge our Executive Manager Infrastructure & Development, along with his team, to develop the kind of program that appears to have been missing for possibly 10 years. This work will not only stand our Council in good stead for our budget process but will assist all future Councils to create and maintain our infrastructure and assets. Paul, you did note at the meeting last night that it was less painful than you expected and I pass on Councils appreciation on the way you facilitated the meeting and listened to all views around the table, it was fantastic.

Councillors and Staff, we have had a very busy start to our year and we would like to acknowledge everyone who has had so much on their plate and thank every person in our whole organisation for their efforts. Our organisation exists because of the community of Katanning and that is what we are here for to work together towards improving the community together.

I wish everyone a happy and safe Easter and enjoy your well-deserved break.

**10. REPORTS OF COMMITTEES AND OFFICERS**

Nil.

**10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1.1 Request for Comment on Movement of Agricultural Machinery  
(ATTACHMENTS)**

**File Ref:** RD.PG.2  
**Reporting Officer:** Paul Webb, Executive Manager Infrastructure & Development  
**Date Report Prepared:** 19 March 2018

**Issue:**

West Australian Local Government Association request for comment on movement of agricultural machinery on Local Government road networks.

**Body/Background:**

A request for comment has been made from the Great Southern Zone of the West Australian Local Government Association.

This matter received Tuesday 13 March 2018:

*TO: Delegates of the Great Southern Zone of WALGA  
CEOs and other interested Councillors and Staff*

**RE: REQUEST FOR COMMENT ON MOVEMENT OF AGRICULTURAL MACHINERY**

*Please will you discuss the following issue within your Council and provide comments via email to me by **COB on Thursday 29 March 2018.***

*Zone President Cr Keith House will then inform the April meeting of the Local Government Agricultural Freight Group of the Zone's responses.*

*See details below and attached document.*

***6.1 Movement of Agricultural Machinery***

*The Group requests comment from Zones on the Heavy Vehicle Agricultural Pilot Authorisation 2017. The authorisation does not apply to the movement of agricultural vehicles exceeding 6 metres in width or 40 metres in length. In these instances, an accredited Heavy Vehicle Pilot would be required. As many agricultural implements now exceed 6 metres in width the Group has recommended that an abbreviated Heavy Vehicle Pilot License training course be established for agricultural pilots accompanying agricultural vehicles exceeding 6 metres in width or 40 metres in length.*

*The Group resolved to requested clarification as to the requirements regarding the movement of agricultural vehicles in convoy. The current Agriculture Machine Operational Guidelines state that "A maximum of two Agricultural Machines may travel in convoy with one another when accompanied by pilot vehicles, unless otherwise specified on the permit". To assist in discussions comments from Zones on these requirements would be appreciated.*

**Discussion at Zone meeting on 2 March 2018**

*Cr Russel Thomson - supported being proactive but not sure how.*

*Cr Keith House – regulations are not practical or workable. Solutions are challenging. There are safety issues. Local Government needs to be proactive.*

*Ian Duncan, WALGA – Is this an issue for Local Governments? If so, what changes would Local Governments like to see?*

**ACTION: What changes do Zone Councils wish to make?**

*Annabel Paulley*  
*Executive Officer*  
*Great Southern Zone of the WA Local Government Association*

Please also see attachment, "Restricted Access Vehicles, Agricultural Machine Operational Guidelines."

**Officer's Comment:**

The officer reporting can identify that as the Council at this time has no operational road hierarchy, the implementation of the Operational Guidelines would be difficult to manage or enforce. However, this matter will need to be considered in future and as an information item will be useful for Councillors in determining future network use.

Restricted Access Vehicle (RAV) networks are classified into three groups:

**RAV 1**

Special purpose vehicles (i.e. cranes);  
Agricultural machines or implements;  
Vehicles carrying or designed to carry large indivisible item

**RAV 2**

B-doubles (that meet the Road Traffic (Vehicles) Regulations 2014);  
Road trains (that meet the Road Traffic (Vehicles) Regulations 2014);  
Vehicle transporters not more than 4.6 metres in height;  
Livestock carrying vehicles not more than 4.6 metres in height.

**RAV 3**

Class 2 RAVs that are oversize or over-mass;  
Class 2 RAVs that are concessionally loaded.

Council will have historically and in the majority have dealt with RAV 2 vehicles. Dealing with RAV 1 will be just as important to Council in relation to future consideration of overall road use, as road width, depth of base and clear zone requirement will set expenditure requirements on minimum road construction requirements and clear zone (tree pruning) for vehicle access.

Area and route condition would need to allow a consideration of:

**7.3 Damage**

*An Agricultural Machine must not be driven along a route or within an area if to do so would be likely to cause:*

- (a) Disruption to telecommunication, electrical, rail, gas, water or sewage services; or*
- (b) Damage to a road (including a bridge), structure, rail crossing or tree.*

The most pertinent example is over height farm machinery being transported on roads without adequate height clearance causing damage to trees on the route, in many instances leaving branches laying on the roadway. This also results in request from local landholders to prune back trees on roads that may be little more than formed tracks.



Whilst this officer at this time has no direction to provide to Council, future assessment will limit road access for some types of vehicles or towed implements in line with the attached Operational Guideline to meet financial and operational capacity set by Council.

The recommendation provided is tentatively offered subject to change by Council if required.

**Statutory Environment:**

*Road Traffic Act 1974*

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need.
OBJECTIVE	B1.1.1	Adopt sound project development practices that ensure community need is understood and met.
OBJECTIVE	B1.1.6	Implement safe and effective road and transport networks.

**Officer's Recommendation/Council Motion:**

**MOVED: CR OWEN BOXALL**

**SECONDED: CR DANNY MCGRATH**

**OC24/18** That Council notifies the West Australian Local Government Association Great Southern Zone that it does not wish to recommend any changes to the "Restricted Access Vehicle, Agricultural Machine Operational Guidelines, December 2017".

**Voting Requirement:** Simple Majority

CARRIED: 9/0

**10.1.2**            **Lake Ewlyamartup Maintenance and Management Plan**  
(ATTACHMENT)

**File Ref:** CP.DE.9  
**Reporting Officer:** Paul Webb, Executive Manager Infrastructure & Development  
**Date Report Prepared:** 19 March 2018

**Issue:**

For Council to consider being the lead agent for the Lake Ewlyamartup Maintenance and Management Plan, and to take care and control of a road culvert structure under Kojonup Pingrup Road.

**Body/Background:**

Officers of the Shire of Katanning have been approached by members of the Wheatbelt Natural Resource Management (Wheatbelt NRM), requesting handover on completion of project to the Shire of Katanning.

The project relates to flushing of waters from Lake Ewlyamartup by installation of drainage channels, drains, bunds, levees and weirs. The attached document references part 3 of the Living Lakes project and includes costing relative to ongoing maintenance tasks to ensure future operations of the project.

On Monday 19 March 2018, a meeting was held with the Lake Ewlyamartup Working Group (LEWG), representatives from the Shire of Katanning and Wheatbelt NRM to discuss future operations and maintenance of this project. In addition, the matter of the responsibility of ownership of the Kojonup Pingrup Road (Katanning-Nyabing Road) culvert was also discussed.

**Officer's Comment:**

The attached document outlines an operational procedure to manage the ongoing health and water quality for the Lake Ewlyamartup project. The items include specific tasks to be undertaken annually, after every significant flood event and at completion of every flushing and draining operation. In addition, there are annual tasks that need to be progressed, which were discussed with the LEWG. These matters include:

- Review of sludge build up in the Lake
- Removal of Sludge each year (once every 10 years 1,000m<sup>3</sup>/10)
- Inspection of Control Structures and Gates and Cleaning
- Replacement of timber and seals once every 5 years
- Earthworks Maintenance outside Maintenance Period
- Water sampling tests 64 samples per annum

Initial indicative maintenance costs to undertake these task, if run by the Shire only, indicates an annual expenditure of \$63,100. However, discussion with the LEWG have confirmed that they can provide labour and the majority of machinery tasks, if the Shire of Katanning can agree to provision of financial components. The Chief Executive Officer and the LEWG have worked to reduce overall financial burden on the Shire by provision of community labour services:

The LEWG indicated that they could:

- Review sludge build-up in the lake
- Remove sludge from the lake, although it was felt that this would only be need about every 20 years.

- Undertake required earthworks.
- Undertake inspection of the flushing channel
- Progress works in the flushing channel subject to the channel inspection.

The Shire would undertake:

- Inspection of control structures and gates
- Provide machinery to lift and install flood gate boards
- Undertake regulatory water testing
- Take care and control of the Kojonup Pingrup Road Culvert

Water testing will need to be funded by Council from the annual budget. Volunteers may be able to take the samples, reducing labour costs to Council. The management plan indicates 64 samples per annum, with total test and courier costs at approximately \$27,200 per annum. The Shire Environmental Health Officer, Mr Shane Chambers, has indicated that bacterial water quality can be tested by Pathwest State Laboratories for no cost, with only courier costs being paid by Council. Mr Chambers has also that there is no regulatory requirement to undertake testing of natural water bodies, however, council may wish to undertake precautionary testing on a monthly basis during the recreational season when the water body is most likely to be used by members of the public. Ideally testing may be undertaken for bacterial analysis (E.coli) and reactive testing for algal bloom. Other costs such as general inspections by staff can be progressed under current budget, and a small amount of funding would be required for replacement or removal of floodway boards, approx. \$2,000 per annum.

For this project to proceed, the Council would need to take care and maintenance of the Lake Ewlyamartup Maintenance and Management Plan.

Part of the Lake Ewlyamartup project requires that the Shire of Katanning notify Main Roads Department Western Australia *“commit to be the responsible body for the care and maintenance of the proposed culvert under the Kojonup Pingrup Road for the Lake Ewlyamartup flushing channel project.”*

It is the officers understanding that this is a very important project to the Council and the community. If the Council decided not to endorse the care and maintenance of this project, as is their right to do, it is highly likely that the project would not proceed. MRD are very unlikely to approve the installation of a culvert under their asset that does not fall under the care and control of a third party responsible agent. Council should note that a properly constructed culvert structure should last for a minimum 50 years or longer, however, the structure will need to be placed on Council asset register and will require regular inspection and maintenance. Council should also note that the culvert does not cater to annual creek or river flow, but is to cater for water discharged from Lake Ewlyamartup under controlled flow. As such, the stress on the structure will much lower than ordinary operating conditions.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Financial Implications:**

Whilst the bulk of maintenance activities will be undertaken by community groups, approximately \$19,200 for Staff and vehicle costs and \$8,000 for courier costs for sampling

will be required from future budgets for Lake Ewlyamartup maintenance and management activities.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	NATURAL ENVIRONMENT	
ASPIRATION	N3	A strong sense of community ownership and pride for the natural environment.
OBJECTIVE	N3.1.1	Support and encourage volunteer programmes and community initiatives that focus on improving the natural environment.
OBJECTIVE	N3.1.2	Effective management of the Shire's natural assets.

**Officer's Recommendation/Council Motion:**

**MOVED: CR DANNY MCGRATH**

**SECONDED: CR ERNIE MENGHINI**

**OC25/18 That Council**

- 1. Notifies the Wheatbelt Natural Resource Management agency that the Shire of Katanning will act as the lead agent for the Lake Ewlyamartup Maintenance and Management Plan.**
- 2. Notifies Main Roads Department Western Australia that the Shire of Katanning will commit to be the responsible body for the care and maintenance of the proposed culvert under the Kojonup Pingrup Road for the Lake Ewlyamartup flushing channel project.**

**Voting Requirement:** Simple Majority

CARRIED: 9/0

Cr Danny McGrath spoke for the motion.

## 10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

### 10.2.1 Schedule of Accounts (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 21 March 2018

#### **Body/Background:**

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2017/18	EFT Payments 2017/18	Direct Debits 2017/18	Credit Card 2017/18	Payroll 2017/18	Trust 2017/18	Total Payments 2017/18
July	2,094.85	489,112.68	339,827.72	0.00	306,119.77	5.42	1,137,160.44
August	2,811.70	1,522,631.19	312,531.27	5,770.39	339,435.06	1,212.68	2,184,392.29
September	11,566.95	673,455.54	207,121.69	9,182.67	512,962.08	0.00	1,414,288.93
October	1,593.85	609,769.21	311,427.60	6,525.35	136,693.64	777.84	1,066,787.49
November	5,708.35	770,537.18	335,679.48	0.00	489,261.53	339.90	1,601,526.44
December	1,595.12	862,079.95	284,881.78	0.00	305,441.24	0.00	1,453,998.09
January	22,086.92	571,328.07	285,146.70	30,166.65	297,912.30	283.25	1,206,923.89
February	48,222.57	837,972.25	281,479.76	2,125.15	303,402.18	-	1,473,201.91
March							0.00
April							0.00
May							0.00
June							0.00
<b>Total</b>	<b>95,680.31</b>	<b>6,336,886.07</b>	<b>2,358,096.00</b>	<b>53,770.21</b>	<b>2,691,227.80</b>	<b>2,619.09</b>	<b>11,538,279.48</b>

#### **Officer's Comment:**

The schedule of accounts for the month of February 2018 are attached.

#### **Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

#### **Policy Implications:**

There are no direct policy implications in relation to this item.

#### **Financial Implications:**

Expenditure in accordance with the 2017/18 Annual Budget.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

**Officer's Recommendation/Council Motion:****MOVED: CR SERENA SANDWELL****SECONDED: CR JOHN GOODHEART****OC26/18 That Council:**

**Endorses the Schedule of Accounts as presented, being cheques 41993-42002 totalling \$48,222.57, EFT payments 24475-24614 totalling \$837,972.25, direct payments totalling \$281,479.76, credit card payments totalling \$2,125.15 authorised and paid in February 2018.**

**Voting Requirement:** Simple Majority.

CARRIED: 9/0

## 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 21 March 2018

### **Body/Background:**

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month.

Variances between budgeted and actual expenditure including the required Material Variances (10% with a minimum value of \$10,000) are included in the variance report.

### **Officer's Comment:**

A variance report is included with the monthly financial statements.

### **Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

### **Policy Implications:**

There are no direct policy implications in relation to this item.

### **Financial Implications:**

Monthly Statement of Financial Activity.

### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

### **Officer's Recommendation/Council Motion:**

**MOVED: CR DANNY MCGRATH**

**SECONDED: CR JOHN GOODHEART**

**OC27/18 That Council adopts the Statement of Financial Activity for the month ending 28 February 2018, as presented.**

**Voting Requirement:** Simple Majority.

CARRIED: 9/0

### **10.2.3      Annual Review of Delegations Register** **(ATTACHMENT)**

**File Ref:** GV.AT.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 14 March 2018

**Issue:**

To review delegations from Council to the Chief Executive Officer

**Body/Background:**

In accordance with section 5.18 a local government is to keep a register of delegations made under this division and review the delegations at least once every financial year.

In accordance with section 5.42 of the Local Government Act 1995, a local government is able to delegate some of its powers and duties to the Chief Executive Officer. The Chief Executive Officer may also delegate to other employees.

**Officer's Comment:**

The 2018 review of the Delegations Register has been undertaken to address suggested/required changes to the existing delegations (if applicable) with the view to improving the day to day functioning of the Shire and also comply with the requirement to review this document at least once every year.

A major review of the Shire's Delegation Register was completed in 2016 and adopted by Council in February 2017.

The Delegations Register was workshopped with Council at the Forum held on 13 February 2018.

The most recent review has addressed the organisations structural changes that were implemented late in 2017. Therefore changes made during this review are of a minor nature and related to changes of officer titles/responsibilities.

**Statutory Environment:**

*Local Government Act 1995*

*Section 5.18 states that 'A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.'*

*Section 5.42 Delegation of some powers and duties to CEO*

*(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

*(a) this Act other than those referred to in section 5.43; or*

*(b) the Planning and Development Act 2005 section 214(2), (3) or (5).*

*\* Absolute majority required.*

**Policy Implications:**

There are no policy implications in this matter.



**Financial Implications:**

There are no financial implications in this matter.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

**Officer's Recommendation/Council Motion:**

**MOVED: CR MARTIN VAN KOLDENHOVEN**

**SECONDED: CR DANNY MCGRATH**

**OC28/18 That Council:**

- 1) **Adopts the Delegations Register as proposed; and**
- 2) **Revokes all previous delegations.**

**Voting Requirement:** Absolute Majority

LOST: 6/3

Cr Kristy D'Aprile spoke against the motion.

#### **10.2.4        Policy Register Review** (ATTACHMENT)

**File Ref:** GV.PO.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 16 March 2018

**Issue:**

Section 2.7(2)(b) of the Local Government Act 1995 (“the Act”) states that the making of policy is a role of the Council. Policies provide clarity, ownership and accountability to the Katanning community and for the staff of the Shire. A review of the policies has commenced to ensure accuracy and currency which reflect the Council’s commitment to ensuring best practice governance principles.

**Body/Background:**

Council were provided with the Policy review documentation and attended a workshop to consider Officer review/commentary notes in February 2018.

At this workshop, Council were able to review approximately one third of the Shire’s Policies. Council had requested the prioritisation of two policies being:

1. Purchasing Policy
2. Buy Local – Regional Price Preference

**Officer’s Comment:**

In relation to the Shire’s Purchasing Policy, a minor change was made to address Council’s commitment to support and stimulate local businesses.

In relation to the Shire’s Buy Local – Regional Price Preference, Council have amended the current policy to increase the benefit to Katanning based businesses.

In relation to the remainder of the Policy Review document, a number of changes were recommended, including change in the structural layout of the Policies within the Policy Register to reflect the correct operational location for policies.

The review also determined that a number of current policies were more correctly identified as Organisational or Management Guidelines and Council has noted that, while this information is important to the management of the Shire, it is not appropriate for them to be included in the Council Policy Register. These policies will be rescinded.

Council policies which have undergone changes during their review are attached to this Agenda in final draft for consideration of approval.

The table below summarises the changes required to the Council Policy Register to date.

<b>Shire of Katanning Council Policy Register Review Schedule – March 2018</b>			
Old Policy #	New Policy #	Policy Name	Recommendation
3.1	2.1	Rates Recover (amalgamated into 2.11)	Amend
3.2		Hire of Council Equipment	Rescind
3.3	2.11	Accounts Receivable (amalg. Into 2.11)	Amend
3.5		Statutory Appointments	Rescind
3.6		Implementing the Budget	Rescind
3.7		Group Valuations for contiguous	Rescind
3.8	2.3	Rates – Early payment discount	Amend
3.9		Disbursement of Monies – Rates Assessment Collection	Rescind
3.13	2.10	Lease/or Licence to Occupy Community Assets	No Change
3.14	1.3	Records Management Policy	Amend
3.15	2.4	Material Variance	No change
3.17	2.5	Purchasing	Amend
3.18	2.6	Assets, Capitalisation ...	Amend
3.19	2.7	Buy Locally – Regional Price	Amend
3.2	2.8	Corporate Credit Card	No change
4.1		Withdrawal of Infringement Notices	Rescind
5.1	8.7	Alfresco Dining *need input from Planning	On Hold
5.2	6.1	Graffiti Removal and Prevention	No change
6.1		Mobile Garbage Bins – Refuse collection	Rescind
6.2	8.8	Bed & Breakfast Accommodation	Rescind
6.4	8.9	Municipal Inventory Heritage Policy	No change
6.6	6.2	Allocation of Units at Amherst Village.	Amend
7.2	6.3	Swimming Pool – Operational Areas	Rescind
7.3		Playground Equipment	Rescind
7.4	6.13	Sponsor Advertisements – Sporting Grounds	Rescind
7.5	6.4	Marking Ovals & Sports Grounds	Rescind
7.6	6.5	Conditions of Usage – Recreation Reserves	Rescind
7.7	6.6	Display of Banners	Rescind
7.8	6.14	Pioneer & Memorial Wall	Amend
7.9	6.7	Signage Policy – Ram Selling Pavillon	Rescind
7.10	6.15	Naming of Parks	Rescind
7.11	6.8	Signage Policy – Main stadium Leisure Centre	Rescind

**Statutory Environment:**

The *Local Government Act 1995* Section 2.7(2)(b) states that the Council is to determine the local government's policies.

*Local Government (Functions & General) Regulations 1996*

- 24C Regional price preference may be given
- 24F Adoption and notice of regional price preference policy
- 24F(1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.

**Policy Implications:**

The Policy Register will be updated according to Council resolution.

**Financial Implications:**

There are no financial implications.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

**Officer's Recommendation/Council Motion:**

**MOVED: CR JOHN GOODHEART**

**SECONDED: CR SERENA SANDWELL**

**OC29/18**

**That Council:**

1. Rescinds Policies as proposed in the Council Policy Register Review Schedule – March 2018;
2. Adopts the Policies as proposed in the Council Policy Register Review Schedule – March 2018; and
3. In accordance with the *Local Government (Functions & General) Regulations 1996* (Reg. 24F) gives four weeks statewide public notice that it intends to adopt a “Buy Local – Regional Price Preference” policy and consider any submissions in relation to this policy.

**Voting Requirement:** Simple Majority

CARRIED: 9/0

Cr John Goodheart spoke for the motion.

**10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS****10.3.1 Collaboration for Regional Impact**  
(ATTACHMENT)

**File Ref:** ED.SV.1  
**Reporting Officer:** Denise Gallanagh Wood, Community Development & Projects  
Coordinator  
**Date Report Prepared:** 22 March 2017

**Issue:**

Regional Development Australia Wheatbelt is seeking support from the Shire of Katanning to establish a backbone organisation through an independent Not For Profit (NFP), to be able to apply for funding in its own right. The project is seeking a commitment from the Shire of Katanning (SOK) to:

1. Join the collaboration as a financial member (\$1 per person per Shire per quarter, \$16,600 annually for SOK) with a 3 year commitment. Along with commitments from RDA and other partners this will provide the seed funding for the backbone organisation. The project has an agreement in principle with an Intermediator to act as a deductible gift recipients (DGRs), this creates an avenue for the Shire to seek business support, cover their contribution and the business can claim the donation as a tax deduction.
2. To represent the Great Southern on the Board as a Foundation Committee Member on the NFP Committee (Board) to provide expertise and a point of connection to the broader social impact investment and corporate investment market.

**Body/Background:**

RDA Wheatbelt has designed a medium to long term project to:

- Properly identify the issues that matter to the people living in the region;
- Align existing resources from State and Federal bodies, and the Not For Profit and commercial sectors, towards an agreed framework for impact, including 'what's working and what's not';
- Harness the social impact investment and corporate market to provide additional financial support towards the implementation of chosen interventions; and
- Measure outcomes to meet the requirements of the social impact investment market.

The project is seeking an Expression of Interest from 10 key identified stakeholders and an independent chair.

**Role of the backbone:**

- Guiding vision and strategy
- Supporting aligned activities
- Establishing shared measurement practices
- Cultivating community engagement and ownership
- Advancing policy
- Mobilising resources

#### Anticipated project outcomes:

This project aligns with Sustainable Development *Goal 17: Revitalise the global partnership for sustainable development* under the United Nations Economic and Social Council's 2030 Agenda. It is also focused on core requirements of regional economic development identified through COAG:

- Strengthen human capital
- Increase infrastructure
- Improve access to markets
- Leverage regional comparative advantage
- Improve productivity
- Improve business competitiveness

It seeks to change the conversation around regional economic development towards one that focuses on human wellbeing – a critically important ingredient of sustainable economic development. This might mean that instead of focusing on attracting new industry to the region, it may well focus on education, health, youth unemployment pathways etc.

It may also focus on other key collaborative projects with regional impact – for example, the current Wheatbelt projects *Secondary Freight Route* (a collaboration between RDA Wheatbelt and all 42 local governments) and *Aboriginal Enterprise Development* (a collaboration between Regional Development Australia Wheatbelt, the Noongar Chamber of Commerce and Industry, the Noongar landholder cooperative and 3 local governments in the Wheatbelt).

The key is that the community want it, its collaborative, and has regional impact and is focussed on human wellbeing.

#### Pilot Projects

- Regional Education
- Youth Unemployment
- Aboriginal Economic Participation

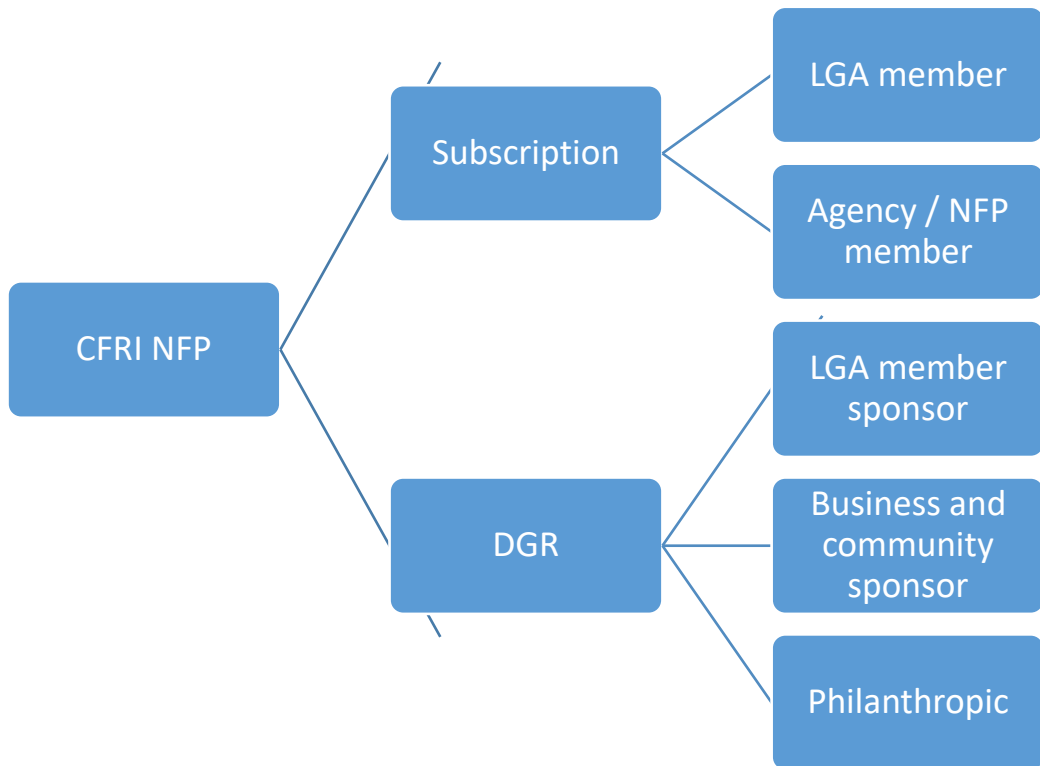
#### Timing

March 31 deadline for Foundation Stakeholders (Board membership) financial contribution confirmation.

Project pathway to be developed in consultation with the new Board but anticipated priorities:

- New entity establishment
- Dedicated project manager
- Formal Business case development
- Lotterywest application for funding gap
- Continued development and resource securement for the three test pilots

Proposed funding model



Federal Government have confirmed funding of \$1,072,500 inc GST funding for Pilot 3 – Aboriginal Enterprise Development. This pilot will be in the Wheatbelt, however provides opportunity to other regions to benefit from the resources and programs developed.

<b>Total Annual Contribution</b>	<b>\$16,600.00</b>
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**Officer’s Comment:**

The project has the potential to attract substantial investment to the region which could result in significant positive social impacts in the areas of Regional Education, Youth Unemployment and Aboriginal Economic Participation

The Shires funding commitment would be an annual contribution of \$16,600. Should Council choose to become a founding member they would hold a seat on the board.

If Council decide to become a founding member the Shires financial contribution will be managed by the new NFP structure, Collaboration for Regional Impact.

If Shire of Katanning become a founding member the board structure as indicated in the original briefing notes would be altered so that Shire of Katanning would replace the City of Albany.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil.

**Financial Implications:**

Should Council choose to proceed with this project their annual commitment for a 12 month period would be \$16,600.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

<b>PRIORITY</b>	<b>SOCIAL</b>	
ASPIRATION	S1	A capable, vibrant, healthy & connected community.
<b>PRIORITY</b>	<b>ECONOMIC</b>	
ASPIRATION	E2	A place to live and visit.
ASPIRATION	E4	A culture of learning.

**Officer's Recommendation/Council Motion:**

**MOVED: CR JOHN GOODHEART**

**SECONDED: CR ERNIE MENGhini**

**OC30/18**

**That Council:**

- 1. Becomes a founding member of the Collaboration for Regional Impact Project; and**
- 2. Makes provision in the 2018/19 budget for a funding contribution of \$16,600 ex GST to the Collaboration for Regional Impact Project for 12 months.**

**Voting Requirement:** Simple Majority

**CARRIED: 8/1**

Cr John Goodheart spoke for the motion.

Cr Martin Van Koldenhoven spoke against the motion.

Cr Danny McGrath spoke for the motion.



**10.3.2**      **Revised Terms of Reference, Project Advisory Group for the Katanning SuperTowns Heritage Centre Project**  
(ATTACHMENT)

**File Ref:** CP.RP.1  
**Reporting Officer:** Sam Davis, Executive Manager Projects & Community Building  
**Date Report Prepared:** 21 March 2018

**Issue:**

To consider the adoption of a revised Project Advisory Group Terms of Reference for the Katanning SuperTowns Heritage Centre Project.

**Body/Background:**

The Shire of Katanning has secured investment from the State Government through its Royalties for Regions - Growing Our South Initiative, to undertake the Katanning SuperTown Heritage Centre Project (KSHCP); comprising the Welcome Precinct and the Piesse Lake Development. Significant funding has also been supplied by Lotterywest.

Council has established a number of advisory committees. The Katanning Supertown Heritage Centre Advisory Committee was previously revised by Council at its Special Meeting held on 23 October 2017 where the following members were appointed to for the new term of Council:

Katanning Heritage Centre Project Advisory Group

Cr Liz Guidera

Cr John Goodheart

**Officer's Comment:**

It is recommended that Council review the Terms of Reference (ToR) for the Katanning Supertown Heritage Centre Project Advisory Group to take into account proposed minor amendments to align with other Council Committee ToR, membership and the updated KSHCP project management plan.

Revised draft ToR attached.

**Statutory Environment:**

*Local Government Act 1995*

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

**Policy Implications:**

Election of Committees Policy provides for the election of Council Committees in line with the requirements of the *Local Government Act 1995*.

**Financial Implications:**

There are no direct financial implications in relation to this item.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

Officer's Recommendation:

That Council adopts the revised Terms of Reference, as presented, for the Katanning SuperTowns Heritage Centre Project Advisory Group.

**Council Motion:****MOVED: CR KRISTY D'APRILE****SECONDED: CR SERENA SANDWELL**

**OC31/18 That the revised Katanning SuperTowns Heritage Centre Project Advisory Group Terms of Reference be reviewed at the April 2018 Council Forum.**

**Voting Requirement:** Simple Majority

CARRIED: 9/0

Cr Kristy D'Aprile spoke for the motion.

**REASON FOR THE DECISION:**

**Councillors wanted an opportunity to further review the Terms of Reference at a Council Forum.**

## 10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS

### 10.4.1 Approval of the Revised Project Management Plan for the KSHCP (ATTACHMENT)

**File Ref:** CP.RP.11  
**Reporting Officer:** Andrus Budrikis, Executive Manager, Property & Assets  
**Date Report Prepared:** 21/3/2018

**Issue:**

To consider and approve the KSHCP Project Management Plan Rev 4 15.3.2018.

**Body/Background:**

The development of a project management plan for the Katanning Supertown Heritage Centre Project is a requirement of Funding Assistant Agreement – Growing Our South. The Project Management Plan (PMP) is a document that describes the project management and procurement process for the project. The PMP is developed and updated by the project manager as required to clarify the project processes. The first Project Management Plan was developed 15/3/2017 with sub-sequent revisions made 15/9/2017 and a draft revision on 11/12/2017.

**Officer's Comment:**

The Project Management Plan is a necessary document to clarify the project management and procurement process for the KSHCP. The document is reviewed as required by the project manager.

It is a requirement of the FAA that the PMP be submitted to the Department of Primary Industry and Regional Development as one of the first milestones prior to the second drawdown of funds being issued. The first draft of the PMP was provided to DPIRD for information.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Financial Implications:**

The project is funded by the Royalty for Regions Growing Our South Program (\$12.72m), Lotterywest (\$2m) and the Shire of Katanning (\$0.63m).

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

<b>PRIORITY</b>	<b>BUILT ENVIRONMENT</b>	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.1	Adopt sound project development practices to ensure community need is understood
<b>PRIORITY</b>	<b>BUILT ENVIRONMENT</b>	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.1.2	Continue to improve project management practices

**Officer's Recommendation:**

That Council endorses the KSHCP Project Management Plan Rev 4 as the current version of the Project Management Plan and that this version be submitted to DPIRD as required under the Funding Assistance Agreement.

**Council Motion:****MOVED: CR KRISTY D'APRILE****SECONDED: CR MARTIN VAN KOLDENHOVEN**

**OC32/18** That the Katanning Supertown Heritage Centre Project, Project Management Plan (Rev 4) be reviewed at the April 2018 Council Forum.

**Voting Requirement:** Simple Majority

CARRIED: 7/2

Cr Kristy D'Aprile spoke for the motion.

Cr Martin Van Koldenhoven spoke for the motion.

Cr Alep Mydie spoke against the motion.

Cr Danny McGrath spoke against the motion.

**REASON FOR THE DECISION:**

**Councillors wanted an opportunity to further review the Project Management Plan (Rev 4) at a Council Forum.**

## 10.5 CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.5.1 2018 Annual Electors Meeting Minutes (ATTACHMENTS)

**File Ref:** FM.FI.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 22 March 2018

**Issue:**

To consider the minutes of the Annual Electors Meeting held on 12 March 2018.

**Body/Background:**

The Annual Electors Meeting for the Shire of Katanning was held on 12 March 2018 at the Katanning Leisure Centre. Public notice was given of the meeting time and date and the agenda was made available for public inspection prior to the meeting in accordance with the Local Government Act.

**Officer's Comment:**

At the electors meeting, the Annual Report for 2016/17 including the Financial, Shire President and CEO reports were received.

No decisions were made at electors' meeting that require Council's consideration.

**Statutory Environment:**

Local Government Act 1995

- Section 5.27 – requires a general meeting of electors to be held at least once each year.
- Section 5.29 – requires 14 days local public notice of electors' meetings to be given.
- 5.33 – requires that decisions made at electors' meetings to be considered at the next ordinary meeting of Council.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.1	Operate with the high ethical and professional standards, being open, transparent and responsive to the community and other stake holders.
OBJECTIVE	L1.2	Provide effective Leadership and good governance

**Officer's Recommendation/Council Motion:**

**MOVED: CR OWEN BOXALL**

**SECONDED: CR SERENA SANDWELL**

**OC33/18 That Council receives the minutes of the Annual Electors Meeting held on 12 March 2018.**

**Voting Requirement:** Simple Majority

**CARRIED: 9/0**

Cr Alep Mydie spoke for the motion.

**10.6 ADVISORY COMMITTEE MEETING**

Nil.

**11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil.

**13. CONFIDENTIAL ITEM****PROCEDURAL MOTION****MOVED: CR DANNY MCGRATH****SECONDED: CR JOHN GOODHEART**

**OC34/18** That Council closes the meeting to the public to consider the following item regarding the appointment of an Acting Chief Executive Officer.

CARRIED: 9/0

The Public and staff left the room at 6:29pm.

**13.1** **Appointment of Acting Chief Executive Officer**  
(ATTACHMENT)

**File Ref:** PE.RE.5

**Reporting Officer:** Julian Murphy, Chief Executive Officer

**Date Report Prepared:** 22 March 2018

**Issue:**

To consider the appointment of an Acting CEO during the period of the CEO's long service leave.

**PROCEDURAL MOTION****MOVED: CR MARTIN VAN KOLDENHOVEN****SECONDED: CR SERENA SANDWELL**

**OC35/18** That Council suspends standing orders.

**Voting Requirement:** Simple Majority

CARRIED: 9/0

**PROCEDURAL MOTION****MOVED: CR DANNY MCGRATH****SECONDED: CR JOHN GOODHEART**

**OC36/18** That Council resumes standing orders.

**Voting Requirement:** Simple Majority

CARRIED: 9/0



**Officer's Recommendation/Council Motion:****MOVED: CR OWEN BOXALL****SECONDED: CR DANNY MCGRATH**

**OC37/18** That Council appoints Mr Gary Martin as Acting Chief Executive Officer to cover the period of the Chief Executive Officer's long service leave, 30 April 2018 to 1 June 2018 inclusive.

**Voting Requirement:** Absolute Majority

CARRIED BY AN ABSOLUTE MAJORITY: 9/0

Cr Owen Boxall spoke for the motion.

**PROCEDURAL MOTION****MOVED: CR SERENA SANDWELL****SECONDED: CR JOHN GOODHEART**

**OC38/18** That Council reopens the meeting to the public.

CARRIED: 9/0

<b>14. CLOSURE OF MEETING</b>
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The Presiding Member declared the meeting closed at 6:41pm.