



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

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

**NOTICE OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Tuesday 25 September 2018, in the Shire of Katanning Council Chambers,  
14 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Wednesday 19 September 2018

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  
Cr Danny McGrath  
Cr Serena Sandwell  
Cr Martin Van Koldenhoven  
Cr Owen Boxall  
Cr Ernie Menghini  
Cr Kristy D'Aprile

Council Officers: Julian Murphy, Chief Executive Officer  
Lisa Hannagan, Executive Manager Finance and Administration  
Sam Davis, Executive Manager Projects and Community Building  
Andrus Budrikis, Executive Manager Property and Assets  
Paul Webb, Executive Manager Infrastructure and Development  
Libby French, Manager Finance  
Sophie Justins, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence:

**3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****5. PUBLIC QUESTION/STATEMENT TIME****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS/DEPUTATIONS/PRESENTATIONS****8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 28 August 2018  
(SEE ATTACHED MINUTES)**

**OC/18** That the minutes of the Ordinary Council Meeting held on Tuesday 28 August 2018 be confirmed as a true record of proceedings.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****10. REPORTS OF COMMITTEES AND OFFICERS**

## 10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS

## 10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

### 10.2.1 Schedule of Accounts – August 2018 (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 4 September 2018

#### **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 2018/19	EFT Payments 2018/19	Direct Debits 2018/19	Credit Card 2018/19	Payroll 2018/19	Trust 2018/19	Total Payments 2018/19
July	49,856.02	1,304,275.74	263,772.85	8,263.63	328,265.62	1,166.35	1,955,600.21
August	43,071.62	1,677,488.87	266,397.60	0.00	343,394.41	11,358.67	2,341,711.17
September							0.00
October							0.00
November							0.00
December							0.00
January							0.00
February							0.00
March							0.00
April							0.00
May							0.00
June							0.00
<b>Total</b>	<b>92,927.64</b>	<b>2,981,764.61</b>	<b>530,170.45</b>	<b>8,263.63</b>	<b>671,660.03</b>	<b>12,525.02</b>	<b>4,297,311.38</b>

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

The schedule of accounts for the month of August 2018 are attached.

#### **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 2018/19 Annual Budget.

**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/18** That Council endorses the Schedule of Accounts as presented, being cheques 42077-42091 totalling \$43071.62, EFT payments 25712-25929 totalling \$1677488.87, direct payments totalling \$266397.60, credit card payments totalling \$NIL and trust payments totalling \$11358.67 authorised and paid in August 2018.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

## 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 7 September 2018

### **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.

### **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.

### **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/18** That Council adopts the Statement of Financial Activity for the months ending 31 July 2018 and 31 August 2018, as presented.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

**10.2.3 Donation Requests considered during the Budget Process**

**File Ref:** FM.SO.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 13 September 2018

**Issue:**

The acknowledge the results of Council's consideration of donation requests.

**Body/Background:**

Council make allowance during their Budget deliberations each year to support local community in the form of sponsorship and donations.

In the 2018/19 Annual budget, funds have been allocated as follows:

1. Community Financial Assistance Program - \$25,000
2. Councillors Donations - \$12,000

Council also make allowance within the budget for the CEO to respond to requests for donation to a maximum of \$300 per request.

In early 2018, Council received a number of requests for significant donations and sponsorship that were considered during Budget deliberations.

The following schedules provide detail of what was included or not included in the 2018/19 Budget.

**Donations Approved:**

GL Account	Account Name	Beneficiary	Amount (ex GST)
0281	Councillors Donations (GEM)	Australia Day	\$2,000
0281	Councillors Donations (GEM)	Katanning Lions Club	\$5,000
	Councillors Donations (GEM)	Katanning Agricultural Society	\$5,000
1011	CEO Donations (OTG)	One-off donations up to \$300	\$19,000
2643	Contribution towards project (Supertowns)	Katanning Country Club	\$50,000
0281	Community Financial Assistance Programme (GEM)	TBA	\$25,000
5982	Program Expenses (EDU)	A Smart Start	\$1,500

**Donations not Approved:**

GL Account	Account Name	Beneficiary	Amount (ex GST)
5982	Program Expenses (EDU)	A Smart Start	\$2,160
		Southern Ag Care	\$3,000

**Officer's Comment:**

Council acknowledge that some of the requests that were not accepted during the budget deliberations may fit better within the CFAP and applicants are welcome to re-submit to that process.



It is also worth noting that the Council provides “in kind” support (non-monetary contributions) to many events held in Katanning. In the 18/19 Budget, the following “in kind” support has been budgeted in the Shire’s Works Program - Events:

- |                                |           |
|--------------------------------|-----------|
| 1. Katanning Agricultural Show | \$ 19,954 |
| 2. Lion’s Concert in the Park  | \$ 3,783  |

In kind support includes Shire Labour, Materials and Plant usage in relation to events. Examples are traffic management, additional rubbish collections, event set up/pack down.

**Statutory Environment:**

*Local Government Act 1995*, Section 6.2, Local Government to prepare annual budget.

**Policy Implications:**

Nil.

**Financial Implications:**

Approved donations have been included in the 2018/19 Annual Budget.

**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/18** That Council directs the CEO to write to each applicant to advise of the donations approved by Council and included in the Annual Budget for the 2018/19 financial year.

**Voting Requirement:** Absolute Majority

CARRIED/LOST:

## 10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS

### 10.3.1 Katanning Art Gallery Fee Waiver Request

**File Ref:** RC.MU.3  
**Reporting Officer:** Denise Gallanagh Wood, Community Development & Projects Coordinator  
**Report Prepared:** 14 September 2018

**Issue:**

Katanning Art Gallery fee waiver request from David Papenfus and Margaret Innes.

**Body/Background:**

The Shire has received a request from local artists David Papenfus and Margaret Innes waive the gallery fee. They have booked the gallery for a joint artist's exhibition from 1 October through to 20 October 2018. Their art will be for sale and the Shire would attract a 30% commission for each item sold.

**Officer's Comment:**

This would be both artists first independent exhibition. Both individuals are active members of the Katanning Art Centre Inc. and have volunteered hundreds of hours to the committee helping to plan, set up and take down exhibitions which has resulted in the growth and success of the gallery.

This is an opportunity to value the contributions of local volunteers, and to encourage artists to utilise the gallery, assisting to activate the gallery for commercial use. Supporting local artists in this way helps to grow their reputation as artists and make their work accessible to the wider community.

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

Nil.

**Financial Implications:**

The fees and charges applicable to the hire of the gallery are \$100.00 per week. The artists are seeking use of the gallery for 3 weeks. If Council were to charge hire for this space the charge would be \$300.00. If the space cannot be acquired free of charge it is not likely they will seek to hire the space. Each art work will be on sale for a minimum of \$500.00, for each sale the Shire stands to gain a minimum of \$150.00.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	SOCIAL	
ASPIRATION	S1	A capable, vibrant, healthy and connected community.
OBJECTIVE	S1.2	Ensure access to art, culture and learning opportunities.
OBJECTIVE	S1.2.2	Support and develop community events and arts initiatives.
OBJECTIVE	S1.2.4	Provide and maintain a contemporary Library and Gallery.

OBJECTIVE	S3.2.5	Build social and resilience through providing diverse options for participation and engagement.
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**Officer's Recommendation/Council Motion:**

**OC/18**      **That Council agrees to waive the fee of the Katanning Art Gallery exhibition space for a 3 weeks period from 1 October 2018 to 30 October 2018 for David Papenfus and Margaret Innes' exhibition.**

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

**10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS**

**10.5 CHIEF EXECUTIVE OFFICER'S REPORTS**

**10.6 ADVISORY COMMITTEE MEETING**

**11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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

**13. CONFIDENTIAL ITEM****PROCEDURAL MOTION****MOVED:****SECONDED:**

**OC/18** That Council closes the meeting to the public to consider the following item regarding the CEO Review – Appointment of Facilitator.

CARRIED/LOST:

**13.1** **CEO Review – Appointment of Facilitator**  
(ATTACHMENTS)

**File Ref:****Reporting Officer:** Julian Murphy, Chief Executive Officer**Date Report Prepared:** 14 September 2018**Disclosure of Interest:** Financial Interest - Matters affecting the employment of the CEO**Reason For Confidentiality**

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) of the Local Government Act because it deals with matters affecting an employee of Council. The Chief Executive Officer's Report has been provided to Council under separate cover.

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

**OC/18** That Council appoints an external facilitator in accordance with the Chief Executive Officer Report to undertake the performance review of the Chief Executive Officer.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**PROCEDURAL MOTION****MOVED:****SECONDED:**

**OC/18** That Council reopens the meeting to the public.

CARRIED/LOST:

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at \_\_\_\_ pm