



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

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

**NOTICE OF  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Tuesday 27 April 2021 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Thursday 22 April 2021

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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**PLEASE NOTE:**

Council Meetings are recorded for accuracy of minute taking.

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

The Presiding Member declared the meeting open at \_\_\_\_ pm.

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

Presiding Member: Cr Liz Guidera - President

Members: Cr Danny McGrath  
Cr Serena Sandwell  
Cr Martin van Koldenhoven  
Cr Owen Boxall  
Cr Ernie Menghini  
Cr Kristy D'Aprile  
Cr Mark Stephens

Council Officers: Julian Murphy, Chief Executive Officer  
Denise Gobbart, Executive Manager Corporate & Community  
Sam Bryce, Executive Manager Infrastructure & Assets  
Sue Eastcott, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence: Cr John Goodheart – Deputy President

**3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****6. PUBLIC QUESTION/STATEMENT TIME****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. PETITIONS/DEPUTATIONS/PRESENTATIONS****9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****9.1 Ordinary Council Meeting – Tuesday 23 March 2021  
(SEE ATTACHED MINUTES)**

**Voting Requirement:** Simple Majority

**OC/21** That the minutes of the Ordinary Council Meeting held on Tuesday 23 March 2021 confirmed as a true record of proceedings.

CARRIED/LOST:

**9.2 Special Council Meeting – Monday 29 March 2021  
(SEE ATTACHED MINUTES)**

**Voting Requirement:** Simple Majority

**OC/21** That the minutes of the Special Council Meeting held on Monday 29 March 2021 confirmed as a true record of proceedings.

CARRIED/LOST:

**10. REPORTS OF COMMITTEES AND OFFICERS**

## 10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS

Nil.

## 10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

### 10.2.1 Schedule of Accounts (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Shenae Watts, Creditor Officer  
**Report Prepared:** 08 April 2021

#### **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 2020/21	EFT Payments 2020/21	Direct Debits 2020/21	Credit Card 2020/21	Payroll 2020/21	Trust 2020/21	Total Payments 2020/21
July	1,065.35	1,327,621.42	37,190.14	5,109.64	248,178.73	0.00	1,619,165.25
August	14,612.21	1,426,957.07	29,249.32	2,292.54	243,501.24	0.00	1,716,612.38
September	15,827.22	1,344,053.88	47,884.08	13,384.94	404,488.03	0.00	1,825,638.15
October	6,666.86	2,685,453.19	48,261.12	3,216.50	231,162.66	0.00	2,974,760.33
November	1,093.00	1,606,306.84	32,568.21	5,544.62	251,198.61	0.00	1,896,711.28
December	719.95	1,834,821.40	85,167.50	6,144.81	245,526.71	0.00	2,172,380.37
January	827.90	2,053,898.21	31,400.98	6,542.22	215,052.79	0.00	2,307,722.10
February	773.90	843,290.57	33,260.31	3,809.49	226,389.25	0.00	1,107,523.52
March	1,286.65	2,197,775.23	54,787.76	4,474.60	366,347.40	0.00	2,624,671.64
April							
May							
June							
<b>Total</b>	<b>42,873.04</b>	<b>15,320,177.81</b>	<b>399,769.42</b>	<b>50,519.36</b>	<b>2,431,845.42</b>	<b>0.00</b>	<b>18,245,185.02</b>

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

The schedule of accounts for the month of March 2021 are attached.

The Finance Forum held on 15 April 2021 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

**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 2020/21 Annual Budget.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

**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.

**Voting Requirement:** Simple Majority.

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

**OC/21** That Council endorses the Schedule of Accounts as presented, being cheques 42363-42367 totalling \$1,286.65, EFT payments 31561-31795 totalling \$2,197,775.23, direct payments totalling \$54,787.76 and credit card payments totalling \$4,474.60 authorised and paid in March 2021.

CARRIED/LOST:

## **10.2.2      Monthly Financial Report** **(ATTACHMENTS)**

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 15 April 2021

### **Body/Background:**

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 March 2021.

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports.

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the form and content of the financial reports, which have been prepared and are presented to Council.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Note 17 of the Monthly Financial Report.

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

A variance report is included with the monthly financial statement's attachment.

The 2020/21 Budget Review was adopted by absolute majority at the Special Council Meeting held on 29 March 2021. The adopted budget and YTD budget figures stated within the attachment now reflect the current budget (amendments as per the budget review). The full list of adopted amendments to the original budget are presented at "Note 16 Budget Amendments".

The Finance Forum held on 15/04/2021 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

### **Statutory Environment:**

Local Government Act 1995

Section 6.4 Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

### **Policy Implications:**

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

**Financial Implications:**

There are no financial implications for this report.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

**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.

**Voting Requirement:** Simple Majority.

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

**OC/21** That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receive the Monthly Statement of Financial Activity for the period ending 31 March 2021, as presented.

CARRIED/LOST:



**10.3 CHIEF EXECUTIVE OFFICER'S REPORTS****10.3.1 Local Emergency Management Arrangements (LEMA)  
(ATTACHMENT)**

**File Ref:** ES.PL.1  
**Reporting Officer:** Cindy Pearce  
**Date Report Prepared:** 30 March 2021

**Issue:**

The current Local Emergency Management Arrangements (LEMA) for the Shires of Katanning, Kent and Woodanilling has been updated with the new Emergency Management Legislation and requires endorsement by Council.

**Body/Background:**

The Shire of Katanning is part of a joint Local Emergency Management Committee (LEMC) with Kent and Woodanilling. The current LEMA requires endorsement due to updates in the Emergency Management Legislation. The LEMA will be presented to Council again later in the year as every five years we are required to conduct a complete rewrite/ review of the document.

**Officer's Comment:**

The LEMA document has been developed in consultation with the LEMC as the representative committee providing advice and information to each Council relating to Preparedness Prevention, Response, Recovery.

The document was endorsed at the LEMC Meeting held in Woodanilling on the 18 February 2021.

The LEMA incorporates a living document (Appendix 1) that is updated as information is forwarded through from agencies and stakeholder with this sector.

The LEMA document is required to be endorsed.

On endorsement by the 3 partner Councils the document will be forwarded to the District Emergency Management Committee (DEMC) for endorsement and then sent through to the State Emergency Management Committee (SEMC) for endorsement.

**Statutory Environment:**

Emergency Management Act 2005 (EM Act)  
Section 36 Functions of a local government  
Section 41 Emergency management arrangements in local government district  
Emergency Management Regulations 2006

**Policy Implications:**

There are no policy implications for this report.

State Emergency Management Policy (SEMP) as developed under s17 of the EM Act (2005).  
Policy 2.5. Emergency Management for Local Government.

**Financial Implications:**

There are no financial implications for this report.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

**Strategic Implications:**

PRIORITY	SOCIAL	
ASPIRATION	S2	A safe community.
OBJECTIVE	S2.1	Strive for a community where people feel safe and secure at all times.

**Voting Requirement:** Simple Majority

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

**OC/21**      **That Council endorses the Local Emergency Management Arrangements for the Shires of Katanning, Kent and Woodanilling as proposed.**

CARRIED/LOST:

### 10.3.2 Appointment of Fire Control Officers

**File Ref:** ES.AF.1  
**Reporting Officer:** Cindy Pearce, Community Emergency Services Manager  
**Report Prepared:** 06 April 2021

**Issue:**

Council to endorse the appointment of authorised Fire Control Officers.

**Body/Background:**

Fire Control Officers are appointed by Council under section 38 of the Bushfires Act 1954 to issue 'Permits to Burn' and to carry out other actions as set out in the Bushfires Act 1954 as required by Local Government.

**Officer's Comment:**

It is recommended that Council renews its appointment of the Fire Control Officers.

**Statutory Environment:**

Fire Control Officers under section 38 of the Bushfires Act 1854 are appointed by Local Governments. Under section 38 and 39 Bushfire Control Officer may, subject to directions given by the Local Government, take any measures he/she considers necessary and practicable for:

- The prevention of bushfires.
- Protecting life and property in the case of an outbreak of a bushfire.
- Carry out any duty or exercising any authority referred to in the Bushfire Act.
- Procuring the due observance of the provisions of the Act. (For this purpose, it is his/her duty to demand the name and address of any person committing an offence against the Act and to report the circumstance to the Local Government).

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

Budgeted cost of advertising appointments approximately \$600.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	SOCIAL	
ASPIRATION	S2	A safe community.
OBJECTIVE	S2.1	Strive for a community where people feel safe and secure.

**Voting Requirement:** Simple Majority

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

**OC/21** That Council appoints the following persons as Fire Control Officers in accordance with the Bush Fires Act 1954:

<b>Cynthia Pearce</b>	<b>Ian Knapp</b>	<b>Timothy Clegg</b>
<b>Geoffrey Stade</b>	<b>Richard Marshall</b>	<b>Barry Kowald</b>
<b>Jeffrey Baxter</b>	<b>Matthew Kitchen</b>	<b>Ian Coleman</b>
<b>Alan Wilson</b>	<b>Stephen Conning</b>	<b>Alistair Dusting</b>
<b>Mark Sullivan</b>	<b>Norman Flugge</b>	<b>Gregory Garlick</b>
<b>Kim Kowald</b>	<b>Matthew Kerin</b>	<b>Timothy Harris</b>
<b>Benjamin Kowald</b>	<b>Christopher Quartermaine</b>	<b>Peter Caldwell</b>

CARRIED/LOST:



**Financial Implications:**

There are no financial implications for this report.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance

**Voting Requirement:** Absolute Majority

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

**OC/21** That Council in accordance with section 5.104 of the *Local Government Act 1995*, adopts the Code of Conduct for Council Members, Committee Members and Candidates.

CARRIED/LOST:

### **10.3.4        Southern Link VROC** (ATTACHMENT)

**File Ref:** GR.LR.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 20 April 2021

**Issue:**

To consider becoming part of the Southern Link Voluntary Regional Organisation of Councils (VROC).

**Body/Background:**

Southern Link Voluntary Regional Organisation of Councils is an informal association of the following Local Governments: Kojonup, Broomehill-Tambellup, Cranbrook and Plantagenet.

The VROC meets as a full group 3 times per year with CEO's holding an additional 3 meetings a year. VROC members currently make provision in their annual budgets for approximately \$2,500 for shared services and \$5,000 for VROC projects.

Its activities and priorities are outlined in the Southern Link VROC Strategic Directions (2021-24) document which is attached. The four key focus areas include:

- Economic Development
- Environment
- Community Development
- Governance and Human Resources

The latest version of the Strategic Directions document provides for the inclusion of Gnowangerup and Katanning as full members. Each of the four member local governments have agreed to accept Katanning and Gnowangerup as full members and the Shire of Gnowangerup has recently formally agreed to join the VROC.

The Shire of Katanning is currently working collaboratively with a number of members of the VROC on the following:

- Great Southern Treasures – destination marketing
- Broomehill-Tambellup (& Woodanilling) – shared Community Emergency Services Manager
- Kojonup – shared Environmental Health Officer
- Great Southern Housing Initiative

These resource sharing initiatives are not dependent on the Shire of Katanning's participation in the VROC.

The VROC provides an opportunity for local governments to work together to achieve mutually beneficial outcomes. The following advantages may be considered:

- Regular forum for sharing of ideas
- Ongoing collaboration
- Agreed priorities to work on together
- Established relationships with like minded local governments
- A recognised group for negotiations with State Agencies

Potential disadvantage of entering into the Southern Link VROC may be:

- Risk of the VROC being used as a grouping to formulate amalgamations by State Government
- Additional commitment to attend meetings (President, Deputy President, CEO)
- Additional cost of participation for governance, policy development etc.
- The current grouping of local governments may not be optimal for the Shire of Katanning

**Officer's Comment:**

In consideration of pros and cons outlined above it is the CEO's view that Council should accept the invitation to join the Southern Link VROC. The opportunity to continue to work together with the VROC local governments outweighs any potential negatives in the CEO's view.

Any potential negative aspects can be better managed through ongoing participation with the VROC as a full member with voting rights rather than as an observer (as is the case now) or not being involved at all. The positive aspects speak for themselves in that the established resource sharing arrangements continue to benefit all local governments involved.

**Statutory Environment:**

*Local Government Act 1995*

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

Provision of additional costs in future budgets of approximately \$2,500 for shared services and \$5,000 for VROC projects.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance

**Voting Requirement:** Simple Majority

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

**OC/21**      **That Council accepts the invitation to become a full member of the Southern Link Voluntary Regional Organisation of Councils (VROC).**

CARRIED/LOST:



### 10.3.5 CEO Standards Regulations (ATTACHMENT)

**File Ref:** GR.LG.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 20 April 2021

**Issue:**

To adopt new Standards for CEO Recruitment, Performance and Termination.

**Body/Background:**

New legislation has come effect requiring all local governments to adopt minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

The Model Standards for CEO Recruitment, Performance and Termination are contained within Schedule 2 of the *Local Government (Administration) Regulations 1996*.

A copy of the proposed Shire of Katanning Standards for CEO Recruitment, Performance and Termination are attached. The Shire of Katanning Standards have been prepared as per the Model Standards.

The Model Standards provide a framework for local governments to select a CEO, review their performance and terminate their contract of employment early, in accordance with the principles of merit, probity, fairness, equity and transparency.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
- establish a performance review process by agreement between the local government and the CEO; and
- conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

Local governments are required to prepare and adopt the Model Standards within three months of the regulations coming into effect (by 3 May 2021). Until such time as a local government adopts the Model Standards, the regulations apply.

**Officer's Comment:**

Council reviewed the Model Standards for CEO Recruitment, Performance and Termination at the March 2021 Council Forum. No changes were considered necessary to the Model Standards.

Following adoption, the CEO must publish an up to date version of the adopted Standards for CEO Recruitment, Performance and Termination on the Shire of Katanning's website.

**Statutory Environment:**

*Local Government Act 1995*, section 5.39B Adoption of model standards

*Local Government (Administration) Regulations 1996, Schedule 2 Model standards for CEO recruitment, performance and termination*

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

There are no financial implications for this report.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance

**Voting Requirement:** Absolute Majority

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

**OC/21** That Council in accordance with section 5.39B of the *Local Government Act 1995*, adopts the Standards for CEO Recruitment, Performance and Termination.

CARRIED/LOST:

### 10.3.6 Appointment of Acting CEO Policy (ATTACHMENT)

**File Ref:** GR.LR.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 20 April 2021

**Issue:**

To consider adopting the proposed Appointment of Acting Chief Executive Officer Policy.

**Body/Background:**

New legislation has been enacted requiring all local governments to adopt a policy that covers the process to be followed by the local government in relation to the following:

- a) the employment of a person in the position of CEO for a term not exceeding 1 year;
- b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

Section 5.39C of the *Local Government Act 1995* states:

*"5.39C. Policy for temporary employment or appointment of CEO*

- (1) *A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —*
  - (a) *the employment of a person in the position of CEO for a term not exceeding 1 year;*
  - (b) *the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

*\* Absolute majority required.*
- (2) *A local government may amend\* the policy.*

*\* Absolute majority required.*
- (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
- (4) *The CEO must publish an up-to-date version of the policy on the local government's official website".*

**Officer's Comment:**

The CEO has developed a draft policy to address the requirements of section 5.39C of the *Local Government Act 1995*. See attached.

**Statutory Environment:**

*Local Government Act 1995*, section 5.39C Policy for temporary employment or appointment of CEO

**Policy Implications:**

Adoption of new policy for the Appointment of Acting Chief Executive Officer.

**Financial Implications:**

There are no financial implications for this report.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance

**Voting Requirement:** Absolute Majority

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

**OC/21** That Council in accordance with section 5.39C of the *Local Government Act 1995* adopts the Shire of Katanning Appointment of an Acting Chief Executive Officer Policy as proposed.

CARRIED/LOST:

**11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****13. CONFIDENTIAL ITEMS****PROCEDURAL MOTION**

**Voting Requirement:** Simple Majority

**MOVED:**

**SECONDED:**

**OC/21** That Council closes the meeting to the public to consider the following item:

- **A183 & A184 – Legal Proceedings**

CARRIED/LOST:

**13.1** **A183 & A184 – Legal Proceedings**

**File Ref:** LS.AA.1, A183 and A184

**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community

**Date Report Prepared:** 15 April 2021

**Reasons for Confidentiality**

The officer's report is confidential because it deals with legal advice obtained, or which may be obtained by the local government, in accordance with Section 5.23 (2)(d) of the *Local Government Act 1995*.

**Voting Requirements:** Simple Majority

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

**OC/21** That Council, pursuant to Section 6.64(1)(b) of the Local Government Act 1995, proceed to sell the properties listed hereunder which have rates in arrears for 3 or more years, and recover from the proceeds of sale the outstanding balances.

**List of Properties by Assessment Number**

**Assessment 183**

**Assessment 184**

CARRIED/LOST:

**PROCEDURAL MOTION**

**Voting Requirement:** Simple Majority

**MOVED:**

**SECONDED:**

**OC/21      That Council reopens the meeting to the public.**

CARRIED/LOST:

<b>14.      CLOSURE OF MEETING</b>
------------------------------------

The Presiding Member declared the meeting closed at \_\_\_\_ pm.