



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 25 February 2020 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 20 February 2020

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 Corporate and Community
Heidi Cowcher, Executive Manager Infrastructure 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**

Katanning Aboriginal Corporation

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Ordinary Council Meeting – Tuesday 17 December 2019
(SEE ATTACHED MINUTES)

OC/20 That the minutes of the Ordinary Council Meeting held on Tuesday 17 December 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 AND ASSETS

10.1.1 Restricted Access Vehicle Network

File Ref: RD.PG.2

Reporting Officer: Cherrie Campbell, Executive Officer Infrastructure & Development Services

Date Report Prepared: 17 January 2019

Issue:

Main Roads Heavy Vehicle Services (HVS) has received a request to include Jam Hills Road, Bibiking Road South, Grant Road, House Road, Washington Road, Prinsep Road and Filmer Road onto the Harvest Mass Management (HMMS) list. The Shire wishes to support the amendments to the current RAV network classification.

Body/Background:

Jam Hills Road, Bibiking Road South, Grant Road, House Road, Washington Road, Prinsep Road and Filmer Road are currently RAV 2 network roads which restricts heavy vehicle movements. Heavy vehicle restrictions are often unnecessary prohibitive and have significant impacts on rural shires 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 Jam Hills Road, Grant Road, House Road and Prinsep Road to RAV 4 and Bibiking Road South, Washington Road and Filmer 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. Clive Street from Northam Cranbrook Road to Caltex Driveway which would allow fuel delivery.

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

Road Name	From (SLK)	To (SLK)	Current Network	Requested Network
Jam Hills Road	0.00	3.88	RAV2	RAV4
Grant Road	0.00	1.83	RAV2	RAV4
House Road	0.00	3.34	RAV2	RAV4
Prinsep Road	0.00	2.37	RAV2	RAV4
Bibiking Road South	9.97	11.30	RAV2	RAV7
Washington Road	0.00	3.86	RAV2	RAV7
Filmer Road	0.00	2.41	RAV2	RAV7
Clive Street	Northam Cranbrook (0.00)	Caltex Driveway (0.83)	Nil	RAV2 & N2.3

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 in accordance with Main Road requirements.

Statutory Environment:

Road Traffic Act 2014

Road Traffic Regulations 2014

Policy Implications:

Nil.

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	LEADERSHIP	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.2	Provide facilities that meet community need.

Officer's Recommendation/Council Motion:

OC/20

That Council supports the Shires application to amend the Restricted Access Vehicle Network for Jam Hills Road, Bibiking Road South, Grant Road, House Road, Washington Road, Prinsep Road and Filmer Road.

Voting Requirement: Simple Majority

CARRIED/LOST:

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
Date Report Prepared: 05 February 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	208,213.62	-	1,441,592.18
January							
February							
March							
April							
May							
June							
Total	250,948.83	8,175,866.62	502,524.57	36,338.05	1,984,689.92	1,311.33	10,951,679.32

Officer's Comment:

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

The Finance Forum held on 11 February 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:

OC/20 That Council endorses the Schedule of Accounts as presented, being cheques 42290-42295 totalling \$41,223.00, EFT payments 29008-29157 totalling \$1,159,597.47, direct payments totalling \$30,584.45, and credit card payments totalling \$1,973.64 authorised and paid in December 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
Date Report Prepared: 05 February 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.

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 11 February 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:

OC/20 That Council adopts the Statement of Financial Activity for the month ending 31 December, as presented.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.3 Schedule of Accounts (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Wendy Stringer, Manager Finance
Date Report Prepared: 05 February 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	208,213.62	-	1,441,592.18
January	63,781.96	990,544.55	29,912.68		218,916.24		1,303,155.43
February							
March							
April							
May							
June							
Total	250,948.83	8,175,866.62	502,524.57	36,338.05	1,984,689.92	1,311.33	10,951,679.32

Officer's Comment:

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

The Finance Forum held on 11 February 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:

OC/20 That Council endorses the Schedule of Accounts as presented, being cheques 42296-42302 totalling \$63,781.96, EFT payments 29158-29337 totalling \$990,544.55 and direct payments totalling \$29,912.68 authorised and paid in January 2020.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.4 Monthly Financial Reports (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Wendy Stringer, Manager Finance
Date Report Prepared: 05 February 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.

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 11 February 2020 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

Statutory

Local Government (Financial Management) Regulations 1996.

Environment:

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/20 That Council adopts the Statement of Financial Activity for the month ending 31 January 2020, as presented.

Voting Requirement: Simple Majority.

CARRIED/LOST:

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/20 **That Council accept the offer made by Mrs Lesley Casetai in the sum of \$115,000 for Unit 10 Amherst Village and refund the previous occupier, Mrs Quartermaine.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2.6 **Katanning Artisan Collective**

File Ref: CP.AL.4
Reporting Officer: Lisa Hannagan, Executive Manager Corporate & Community
Date Report Prepared: 19 February 2020

Issue:

The Katanning Artisan Collective has requested for Council consider leasing space for the local Artisan Store, in the area formerly operated as Council Chambers and Visitor Centre at the Katanning Town Hall.

Body/Background:

The Katanning Artisan Collective is currently operating from a premise located on Clive Street but are seeking an alternative location that would better meet their requirements and budget.

Officer's Comment:

The Katanning Artisan Collective is a not for profit community group – 42 members, 28 artisans and 10 volunteers.

Current operating hours are Wednesday to Saturday, 1000-1600 and Sundays 100-1300

Current activities are display and sale of local homemade artisan products.

Future activities may include artisan workshops such as for painting, photography, pottery.

The Collective charges artisans a small commission for sales but decreases the commission bases on artisans volunteering eg. If the artisan volunteers time to work in the store, they pay less commission when their product sells.

Committee members have inspected the available area at the Katanning Town Hall and requested that Council consider leasing the space for their Local Artisan Store.

The Artisan Collective committee has offered to clean the internal and external space and to clear the inside space of any surplus furniture such as desks and cabinets.

Minor works to remove a temporary wall would allow for better access and usage by the group and the group have offered to source quotations and present to the Shire. It may be possible for the Artisan Collective members to complete some of the work required.

There is small provision for Visitor Centre - General Maintenance in the 2019/20 Building Program that could assist with the minor works.

Statutory Environment:

Local Government Act 1995 Section 3.58 Disposing of property

Policy Implications:

Nil.

Financial Implications:

Income from the Town Hall Hire Income is budgeted at GL3243 in Schedule 11.

There is a small provision for General Maintenance for the Visitors Centre (\$963) in the 2019/20 Building Program – Maintenance.

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/20 **That Council:**

1) Accept the proposal from the Katanning Artisan Collective to relocate to the Town Hall building portion that was formerly occupied by the Visitor Centre and Council Chambers; and

2) Authorise the Chief Executive Officer to negotiate an agreement for a trial period of 12 months.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2.7 **Local Government House Trust – Deed of Variation**
(ATTACHMENTS)

File Ref: GR.LR.1
Reporting Officer: Executive Manager Corporate & Community
Date Report Prepared: 20 February 2020

Issue:

Council has received correspondence (attached) from Western Australian Local Government Association, in relation to the Local Government House Trust.

The Trusts Board of Management is seeking to vary the Trust Deed in order to assist the Trust's income tax exempt status.

As a beneficiary, the Shire of Katanning has been requested to consent, supported by a resolution of Council.

Body/Background:

The Local Government House Trust exists primary to provide building accommodation for the Western Australian Local Government Association. Since January 2-14, the Trust has provided WALGA with accommodation at 170 Railway Parade, West Leederville.

The Shire of Katanning is a unit holder and beneficiary to the Local Government House Trust, holding 7 units.

Legal advice (to WALGA) has identified that that the Trustee's ability to retire and appoint a Trustee might affect the Trusts classification as a State or Territory Body (STB).

The Deed of Variation seeks to strengthen the position that the Trust is in fact, an STB, which supports the position that the Trust is therefore entitled to maintain the income exempt status

Officer's Comment:

The current trust deed commenced in 1993 and was amended in 2002 to reflect the merger of the metropolitan and country associations into WALGA.

The trust is exempt from income tax on the basis of being a State/Territory Body (STB) pursuant to *Division 1 of the Income Tax Assessment Act 1936*.

Statutory Environment:

Local Government Act 1995 – 9.49A Execution of Documents

Policy Implications:

Nil

Financial Implications:

There are no financial implications.

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	LEADERSHIP	
ASPIRATION	L1	Operate with high ethical and professional standards
OBJECTIVE	L1.4	The community are satisfied with the manner in which the Council and Shire conducts business

Officer's Recommendation/Council Motion:

OC/20 **That Council consents to the proposed Deed of Variation in relation to the Local Government House Trust and provides communicates this consent in writing to WALGA.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5 CHIEF EXECUTIVE OFFICER'S REPORTS

10.5.1 Regional DFES / Local Government Resource to Risk Process

File Ref: ES.LG.2
Reporting Officer: Cindy Pearce, Community Emergency Services Officer
Date Report Prepared: 5 February 2020

Issue:

Funding Allocation for capital works under the ESL within the Great Southern region.

Body/Background:

Each year Local Governments are able to submit Resources to Risk (R2R) applications for Capital Grant considerations from DFES. This funding comes from the ESL. These grants relate to significant capital works initiatives, including the acquisition of facilities, vehicles and major items of equipment. There are limited applications that are successful, and each Local Government is competing for the allocation of funds for these capital grants.

At a recent Great Southern Advisory Committee (ROAC) meeting it was recommended a need for change in the R2R process to have a collaborative and more strategic approach to how the region prioritises these applications. It was agreed the ROAC is an appropriate committee to prioritize the collective submissions from each Local Government and submit a more strategic group of R2R applications that have been endorsed by all Chief Bushfire Brigade Fire Control Officers (CBFCOs) on this committee in consultation with the Local Governments.

This discussion item was presented to the 17 October 2019 at the Katanning Bushfire Advisory Committee Meeting (BFAC) and was supported fully by the Committee, with the recommendation to Council.

The membership votes to accept a more collaborative approach to the Resources to Risk application from Local Government within the Great Southern ROAC.

If agreed by the Local Governments a model or concept plan would be initiated by a working group. This concept would not likely start until the 2021 year.

If agreed to, there will need to be a shift in timings of applications to allow for alignment of ROAC meetings and BFAC meetings.

One option is for each Local Government who wishes to apply for the R2R grant to submit to all CBFCOs a short (150-300) overview of the proposed application for consideration before a ROAC Meeting. At the meeting each Local Government presents to the committee on their application for consideration to give members the opportunity to discuss each application. The Chiefs would rank these into priority order for the region and vote to accept these nominations. It would then be up to those highest priority applications to submit a more comprehensive document to be signed off with support from all contributing Local Governments.

Officer's Comment:

This process would support those Local Governments and volunteers in the region that require capital grant funding. Currently all applications are sent to Perth and the decision is made there and then the region gets notified of who was successful or not. This process will make it a more local decision across the Chief Bushfire Control Officers who know the area.

Statutory Environment:

Fire and Emergency Services Act 1998.

Policy Implications:

There are no policy implications for this report.

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	COMMUNITY PLAN	
ASPIRATION	S2	Strive for a community where people feel safe and secure.
OBJECTIVE	S2.1.1	Support emergency and fire management planning, response and recovery.

Officer's Recommendation/Council Motion:

OC/20 That Council accept a more collaborative approach to the Resources to Risk applications from Local Governments within the Great Southern ROAC.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5.2 **2020 Annual Electors Meeting Minutes**
(ATTACHMENT)

File Ref: FM.FI.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 20 February 2020

Issue:

To consider the minutes of the Annual Electors Meeting held on 6 February 2020.

Body/Background:

The Annual Electors Meeting for the Shire of Katanning was held on 6 February 2020 at the Katanning Leisure Centre. Public notice was given of the meeting time and date and the agenda was made available for public inspection prior to the meeting in accordance with the Local Government Act.

Officer's Comment:

At the electors meeting, the Annual Report for 2018/19 including the Financial, Shire President and CEO reports were received.

No decisions were made at electors' meeting that require Council's consideration.

Statutory Environment:

Local Government Act 1995

- Section 5.27 – requires a general meeting of electors to be held at least once each year.
- Section 5.29 – requires 14 days local public notice of electors' meetings to be given.
- 5.33 – requires that decisions made at electors' meetings to be considered at the next ordinary meeting of Council.

Policy Implications:

Nil

Financial Implications:

Nil

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 the high ethical and professional standards, being open, transparent and responsive to the community and other stake holders.
OBJECTIVE	L1.2	Provide effective Leadership and good governance

Officer's Recommendation/Council Motion:

OC/20 That Council receives the minutes of the Annual Electors Meeting held on 6 February 2020.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5.3 Community Grants Program (CGP) Round 2 2019/2020

File Ref: GS.AE.1
Reporting Officer: Natassia Shirazee, Community Relations Officer
Date Report Prepared: 17 February 2020

Issue:

To consider applications for the 2019/2020 Round 2 Community Grants Program, formerly known as the Community Financial Assistance Program.

Body/Background:

The first round of funding under this program was advertised in December 2019 and January 2020 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 Grants Program (CGP) 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 seven applications were received: six 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 2 2019/2020 there is \$9,498.40 ex GST available in the budget.

Summary of applicants:*Minor Community Grants (up to \$5,000)*

Full Organisation Name: Anglican Parish of Katanning
Project Title: Anglican Hall and Church Repairs
Requested Amount from Council: \$5,000.00 ex GST
Total Project Cost: \$6,000.00 ex GST

Full Organisation Name: 1st Katanning Scouts Group
Project Title: Katanning Scout Tents
Requested Amount from Council: \$850.00 ex GST
Total Project Cost: \$1,295.00 ex GST

Full Organisation Name: Katanning Senior High School P&C
Project Title: Katanning Senior High School Ball 2020
Requested Amount from Council: \$1,318.00 ex GST
Total Project Cost: \$5,998.18 ex GST

Full Organisation Name: Katanning Playgroup Inc
Project Title: Katanning Playgroup Signage and Materials
Requested Amount from Council: \$583.40 ex GST
Total Project Cost: \$1,298.40 ex GST

Full Organisation Name: Clontarf Foundation – Katanning Academy
Project Title: Clontarf Foundation Trailer
Requested Amount from Council: \$2,535.00 ex GST
Total Project Cost: \$2,535.00 ex GST

Full Organisation Name: Friends of the Library: Katanning
Project Title: Library Garden Project
Requested Amount from Council: \$1,764.00 ex GST
Total Project Cost: \$6,264.00 ex GST

Major Community Grant (over \$5,000)

Full Organisation Name: Katanning & Districts Pool Association Inc
Project Title: Pool Hall Air-Conditioners
Requested Amount from Council: \$6,000.00 ex GST
Total Project Cost: \$6,000.00 ex GST

Copies of the applications are attached for information.

Officer's Comment:

Community Grants Program Budget 2019/2020 available: \$9,498.40 ex GST
Total cash contribution requested excluding GST: \$18,050.58 ex GST
Recommended cash contribution: \$9,351.40 ex GST

Clearly with grant requests at double the amount available for distribution, the committee was required to consider ways to meet as many needs as possible, and so in some instances the requested amount has been reduced.

The Community Financial Assistance Program Committee considered applications at its meeting held on Monday 17 February 2020 where it made the following decision:

That the CFAP Committee make the following grant recommendations for Round 2 of the 2019/2020 Community Grants Program to Council:

1. Partially approve the Anglican Parish of Katanning \$3,500.00 ex GST for the brickwork of the Hall and Church Repairs as listed in the application. This is less than requested but would substantially cover main item of expenditure being professional restoration of the building.
2. Approve 1st Katanning Scouts Group \$850.00 ex GST for new tents as listed in the application.

3. Partially approve Katanning Senior High School P&C \$818.00 ex GST for the Senior High School Ball with a CEO fee waiver of \$500.00 ex GST as listed in the application.
4. Approve Katanning Playgroup Inc \$583.40 ex GST for Signage and Materials as listed in the application.
5. Partially approve Clontarf Foundation – Katanning Academy \$1,500.00 ex GST to meet a portion of the total costs of a new trailer as listed in the application.
6. Deny Friends of the Library: Katanning \$1,764.00 ex GST for the Library Garden Project as listed in the application. The works may be more appropriately funded by Council and an inspection of the courtyard will be undertaken by Council prior to budget deliberations; and
7. Partially approve the Katanning & Districts Pool Association Inc \$2,100.00 ex GST for one air-conditioner, rather than two, as listed in their application.

Statutory Environment:

Local Government Act 1995

Policy Implications:

2.9 Community Grants 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	Provide sport, recreation and leisure opportunities that contribute to the health and wellbeing of our growing and diverse community.
ASPIRATION	S3	A resilient, engaged community with a strong sense of pride
OBJECTIVE	S3.2	Build social resilience through providing diverse options for participation and engagement.
PRIORITY		NATURAL ENVIRONMENT
ASPIRATION	N3	A strong sense of community ownership and pride for the natural environment.
OBJECTIVE	N3.1	Encourage the community to feel proud of and take ownership of public places.

Officers Recommendation/Council Motion:

OC /20 That Council approves the following grant recommendations for Round 2 of the 2019/2020 Community Grants Program:

1. Approve the Anglican Parish of Katanning \$3,500.00 ex GST for the brickwork of the Hall and Church Repairs as listed in the application.
2. Approve 1st Katanning Scouts Group \$850.00 ex GST for new tents as listed in the application.
3. Approve Katanning Senior High School P&C \$818.00 ex GST for the Senior High School Ball with a CEO fee waiver of \$500.00 ex GST as listed in the application.
4. Approve Katanning Playgroup Inc \$583.40 ex GST for Signage and Materials as listed in the application.
5. Approve Clontarf Foundation – Katanning Academy \$1,500.00 ex GST for partial costs of a new trailer as listed in the application.
6. Deny Friends of the Library: Katanning \$1,764.00 ex GST for the Library Garden Project as listed in the application; and
7. Approve the Katanning & Districts Pool Association Inc \$2,100.00 ex GST for one air-conditioner as listed in the application.

Voting Requirement: Simple Majority

CARRIED/LOST:

11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**11.1 Mobile Phones in Meetings Policy**

File Ref: GV.PO.1
Elected Member: Cr Liz Guidera, President
Date Report Prepared: 20 February 2020

Issue:

To consider the adoption of a Mobile Phones in Meetings Policy

Body/Background:

Section 2.7 of the *Local Government Act 1995* establishes the role of Council to determine the policies of the Local Government.

Elected Member's Comment:

The following policy is proposed in relation to the use of mobile phones in meetings:

MOBILE PHONES IN MEETINGS**Policy Measures**

Phone calls and messages (text or email) sent or received during a meeting can be an unwanted distraction and is generally considered disrespectful.

Mobile telephones must therefore be turned off or turned to "silent mode" at all times when participating in any Council meeting or Council Committee meeting.

As a general rule you are discouraged to bring mobile phones to a Ordinary Council Meeting which is the one formal meeting of Council per month (except for the CEO and Councilors or staff that are on call for an emergency service).

Receiving and answering mobile phone calls during any meeting is not permitted unless the Presiding Member has granted prior permission. If permission is granted and a call is received during the meeting, the Councillor, staff member or Committee member is to leave the room immediately to take the call. (This policy does not however excuse any member of a meeting from any statutory obligation to remain to vote on a matter and in such circumstance, the call should be responded to after the vote is taken).

Messages and messaging (text and email) are by nature of a lesser significance and may be dealt with at the conclusion of meetings.

As guidance to the Presiding Member, circumstances when the use of a mobile phone for phone calls in meetings may be considered necessary include but are not limited to:

- If on call for an emergency service (police, fire, ambulance, SES, rangers etc);
- If awaiting the outcome of medical treatment for a close relative;
- If awaiting contact from distinguished guests due at that or subsequent meetings; or
- Any other circumstance where the Presiding Member feels the importance of the matter warrants the granting of permission to use a mobile phone during a meeting.

Administration

The administration of this policy is by the Office of the CEO.

Financial Implications:

Nil

Risk Implications:

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.

OC/20

Elected Member’s Recommendation/Council Motion:

That Council adopts the Mobile Phones in Meetings Policy as proposed.

Voting Requirement: Simple Majority

CARRIED/LOST:

11.2 Designated Senior Employees

File Ref: PE.ES.1
Elected Member: Cr John Goodheart, Deputy President
Date Report Prepared: 20 February 2020

Issue:

To change the status of designated senior employees under section 5.37 of the *Local Government Act 1995*.

Body/Background:

In August 2017 Council designated four executive manager positions as senior employees for the purposes of S5.37 of the *Local Government Act*.

At the Ordinary Council Meeting held on 17 December 2019 the designation of the four senior employee positions was cancelled to facilitate the implementation of a new management structure, combining the four executive manager positions into two new positions, as part of a cost reduction exercise.

Elected Member's Comment:

The restructure of the executive manager positions has now occurred as has the restructure of their departments. The intent to cancel the status of the senior officers was always to simplify the organisational structure and that it would be a temporary measure. In the motion put to Council at the time, it was stated that Council may reconsider the matter of designated senior employees in the future. Council is now prepared for the reinstatement of senior employee status for the two new executive manager positions.

Financial Implications:

Nil

Risk Implications:

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

OC/20 Elected Member's Recommendation/Council Motion:

That Council designates the following positions as senior employees under section 5.37 of the *Local Government Act 1995*:

1. Executive Manager Corporate and Community
2. Executive Manager Infrastructure and Assets

Voting Requirement: Simple Majority

CARRIED/LOST:

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil

13. CONFIDENTIAL ITEMS**PROCEDURAL MOTION****MOVED:****SECONDED:****OC/20****That Council closes the meeting to the public to consider the following items:**

- **RFT 01-2020 Upgrade of Katanning Country Club**
- **Write Off – Assessment A3022**

Voting Requirement: Simple Majority

CARRIED/LOST

13.1**RFT 01-2020 Upgrade of Katanning Country Club**
(ATTACHMENT)**File Ref:**

CP.TE.8

Reporting Officer:

Heidi Cowcher, Executive Manager Infrastructure & Assets

Date Report Prepared:

19 February 2020

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/20****That Council accepts the recommendation from the tender evaluation panel to accept the tender from A Laurino & Co in response to RFT 01-2020 Upgrade of the Katanning Country Club for \$779,083 (+GST)****Voting Requirement:** Simple Majority

CARRIED / LOST:

PROCEDURAL MOTION

MOVED:

SECONDED:

OC/20

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