



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 22 June 2021 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Wednesday 16 June 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 John Goodheart – Deputy President  
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:

**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 25 May 2021**  
(SEE ATTACHED MINUTES)

**Voting Requirement:** Simple Majority

**OC/21** That the minutes of the Ordinary Council Meeting held on Tuesday 25 May 2021 confirmed as a true record of proceedings.

CARRIED/LOST:

**10. REPORTS OF COMMITTEES AND OFFICERS****10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS**

## 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:** 01 June 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	646.10	1,347,996.16	35,056.00	657.90	240,771.15	0.00	1,625,127.31
May	1,083.05	1,089,778.89	31,137.31	3,881.54	246,593.52	0.00	1,372,474.31
June							
<b>Total</b>	<b>44,602.19</b>	<b>17,757,952.86</b>	<b>465,962.73</b>	<b>55,058.80</b>	<b>2,919,210.09</b>	<b>0.00</b>	<b>21,242,786.67</b>

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

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

The Finance Forum held on 10 June 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 42372-42374 totalling \$1,083.05, EFT payments 32029-32179 totalling \$1,336,372.41, direct payments totalling \$31,137.31 and credit card payments totalling \$3,881.54 authorised and paid in May 2021.

CARRIED/LOST:

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

**File Ref:** FM.FI.4  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Report Prepared:** 04 June 2021

### **Body/Background:**

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 May 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 10 June 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 May 2021, as presented.

CARRIED/LOST:



**10.2.3 Proposed Change to Administration and Civic Centre Closing Time**

**File Ref:** CP.AC.1  
**Reporting Officer:** Pip Murray, Senior Administration/Records Officer  
**Date Report Prepared:** 14 July 2021

**Issue:**

For Council to consider the closure of the Administration and Civic Centre to be changed from 5:00pm to 4:30pm.

**Body/Background:**

Currently the Shire close the doors at 5:00pm but close financial transactions at 4:30pm to complete end of day procedures. The two different closing times creates confusion and frustration for customers. It also results in interruptions to the end of day process which can lead to errors being made in this process.

Prior to presenting this item to Council for consideration, staff have recorded attendances to the Admin Centre after 4.30pm since 01 February 2021. Since that date there has been a total of 15 people attend the office after 4:30pm.

Of these 15 attendances 11 were for Department of Transport transactions, which could not be attended to 2 attendances were to pay a building application fee and to collect a dog from the pound, both were financial transaction after the 4.30pm close off. The other two attendances related to a standpipe enquiry and the cost of a footpath.

Other surrounding shires opening hours:

Shire	Opening Time	Closing Time
Shire of Narrogin	8:30am	4:30pm
Shire of Kojonup	8:30am	4:30pm Wednesday 4:00pm
Shire of Wagin	9:00am	4:30pm
Shire of Broomehill Tambellup	8:30am	4:30pm
Shire of Gnowangerup	9:00am	4:30pm
Shire of Dumbleyung	8:30am Licensing 9:00am	4:30pm Licensing 4:00pm
Shire of Cranbrook	8:20am	4:00pm

**Officer's Comment:**

In addition to increased accuracy and efficiency in the end of day process the closure of the Administration building half an hour earlier would allow time for administration and finance staff to have their team meetings within working hours instead of having to come in early. It would also allow time for ongoing team development and training.

**Statutory Environment:**

Local Government Act 1995

## 2.7. Role of council

- (1) The council —
- (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.

- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government’s finances and resources; and
- (b) determine the local government’s policies.

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

There are minimal financial implications associated with this report. The fixed cost will be associated with changing the front entry sign from 5.00 to 4.30. All other costs will be inhouse with the changes to the website.

**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 closing time of Administration and Civic Centre as 4:30pm.

CARRIED/LOST:

## 10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.3.1 2021 Annual Electors Meeting Minutes (ATTACHMENT)

**File Ref:** FM.FI.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 15 June 2021

**Issue:**

To consider the minutes of the Annual Electors Meeting held on 27 April 2021.

**Body/Background:**

The Annual Electors Meeting for the Shire of Katanning was held on 27 April 2021 at the Shire of Katanning Civic 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 2019/20 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

**Voting Requirement:** Simple Majority

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

**OC/21**      **That Council receives the minutes of the Annual Electors Meeting held on 27 April 2021.**

CARRIED/LOST:

**10.3.2            Endorsement of Fire Management Requirement Brochure**  
**(ATTACHMENT)**

**File Ref:** ES.AT.1  
**Reporting Officer:** Cindy Pearce, Community Emergency Services Manager  
**Date Report Prepared:** 10 May 2021

**Issue:**

Council to endorse the 2021 – 2022 Fire Management Requirement Brochure.

**Body/Background:**

The Fire Management Requirement Brochure is published annually and distributed to all residents and property owners within the Shire.

The Fire Management Requirement Brochure provides landowners and occupiers with information on their responsibilities regarding fire prevention. Also included in the brochure are the contact details of Local Bush Fire Control Officers and information on general fire related matters. There are a number of changes within the Fire Management Requirement Brochure for 2021/2022. Changes are as follows:

- 1) Dates updated 2021/2022 throughout the brochure;
- 2) Page 8 – Include - Timber heaps burnt over the winter are to be pushed out before the Prohibited Burning Period.
- 3) Page 9 – Change the text colour to RED for the following wording – Therefore are not to be taken to a fire incident.
- 4) Page 10 - Update of the Fire Control Officers.

**Officer's Comment:**

Council endorsement of the Brochure and recommended changes are required prior to printing and distribution.

**Statutory Environment:**

Bushfire Act 1954 – section 33 Local Government may require occupier of land to plough or clear fire-break

**Policy Implications:**

Nil.

**Financial Implications:**

Annual provision in the budget for printing approximately \$3,000.

**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, in accordance with section 33 of the Bush Fires Act 1954, endorses the 2021 – 2022 Shire of Katanning Fire Management Requirements as presented.

CARRIED/ LOST:

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

**File Ref:** GV.AT.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 15 June 2021

**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 2021 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.

**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.

**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.

**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.

**Voting Requirement:** Absolute Majority**Officer's Recommendation/Council Motion:****OC/21          That Council adopts the Delegations Register 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****13.1 59 Beaufort Street - Property Condition and Non-Payment of Rates****File Ref:** A569**Reporting Officer:** Shane Chambers, Environmental Health Officer**Date Report Prepared:** 15 June 2021**Reasons for Confidentiality**

The officer's report is confidential because it deals with the financial affairs of a person, in accordance with Section 5.23 (2)(e) (iii) of the *Local Government Act 1995*.

**Voting Requirement:** 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 property 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 569**

CARRIED/LOST:

**14. CLOSURE OF MEETING**

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