



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 27 July 2021 in the Shire of Katanning Council Chambers,  
52 Austral Terrace.

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 6.01 pm.

**2. RECORD OF ATTENDANCE****PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart – Deputy President  
Cr Danny McGrath  
Cr Martin van Koldenhoven  
Cr Owen Boxall  
Cr Kristy D’Aprile

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: Natalie Nicholson  
Nigel Herd  
Vanessa Herd  
Felicity Clegg  
Matt Collis  
Geoff Stade

Media:

Apologies: Cr Serena Sandwell

Leave of Absence: Cr Mark Stephens  
Cr Ernie Menghini

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

Nil.

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

Nil.

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

Nil.

**6. PUBLIC QUESTION/STATEMENT TIME**

Nil.

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

8.1 Community Wall Art Proposal – Natalie Nicholson.

8.2 Katanning Energy Update – Geoff Stade.

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

9.1 Ordinary Council Meeting – Tuesday 22 June 2021  
(SEE ATTACHED MINUTES)

**Voting Requirement:** Simple Majority

**MOVED:** CR JOHN GOODHEART

**SECONDED:** CR DANNY MCGRATH

**OC79/21** That the minutes of the Ordinary Council Meeting held on Tuesday 22 June 2021 confirmed as a true record of proceedings.

CARRIED 6/0

**10. REPORTS OF COMMITTEES AND OFFICERS**

## 10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS

### 10.1.1 Restricted Access Vehicle Network

**File Ref:** RD.PG.2  
**Reporting Officer:** Cherrie Campbell, Executive Officer Infrastructure & Assets  
**Date Report Prepared:** 16 July 2021

**Issue:**

Main Roads Heavy Vehicle Services (HVS) proposes to upgrade Clive Street on their network. The Shire wishes to support the amendments to the current Restricted Access Vehicle (RAV) network approved route.

**Body/Background:**

Main Roads Western Australia (MRWA) have received an application request to upgrade Clive Street to a RAV Network 3 access for fuel delivery to Woolworths Caltex Service Station.

The table below shows the changes which Main Roads are considering for endorsement onto the HVS network:

Road Name	From	To	Current Network	Requested Network
Clive Street	Great Southern Highway Roundabout	Woolworths Caltex - Clive Street	RAV 2 & N2.2	RAV 3 & N3.3

**Officer's Comment:**

This will give the transport operators more freedom to use a wider range of vehicle combinations on the road, without adding additional safety concerns. The overall impact on pavement is reduced with a RAV when used correctly in accordance with Main Road requirements.

**Statutory Environment:**

Road Traffic Act 2014  
 Road Traffic Regulations 2014

**Policy Implications:**

There are no Shire of Katanning policy implications for this report.

**Financial Implications:**

There are no financial implications for the shire and in many instances access to road funding is more readily available with an increase in RAV rating.

**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.

**Voting Requirement:** Simple Majority

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

**MOVED: CR DANNY MCGRATH**

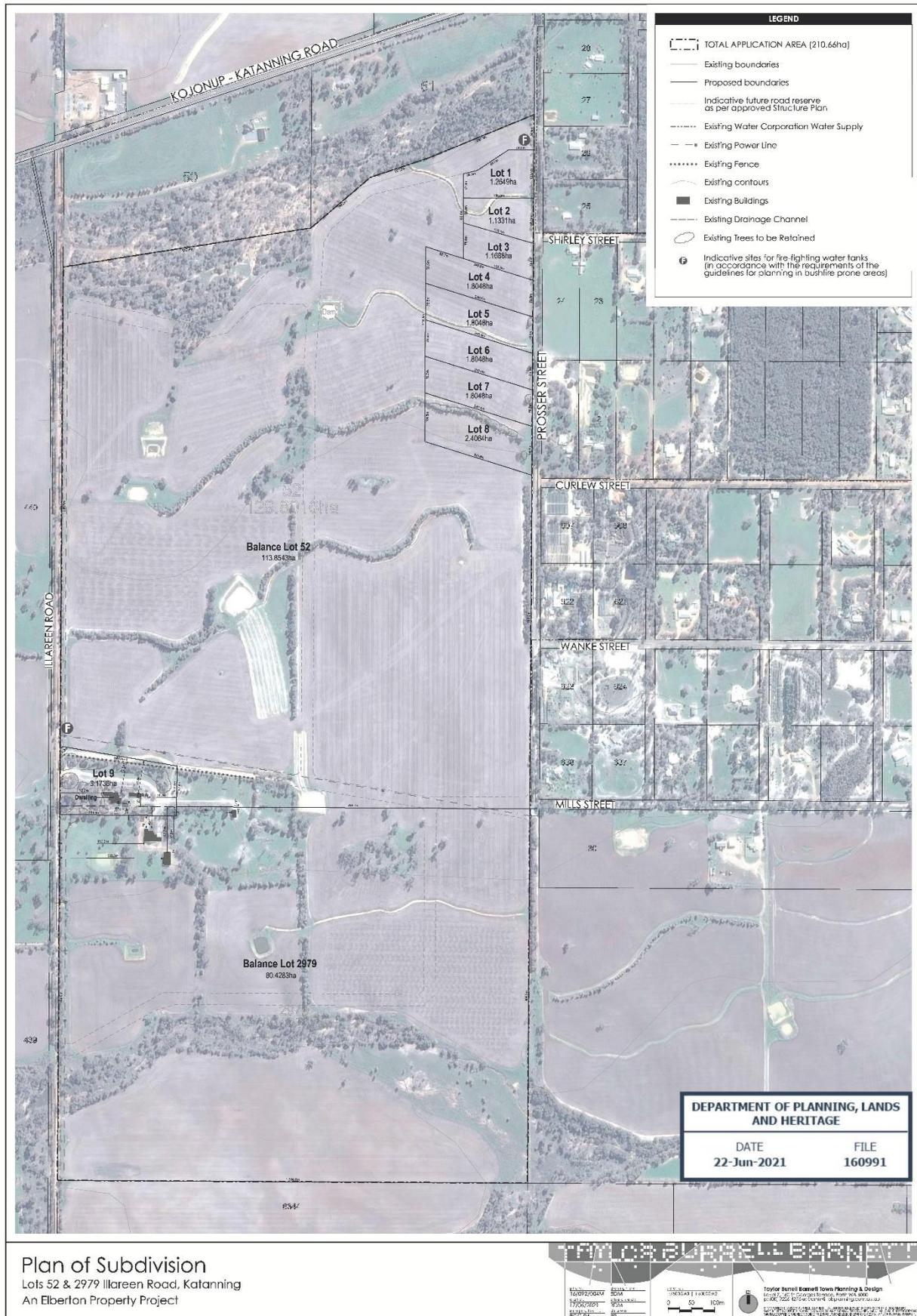
**SECONDED: CR KRISTY D'APRILE**

**OC80/21 That Council supports the application to amend the Restricted Access Vehicle Network to RAV3 and N3.3 for Clive Street Katanning.**

CARRIED 6/0

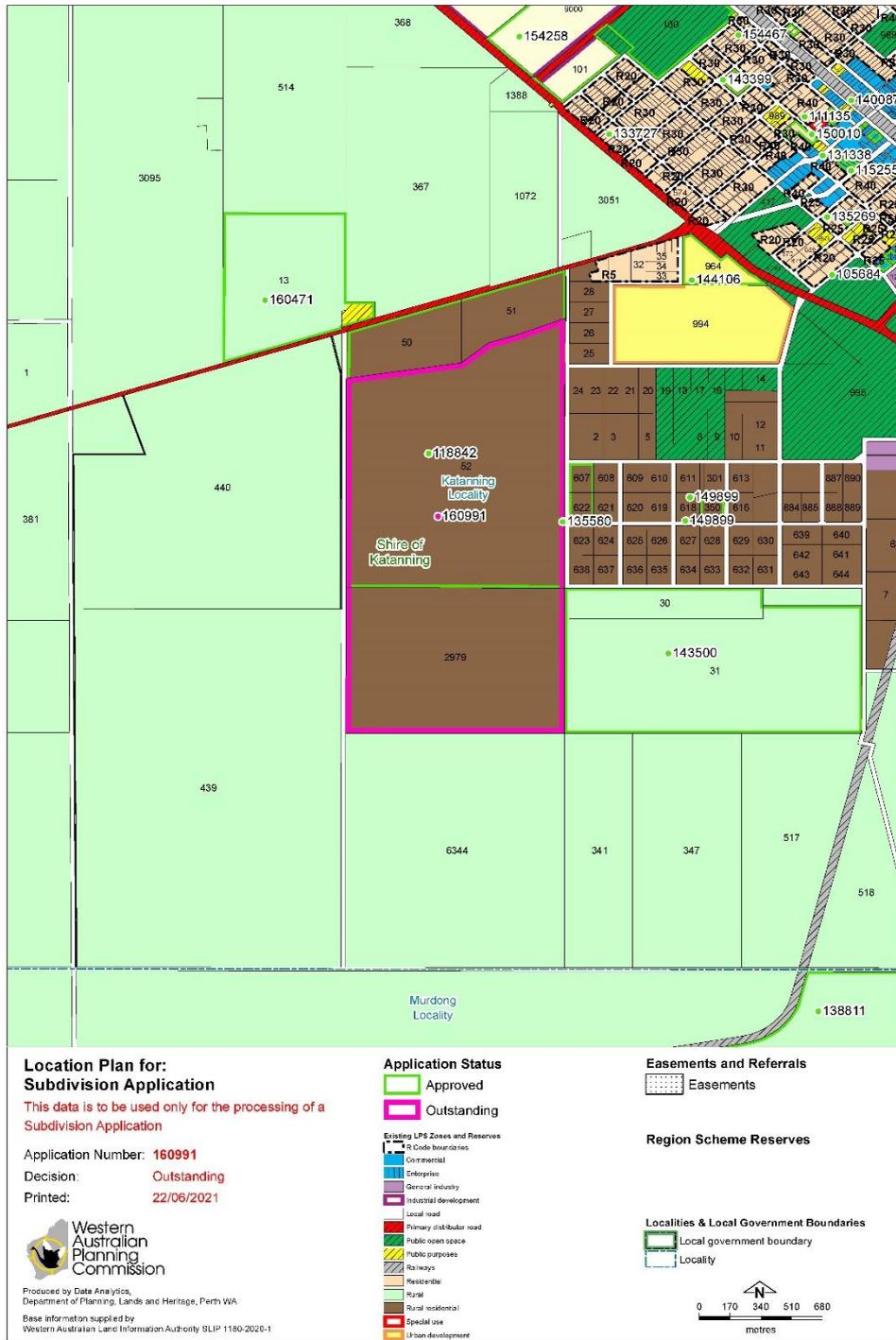
Cr Kristy D'Aprile spoke for the motion.





**Plan of Subdivision– WAPC ref 160991**

The subject land is zoned Rural Residential 3 under the Shire of Katanning Local Planning Scheme No.5 (LPS). Refer WAPC Zoning and Application location display plan below.

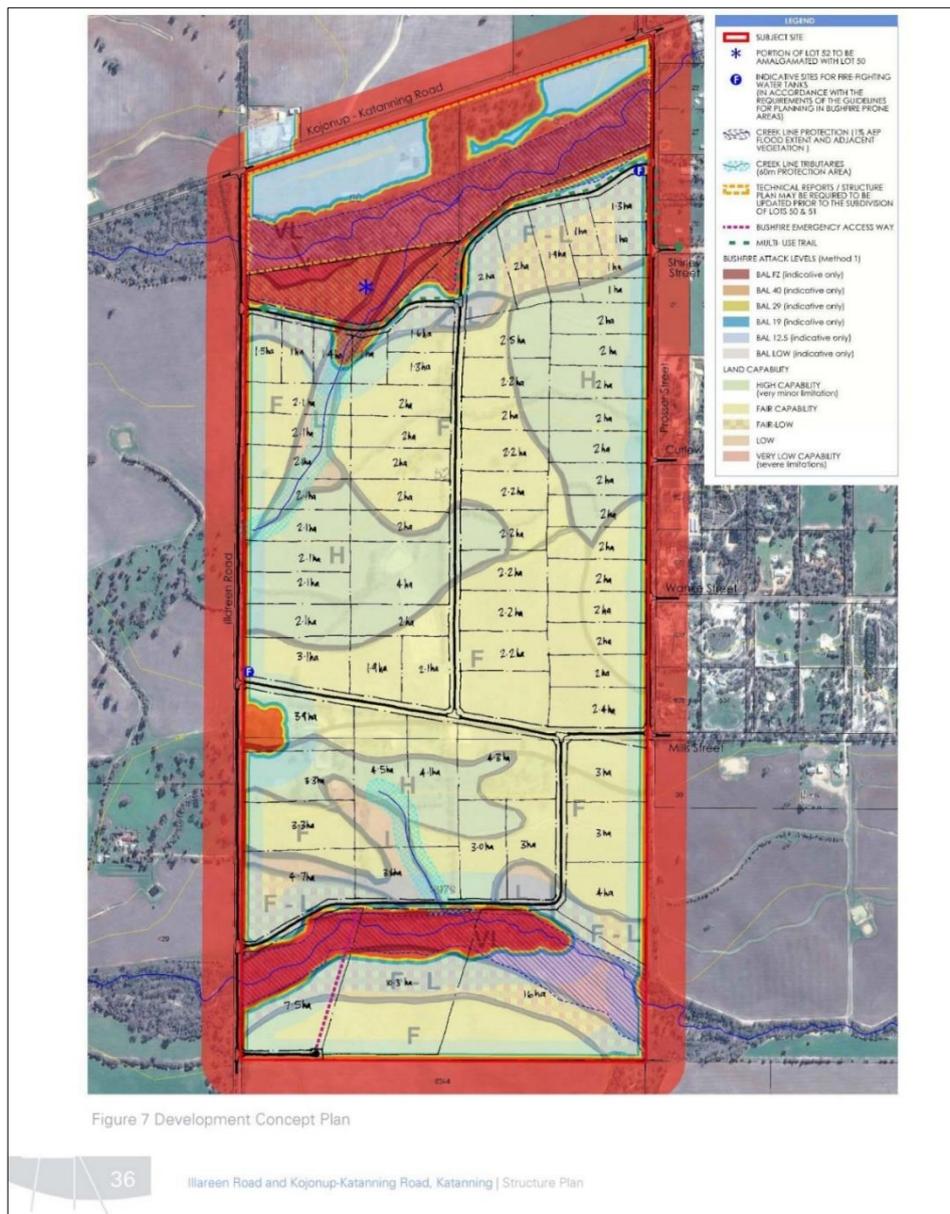


Lots 52 and 2979 Illareen Road, and adjacent Lots 50 and 51 Kojonup – Katanning Road are the subject of Structure Plan SPN/2199, endorsed by the WAPC on 12 November 2020. (refer Figure 1 of Attachment)

**Officer’s Comment:**

The subject land is appropriately zoned for Rural Living. The land is identified for future subdivision and development in the Local Rural Strategy, SuperTowns Growth and Implementation Plan the 2013 Planning Strategy and the endorsed Structure Plan (SPN/2199). The Structure Plan was the subject of extensive consideration and three previous Council reports in October 2018, July 2019 and October 2019. Clause 4.3 of SPN/2199 sets out subdivision and development requirements for Rural Residential Area 3.

This freehold subdivision proposal represents Stage One of the ‘Rural Living’ estate. It is and is generally in accordance with the indicative Staging Plan and the Development Concept Plan which is Figure 7 of SPN/2199. That Plan shows 71 lots, ranging in size from 1 to 10ha, future subdivisional roads, creek line protection areas and tributaries, land capability, BAL Contours and indicative sites for emergency water supply tanks.



**Figure 7 Development Concept Plan**

The Stage One lot layout provides for future subdivisional roads and regular shaped lots. The common boundaries of proposed lots 2 to 8 have been aligned to accommodate existing agricultural drainage channels/grade banks and associated revegetation/shelter belts. In this instance, the resultant slightly skewed east-west boundaries are considered appropriate.

Proposed Rural Residential lots 1 to 8 can be readily serviced by reticulated water and power and front a sealed road. The adjoining section of Prosser Street is 7.6m in width. No road upgrading is considered necessary for Stage One. Proposed Lot 9 contains the existing Homestead and associated outbuildings. The boundary is aligned with existing structures and features (fence line and overhead power). Illareen Road is constructed to gravel standard and the Homestead is serviced by an existing crossover. Upgrading is not considered necessary.

Subsequent stages will require upgrading of Illareen Road, new subdivisional roads, drainage infrastructure and construction of the multi-use trail.

The subject land is not serviced by reticulated sewer therefore wastewater management for future development will require on-site effluent disposal. The Land Capability Assessment undertaken during the Structure Planning process indicates areas ranging from Fair-Low though to High capability across the site. (Refer Attachment B) Proposed Lots 1 to 4 are somewhat constrained and there are planning and environmental implications. As stated in the application 'unsewered rural residential development presents a greater risk of addition of pollutants or nutrients to natural watercourses during wet winter conditions, unless on-site effluent disposal systems function effectively and drainage is carefully controlled'. Clause 4.3.4 of SPN/2199 specifies use of inverted leach drains or Alternative Treatment Unit effluent disposal systems in areas having Fair to Low capability. The applicant is advocating a covenant to be placed on the Certificates of Titles, advising that an alternative sewerage system is to be used, unless otherwise approved by the Shire of Katanning at the Development Approval stage. A condition to this effect is recommended.

A significant portion of the subject land, including the subdivisional are, is designated as Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner. A Bushfire Management Plan (BMP) has been prepared. Part 5 sets out the responsibilities for implementation and management of the required bushfire measures. Developer responsibilities include:

- Asset Protection Zone (APZ) to be established on each Lot;
- Individual Lots to be compliant with the annual firebreak notice and BMP requirements prior to sale;
- Construct the static water supply tank/s minimum 50kl, hardstand and turn around areas and associated apparatus for fire-fighting operations, located within the road reserves and vested in the Shire of Katanning.

Following internal referral, the Community Emergency Services Manager raised no objections to the plan at it will be following the guidelines. A condition requiring implementation of relevant fire safety measures set out in the BMP is recommended.

**Statutory Environment:**

Planning and Development Act 2005.

Planning and Development (Local Planning Schemes) Regulations 2015.

Shire of Katanning Local Planning Scheme No. 5 (LPS5).

As cited on its website, “The Western Australian Planning Commission (WAPC) is the responsible authority for subdivision approvals in Western Australia”. WAPC Development Control Policies 1.1, 2.2, 2.6 and 7.3 set out the principles and standards that will be used by the Commission in determining applications for the subdivision of residential land.

**Policy Implications:**

There are no Shire of Katanning policy implications for this report.

Relevant WAPC Policies include:

State Planning Policy 2.5 Rural Planning (Clause 5.3 Rural Living)

Development Control Policy 1.1 - General principles for the subdivision of land.

**Financial Implications:**

There are no Local Government Fees for this referral stage of the Subdivision process.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning’s Risk Assessment and Acceptance Criteria. Local Government is a referral authority for subdivision applications which are determined by the Western Australian Planning Commission. Accordingly, 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>BUILT ENVIRONMENT</b>	
ASPIRATION	B2	Places for the community to live, work and connect
OBJECTIVE	B2.1	Enhance public realm.
<b>PRIORITY</b>	<b>ECONOMIC</b>	
ASPIRATION	E3	Sustainable economic and population growth
OBJECTIVE	E3.2	Continue to build Katanning’s reputation as a strategic sub-regional service centre and economic hub.

**Voting Requirement:** Simple Majority

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

**MOVED:** CR KRISTY D'APRILE

**SECONDED:** CR JOHN GOODHEART

**OC81/21**

**That Council:**

- 1) **Advises the Western Australian Planning Commission the Shire of Katanning supports the proposal to Subdivide Lots 52 and 2979 Illareen Road, Katanning (WAPC file ref: 160991, date stamped 22 June 2021) subject to;**
  - a. **Upgrading and drainage of Prosser Street between Curlew Street and Kojonup-Katanning Road.**
  - b. **Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, for the upgrading of Prosser Street to ensure proposed Lots 1 - 8 are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost.**
  - c. **Engineering drawings and specifications are to be submitted and approved and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be into the satisfaction of the CEO of the Shire of Katanning.**
  - d. **Street lighting being installed on all intersections adjacent to this subdivision to the standards of the relevant licensed service provider.**
  - e. **Suitable arrangements being made for the provision of sealed vehicular crossovers to service the lots shown on the approved plan of subdivision (use of shared crossovers is advocated for proposed Lots 1 - 8).**
  - f. **Implementation of Fire Safety requirements and recommendations contained in the Bushfire Management Plan, including the installation of an emergency water supply tank, hardstand and turn around area and appropriate interim measures for the interface of the Rural Living lots and rural land uses on the Balance of Title Lot.**
  - g. **Appropriate measures being taken to ensure the identification and protection of any vegetation on the site worthy of retention that is not impacted by the proposed development.**
  - h. **Arrangements being made with the Water Corporation for provision of a suitable water supply service to the lots.**



## 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 July 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	2,225.45	1,621,358.10	34,083.22	6,853.73	233,478.86	0.00	1,897,999.36
<b>Total</b>	<b>46,827.64</b>	<b>19,379,310.96</b>	<b>500,045.95</b>	<b>61,912.53</b>	<b>3,152,688.95</b>	<b>0.00</b>	<b>23,140,786.03</b>

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

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

The Finance Forum held on 15 July 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:**

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR JOHN GOODHEART**

**OC82/21** That Council endorses the Schedule of Accounts as presented, being cheques 42375-42376 totalling \$2,225.45, EFT payments 32180-32374 totalling \$1,621,358.10, direct payments totalling \$34,083.22 and credit card payments totalling \$6,853.73 authorised and paid in June 2021.

CARRIED 6/0

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

**File Ref:** FM.FI.4  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Report Prepared:** 20 July 2021

### **Body/Background:**

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 30 June 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 15 July 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:**

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR JOHN GOODHEART**

**OC83/21** That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 30 June 2021, as presented.

CARRIED 6/0



**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	L1.1	Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stakeholders
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:**

**MOVED: CR JOHN GOODHEART**

**SECONDED: CR KRISTY D'APRILE**

**OC84/21**

**That Council:**

- 1. Adopts the proposed Drug and Alcohol Policy; and**
- 2. Rescinds the Fit for Work Policy.**

**CARRIED 6/0**

Cr John Goodheart spoke for the motion.

#### **10.2.4 Proposed Amendments Purchasing Policies** (ATTACHMENT)

**File Ref:** GV.PO.1  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Date Report Prepared:** 20 July 2021

**Issue:**

For Council to consider the proposed amendments to Policy 2.5 Purchasing and 2.8 Corporate Credit Card and recommence the process for adoption of proposed Policy 2.7 Regional Price Preference.

**Body/Background:**

Policy 2.5 Purchasing – amendment to the policy is required to reflect some of the current purchasing practices. An example is if a small packet of screws is needed the purchase is made without obtaining a quote, this has been identified in the recent audit process.

- Pages 1 & 2 are minor tidy up changes.
- Page 4 changing the purchasing up to \$500 to enable direct purchase without a verbal or written quotation.
- Page 5 provision is made for Waiver of Quotation and the need to document the decision.
- Pages 6 & 8 – requires a copy of the Record of Quotations Obtained for purchase document to be completed and attached to the Purchase Order for record keeping purposes.
- Page 12 – Removal of the “Date of Review”

It is proposed that these changes to the policy will assist with addressing issues raised in our most recent audit process. The changes give clear direction to staff with purchasing authority.

Proposed Policy 2.7 Regional Price Preference – The process was commenced in March 2018, unfortunately after Council considered the policy it was to be advertised for public comment prior to Council endorsing the policy. The policy is presented to Council to restart the process.

Policy 2.8 Corporate Credit Card – The proposed amendment to the policy is to clearly define the Record Keeping requirements.

- Page 2 – Inserting Record Keeping – clearly informing staff of their responsibilities.
- Page 2, 3, 4, 6 & 7 Correctly naming the officers responsible.
- Page 3 – Paragraph deleted and inserted under Record Keeping
- Page 8 – Removal of the “Date of Review”

**Officer’s Comment:**

It is recommended to Council that the proposed amendments to Policy 2.5 Purchasing and Policy 2.8 Corporate Credit Card, be endorsed to improve the effectiveness of the Policy.

In relation to the proposed Regional Price Preference policy, Statewide public notice is required. This notice is inviting submissions commenting on the proposed policy. Submissions are to have a closing date not less than four weeks.

The policy cannot be adopted by the local government until all submissions received are considered by the local government. If the consideration results in significant changes to the proposed policy, the local government must again give Statewide public notice of the altered policy.

**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.

Local Government (Functions and General) Regulations 1996

24C. Regional price preference may be given

A local government located outside the metropolitan area may give a regional price preference to a regional tenderer in accordance with this Part.

24E. Regional price preference policies for local governments

(1) Where a local government intends to give a regional price preference in relation to a process, the local government is to —

- (a) prepare a proposed regional price preference policy (if no policy has yet been adopted for that kind of contract); and
- (b) give Statewide public notice of the intention to have a regional price preference policy and include in that notice —
  - (i) the region to which the policy is to relate; and
  - (ii) details of where a complete copy of the proposed policy may be obtained; and
  - (iii) a statement inviting submissions commenting on the proposed policy, together with a closing date of not less than 4 weeks for those submissions; and
- (c) make a copy of the proposed regional price preference policy available for public inspection in accordance with the notice; and
- (d) publish the proposed regional price preference policy on the local government's official website.

(2) A regional price preference policy may be expressed to be —

- (a) for different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
- (b) for different goods or services within a single contract or various contracts;
- (c) for different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders (subject to the limits imposed by regulation 24D), or for any combination of those factors.

(3) A region specified under this Part —

- (a) must be (or include) the entire district of the local government; and
- (b) cannot include a part of the metropolitan area.

(4) A policy cannot be adopted by a local government until the local government has considered all submissions that are received in relation to the proposed policy and, if that consideration results in significant changes to the proposed policy, then the local government must again give Statewide public notice of the altered proposed regional price preference policy.

#### 24F. Adoption and notice of regional price preference policy

(1) A policy cannot be adopted by a local government until at least 4 weeks after the publication of the Statewide notice of the proposed policy.

(2) An adopted policy must state —

- (a) the region or regions within which each aspect of it is to be applied; and
- (b) the types and nature of businesses that may be considered for each type of preference; and
- (c) whether the policy applies to —
  - (i) different regions in respect of different parts of the contract, or the various contracts, comprising the basis of the tender;
  - (ii) different goods or services within a single contract or various contracts;
  - (iii) different price preferences in respect of the different goods or services, or the different regions, that are the subject of a tender or tenders, or to any combination of those factors.

(3) An adopted policy cannot be applied until the local government gives Statewide notice that it has adopted that policy.

(4) The local government is to ensure that a copy of an adopted regional price preference policy is —

- (a) included with any specifications for tenders to which the policy applies; and
- (b) published on the local government's official website.

#### 24G. Adopted regional price preference policy, effect of

A local government that has adopted a regional price preference policy in relation to a certain type of contract may choose not to apply that policy to a particular tender in the future for a contract of that type but, unless it does so, the policy is to apply to all like tenders.

#### **Policy Implications:**

The Policy Manual to be amended according to the resolution of Council.

#### **Financial Implications:**

Purchasing is to be undertaken in accordance with the revised policies. There will be minor costs associated with the advertising of

#### **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	L1.1	Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stakeholders
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:****MOVED: CR JOHN GOODHEART****SECONDED: CR KRISTY D'APRILE****OC85/21****That Council:**

- 1. Adopts the proposed amendments to Policy 2.5 Purchasing and Policy 2.8 Corporate Credit Card; and**
- 2. Authorises the Chief Executive Officer to give Statewide public notice of the intention to adopt a regional price preference policy.**

CARRIED 6/0

Cr John Goodheart spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

### 10.2.5 Transfers from Reserve

**File Ref:** FM.BA.4  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Date Report Prepared:** 21 July 2021

**Issue:**

For Council to consider the proposed transfers from reserve to assist with current cashflow needs.

**Body/Background:**

As funding of \$1,340,926.40 (GST Inc.) is yet to be received for the Great Southern Housing Project an injection of funds is required to assist with our current cashflow requirements.

As the purpose of the Land and Building Reserve is 'to be used for the construction and maintenance of council owned building', this reserve can be used to offset the expenditure already incurred.

It would be proposed to transfer \$1,340,926 from the Land and Building Reserve to the Municipal Fund to assist with short term cashflow funding. When the outstanding invoice has been paid and cashflow permits, the \$1,340,926 will be returned to the Land and Building Reserve.

During 2019/20 expenditure of \$812,980.51 has been incurred for the Katanning Community Medical Centre Project. This expenditure has been offset by \$499,306.90 in funding and a transfer from the Land and Building Facilities for Seniors Reserve of \$240,000. Municipal Funds of \$73,673.61 have been utilised for the shortfall.

It is proposed that the balance of \$73,673.61 be transferred from the Land and Building Facilities for Seniors Reserve, to cover the total expenditure of \$812,980.51 at the 30 June 2021 for the Katanning Community Medical Centre Project.

**Officer's Comment:**

Council currently has an overdraft facility of \$250,000 with the Commonwealth Bank. This is not going to meet the short term cashflow needs for the coming months. The approved transfers from reserve will assist and minimise the bank fees associated with extending the overdraft at this time.

To assist with our short term cashflow needs it is recommended that the transfers from reserves are approved.

**Statutory Environment:**

Local Government Act 1995

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
  - (a) changes\* the purpose of a reserve account; or

- (b) uses\* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.

\* Absolute majority required.

- (3) A local government is not required to give local public notice under subsection (2) —
- (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
  - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

#### Local Government (Financial Management) Regulations 1996

##### 8. Separate bank etc. accounts required for some moneys

- (1) A local government is to maintain a separate account with a bank or other financial institution for each of the following purposes —
- (a) money required to be held in the municipal fund (other than money for which an account is to be established under paragraph (c)); and
  - (b) money required to be held in the trust fund; and
  - (c) money required to be held in reserve accounts.
- (2) Money related to a purpose set forth in subregulation (1) is to be banked in the account maintained for that purpose.
- (3) Money from different accounts may be placed in a common investment authorised by the Act.

#### Policy Implications:

There are no policy implications for this report.

#### Financial Implications:

Transfer of \$1,340,926 from Land and Building Reserve will be returned to the reserve when cashflow allows after the payment of the outstanding invoice raised for the Great Southern Housing Project.

The Land and Building Facilities for Seniors Reserve balance is estimated to be \$325,000 if the transfer of \$73,676.31 is approved.

#### 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:**

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR JOHN GOODHEART**

**OC86/21**

**That Council:**

- 1. Authorises the transfer of \$1,340,926 from the Land and Building Reserve, and acknowledges the funds will be returned to the reserve when cashflow allows; and**
- 2. Authorises the transfer of \$73,673.61 from the Land and Building Facilities for Seniors Reserve, to offset expenditure on the Katanning Community Medical Centre Project.**

**CARRIED 6/0**

Cr Kristy D'Aprile spoke for the motion.

## 10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.3.1 WALGA AGM Voting Delegates

**File Ref:** GR.LR.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 9 July 2021

**Issue:**

To appoint voting delegates to the WA Local Government Association (WALGA) Annual General Meeting 2021.

**Body/Background:**

The WA Local Government Association (WALGA) Annual General Meeting to be held on Monday, 20 September 2021 in Perth.

In previous years the voting delegates for the Shire of Katanning have generally been the President and Deputy President.

WALGA also has provision for Council to nominate proxy voting delegates. Council may wish to also consider nominating a proxy voting delegate for the AGM.

Cr Guidera, Cr Goodheart, Cr D'Aprile and the CEO will be attending the AGM and State Conference this year.

**Officer's Comment:**

It is recommended that Council appoints Cr Guidera and Cr Goodheart as voting delegates to the WA Local Government Association (WALGA) Annual General Meeting to be held on Monday, 20 September 2021 and appoints Cr D'Aprile as a proxy delegate.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Attendance at Local Government Convention Policy.

That Council provide within each financial year budget for the cost of Council delegates to attend the Local Government Convention.

**Financial Implications:**

Budgeted expenditure for attendance of delegates to the WALGA AGM and Annual State Conference including accommodation approximately \$1,880 per delegate.

**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

**Voting Requirement:** Simple Majority

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

**MOVED: CR OWEN BOXALL**

**SECONDED: CR MARTIN VAN KOLDENHOVEN**

**OC87/21** That Council appoints Cr Guidera and Cr Goodheart as voting delegates to the WA Local Government Association (WALGA) Annual General Meeting to be held on Monday, 20 September 2021 and appoints Cr D'Aprile as a proxy voting delegate.

CARRIED 6/0

**10.3.2 Council Meetings – August/September**

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

**Issue:**

To consider changing the date and time of Ordinary Council Meetings for August and September 2021.

**Body/Background:**

The following dates and time for Ordinary Council Meetings have been set by Council:

- 24 August 2021, 6.00pm
- 21 September 2021, 6.00pm

The Shire President has requested that Council change the time of the August Council meeting to 7.00pm to allow time for her to return from other meeting commitments in Perth.

The September Council meeting clashes with the WA Local Government Convention which will be attended by three Councillors and the CEO. It is proposed to change the September meeting date to Thursday 23 September 2021. The September meeting date was originally brought forward one week to avoid a clash with the Queen's Birthday public holiday.

**Officer's Comment:**

It is recommended that Council changes the date and time for the August and September Ordinary Council Meetings to the following:

- Tuesday 24 August 2021 commencing at 7.00pm
- Thursday 23 September 2021 commencing at 6.00pm

**Statutory Environment:**

Local Government Act 1995, Division 2, Subdivision 1 – Council Meetings

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

There are no financial implications for this report.

**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

**Voting Requirement:** Simple Majority

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

**MOVED:** CR KRISTY D'APRILE

**SECONDED:** CR DANNY MCGRATH

**OC88/21** That Council changes the date and time for the August and September Ordinary Council Meetings to the following:

- Tuesday 24 August 2021 commencing at 7.00pm;
  - Thursday 23 September 2021 commencing at 6.00pm;
- to be held in the Council Chambers, 52 Austral Terrace, Katanning.

CARRIED 6/0

**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 6.39 pm.