



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

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

**MINUTES OF  
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on  
Tuesday 26 May 2020  
by electronic means, commencing at 6:00pm.

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>	3
<b>2</b>	<b>Record of Attendance</b>	3
<b>3</b>	<b>Announcements by Presiding Member Without Discussion</b>	4
<b>4</b>	<b>Response to Previous Public Questions Taken on Notice</b>	4
<b>5</b>	<b>Disclosure of Financial/Impartiality Interest</b>	4
<b>6</b>	<b>Public Question/Statement Time</b>	4
<b>7</b>	<b>Applications for Leave of Absence</b>	4
<b>8</b>	<b>Petitions/Deputations/Presentations</b>	4
<b>9</b>	<b>Confirmation of Minutes of Previous Meetings</b>	4
9.1	Ordinary Council Meeting - Tuesday 28 April 2020	4
<b>10</b>	<b>Reports of Committees and Officers</b>	4
<b>10.1</b>	<b>Executive Manager Infrastructure and Assets</b>	5
<b>10.2</b>	<b>Executive Manager Corporate and Community</b>	5
10.2.1	Schedule of Accounts - February 2020	5
10.2.2	Monthly Financial Reports - February 2020	7
10.2.3	Amended Policy 2.5 Purchasing	9
<b>10.3</b>	<b>Chief Executive Officer's Reports</b>	11
10.3.1	Katanning Regional Business Association – Online Business Directory and eCommerce Platform	11
10.3.2	Drought Communities Funding Project Priorities	13
<b>11</b>	<b>Elected Members Motions</b>	16
<b>12</b>	<b>New Business of an Urgent Nature</b>	16
<b>13</b>	<b>Confidential Item</b>	16
<b>14</b>	<b>Closure of Meeting</b>	16

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

The Presiding Member declared the meeting open at 6.08 pm.

**PROCEDURAL MOTION****MOVED: CR OWEN BOXALL****SECONDED: CR SERENA SANDWELL**

**OC42/20** That Council suspend the operation of clause 8.1 Members to indicate and clause 12.2 Method of taking vote of the *Shire of Katanning Standing Orders 2009* for the duration of this electronic meeting and that these matters be determined at the discretion of the Presiding Member.

CARRIED 7/0

**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 Corporate and Community  
Heidi Cowcher, Executive Manager Infrastructure and Assets  
Sue Eastcott, Executive Assistant to CEO

Gallery:

Media:

Apologies: Cr Mark Stephens

Leave of Absence:

**3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil.

**4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS**

10.3.1 Cr Kristy D'Aprile Disclosure of Impartiality Interest.

**6. PUBLIC QUESTION/STATEMENT TIME**

Nil.

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

9.1 Ordinary Council Meeting – Tuesday 28 April 2020  
(SEE ATTACHED MINUTES)

**MOVED: CR ERNIE MENGHINI**

**SECONDED: CR JOHN GOODHEART**

**OC43/20 That the minutes of the Ordinary Council Meeting held on Tuesday 28 April 2020 be confirmed as a true record of proceedings.**

**Voting Requirement: Simple Majority**

**CARRIED 7/0**

**10. REPORTS OF COMMITTEES AND OFFICERS**

Nil.

## 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:** Wendy Stringer, Manager Finance  
**Report Prepared:** 13 May 2020

#### **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	574.8	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	298,108.14	-	1,978,082.37
December	41,223.00	1,159,597.47	30,584.45	1,973.64	308,213.62	-	1,441,592.18
January	63,781.96	990,544.55	29,912.68	-	218,916.24	-	1,303,155.43
February	25,391.90	479,807.99	29,869.29	-	238,368.36	-	773,437.54
March	3,390.90	842,605.38	29,279.65	11,931.66	215,792.33	-	1,102,999.92
April	1,148.30	1,013,531.70	45,952.54	-	323,294.55	-	1,384,927.09
May							
June							
<b>Total</b>	<b>343,513.59</b>	<b>10,488,824.54</b>	<b>591,586.19</b>	<b>48,269.71</b>	<b>2,757,772.85</b>	<b>1,311.25</b>	<b>14,131,278.13</b>

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

The schedule of accounts for the month of April 2020 are attached.

The Finance Forum held on 19 May 2020 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:**

**MOVED: CR SERENA SANDWELL**

**SECONDED: CR KRISTY D'APRILE**

**OC44/20** That Council endorses the Schedule of Accounts as presented, being cheques 42317 - 42321 totalling \$1,148.30, EFT payments 29676 - 29832 totalling \$1,013,531.70, direct payments totalling \$45,952.54, authorised and paid in April 2020.

**Voting Requirement:** Simple Majority.

CARRIED 7/0

**Cr Danny McGrath joins meeting at 6.12pm.****10.2.2 Monthly Financial Reports  
(ATTACHMENTS)**

**File Ref:** FM.FI.4  
**Reporting Officer:** Wendy Stringer, Manager Finance  
**Report Prepared:** 14 May 2020

**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.

Variations between budgeted and actual expenditure including the required Material Variations (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 statement's attachment.

The Finance Forum held on 19 May 2020 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:**

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR OWEN BOXALL**

**OC45/20 That Council adopts the Statement of Financial Activity for the month ending 30 April 2020, as presented.**

**Voting Requirement: Simple Majority.**

**CARRIED 8/0**



### **10.2.3 Amended Policy 2.5 Purchasing** (ATTACHMENTS)

**File Ref:** GV.PO.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Corporate & Community  
**Report Prepared:** 20 May 2020

**Issue:**

The Shire of Katanning is required, under the *Local Government (Functions and General) Regulations 1996 Section 11A* to have a Purchasing Policy.

**Body/Background:**

A Local Government Purchasing Policy must include the form of quotations acceptable, the minimum number of oral quotations and written quotations that must be obtained; and the recording and retention of written information, or documents, in respect of — (a) all quotations received; and (b) all purchases made.

The current Purchasing Policy allows a threshold of up to \$150,000 without the requirement to conduct a public tender. The amended Purchasing Policy extends the threshold to \$250,000.

This provides Council the opportunity to purchase up to the value of \$250,000 with three written quotations sought by way of a Request for Quotes with a detailed specification and a pre-determined evaluation criteria.

**Officer's Comment:**

Regulation amendments dealing with access to funding, procurement and long service leave have been approved by His Excellency the Governor General in Executive Council.

The Local Government (Functions & General) Regulations 1996 amendment deals with procurement and sees changes to regulation 11(1) to increase the purchasing threshold to \$250,000 to align with State Government tendering thresholds.

The Ministerial Circular (Practical assistance for local governments to respond during a state of emergency (COVID-19) is attached to this agenda item.

The Circular advised local governments update their purchasing policy to cover the direct purchase of goods or services under \$250,000.

Accordingly, the Shire's Purchasing Policy has been amended to meet this requirement. (Attached).

**Statutory Environment:**

*Local Government (Functions and General) Regulations 1996 Section 11A.*

**Policy Implications:**

Amended Policy - Purchasing

**Financial Implications:**

There will be no financial implications, in that all purchasing must be according to the Council adopted 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:**

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR SERENA SANDWELL**

**OC46/20 That Council adopts the amended Purchasing Policy.**

**Voting Requirement:** Simple Majority.

**CARRIED 8/0**

Cr Kristy D'Aprile spoke for the motion.

Cr Kristy D'Aprile disclosed an impartiality interest to Item 10.3.1 as she holds the position of Deputy President for the Katanning Regional Business Association.

### **10.3 CHIEF EXECUTIVE OFFICER'S REPORTS**

#### **10.3.1 Katanning Regional Business Association – Online Business Directory and eCommerce Platform** (ATTACHMENT)

**File Ref:** ED.SV.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Report Prepared:** 20 May 2020  
**Disclosure of Interest:** The Shire of Katanning is a member of the Katanning Regional Business Association. The CEO represents the Shire on the Association's management committee.

**Issue:**

To consider funding support for the Katanning Regional Business Association (KRBA) to establish an online business directory and eCommerce platform.

**Body/Background:**

The Katanning Regional Business Association (KRBA) is looking to establish an online business directory and eCommerce platform for local businesses in Katanning.

The new website aims to:

- Provide an online presence promoting Katanning as open for business
- provide a web portal to direct customers to local businesses
- provide small business with a web page or business listing at low cost
- establish an eCommerce platform to allow business to sell products and services online
- Provide business contacts for a Katanning web landing page, with all businesses and services in the one place – the landing page will include links to Shire and Tourism services also (this project will be part of a larger engaging marketing strategy as per the Katanning Tourism Strategy (further details below).

The cost of the project is in the range of \$16 – 20,000. \$10,000 in funding has been secured from the Great Southern Development Commission. The KRBA is seeking a further \$5,000 in support from the Shire of Katanning. The KRBA will be responsible for the remainder of the establishment costs and all ongoing annual license and maintenance fees.

**Officer's Comment:**

The KRBA website development compliments the key actions identified in the Katanning Tourism Strategy 2020-2025 (adopted by Council in November 2019) – priority area 4. Engaging Marketing:

- 4.2 Create a destination landing page linking to all existing tourism related pages on Shire's website, as well as other stakeholder pages and relevant information.
- 4.22 Create a collaborative brand identity to assist with the unified promotion of Katanning as a destination.

A copy of the Katanning Tourism Strategy is attached.

A provision of \$26,500 has been made in the 2019/20 budget for Regional Economic Services. A portion of these funds have been used to support the Katanning Hub CRC to provide Visitor Services on weekends. It is proposed that \$5,000 of this provision be used to support the KRBA to establish an online business directory and eCommerce platform.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Financial Implications:**

Consideration of \$5,000 contribution to the KRBA to establish an online business directory and eCommerce platform.

**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

<b>PRIORITY</b>	<b>LEADERSHIP</b>	
ASPIRATION	L1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.2	Provide effective leadership and good governance.
<b>PRIORITY</b>	<b>ECONOMIC</b>	
ASPIRATION	E1	Local Business and industry is resilient, growing
OBJECTIVE	E1.1	Encourage new avenues to upskill and create employment opportunities for our diverse community

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

**MOVED: CR ERNIE MENGHINI**

**SECONDED: CR SERENA SANDWELL**

**OC47/20 That Council contributes \$5,000 to the Katanning Regional Business Association to establish an online business directory and eCommerce platform.**

**Voting Requirement:** Simple Majority.

CARRIED 8/0

Cr Serena Sandwell spoke for the motion.

### 10.3.2 Drought Communities Funding Project Priorities (ATTACHMENTS)

**File Ref:** ED.SV.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 20 May 2020

**Issue:**

To consider projects for submission for funding under the Australian Government's Drought Communities Programme.

**Body/Background:**

The Shire of Katanning has received an invitation from the Australian Government to apply for up to \$1M in funding from the Drought Communities Programme. A full copy of the program guidelines is available on the website <https://www.business.gov.au/dcp>.

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance
- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan.

Eligible expenditure items may include the cost of:

- suppliers, consultants and contracted labour undertaking eligible project activities
- materials required to deliver eligible project activities
- purchasing, leasing or hiring equipment required to deliver eligible project activities
- holding events and
- other drought relief activities (including water carting for human consumption)

Examples of ineligible expenditure include:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces
- computer software or hardware that is not an integral part of the funded capital project
- a council's core or business-as-usual operations, which council rates and other government funding usually funds
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment)
- expenditure incurred prior to the project start date (refer to Appendix A)
- undertaking studies or investigations, or
- the development of private or commercial ventures, including licensed areas of registered clubs.

Each project must meet at least one of the following project requirements.

1. The project is expected to lead to the employment of locals
2. The project is expected to contribute to the economic activity of communities/regions
3. The project is expected to lead to the retention of businesses, services and facilities

The programme ends on 30 June 2021.

Council held a workshop on 23 April 2020 to look at possible projects to be submitted for funding. The projects fit into the following categories:

**Water Security** – projects that aim to support the provision of safe and affordable drinking water, water to support industry and agriculture, and water management for community recreation and sporting facilities.

**Infrastructure** – projects to improve community liveability through improvements in the built environment and the provision of smartly designed infrastructure such as footpaths, parks and facilities.

**Community** – projects which support Katanning as a vibrant, healthy and connected community.

**Economic** – projects which attract and encourage industry and business and enable the community to prosper.

Council reviewed the projects for submission at the Council Forum held on 12 May 2020. The following projects have been prioritised for funding:

<b>Project</b>	<b>Details</b>	<b>Budget</b>
Standpipe Upgrades	Replace rural standpipe controllers, communication systems, power supplies, pipes and valves	\$ 200,000
KLC Dam Expansion	Increase the size of the existing turkey nest dam at the KLC (full rebuild)	\$ 230,000
Kupara Park Dam & Roaded Catchment	Re-establish the roaded catchment and look at options for expansion of the White Dam	\$ 80,000
Cornwall Street Footpath	Installation of footpath connecting Caravan Park to town centre (Austral Tce)	\$ 200,000
Clive Street West Footpath	Upgrade of Clive Street West Footpath (Beaufort St to Blantyre St)	\$ 170,000
Variable Message Sign	LED Sign Trailer for Roadwise/promote community messages	\$ 30,000
Katanning Art Prize	Reinstate Katanning Art Prize	\$ 20,000
Wayfinding signage	Wayfinding and marketing signage on key entry points to Great Southern Hwy from Albany Hwy (Wagin/Cranbrook)	\$ 20,000
Tourism Business Promotion	Focused marketing project promoting Katanning (online/video/brochures)	\$ 50,000
<b>Total</b>		<b>\$ 1,000,000</b>

**Officer's Comment:**

It is recommended that Council endorses the priority projects for funding by the Drought Communities Programme.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Financial Implications:**

Undertaking projects fully funded through the \$1M Drought Communities Programme.

**Risk Implications:**

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

**Strategic Implications:****Shire of Katanning Strategic Community Plan 2017 – 2027**

<b>PRIORITY</b>	<b>LEADERSHIP</b>	
ASPIRATION	L1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.2	Provide effective leadership and good governance.
<b>PRIORITY</b>	<b>ECONOMIC</b>	
ASPIRATION	E1	Local Business and industry is resilient, growing
OBJECTIVE	E1.1	Encourage new avenues to upskill and create employment opportunities for our diverse community
<b>PRIORITY</b>	<b>BUILT ENVIRONMENT</b>	
ASPIRATION	B2	Places for the community to live, work and connect
OBJECTIVE	B2.1	Enhance the public realm
<b>PRIORITY</b>	<b>SOCIAL</b>	
ASPIRATION	S1	A capable, vibrant and connected community
Objective	S1.3	Ensure access to art, culture and learning opportunities

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

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR SERENA SANDWELL**

**OC48/20 That Council endorses the priority projects totalling \$1M for funding by the Drought Communities Programme.**

**Voting Requirement:** Simple Majority

**CARRIED 8/0**

Cr Kristy D'Aprile spoke for the motion.

**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**

Nil.

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 6.19 pm.