



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 28 April 2020 by electronic means, commencing at 6:00pm.

DISCLAIMER

The Council of the Shire of Katanning hereby
advises that before taking any action on an application or a
decision of the Council, any applicant or members of the
public should wait for written advice from the Council.

PRESIDING MEMBER _____

DATE SIGNED _____



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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

Prior to commencement of this electronic meeting Council Members and other attendee connections by electronic means were tested and confirmed.

The Presiding Member declared the meeting open at 6.01 pm.

PROCEDURAL MOTION**MOVED: CR MARK STEPHENS****SECONDED: CR DANNY MCGRATH**

OC34/20 That Council suspend the operation of clause 8.1 Members to indicate and clause 12.2 Method of taking vote of the *Shire of Katanning Standing Orders 2009* for the duration of this electronic meeting and that these matters be determined at the discretion of the Presiding Member.

CARRIED 9/0

2. RECORD OF ATTENDANCE

The Presiding Member asked Council Members and staff to confirm that they are connected and in accordance, with the following attendees so confirmed:

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

Apologies:

Leave of Absence:

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

President Liz Guidera welcomed Council Members and staff to the electronic meeting, which is conducted in accordance with the Local Government (Administration) Regulations 1996.

Cr Guidera advised that the Shire of Katanning meeting procedures will be modified to ensure Council Members and staff can follow and participate in the meeting as it progresses.

Cr Guidera noted that the Premier had announced that some stage three restrictions were relaxed as of yesterday the 27 of April 2020 and read part of the Premier's announcement: 'Based on health advice the government is cautiously relaxing the number of indoor and outdoor gatherings to a maximum of 10 people while practising social distancing.'

Cr Guidera also noted that the intra-regional travel restrictions are still in place and the information coming from the Premier is that he expects those to be in place for some time yet.

Cr Guidera stated that the situation is changing every day and the way that we as a community and a Shire operate is changing as well. Cr Guidera acknowledged CEO, Julian Murphy's leadership during this challenging time and stated that he has been extremely responsive to both staff and community needs.

Cr Guidera asked for Councillors to make time towards the end of this week to get together and start working on recovery from the COVID 19 virus.

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

Nil.

6. PUBLIC QUESTION/STATEMENT TIME

The Presiding Member advised that the Shire of Katanning had implemented the following procedures for members of the public to submit questions and receive responses:

Members of the public wishing to submit a question may do so in writing to the Chief Executive Officer by email: admin@katanning.wa.gov.au by 2pm on the day of the Council meeting. A form is provided on the Shire of Katanning website www.katanning.wa.gov.au to assist with submitting questions for public question time.

Questions from the public will be read out loud by the President at the Council meeting and a response provided where possible or the question taken on notice and a response provided at the next Council meeting.

The details of public questions and responses will be recorded in the minutes of each meeting.

No questions were received.

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 24 March 2020
(SEE ATTACHED MINUTES)

MOVED: CR JOHN GOODHEART

SECONDED: CR KRISTY D'APRILE

OC35/20 That the minutes of the Ordinary Council Meeting held on Tuesday 24 March 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

Nil.

10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

10.2.1 Schedule of Accounts (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Wendy Stringer, Manager Finance
Report Prepared: 08 April 2020

Body/Background:

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2019/20	EFT Payments 2019/20	Direct Debits 2019/20	Credit Card 2019/20	Payroll 2019/20	Trust 2019/20	Total Payments 2019/20
July	47,366.57	1,176,232.69	233,759.25	-	330,679.18	574.8	1,788,612.57
August	41,439.99	908,599.83	105,255.62	25,680.27	315,742.80	736.45	1,397,454.96
September	26,200.40	1,751,702.11	48,767.40	1,070.69	314,244.68	-	2,141,985.28
October	43,117.15	1,590,746.79	52,380.52	-	517,707.50	-	2,203,951.96
November	51,601.72	1,588,987.73	31,777.33	7,613.45	298,108.14	-	1,978,082.37
December	41,223.00	1,159,597.47	30,584.45	1,973.64	308,213.62	-	1,441,592.18
January	63,781.96	990,544.55	29,912.68	-	218,916.24	-	1,303,155.43
February	25,391.90	479,807.99	29,869.29	-	238,368.36	-	773,437.54
March	3,390.90	842,605.38	29,279.65	11,931.66	215,792.33	-	1,102,999.92
April							
May							
June							
Total	343,513.59	10,488,824.54	591,586.19	48,269.71	2,757,772.85	1,311.25	14,131,278.13

Officer's Comment:

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

The Finance Forum held on 14 April 2020 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

Expenditure in accordance with the 2019/20 Annual Budget.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

Officer's Recommendation/Council Motion:

MOVED: CR MARK STEPHENS

SECONDED: CR SERENA SANDWELL

OC36/20 That Council endorses the Schedule of Accounts as presented, being cheques 42312-42314 totalling \$3,390.90, EFT payments 29475-29675 totalling \$1,058,397.71, direct payments totalling \$29,279.65, and credit card payments totalling \$11,931.66 authorised and paid in March 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: 8 April 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 14 April 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

OC37/20 That Council adopts the Statement of Financial Activity for the month ending 31 March 2020, as presented.

Voting Requirement: Simple Majority.

CARRIED 9/0

10.2.3 Annual Review of Delegations Register **(ATTACHMENT)**

File Ref: GV.AT.1
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 17 April 2020

Issue:

To review delegations from Council to the Chief Executive Officer.

Body/Background:

In accordance with section 5.18 a local government is to keep a register of delegations made under this division and review the delegations at least once every financial year.

In accordance with section 5.42 of the Local Government Act 1995, a local government is able to delegate some of its powers and duties to the Chief Executive Officer. The Chief Executive Officer may also delegate to other employees.

Officer's Comment:

The 2020 review of the Delegations Register has been undertaken to address suggested/required changes to the existing delegations (if applicable) with the view to improving the day to day functioning of the Shire and also comply with the requirement to review this document at least once every year.

The Delegations Register was workshopped with Council at the Forum held on 14 April 2020.

Statutory Environment:

Local Government Act 1995

Section 5.18 states that 'A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.'

Section 5.42 Delegation of some powers and duties to CEO

- (1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
- (a) this Act other than those referred to in section 5.43; or*
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).*
- * Absolute majority required.*

Policy Implications:

There are no policy implications in this matter.

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.

Financial Implications:

There are no financial implications in this matter.

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 MARK STEPHENS****SECONDED: CR SERENA SANDWELL****OC38/20****That Council:**

- 1) Adopts the Delegations Register as proposed; and**
- 2) Revokes all previous delegations.**

Voting Requirement: Absolute Majority**CARRIED BY AN ABSOLUTE MAJORITY 9/0**

10.2.4 2019/20 Budget Review **(ATTACHMENTS)**

File Ref: FM.BU.6
Reporting Officer: Lisa Hannagan, Executive Manager Corporate & Community
Report Prepared: 16 April 2020

Body/Background:

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires Local Governments to conduct a budget review between 1 January and 31 March each financial year.

Regulation 33A(2) and (3) require the results of the review to be submitted to Council and for Council to consider whether or not to adopt the review, any part of the review or any recommendations made in the review.

Regulation 33A(4) requires that within 30 days after Council has adopted the review a copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries.

Officer's Comment:

The audited closing net current assets at 30 June 2019 was a surplus of \$303,822.

Officers have extensively reviewed the actual performance to budget as at 31 March 2020 and have re-assessed and forecast the expected position as at 30 June 2020. The attached report details the results of that review and includes a list of recommended variations to budget for Council consideration.

As part of the review the Plant Replacement Program, which had been placed on hold at the beginning of the financial year, has been brought back into the 2019/20 budget.

Overall, the review has confirmed that the actual performance to 31 March 2020 is close to budget and that after re-forecasting Council can still expect a balanced position at the end of the financial year.

Consideration of the impacts of the 2020 COVID Pandemic have been included as part of the review and reforecasting, eg. reduction in income from facilities such as the Katanning Leisure Centre.

Council considered it prudent to create a new Reserve Fund, "Community & Economic Development Projects Reserve", with the purpose "To be used to fund Community & Economic Development Projects".

A review surplus of \$537,662 has been allocated evenly between the Plant Replacement Reserve and the Community & Economic Development Projects Reserve.

Statutory Environment:

Regulation 33A, 33A(2), 33A(3) and 33A(4) of the Local Government (Financial Management) Regulations 1996 details the requirements for Local Governments to conduct a budget review between 1 January and 31 March each financial year.

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

The cumulative effect of the proposed variations arising from the mid-year review have no material financial impact on the originally adopted balanced 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.

Officers have extensively reviewed the actual performance to budget as at 31 March 2020 and have re-assessed and forecast the expected position as at 30 June 2020.

In accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 the list of recommended variations to budget is now being submitted for Council consideration.

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 JOHN GOODHEART

OC39/20 That Council adopts the Mid-Year Review as at 31 March 2020 including the proposed variations detailed therein and amend the 2019/20 budget accordingly.

Voting Requirement: Absolute Majority.

CARRIED BY AN ABSOLUTE MAJORITY 9/0

Cr Kristy D'Aprile spoke for the motion.

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

10.3.1 Great Southern Regional Trails Master Plan (ATTACHMENTS)

File Ref: CS.PL.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Report Prepared: 22 April 2020

Issue:

To consider endorsing the Great Southern Regional Trails Master Plan (RTMP) and entering into a service agreement with Great Southern Centre for Outdoor Recreation (GSCORE).

Body/Background:

The Great Southern Regional Trails Master Plan identifies a program of trail infrastructure development across the Great Southern region over a ten-year period (2019-2029). The Master Plan focuses on a range of trail experiences suited to different user groups, including user needs for trail-related products and services, across the Great Southern.

The RTMP focuses on active leisure trails which involve an outdoor recreation element. This includes terrestrial trails (walking/hiking, trail running, cycling, mountain biking, and adventure bike riding) as well as aquatic trails (paddling a canoe, kayak, or stand-up paddleboard, and snorkelling/diving). It includes a drive trail which link together a series of 'active nodes', as well as heritage and cultural trails.

Lenore Lyons from GSCORE made a presentation to Council at the February ordinary council meeting regarding the Great Southern Regional Trails Master Plan. Lenore has provided the following update for Council:

- 1) Council Endorsement - The final version of the RTMP is attached. Our goal is to have all LGAs endorse it by May 2020 so that we can finalise our funding proposals for capital works investment. We want to ensure that our region can take advantage of any economic stimulus packages that are announced for the recovery phase. For this reason, we want to have as many 'shovel-ready' projects as possible in the pipeline.
- 2) Great Southern Treasures Recreation Circuit Proposal - The first priority project involving the Shire is the Great Southern Treasures Recreation Circuit. We are partnering with Great Southern Treasures in the delivery of this project. Emily Hardie will assist with the marketing plan, and we will develop the project plan and grant application for the capital works. I believe Emily has written to all LGAs about this proposal. Karl Hansom, our Trails Project Coordinator, will be in touch regarding the scope of works for each Shire. I would appreciate if you could let us know the most appropriate person for him to liaise with. At this stage, we need to:
 - a. Confirm the list of Shire projects for inclusion in this trail proposal
 - b. Identify the order of priority (where there is more than one trail proposal)
 - c. Identify infrastructure needs (e.g. new trail, new surface, parking, amenities, picnic bench, etc)
 - d. Identify in-kind contributions (i.e. what can the Shire contribute from existing capital works budget)

e. Total \$ required for the Shire to complete the project

We will then prepare the project plan, business case for capital works investment, marketing strategy, and signage and wayfinding plan.



3) Service Agreements – GSCORE would like to enter into 3-year service agreements with all our local government partners for the implementation of the RTMP. I recognise that Council budget decision-making is being shaped by the current crisis and that Council may be more comfortable entering into a one-year agreement and then reviewing the KPIs in twelve months’ time. An investment of \$5,000 for 2020-2021 financial year will allow us to extend the Trails Project Coordinator employment contract to 30 June 2021, and complete the scope of works for the Recreation Circuit (outlined above) and implement the Regional Trails Marketing and Wayfinding Strategy.



Officer’s Comment:



The Great Southern Trails Regional Master Plan was provided to Council at the April Forum for consideration prior to presentation at the April Council Meeting for endorsement.

The RTMP priority trails are listed below:

! PROPOSED PRIORITY TRAILS

TIMEFRAME	PROPOSED PRIORITY TRAIL OR TRAIL NETWORK	TRAIL TYPE
 SHORT 1-2 Years	Tower Hill MTB Trails Walpole and Nornalup Inlets Marine Park Paddle Experience Great Southern Treasures Recreation Circuit Bald Head Walk Trail Albany Heritage Park Mounts Trail Corridor Link	

TIMEFRAME	PROPOSED PRIORITY TRAIL OR TRAIL NETWORK	TRAIL TYPE
 MEDIUM 3-5 Years	Greens Pool to Lights Beach Coastal Hiking Trail Albany’s Historic Whaling Station to The Gap Coastal Hiking Trail Albany Heritage Park Stage 2 Poikeclerup MTB Trails Mt Hallowell MTB Trails Porongurup MTB Trails Munda Bididi Trail Realignments	

TIMEFRAME	PROPOSED PRIORITY TRAIL OR TRAIL NETWORK	TRAIL TYPE
 LONG 6-10 Years	Albany to Whaling Station Dual-use Trail Grain Train Rail Trails Stirling Range Valleys Cycle Touring Trail	

TRAIL TYPE
 Hiking  Cycling/Mountain biking  Paddling

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

Consideration of \$5,000 contribution to GSCORE service agreement in 2020/21 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	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.2	Provide Council facilities that meet community need
ASPIRATION	B2	Places for the community to live work and connect
OBJECTIVE	B2.1	Enhance the public realm

Officer's Recommendation/Council Motion:

MOVED: CR KRISTY D'APRILE

SECONDED: CR JOHN GOODHEART

OC40/20

That Council:

- 1. Endorses the Great Southern Regional Trails Master Plan;**
- 2. Provides in-principle support to entering into a 1 year service agreement with Great Southern Centre for Outdoor Recreation (GSCORE); and**
- 3. Considers as part of the 2020/21 budget process a \$5,000 contribution for the GSCORE service agreement.**

Voting Requirement: Simple Majority.

CARRIED 9/0

Cr Kristy D'Aprile spoke for the motion.

10.3.2 Appointment of Fire Control Officers

File Ref: ES.AF.1
Reporting Officer: Cindy Pearce, Community Emergency Services Manager
Report Prepared: 25 April 2020

Issue:

Council to endorse the appointment of authorised Fire Control Officers.

Body/Background:

Fire Control Officers are appointed by Council under section 38 of the Bushfires Act 1954 to issue 'Permits to Burn' and to carry out other actions as set out in the Bushfires Act 1954 as required by Local Government.

Officer's Comment:

It is recommended that Council renews its appointment of Fire Control Officers.

Shane Butterworth has stood down from his position as FCO with Mark Sullivan and Benjamin Kowald filling vacant positions.

Statutory Environment:

Fire Control Officers under section 38 of the Bushfires Act 1854 are appointed by Local Governments. Under section 38 and 39 Bushfire Control Officer may, subject to directions given by the Local Government, take any measures he/she considers necessary and practicable for:

- The prevention of bushfires.
- Protecting life and property in the case of an outbreak of a bushfire.
- Carry out any duty or exercising any authority referred to in the Bushfire Act.
- Procuring the due observance of the provisions of the Act. (For this purpose, it is his/her duty to demand the name and address of any person committing an offence against the Act and to report the circumstance to the Local Government).

Policy Implications:

Nil.

Financial Implications:

Budgeted cost of advertising appointments in the Government Gazette approximately \$600.

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	S2	A safe community.
OBJECTIVE	S2.1	Strive for a community where people feel safe and secure.

Officer's Recommendation/Council Motion:**MOVED: CR OWEN BOXALL****SECONDED: CR ERNIE MENGHINI**

OC41/20 That Council appoints the following persons as Fire Control Officers in accordance with the Bush Fires Act 1954:

**Cynthia Pearce
Geoffrey Stade
Jeffrey Baxter
Alan Wilson
Mark Sullivan
Kim Kowald
Benjamin Kowald**

**Ian Knapp
Richard Marshall
Matthew Kitchen
Stephen Conning
Norman Flugge
Matthew Kerin
Christopher Quartermaine**

**Timothy Clegg
Barry Kowald
Ian Coleman
Alistair Dusting
Gregory Garlick
Timothy Harris
Peter Caldwell**

Voting Requirement: Simple Majority

CARRIED 9/0

Cr Owen Boxall spoke for the motion.

DRAFT

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 6.16 pm.

DRAFT