



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  
Thursday 23 June 2022 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 7.00 pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Thursday 16 June 2022

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 \_\_\_\_\_



### Table of Contents

Item No.	Item Heading	Page No.
<b>1</b>	<b>Declaration of Opening/Announcement of Visitors</b>	<b>3</b>
<b>2</b>	<b>Record of Attendance</b>	<b>3</b>
<b>3</b>	<b>Announcements by Presiding Member Without Discussion</b>	<b>4</b>
<b>4</b>	<b>Response to Previous Public Questions Taken on Notice</b>	<b>4</b>
<b>5</b>	<b>Disclosure of Financial/Impartiality Interest</b>	<b>4</b>
<b>6</b>	<b>Public Question/Statement Time</b>	<b>4</b>
<b>7</b>	<b>Applications for Leave of Absence</b>	<b>4</b>
<b>8</b>	<b>Petitions/Deputations/Presentations</b>	<b>4</b>
<b>9</b>	<b>Confirmation of Minutes of Previous Meetings</b>	<b>4</b>
9.1	Ordinary Council Meeting – Thursday 26 May 2022	4
<b>10</b>	<b>Reports of Committees and Officers</b>	<b>4</b>
<b>10.1</b>	<b>Executive Manager Infrastructure and Assets</b>	<b>5</b>
<b>10.2</b>	<b>Executive Manager Corporate and Community</b>	<b>6</b>
10.2.1	Schedule of Accounts – May 2022	6
10.2.2	Monthly Financial Report – May 2022	8
<b>10.3</b>	<b>Chief Executive Officer’s Reports</b>	<b>10</b>
10.3.1	Endorsement of Fire Management Requirement Brochure 2022/23	10
<b>11</b>	<b>Elected Members Motion of Which Previous Notice Has Been Given</b>	<b>12</b>
<b>12</b>	<b>New Business of an Urgent Nature</b>	<b>12</b>
<b>13</b>	<b>Confidential Item</b>	<b>13</b>
13.1	Kerbside Waste and Recycling Collection Contract – Exercise of Option	13
<b>14</b>	<b>Closure of Meeting</b>	<b>13</b>

**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 Kristy D’Aprile  
Cr Matt Collis  
Cr Michelle Salter  
Cr Serena Sandwell

Council Officers: Julian Murphy, Chief Executive Officer  
Denise Gobbart, Executive Manager Corporate & Community  
Sam Bryce, Executive Manager Infrastructure & Assets  
Taryn Human, Executive Governance Officer

Gallery:

Media:

Apologies:

Leave of Absence: Cr Adrian Edwards

**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 – Thursday 26 May 2022**  
(SEE ATTACHED MINUTES)

**Voting Requirement:** Simple Majority

- OC/22 **That the minutes of the Ordinary Council Meeting held on Thursday 26 May 2022 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  
**Date Report Prepared:** 1 June 2022  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

To receive the Schedule of Accounts Paid for the period ending 31 May 2022.

**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 2021/22	EFT Payments 2021/22	Direct Debits 2021/22	Credit Card 2021/22	Payroll 2021/22	Trust 2021/22	Total Payments 2021/22
July	559.90	1,239,701.92	39,737.04	5,458.49	234,583.47	0.00	1,520,040.82
August	2,173	648,801.21	34,876.21	4,237	240,430.70	0.00	930,518.12
September	17,051.30	1,267,827.19	56,741.47	4,564.28	351,445.88	0.00	1,697,630.12
October	1,089.80	801,203.05	42,674.11	2,515.16	247,451.36	0.00	1,094,933.48
November	570.10	501,263.03	245,004.62	2,809.49	241,336.44	0.00	990,983.68
December	1,261.55	993,082.18	37,012.47	5,026.75	252,165.66	0.00	1,288,548.61
January	234.00	393,674.49	36,350.37	3,667.86	221,208.16	0.00	655,134.88
February	1,300.15	979,987.84	32,394.58	4,035.21	224,458.67	0.00	1,242,176.45
March	883.95	1,070,050.03	51,239.07	2,116.15	369,915.38	38,000	1,532,204.58
April	1,037.75	608,707.09	36,739.54	3,061.96	234,172.90	0.00	883,719.24
May	542.00	679,748.35	45,671.46	3,289.25	232,011.14	0.00	961,262.20
June							
<b>Total</b>	<b>26,703.50</b>	<b>9,184,046.38</b>	<b>658,440.94</b>	<b>40,781.60</b>	<b>2,849,179.76</b>	<b>38,000</b>	<b>12,797,152.18</b>

**Officer's Comment:**

The schedule of accounts for the month of May 2022 are attached.

The Finance Forum held on 9 June 2022 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

**Statutory Environment:**

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

**Policy Implications:**

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

**Financial Implications:**

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

**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 2022 – 2032

**Focus Area** Leadership

**Aspiration** Katanning is an inclusive and respectful community.

**Objective** To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

**Voting Requirement:** Simple Majority

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

**OC/22** That Council endorses the Schedule of Accounts as presented, being cheques 42410 - 42412 totalling \$542.00, EFT payments 34036 – 34182 totalling \$679,748.35, payroll payments totalling \$232,011.14, direct payments totalling \$45,671.46 and credit card payments totalling \$3,289.25 authorised and paid in May 2022.

CARRIED/LOST:

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

**File Ref:** FM.FI.4  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Report Prepared:** 15 June 2022  
**Disclosure of Interest:** No Interest to disclose

### **Body/Background:**

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 May 2022.

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 budget was adopted 31 August 2021 and this report reflects the adopted budget. It is noted that monthly depreciation is not run until after the prior year audit has been signed off.

The Finance Forum held on 9 June 2022 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 2022 – 2032

**Focus Area** Leadership

**Aspiration** Katanning is an inclusive and respectful community.

**Objective** To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

**Voting Requirement:** Simple Majority

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

**OC/22** 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 2022, as presented.

CARRIED/LOST:

**10.3 CHIEF EXECUTIVE OFFICER'S REPORTS****10.3.1 Endorsement of Fire Management Requirement Brochure 2022/23  
(ATTACHMENT)**

**File Ref:** ES.AT.1  
**Reporting Officer:** Cindy Pearce Community Emergency Services Manager  
**Date Report Prepared:** 31 May 2022  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

Council to endorse the 2022 – 2023 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 2022/2023. Changes are as follows:

- 1) Dates updated 2022/2023 throughout the brochure
- 2) New Heading Page 3 – Rural Residential, Rural Land, Rural Small Holdings, outside the town boundary. Removal - 'Boundary fire breaks are compulsory for the Shire of Katanning within Special Rural Land areas within the townsite'. Removal – 'or its agents'.
- 3) New Heading Page 3 – Rural Residential, Rural Land and Rural Small Holdings within Katanning and Pinwerening townsites.
- 4) Included page 3 - Illareen Subdivision requirements.
- 5) Due to the grass height in the Illareen Fire Management Plan being at a height of 100mm (State Guidelines) grass height within the Katanning Residential Area, Rural Residential, Rural Land and Rural Small Holdings within the Katanning townsite and Pinwerening townsites has been reduced from 150mm to 100mm to meet the State Guidelines.
- 6) Remove reference to the telephone Harvest and Vehicle Movement Ban Hotline as in the past 24 months there has been only 1 person activating the line for information, SMS Text, ABC Radio and Social Media are the notification methods.
- 7) Page 10 - Update of the Fire Control Officers.

**Officer's Comment:**

Council endorsement of the recommended changes in the brochure 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.

Moojebing Fire Management Plan 2008

Illareen Fire Management Plan 2019 Version 1.1

**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 2022 – 2032

Focus Area Social

Aspiration Katanning is a vibrant, active place that encourages its community to thrive.

Objective To provide a safe place to live, work and play.

**Voting Requirement:** Simple Majority

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

**OC/22** That Council, in accordance with section 33 of the Bush Fires Act 1954, endorses the 2022 – 2023 Shire of Katanning Fire Management Requirements as presented.

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****MOVED:****SECONDED:**

**OC/22** That Council closes the meeting to the public to consider the Kerbside Waste and Recycling Collection Contract – Exercise of Option.

CARRIED/LOST:

**13.1 Kerbside Waste and Recycling Collection Contract – Exercise of Option**

**File Ref:** A3071  
**Reporting Officer:** Samuel Bryce, Executive Manager Infrastructure & Assets  
**Date Report Prepared:** 13 June 2022  
**Disclosure of Interest:** No Interest to disclose

**Reason For Confidentiality**

The report is confidential in accordance with section 5.23 (2) (c) which deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**PROCEDURAL MOTION****Voting Requirement:** Simple Majority

**OC/22** That Council reopens the meeting to the public.

CARRIED/LOST:

**14. CLOSURE OF MEETING**

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