



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

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Tuesday 27 August 2019 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Wednesday 21 August 2019

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 \_\_\_\_ 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

Council Officers: Julian Murphy, Chief Executive Officer  
Lisa Hannagan, Executive Manager Finance and Administration  
Sam Davis, Executive Manager Projects & Community Building  
Heidi Cowcher, Executive Manager Property and Assets  
Shane Chambers Acting Executive Manager Infrastructure and  
Development  
Libby French, Manager Finance  
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 – 30 July 2019  
(SEE ATTACHED MINUTES)**

**OC/19** That the minutes of the Ordinary Council Meeting held on Tuesday 30 July 2019 be confirmed as a true record of proceedings.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**9.2 Special Council Meeting – Wednesday 21 August 2019  
(SEE ATTACHED MINUTES)**

**OC/19** That the minutes of the Special Council Meeting held on Wednesday 21 August 2019 be confirmed as a true record of proceedings.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

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

Nil.

## 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:** 8 August 2019

#### **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 2019/20	EFT Payments 2019/20	Direct Debits 2019/20	Credit Card 2019/20	Payroll 2019/20	Trust 2019/20	Total Payments 2019/20
July	47,366.57	1,176,232.69	233,759.25	-	330,679.18	574.88	1,788,612.57
August							-
September							-
October							-
November							-
December							-
January							-
February							-
March							-
April							-
May							-
June							-
<b>Total</b>	<b>47,366.57</b>	<b>1,176,232.69</b>	<b>233,759.25</b>	<b>-</b>	<b>330,679.18</b>	<b>574.88</b>	<b>1,788,612.57</b>

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

The schedule of accounts for the month of July 2019 are attached.

The Finance Forum held on 13 August 2019 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 2019/20 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.

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

**OC/19** That Council endorses the Schedule of Accounts as presented, being cheques 42236-42248 totalling \$47,366.57, EFT payments 28106-28214 totalling \$1,176,232.69, direct payments totalling \$233,759.25, and trust payments totalling \$574.88 authorised and paid in July 2019.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

## 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 8 August 2019

### **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 attachment.

The Finance Forum held on 13 August 2019 gave attending Councillors an opportunity to ask questions regarding the presented 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.

### **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.

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

**OC/19** That Council adopts the Statement of Financial Activity for the month ending 31 July 2019, as presented.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

**10.2.3      Corporate Business Plan – Quarterly Review (April to June 2019)**  
(ATTACHMENT)

**File Ref:** CM.PL.2

**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration

**Date Report Prepared:** 16 August 2019

**Issue:**

For Council to note the quarterly update of the Corporate Business Plan for the April to June 2019 period.

**Body/Background:**

Council are provided a quarterly report that notes progress of the Corporate Business Plan.

**Officer's Comment:**

The attached document was reviewed by Council at the August Forum. Council commentary has been incorporated in the attached document.

**Statutory Environment:**

*Local Government Act 1995*

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**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	L1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.2	Provide effective leadership and good governance.

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

**OC/19      That Council note the quarterly update of the Corporate Business Plan for the period April to June 2019.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:



**10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS**

Nil.

**10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS**

Nil.

**10.5 CHIEF EXECUTIVE OFFICER'S REPORTS****10.5.1 Community Financial Assistance Program (CFAP) Round 1 2019/2020  
(ATTACHMENTS)**

**File Ref:** GS.AE.1  
**Reporting Officer:** Natassia Shirazee, Community Relations Officer  
**Date Report Prepared:** 20 August 2019

**Issue:**

To consider applications for the 2019/2020 Round 1 Community Financial Assistance Program.

**Body/Background:**

The first round of funding under this program was advertised in May and June 2019 with advertisements in the Great Southern Herald, the Shire of Katanning Website, Shire Matters Newsletter, emails and word-of-mouth to the community and on Facebook.

The Community Financial Assistance Program (CFAP) provides funding support in three categories; Minor Community Grant (up to \$5,000), Major Community Grant (Over \$5,000) and Triennium Community Grant (3-year approval - Minor or Major), to enable organizations to develop projects that increase participation and benefit the community.

At the closing date, four applications were received: three applications requesting a minor community grant, one application requesting a major community grant and no applications requesting a triennium grant.

The application process was coordinated by the Community Relations Officer, Natassia Shirazee.

Round 1 2019/2020 there is \$25,000 ex GST available in the budget.

Summary of applicants:

***Minor Community Grant (up to \$5,000)***

Full Organisation Name: Katanning Landcare  
Project Title: Wildpaws Walk  
Requested Amount from Council: \$1,138 ex GST  
Total Project Cost: \$3,910.50 ex GST

Full Organisation Name: Rainbow Coast Neighbourhood Centre (Katanning Migrant Services)  
Project Title: Culturally and Linguistically Diverse (CaLD) Women and Children Swimming Program  
Requested Amount from Council: \$4,080 ex GST  
Total Project Cost: \$6,880 ex GST

Full Organisation Name: Katanning Artisans Gallery (KAG)  
Project Title: KAG Steering Committee Equipment  
Requested Amount from Council: \$2,000 ex GST  
Total Project Cost: \$1,680 ex GST

*Major Community Grant (over \$5,000)*

Full Organisation Name: Katanning Speedway Club Inc.  
Project Title: Katanning Speedway LED Lighting Project  
Requested Amount from Council: \$10,283.63 ex GST  
Total Project Cost: \$26,119.99 ex GST

**Officer's Comment:**

Community Financial Assistance Program Grant Budget 2019/2020 available: \$25,000 ex GST  
Total cash contribution requested excluding GST: \$17,601.63 ex GST  
Recommended cash contribution: \$15,501.63 ex GST

The Community Financial Assistance Program Committee considered applications at its meeting held on Tuesday 16 July 2019 where it made the following decision:

That the CFAP Committee make the following grant recommendations for Round 1 of the 2019/2020 Community Financial Assistance Program to Council:

1. Approve Katanning Landcare \$1,138 ex GST for services for its Wildpaws Walk event as part of the Great Southern Treasures 2019 Bloom Festival as listed in the application;
2. Approve Rainbow Coast Neighbourhood Centre \$4,080 ex GST for instructor, creche and translator fees for the Culturally and Linguistically Diverse (CaLD) Women and Children Swimming Program;
3. Deny the Katanning Artisans' Gallery their request of \$2,000 ex GST in this round due to the Shire of Katanning Community Financial Assistance Program Policy. Council supports the overall project in principle however the Policy and Guidelines do not allow funding approval for equipment for administration purposes including computer equipment and office equipment;

Katanning Artisans' Gallery to review their application to fit within the guidelines and reapply for the Community Financial Assistance Program 2019/2020 Round 2; and

4. Approve Katanning Speedway Club Inc. for \$10,283.63 ex GST for materials and electrical work for the Katanning Speedway LED lighting project.

The Committee also recommended that Council consider a review and restructure of the Community Financial Assistance Program Policy and Guidelines before the 2019/2020 Round 2 applications open.

**Statutory Environment:**

*Local Government Act 1995*

**Policy Implications:**

2.9 Community Financial Assistance Program. Applications were assessed in accordance with the Policy Guidelines.

**Financial Implications:**

Sufficient funds are allocated in Councils 2019/2020 Budget to cover the cost of the recommended grant contributions.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	SOCIAL	
ASPIRATION	S1	A capable, vibrant, healthy and connected community
OBJECTIVE	S1.1.2	Support and promote a range of leisure, sport and recreation programmes and initiatives
ASPIRATION	S3	A resilient, engaged community with a strong sense of pride
OBJECTIVE	S3.2.2	Encourage and support volunteering and citizenship activities
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

**Committee Recommendation/Council Motion:**

OC /19

That Council:

**1. Approves the following recommendations for Round 1 of the 2019/2020 Community Financial Assistance Program:**

- a. **Approve Katanning Landcare \$1,138 ex GST for services for its Wildpaws Walk event as part of the Great Southern Treasures 2019 Bloom Festival as listed in the application;**
- b. **Approve Rainbow Coast Neighbourhood Centre \$4,080 ex GST for instructor, creche and translator fees for the Culturally and Linguistically Diverse (CaLD) Women and Children Swimming Program;**
- c. **Deny the Katanning Artisans' Gallery for \$2,000 ex GST in this round due to the Shire of Katanning Community Financial Assistance Program Policy. Council supports the overall project in principle however the Policy and Guidelines do not allow funding approval for equipment for administration purposes including computer equipment and office equipment; and**
- d. **Approve Katanning Speedway Club Inc. for \$10,283.63 ex GST for materials and electrical work for the Katanning Speedway LED lighting project.**

**2. Considers a review and restructure of the Community Financial Assistance Program Policy and Guidelines before the 2019/2020 Round 2.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**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 ITEMS****PROCEDURAL MOTION****MOVED:****SECONDED:****OC/19** That Council closes the meeting to the public to consider the following items:

- **Operation and Management of the Katanning Aquatic Centre Tender RFT AC01-2019 (RFT 03-2019)**
- **RFT 05-2019 Piesse Park Drainage Swales Construction**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**13.1** **Operation and Management of the Katanning Aquatic Centre Tender RFT AC01-2019 (RFT 03-2019)**  
(ATTACHMENT)

**File Ref:** A3098**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration**Date Report Prepared:** 14 August 2019**Reason for Confidentiality:**

The Officer's Report is confidential in accordance with section 5.23(2)(c) of the Local Government Act because it deals with a contract which may be entered into by Council.

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

**OC/19** That Council accepts the tender from Belgravia Leisure for Request for Tender AC01-2019 (RFT 03-2019) for the Management and Operation of the Katanning Aquatic Centre as per the Tender Report at the tendered price for a contract period of three years.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**13.2**                            **RFT 05-2019 Piesse Park Drainage Swales Construction**

**File Ref:** CP.TE.8  
**Reporting Officer:** Heidi Cowcher, Executive Manager Property & Assets  
**Date Report Prepared:** 20 August 2019

**Reasons for Confidentiality**

The Officer's report is confidential because it deals with a matter relating to a contract that may be entered into by Council in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*.

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

**OC/19**                    **That Council authorises the CEO to accept or reject tenders for RFT 05-2019 Piesse Park Drainage Swales Construction up to a total project value of \$250,000 funded from the Katanning Supertown Heritage Centre Project.**

**Voting Requirement:** Simple Majority

CARRIED / LOST:

**PROCEDURAL MOTION**

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

**OC/19**                    **That Council reopens the meeting to the public.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

<b>14. CLOSURE OF MEETING</b>
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The Presiding Member declared the meeting closed at \_\_\_ pm