



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 22 September 2020 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, 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 \_\_\_\_\_



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

The Presiding Member declared the meeting open at 6.02 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  
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**

Nil.

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

Nil.

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

10.3.1 Cr John Goodheart Disclosure of Financial Interest  
Disclosure of Interest of Affecting  
Impartiality

**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 25 August 2020  
(SEE ATTACHED MINUTES)

**MOVED: CR SERENA SANDWELL      SECONDED: CR MARK STEPHENS**

**OC92/20      That the minutes of the Ordinary Council Meeting held on Tuesday 25 August 2020 be confirmed as a true record of proceedings.**

**Voting Requirement: Simple Majority**

**CARRIED 9/0**

**10. REPORTS OF COMMITTEES AND OFFICERS**

Nil.

## 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:** 10 September 2020

**Issue:**

Main Roads Heavy Vehicle Services (HVS) proposes to upgrade the following road Cornwall Street onto the Performance Based Standard (PBS) list. The Shire wishes to support the amendments to the current network approved route.

**Body/Background:**

An application is planned to be submitted to Main Roads Western Australia (MRWA) requesting a 32.44m Tri Drive A Double Performance Based Standard (PBS) Scheme Vehicle Access Approval application, requesting AMMS level 3 Mass (23.5t for tri axle groups and 28.5t for quad axle groups).

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

Road Name	From	To	Current Network	Requested Network
Cornwall Street	Drove & Bay Street	Great Southern Highway	Tandem Drive 7 Tandem Drive 6.3	PBS 2B Tri Drive 3 Tri Drive 3.3

**Officer's Comment:**

The PBS scheme offers potential for heavy vehicle operators to achieve higher productivity and improved safety through innovative vehicle designs. There are many benefits in providing access for PBS vehicles.

Some of these benefits include:

- Braking capability and vehicle stability is improved with a mandatory requirement in WA for Electronic Braking Systems (EBS) and Rollover Stability Systems (RSS), which is not a requirement on conventional road trains.
- PBS vehicles are often height restricted, which is determined by the PBS assessment which further reduces the rollover risk and improves overall stability.
- PBS vehicles are subject to stringent axle spacing requirements, reducing the impact on the road infrastructure.
- PBS vehicles reduce the number of vehicle movements compared to conventional heavy vehicles which overall reduces congestion and the crash risk exposure.

**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 PBS scheme.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "low". The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**MOVED: CR DANNY MCGRATH**

**SECONDED: CR JOHN GOODHEART**

**OC93/20 That Council supports Main Roads Heavy Vehicle Services application to amend the PBS Scheme Vehicle Access Approval for Cornwall Street Katanning.**

**Voting Requirement:** Simple Majority

**CARRIED 9/0**

Cr Danny McGrath spoke for the motion.

Cr John Goodheart spoke for the motion.

## 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:** 11 September 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 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	1065.35	1107696.19	37190.14	5109.54	219925.23		1370986.55
August	14612.21	1426657.07	29249.32	2292.54	215649.84		1688460.98
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
<b>Total</b>							

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

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

The Finance Forum held on 15 September 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 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.

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

**MOVED: CR SERENA SANDWELL      SECONDED: CR MARK STEPHENS**

**OC94/20      That Council endorses the Schedule of Accounts as presented, being cheques 42333-42336 totalling \$14,612.21, EFT payments 230375-230530 totalling \$1,426,657.07, direct payments totalling \$29,249.32, and credit card payments totalling \$2,292.54 authorised and paid in August 2020.**

**Voting Requirement:** Simple Majority.

CARRIED 9/0



## 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Wendy Stringer, Manager Finance  
**Report Prepared:** 14 September 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 statement's attachment.

The Finance Forum held on 15/9/2020 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 SERENA SANDWELL

**OC95/20**      **That Council adopts the Statement of Financial Activity for the month ending 31 August 2020, as presented.**

**Voting Requirement:** Simple Majority.

CARRIED 9/0

Cr John Goodheart disclosed a financial interest and an interest affecting impartiality as he is a member of the Katanning Senior High School Board.

Cr John Goodheart left the room at 6.07 pm.

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

### **10.3.1 Katanning Senior High School Town Hall Kitchen Venue Hire**

**File Ref:** CP.US.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Report Prepared:** 15 September 2020

**Issue:**

Katanning Senior High School have requested the use of the Katanning Town Hall Kitchen to facilitate the delivery of a Certificate II in Hospitality course.

**Body/Background:**

As part of the 2021 Academic Year Katanning Senior High School is offering a Certificate II in Hospitality. The High School is offering this nationally recognised qualification in partnership with South Regional TAFE, as they have identified that the hospitality industry is an entry pathway into employment for their students. Katanning's growing hospitality sector will continue to need qualified employees and the High School would like to be able to deliver qualified young people into the workforce.

The delivery of the course requires a commercial grade kitchen and a facility to create a pop-up café connected to the kitchen where students can put their theory into practice. The High School has identified that the Katanning Town Hall kitchen and foyer would meet their requirements.

Katanning Senior High School is requesting the following:

- Reduction in the hire charge for the kitchen and foyer areas
- Use of the kitchen every Thursday during the school terms 2 & 3 in 2021 (21 days)
- Ability to bring in and store extra equipment that TAFE require for the course (including but not limited to cutlery, a barista coffee machine, extra stove and oven, extra fridge and freezer, work benches for the students, etc). The cost of extra equipment is to be covered by the High School.
- Ability to use the foyer as a Pop Up Café on certain Thursdays that the public can access.

**Officer's Comment:**

The High School has identified an opportunity that aligns with current food and business projects and initiatives within the Shire of Katanning. Their partnership with the South Regional TAFE and potentially the Shire of Katanning, will improve the future employment possibilities for youth in Katanning. Utilising the Town Hall kitchen on a regular basis will also activate the space and will help showcase the facility to a wider public. The kitchen is currently available every Thursday in 2021. Should Council approve the request the standard bond will be charged.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil.

**Financial Implications:**

Council's fees and charges applicable to the hire of the kitchen are \$15.00 per hour or \$110 per day for non-commercial use.

The ordinary hire fee for this space for the period requested (21 days) is \$2,310 including GST. If the space cannot be acquired at a reduced rate free of charge it is unlikely that they will hire the Town Hall or go ahead with the TAFE course. The profits of the food and drink sold at the Pop-Up Café will assist in the hire cost of the kitchen and also the purchase of additional equipment.

It is proposed to provide the facilities at a reduced daily hire rate of \$15 per day; \$315 in total for the duration of the course.

**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	SOCIAL	
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	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.2	Provide Council facilities that meet community need
OBJECTIVE	B2.2	Facilitate and encourage housing options; spaces for local service delivery, employment and recreation
PRIORITY	ECONOMIC	
ASPIRATION	E.1	Local business and industry is resilient, growing
OBJECTIVE	E1.1	Encourage new avenues to upskill and create employment opportunities for our diverse community
OBJECTIVE	E1.2	Develop local business and encourage start-ups
ASPIRATION	E.4	A culture of learning
OBJECTIVE	E4.1	Develop Katanning's reputation for providing quality education for all levels of learning such that it attracts and retains people.

**Officer's Recommendation/Council Motion:****MOVED: CR SERENA SANDWELL      SECONDED: CR KRISTY D'APRILE****OC96/20****That Council:**

- 1. Provides the Katanning Senior High School with access to the Katanning Town Hall kitchen, foyer and storeroom to facilitate the Certificate II in Hospitality and pop up café for one day a week in the school year.**
- 2. Charges the Katanning Senior High School a daily rate of \$15 for use of the facilities.**
- 3. Authorises the school to bring in and store extra equipment necessary for the TAFE course throughout the hire period.**
- 4. Authorises the Chief Executive Officer to negotiate and sign a memorandum of understanding with the Katanning Senior High School for use of the Katanning Town Hall Facilities on an ongoing basis.**

**Voting Requirement:** Simple Majority

CARRIED 8/0

Cr Serena Sandwell spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

Cr John Goodheart returned to the room at 6.08pm.

### 10.3.2 Katanning Early Childhood Hub (ATTACHMENT)

**File Ref:** CP.PL.11  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 16 September 2020

**Issue:**

To consider recommencing the Katanning Early Childhood Hub Project.

**Body/Background:**

The Shire of Katanning's Early Childhood Hub (ECH) project was halted in 2017 by Hon Alannah MacTiernan MLC; Minister for Regional Development. The Minister sought to redirect funds towards a Child and Parent Centre to be constructed at the Katanning Primary School site.

The option of the Child and Parent Centre was investigated by the Department of Education but eventually disregarded as Katanning was not considered as a priority for a Child and Parent Centre. The Department of Education was also unwilling to commit the operational funding required to Katanning to run the centre and so the option has lapsed.

In mid-2020 the Minister contacted the Katanning Shire President and encouraged the Shire to re-examine the possibility of constructing the Early Childhood Hub in a modified form at the original site in Daping Street Katanning.

The President and CEO met with the Minister at Dumas House on 26 August 2020 where the Minister reaffirmed her support for the project but in a modified form. The Minister has requested that the Shire rescope the project along the following lines:

- Retain the proposed 67 place community childcare centre
- Reduce the proposed office hub to half its size but retain essential facilities including the child health clinic, offices and staff facilities
- Not proceed with the Community Hall module
- Modify the design in such a way that allows a staged approach to construction so that if additional facilities are needed, they can be added at a later date

The CEO has met with the project architects Slavin Architects who have begun working on a modified concept plan in accordance with the Minister's direction.

Whilst there has been significant investment (approx. \$600K) into developing the project to construction ready stage, there are still sufficient funds to proceed with the project either in the original form or a reduced size and scope.

The Original project budget is outlined below:

<b>Royalties for Regions FAA</b>	
Royalties for Regions	\$5,725,000
Shire of Katanning PM (in-Kind)	\$ 377,850
<b>Total Project Budget</b>	<b>\$6,102,850</b>

**Officer's Comment:**

No provision has been made in the 2020/21 Budget for the project. In order to proceed with the project, Council will need to make a budget amendment to provide for project expenditure for the Early Childhood Hub.

**Statutory Environment:**

Local Government Act 1995, section 6.8 Expenditure from municipal fund not included in the annual budget

**Policy Implications:**

Nil

**Financial Implications:**

Amend the 2020/21 Budget to make provision for \$1.2M expenditure for the Katanning Early Childhood Hub Project using funds held in reserve for the project.

**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
PRIORITY	SOCIAL	
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 MARK STEPHENS**

**OC97/20**

**That Council:**

- 1. Proceeds with the Katanning Early Childhood Hub Project; and**
- 2. Amends the 2020/21 Budget to provide for \$1.2M capital expenditure for the Early Childhood Hub Project, funded in the first instance from grant payments received in advance currently held in Reserves.**

**Voting Requirement:** Absolute Majority

CARRIED BY ABSOLUTE MAJORITY: 8/1

Cr Kristy D'Aprile spoke for the motion.

Cr Mark Stevens spoke for the motion.

Cr Martin van Koldenhoven spoke against the motion.

### **10.3.3 Community Grants Program Policy and Quick Response Grants Program** (ATTACHMENT)

**File Ref:** GS.AE.1  
**Reporting Officer:** Natassia Shirazee, Community Relations Officer  
**Date Report Prepared:** 15 September 2020

**Issue:**

To consider community grants funding policies.

**Body/Background:**

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 organisations to develop projects that increase participation and benefit the community.

The Community Grants Program for Round 1 of the 2020/2021 financial year was not opened during the usual period of May until June 2020 due to COVID-19.

At the Ordinary Council Meeting held in November 2019, Council resolved to establish a Quick Response Grant for items valued from \$501 GST to \$1,000 GST inclusive.

The Quick Grant program will be in addition to the CEO Community Donations program for projects up to \$500.

**Officer's Comment:**

Council has a number of policies on community grants:

- Community Grants Program Policy
- Donation Requests (CEO) Policy

It is proposed that Council also adopt a new policy relating to the Quick Response Grant Program. A copy of the proposed policies are attached.

It is proposed to change the dates for Community Grants Program applications to provide for one round from the beginning of October until the end of November each financial year. A second funding round may be held if further budgeted funds remain available.

In addition to the change of the application rounds for the Community Grants Program, the establishment of the Quick Response Grants Program will support of community projects that fall outside of the CEO Donations amount and Community Grants Program application times.

The Quick Response Grants Program (QRGP) will provide quick response funding support for amounts over \$501 GST inclusive and up to \$1,000 GST inclusive each, to enable Katanning community-based organisations to develop projects that increase participation and benefit the community.

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

2.9 Community Grants Program – change of application opening dates and mention of Quick Response Grants Program.

4.6 Donation Requests (CEO) Policy

New Policy – Quick Response Grants Program Policy proposed

**Financial Implications:**

The funds for the Quick Response Grants Program will come from the CEO Donations allocation in Council's 2020/2021 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	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 and take ownership of public spaces

**Committee Recommendation/Council Motion:**

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR JOHN GOODHEART**

**OC98/20**

**That Council:**

- 1. Adopts the Community Grants Program Policy as proposed including changes to the funding application dates;**
- 2. Establishes the Quick Response Grants Program for items valued from \$501 GST inclusive up to \$1000 GST; and**
- 3. Adopts the Policy for the Quick Response Grants Program as proposed.**

**Voting Requirement:** Simple Majority

CARRIED 9/0

Cr Kristy D'Aprile spoke for the motion.

Cr John Goodheart 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

DRAFT

**13. CONFIDENTIAL ITEMS****PROCEDURAL MOTION****MOVED: CR MARK STEPHENS      SECONDED: CR OWEN BOXALL****OC99/20      That Council closes the meeting to the public to consider the following item:**

- **Piesse Lake Residential Subdivision Bulk Earthworks**

**Voting Requirement:** Simple Majority

CARRIED 9/0

**13.1      Piesse Lake Residential Subdivision Bulk Earthworks****File Ref:** CP.TE.3**Reporting Officer:** Heidi Cowcher, Executive Manager Infrastructure & Assets**Date Report Prepared:** 16 September 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:****MOVED: CR DANNY MCGRATH      SECONDED: CR JOHN GOODHEART****OC100/20      That Council accepts the tender from WCP Civil in response to RFT 9-2020 Piesse Lake Residential Subdivision Bulk Earthworks for \$518,092.63 (+ GST).****Voting Requirement:** Simple Majority

CARRIED 9/0

Cr John Goodheart spoke for the motion.

**PROCEDURAL MOTION****MOVED: CR MARK STEPHENS      SECONDED: CR KRISTY D'APRILE****OC101/20      That Council reopens the meeting to the public.****Voting Requirement:** Simple Majority

CARRIED 9/0

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 6.17 pm.