



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 17 December 2019 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Friday 13 December 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
Cr Mark Stephens

Council Officers: Julian Murphy, Chief Executive Officer
Lisa Hannagan, Executive Manager Finance and Administration
Heidi Cowcher, Executive Manager Property and 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 – 26 November 2019**
(SEE ATTACHED MINUTES)

OC/19 That the minutes of the Ordinary Council Meeting held on Tuesday 26 November 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

10.1.1 Restricted Access Vehicle Network

File Ref: RD.PG.2
Reporting Officer: Shane Chambers, Acting Executive Manager Infrastructure
Date Report Prepared: 12 December 2019

Issue:

Main Roads Heavy Vehicle Services (HVS) has received a request to include Withers Road, McKenzie Road and Greenhills Road onto the Harvest Mass Management (HMMS) list.

Body/Background:

Withers Road, McKenzie Road and Greenhills Road are currently RAV 4 network roads which restricts heavy vehicle movements. Heavy vehicle restrictions are often unnecessary, prohibitive and have significant impacts on rural shire roads especially during harvest period. There is often the misconception that larger heavier vehicle combinations result in increased wear and tear to the road infrastructure. Restricted access vehicles (RAV) such as road trains not only increase productivity for operator's, but they also reduce the number of road trips, traffic congestion, carbon emissions and overall pavement wear.

Main Roads have received requests to upgrade Withers Road, McKenzie Road and Greenhills Road to RAV 7 network roads which would allow heavy combination vehicles to travel along these roads subject to adherence to a number of conditions.

The table below shows the changes that Main Roads are considering for endorsement onto the HMMS list:

Road Name	From (SLK)	To (SLK)	Current Network	Requested Network
Withers Road	Warren Road (0.00)	McKenzie Road (3.60)	RAV4	RAV7
McKenzie Road	Trimmer Road (0.00)	Warren Road (18.04)	RAV4	RAV7
Greenhills Road	Great Southern Hwy (0.00)	North Greenhills Road (5.20)	RAV4	RAV7

Officer's Comment:

The axle spacing on road trains allows for pavement recovery between axle groups. The average triple road train is capable of moving 160 tonnes in 2 vehicle movements, whereas a prime mover and single trailer would take approximately 7 loads to move the same volume. The overall impact on pavements is reduced with a RAV when used correctly an in accordance with Main Road requirements.

Statutory Environment:

Road Traffic Act 2014

Road Traffic Regulations 2014

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". The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.2	Provide facilities that meet community need.

Officer's Recommendation/Council Motion:

OC/19 That Council provide written support to Main Roads Western Australia to amend the Restricted Access Vehicle Network classification for Withers Road, McKenzie Road and Greenhills Road from RAV 4 to RAV 7.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

10.2.1 Schedule of Accounts (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Wendy Stringer, Manager Finance
Report Prepared: 05 December 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	41,439.99	908,599.83	105,255.62	25,680.27	315,742.80	736.45	1,397,454.96
September	26,200.40	1,751,702.11	48,767.40	1,070.69	314,244.68	-	2,141,985.28
October	43,117.15	1,590,746.79	52,380.52	-	517,707.50	-	2,203,951.96
November	51,601.72	1,588,987.73	31,777.33	7,613.45	298,102.14	-	1,978,082.37
December							-
January							-
February							-
March							-
April							-
May							-
June							-
Total	209,725.83	7,016,269.15	471,940.12	34,364.41	1,776,476.30	1,311.33	9,510,087.14

Officer's Comment:

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

The Finance Forum held on 10 December 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 42283-42289 totalling \$51,601.72, EFT payments 28844-29007 totalling \$1,588,987.73, direct payments totalling \$31,777.33, and credit card payments totalling \$7,613.45 authorised and paid in November 2019.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.2 Monthly Financial Reports (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Wendy Stringer, Manager Finance
Report Prepared: 05 December 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 10 December 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 30 November 2019, as presented.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.3 Katanning Leisure Centre – Top Oval Remediation

File Ref: CP.RP.3
Reporting Officer: Jenny Cristinelli, KLC Manager
Date Report Prepared: 29 November 2019

Issue:

The condition of the Top Oval at the KLC has been deteriorating due to water puddling/pooling in low lying areas. There are large patches now bare and unable to be revived due to having suspected Pythium Disease along with high concentrates of both sodium and chloride, which is toxic to turf foliage and roots.

Body/Background:

The Katanning Hockey Club and Austral's North Cricket Club and social soccer utilise the Top Oval for seasonal sporting fixtures, training and social needs. The Katanning Hockey Club have stated that injuries have occurred within the goal 'D's' of the fields marked due to the deterioration of the low lying bare turfed areas.

The areas of concern are located within the perimeter of light tower 1, which is used at night for hockey training needs. Regional user groups, including Netball WA – Great Southern, additionally utilise the ovals for 2 major carnivals a year, marking up to 6 netball courts on the oval to accommodate the 2 largest regional high school and primary school Netball carnivals annually. Courts are marked near the Main Stadium allowing for a quick transition between all areas of the complex. The Katanning Hockey Club will be hosting the 2021 Great Southern Hockey Carnival which will require 5 hockey fields, 3 of which will be located on the Top Oval and 2 on Quartermaine Oval, with approx. 400 plus players, umpires and spectators coming to Katanning to compete over a weekend.

Katanning Landcare have inspected the oval surface and reported that the areas affected may also be due to the road base below and immediately adjacent exacerbating drainage issues, acting as an underground barrier and not allowing the water to drain freely.

Statewide Turf Solutions have provided a detailed report of the condition of the Top Oval, including soil analysis. They observed turf damage, notably the location toward the Top Oval car park and along the fence line between the Top Oval and the Main Stadium. The damage has been attributed to the low-lying areas in the turf surface, where rain or irrigation water had puddled, and Pythium damage occurred. Heat and moisture would have also contributed to the loss of turf in those areas, along with the high concentrates of sodium and chloride.

Officer's Comment:

With advice being sought from professional turf businesses, along with information compiled by the officer through State Sporting Bodies, Shire of Katanning's Infrastructure & Development services department and the local Landcare Department, the Officer's recommendation is as follows:

- a) To improve with the longevity of the Top Oval, and decrease any further deterioration of the turf, a professional turf contractor be appointed to renovate of the Top Oval, via installing sub soil drainage.
- b) The Shire of Katanning's Infrastructure & Development services department provides a connection of the Top Oval ag coil drainage, in the northeast corner under the roadway to the drain closest to the Main Stadium.
- c) External contractor works as follows:

Item	Cost
<i>1.0: Box out of turf on trench lines 1000 lineal metres, level drainage lines, box out salt affected areas to be releveled and turfed, supply and install turf, miscellaneous items, transportation & turf delivery</i>	\$20,800.00
<i>1.1: Installation of drainage including main line and ag coil drainage pipes with gravel & free draining soil</i>	\$49,350.00
<i>1.2: Specialised Turf Fertilizer</i>	\$2,400.00
SUB TOTAL	\$72,550.00
SUB TOTAL	\$76402.00
GST	\$7,255.00
PROJECT TOTAL	\$79,805.00

Shire work will include subsoil drainage connection from the Top Oval to existing drainage and is estimated to cost \$3,852.00 which is included in the 19/20 budget.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

A budget amendment will be required at Mid-Year Budget Review. It is recommended that KLC Facilities Reserve be used to fund the capital portion of the works estimated \$79,805.00 including GST.

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" and can be managed by routine procedures within current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.1	Sustainably manage current and future assets and infrastructure

Officer's Recommendation/Council Motion:**OC/19** **That Council:**

- 1. Endorses the remediation works of the Top Oval at the Katanning Leisure Centre as proposed; and**
- 2. Amends the 2019/20 budget to utilise \$ 79,805.00 including GST from the KLC Facilities reserve to fund the remediation works.**

Voting Requirement: Absolute Majority

CARRIED/LOST:

10.2.4 IPRF Informing Strategies

File Ref: FM.FI.1
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 11 December 2019

Issue:

For Council to endorse the Long Term Financial Plan and the Asset Management Strategy documents, as presented at the Council Workshop held on Tuesday 10 December 2019.

Body/Background:

Council are progressing the development of their Integrated Planning and Reporting document set and have previously adopted a Strategic Community Plan at the Ordinary Council Meeting held April 2018 and a Corporate Business Plan was adopted by Council in April 2018.

Council endorsed a Workforce Management Plan in December 2018.

Officer's Comment:

The *Long Term Financial Plan* model has been developed in line with current best practice to allow Council the opportunity to consider its strategic financial position.

The model presented, was a "live" model, based on a set of interlinked spreadsheets where inputs such as operating expenditure, expected revenues from rates etc can be manipulated to provide Council with understanding of the impacts their decisions make on the long term financial position of the Shire of Katanning.

The spreadsheets are then incorporated into a financial report based on the Moore Stephens Local Government template.

The model is updated on an annual basis, after the audited financial reports are received. The audited year final numbers are then included within the report.

The model can also be used to consider the long term impact to Council of any substantial financial changes that Council may be considering, such as accepting grant funding.

Council understands that the model is not a statutory document and therefore is not formally adopted by Council.

The model is primarily designed as a tool to assist Council in their decision making.

The *Asset Management Strategy* is a high level document developed to capture all of Council's assets, including built infrastructure, parks/reserves, drainage and roads. The document articulates Council's vision of the level it expects assets to be maintained at and the current condition of those assets. The Strategy does not contain financial information in relation to maintenance and renewal, but does contain schedules that detail the condition of those assets.

The Asset Management Strategy is used as an informing tool to assist Council in determining the funding required, on an annual basis, and considered during budget processes, to maintain Council assets.

Statutory Environment:

Local Government Act 1995 Section 5.56(1) Plan for the Future

Policy Implications:

Nil.

Financial Implications:

The Long Term Financial Plan was prepared by Navsdron Pty Ltd and cost \$5,000, with funds being used from GL 0864 (Operational Review).

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:

- 1. Endorses the Long Term Financial Plan model, as presented; and**
- 2. Endorses the Asset Management Strategy, as presented.**

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 Senior Employees

File Ref: PE.ES.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 11 December 2019

Issue:

To review Council's Management structure and designated senior employees under section 5.37 of the *Local Government Act 1995*.

Body/Background:

In August 2017 Council designated the following staff as senior employees for the purposes of S5.37 of the Act.

- Executive Manager Finance & Administration
- Executive Manager Property & Assets
- Executive Manager Projects & Community Building
- Executive Manager Infrastructure & Development

Section 5.37 of the *Local Government Act 1995* provides for the following in relation to designated senior employees:

5.37. Senior employees

- (1) *A local government may designate employees or persons belonging to a class of employee to be senior employees.*
- (2) *The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.*

Following staff resignations and a review of the senior staff structure, the four senior management positions are proposed to be combined into two new positions of Executive Manager Corporate & Community and Executive Manager Infrastructure & Assets.

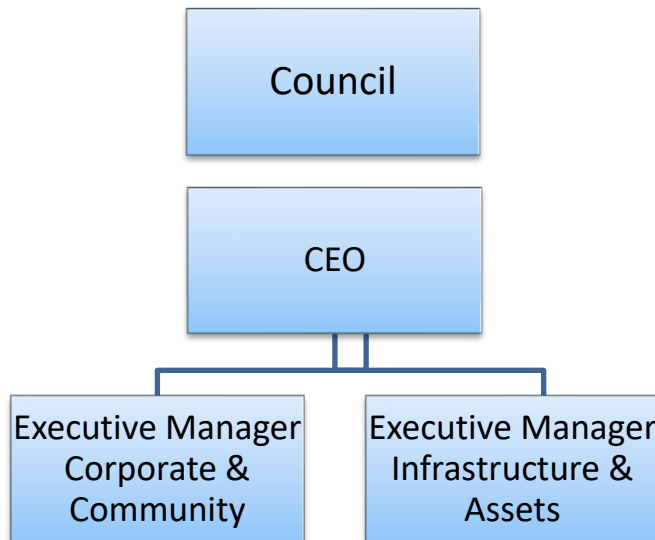
With the major strategic projects funded by Royalties for Regions nearing completion, and the associated reduction in external funding, the rationalisation of operational areas and associated reduction in senior staff is required.

Ongoing financial savings will be made on one executive manager position that has previously substantially funded by Council funds.

The restructure will see the functions of the previous four departments combined into two departments, each managed by an Executive Manager.

Corporate & Community	Infrastructure & Assets
<ul style="list-style-type: none"> • Finance • Administration • Recreation Services • Community Services 	<ul style="list-style-type: none"> • Works & Services • Technical & Asset Services • Regulatory Services • Saleyards

The following senior management structure is proposed:



Officer’s Comment:

The CEO proposes that neither of the Executive Manager positions be designated senior employees under section 5.37 the Act. This will allow for greater flexibility when implementing the new management structure. Council may consider the matter of designated senior employees in the future years once the new structure is implemented and its operating effectiveness reviewed.

Statutory Environment:

Local Government Act 1995, section 5.37 Senior employees

Policy Implications:

Nil

Financial Implications:

Reduction in senior staff costs, including salaries and vehicle costs of approximately \$160,000 per year.

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 recognized 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:

- 1. Endorses the management structure as proposed; and**
- 2. Cancels all previous designations of senior employee positions under section 5.37 of the *Local Government Act 1995*.**

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.
- **Katanning Citizen of the Year Awards 2020.**
 - **RFT 09-2019 Construction of Housing Accommodation.**
 - **Saleyards Canteen – Licence to Operate.**
 - **Performance Review of the Chief Executive Officer.**

Voting Requirement: Simple Majority

CARRIED/LOST

13.1 Katanning Citizen of the Year Awards 2020

File Ref: CR.AH.1
Reporting Officer: Natassia Shirazee, Community Relations Officer
Date Report Prepared: 5 December 2019

Reason for Confidentiality

The Officer's Report is confidential in accordance with section 5.23(2)(b) of the Local Government Act because it deals with the personal affairs of persons. The Officer's Report has been provided to Council under separate cover.

Officer's Recommendation/Council Motion:

- OC/19** That Council endorses the recommendations from the Citizen of the Year Committee for the 2020 Katanning Citizen of the Year Awards.

Voting Requirement: Simple Majority

CARRIED/LOST

13.2 RFT 09-2019 Construction of Housing Accommodation

File Ref: CP.TE.8
Reporting Officer: Heidi Cowcher, Executive Manager Property & Assets
Date Report Prepared: 11 December 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 accepts the recommendation from the tender evaluation panel to accept the tender from BGC Constructions in response to RFT 09-2019 Construction of Housing Accommodation of \$2,650,058.

Voting Requirement: Simple Majority

CARRIED / LOST:

13.3 Saleyards Canteen – Licence to Operate.**File Ref:** CP.PL.7**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration**Date Report Prepared:** 12 December 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:**

- 1) Accept the submission from Rae Gray to operate the saleyard canteen;**
- 2) Authorise the CEO and Saleyards Manager to negotiate with Rae Gray in relation to cleaning and security;**
- 3) Authorise the Chief Executive Officer to negotiate a Licence to Occupy for a period of three years.**

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:

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ____ pm