



Shire of
Katanning
Heart of the Great Southern

'Katanning is a safe, sustainable and prosperous community.
We respect and celebrate our diverse culture.'

**MINUTES OF THE
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the next Ordinary Council Meeting of the Shire of Katanning held on
Wednesday 28 February 2024 in the Shire of Katanning's Council Chamber,
52 Austral Terrace, Katanning.

DISCLAIMER

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

PRESIDING MEMBER _____

DATE SIGNED _____



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PLEASE NOTE:

Council Meetings are recorded for accuracy of minute taking.

1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member declared the meeting open at 6:01pm.

Acknowledgement of Country

The Shire of Katanning acknowledges the Goreng Noongar people as the traditional custodians of the land that we live and work on. We recognise their cultural heritage, beliefs, and continuing relationship with the land, and pay our respects to Elders past and present.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Kristy D'Aprile - President

Members: Cr Liz Guidera – Deputy President
Cr John Goodheart
Cr Matt Collis
Cr Michelle Salter
Cr Ian Hanna

Council Officers: Peter Klein, Chief Executive Officer
Samuel Bryce, Executive Manager Infrastructure & Assets
David Blurton, Executive Manager Corporate Services
Taryn Human, Executive Assistant to the CEO

Gallery: Nil.

Media: Nil.

Apologies:

Leave of Absence: Cr Paul Totino

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Welcome to Council's first official meeting of 2024. We have had a whirlwind start and would like to thank Councillors for their commitment, patience and understanding while Peter finds his feet. Welcome Peter it has been a busy start. I have had a busy and fantastic start as Shire President. A reminder to Councillors of the Meet the CEO event at the Country Club tomorrow night and look forward to Council attending to support Peter. Welcome to David Blurton Executive Manger Corporate Services we look forward to working with you.

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

Nil.

6. PUBLIC QUESTION/STATEMENT TIME

Nil.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Ordinary Council Meeting – Thursday 21 December 2023
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

MOVED: CR MATT COLLIS

SECONDED: CR JOHN GOODHEART

OC04/24 That the minutes of the Ordinary Council Meeting held on Thursday 21 December 2023 confirmed as a true record of proceedings.

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR
MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

9.2 **Special Council Meeting – Tuesday 23 January 2024**
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

MOVED: CR MICHELLE SALTER

SECONDED: CR IAN HANNA

OC05/24 **That the minutes of the Special Council Meeting held on Tuesday 23 January 2024 confirmed as a true record of proceedings.**

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR
MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

10. REPORTS OF COMMITTEES AND OFFICERS
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10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS

Nil.

10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

10.2.1 Schedule of Accounts – December 2023 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Grace French, Executive Manager Corporate & Community **Date**
Report Prepared: 12 January 2024
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 December 2023.

Body/Background:

This information is provided to Council monthly in accordance with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation and payment of accounts to ensure that there is effective management of Council's procurement processes.

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

Month	Cheques 2023/24	EFT Payments 2023/24	Direct Debits 2023/24	Credit Card 2023/24	Payroll 2023/24	Total Payments 2023/24
July	\$1,066.49	\$625,026.09	\$49,889.12	\$4,494.65	\$222,508.55	\$902,984.90
August	\$4,102.82	\$1,566,583.44	\$90,318.77	\$5,982.97	\$401,226.60	\$2,068,214.60
September	\$927.15	\$307,470.43	\$40,139.94	\$6,253.23	\$223,849.39	\$578,640.14
October	\$0.0	\$513,250.32	\$70,385.79	\$3,452.35	\$230,996.54	\$814,632.65
November	\$474.00	\$522,543.44	\$225,283.00	\$0.00	\$224,193.28	\$972,493.72
December	\$1,010.80	\$1,231,197.21	\$91,709.28	\$1,472.68	\$224,027.48	\$1,549,417.45
January						
February						
March						
April						
May						
June						
Total	\$7,581.26	\$4,766,070.93	\$567,725.90	\$21,655.88	\$1,526,801.84	\$6,889,835.81

Officer's Comment:

The schedule of accounts for the month of December 2023 is attached.

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

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

Financial Implications:

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR MICHELLE SALTER

SECONDED: CR MATT COLLIS

OC06/24 That Council endorses the Schedule of Accounts as presented, being EFT payments 36999 - 37201 totalling \$1,231,197.21, Cheque 42462 - 42464 totalling \$1,010.80, payroll payments totalling \$224,027.48 direct payments totalling \$91,709.28, Credit card payments \$1,472.68, all totalling \$1,549,417.45 authorised and paid in December 2023.

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

10.2.2 Monthly Financial Report – December 2023 **(ATTACHMENT)**

File Ref: FM.FI.4
Reporting Officer: Grace French, Executive Manager Corporate & Community
Report Prepared: 12 January 2024
Disclosure of Interest: No Interest to disclose.

Body/Background:

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 December 2023.

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports and the form and content of the financial reports is prescribed by the Local Government (Financial Management) Regulations 1996, regulation 34.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Note 17 of the Monthly Financial Report.

Officer's Comment:

A variance report is included with the monthly financial statement's attachment.

Below are the highlights for this reporting period:

Revenue from Operating Activities

- *Grants and Contributions is lower than expected and is yet to be received for the following purposes: Local Roads and Community Infrastructure and Insurance Scheme bonus.
- *Grants received in advance from Lotterywest.
- *Refuse site charges higher than budgeted.
- *Income higher than expected for this period from workers compensation reimbursements.
- *Income higher than anticipated from KLC kiosk and increased membership.
- *Income higher than expected from refuse site charges.
- *Income lower than expected from yarding fees.

Expenditure from Operating Activities

- *Expenditure lower than expected on governance training and development.
 - *Higher than expected on advertising, promotion, and postage.
 - *Higher than expected on consultants on auditing processes, grant applications and financial services due to staff shortage.
 - *Higher than anticipated for mosquito control.
 - *Higher than anticipated on maintenance and cleaning of council properties, labour of staff shifting furniture, labour at the cemetery with additional burials.
 - *Higher than expected costs on maintenance at the airport on electrical plugs.
 - *Higher than expected costs on utilities and Telstra accounts for this reporting period.
- The monthly reporting schedule for the month of December 2023 displays original budget, YTD Budget, YTD Actual and YTD Variance.

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

Policy Implications:

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

Financial Implications:

There are no financial implications for this report.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR MATT COLLIS

SECONDED: CR JOHN GOODHEART

OC07/24 That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 31 December 2023, as presented.

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART,
CR MATT COLLIS, CR MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

10.2.3 Schedule of Accounts – January 2024 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Grace French, Executive Manager Corporate & Community
Date Report Prepared: 05 February 2024
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 January 2024.

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 2023/24	EFT Payments 2023/24	Direct Debits 2023/24	Credit Card 2023/24	Payroll 2023/24	Total Payments 2023/24
July	\$1,066.49	\$625,026.09	\$49,889.12	\$4,494.65	\$222,508.55	\$902,984.90
August	\$4,102.82	\$1,566,583.44	\$90,318.77	\$5,982.97	\$401,226.60	\$2,068,214.60
September	\$927.15	\$307,470.43	\$40,139.94	\$6,253.23	\$223,849.39	\$578,640.14
October	\$0.0	\$513,250.32	\$70,385.79	\$3,452.35	\$230,996.54	\$814,632.65
November	\$474.00	\$522,543.44	\$225,283.00	\$0.00	\$224,193.28	\$972,493.72
December	\$1,010.80	\$1,231,197.21	\$91,709.28	\$1,472.680	\$224,027.48	\$1,549,417.45
January	\$0.00	\$364,301.53	\$98,372.05	\$2,914.63	\$205,847.25	\$671,435.46
February						
March						
April						
May						
June						
Total	\$7,581.26	\$5,130,372.46	\$666,097.95	\$24,570.51	\$1,732,649.09	\$7,561,271.27

Officer's Comment:

The schedule of accounts for the month of January 2024 is attached.

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- is incurred in a financial year before the adoption of the annual budget by the local government; or
 - is authorised in advance by resolution*; or
 - is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

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

Financial Implications:

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

Risk Implications:

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

Strategic Implications: Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA

SECONDED: CR IAN HANNA

- OC08/24** That Council endorses the Schedule of Accounts as presented, being;
- EFT payments 37202 - 37283 totalling \$364,301.53,
 - Payroll payments totalling \$205,847.25,
 - Debit payments totalling \$98,372.05,
 - Credit cards totalling \$2,914.63,

The combined expenditure during January 2024, under these accounts was \$671,435.46.

Please note:

- There was one cheque (42464) cancellation in January 2024, issued in December 2023, due to incorrect processing.
- Cheque 42465 cancelled due to incorrect processing.
- EFT's 37104 (\$7,700.00) and 37191 (\$4,400.00) issued in December and cancelled in January due to incorrect processing.
- EFT 37264 (\$12,100) is a replacement for EFT's 37104 & 37191.

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR
MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

10.2.4 Monthly Financial Report – January 2024 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Grace French, Executive Manager Corporate & Community
Report Prepared: 05 February 2024
Disclosure of Interest: No Interest to disclose.

Body/Background:

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 31 January 2024.

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports.

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the form and content of the financial reports, which have been prepared and are presented to Council.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Note 17 of the Monthly Financial Report.

Officer's Comment:

A variance report is included with the monthly financial statement's attachment.

Below are the highlights for this reporting period:

Revenue from Operating Activities

- *Grants and Contributions is lower than expected and is yet to be received for the following purposes: Local Roads and Community Infrastructure and Insurance Scheme bonus.
- *Election expenses under projected budget.
- *Interest income to be added on term deposit maturity and presented next reporting period.
- *Refuse site charges higher than budgeted.
- *Income less than expected due to Disposal of assets yet to be performed.
- *Income higher than anticipated from KLC kiosk and increased membership.
- *Income higher than expected from refuse site charges.
- *Income lower than expected from yarding fees.
- *Proceeds from sale of assets higher than anticipated for this reporting period.

Expenditure from Operating Activities

- *Higher than expected on consultants on auditing processes, grant applications and financial services due to staff shortage.
- *Former employee SLS unplanned at budget.
- *Bank fees slightly higher than anticipated timing allocation.
- *Higher than anticipated on maintenance and cleaning of council properties, labour of staff shifting furniture, labour at the cemetery with additional burials.
- *Expenditure for bushfire brigade higher than budgeted – purchase of emergency kits.

- *Additional minor purchases – unbudgeted for stock on 240lt Bins.
- *CCTV Higher than anticipated for repairs and maintenance at Town centre.
- *Higher than expected for mosquito control.
- *Book week expenditure higher than projected for this reporting period, but under total budget allocation.
- *KLC expenditure slightly higher than projected for this period due to extra stock.
- *Utilities higher than projected for this reporting period due to overdue accounts processed.
- *Capital expenditure higher than projected for this reporting period, but under budgeted amount. Timing issue and allocations.

The monthly reporting schedule for the month of December 2023 displays original budget, YTD Budget, YTD Actual and YTD Variance.

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

Policy Implications:

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

Financial Implications:

There are no financial implications for this report.

Risk Implications:

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

Strategic Implications: Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA

SECONDED: CR MICHELLE SALTER

OC09/24 That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 31 January 2024, as presented.

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR MICHELLE SALTER, CR IAN HANNA

FOR: 6/0

AGAINST: NIL.

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS**10.3.1 Katanning Wanderers Football Club Lease**

File Ref: A3782
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 20 February 2024
Disclosure of Interest: Nil.

Body/Background:

Katanning Wanderers Football Club has a fully executed lease with the Shire of Katanning for two parcels of land situated on:

- a) Certificate of Title Volume 933 Folio 102; and
- b) Certificate of Title Volume 2954 Folio 536

The lease commencement date is the 22 April 2022 for a Term of 3 years with a base rent of \$8,800 per annum plus GST and outgoings, payable on demand.

On 3 December 2023, the Katanning Wanderers Football Club corresponded with the Shire outlining their financial situation, future club initiatives and requesting relief from the agreed land rental. Some rental relief would assist in strengthening the contribution this land makes to the club's financial wellbeing.

Officer's Comment

On Tuesday 6 February 2024, Kirsty Flugge, Kristy D'Aprile and Peter Klein met with Katanning Wanderers Football Club President Graeme Green & Secretary Claire Fleming to discuss this request.

Statutory Environment:

Local Government Act 1995, Section 6.12, confers power to the Council to waive debts subject to an absolute majority if Councillors voting in favour of the debt being waived.

Policy Implications:

Nil

Financial Implications:

The lease fee is current set at \$8,800 and subject to the approval of this rental waiver recommendation, the budgeted lease revenue will reduce by \$7,800.

Risk Implications:

The risk of any adverse implication from this decision is low.

Strategic Implications: Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:**MOVED: CR LIZ GUIDERA****SECONDED: CR JOHN GOODHEART****OC10/24** **That Council agrees to amend the lease fee payable by the KWFC for the period 22 April 2024 to 21 April 2025 to \$1,000 (ex GST).**

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR
MATT COLLIS, CR MICHELLE SALTER, CR IAN HANNA

FOR: 6/0

AGAINST: NIL.

Cr Liz Guidera spoke for the motion.

Cr John Goodheart spoke for the motion.

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

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**PROCEDURAL MOTION****MOVED: CR LIZ GUIDERA****SECONDED: CR JOHN GOODHEART****OC11/24 That Council considers the urgent business items 12.1.**

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR
MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

**12.1 Compliance Audit Return 2023
(ATTACHMENT)**

File Ref: FM.AU.2
Reporting Officer: Grace French, Executive Manager Finance & Administration
Date Report Prepared: 05 February 2024
Disclosure of Interest: No Interest to disclose.

Issue:

That Council adopts the Compliance Audit Return (CAR) for the year ending 31 December 2023.

Body/Background:

A Local Government is required to carry out a Compliance Audit for the period 1 January to 31 December each year. The compliance review process provides the CEO and Council with an additional element of accountability through a rigorous check on internal management systems, procedures and record keeping.

The Compliance Audit Return is to be completed with a certified copy signed by the CEO and President and submitted to the Director General, Department of Local Government and Regional Development by 31 March.

The Compliance Audit Return must:

1. initially be presented to the Audit Committee,
2. be presented to Council at the Ordinary Council meeting,
3. be adopted by the Council; and
4. be recorded in the minutes of the meeting at which it is adopted.

The CAR process provides both the CEO and the Council with an additional element of accountability through a check on internal management systems, procedures and record keeping and demonstrates the Shire's emphasis on improving good governance, compliance, and best practice.

Officer's Comment:

The CAR was completed by the Executive Manager Corporate & Community and then reviewed by the Chief Executive Officer.

This year there were eleven (11) categories with a total of ninety-four (94) questions.

1. Commercial Enterprises (5 questions) – No matters raised.
2. Delegation of Power/Duty (13 questions) – Question 5 – Council to review Delegations to Committees and be presented at OMC March 2024
3. Disclosure of Interest (21 questions) – S5.75 & 5.76 return not removed from the register. S5.87A or 5.87B Gift Register not updated when people have left the organization.
4. Disposal of Property (2 questions) – S3.58(3) two properties sold due to non-payment of rates.
5. Elections (3 questions) – No matters raised.
6. Finance (7 questions) – Question 4 (s7.12A(3) – Auditors Qualified opinion due to inconsistency displayed at the Infrastructure Valuation Report.
7. Integrated Planning and Reporting (3 questions) – No matters raised.
8. Local Government Employees (5 questions) – Question 1 – CEO resignation August 2023. Executive Manager Corporate Resigned August 2023.
9. Official Conduct (4 questions) – no matters raised.
10. Other (9 questions) – Questions 4 & 6 – Policies regarding attendance of council members and continue development to council members to be reviewed prior June 2024.
11. Tenders for Providing Goods and Services (22 questions) – Reg 11A(1) & (3) purchasing policy matters.

This matter was considered at the Audit and Risk Committee meeting held on 26 February 2024.

Statutory Environment:

Local Government (Audit) Regulation 1996;

14. Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
 - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
 - (b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.
- (2) In this regulation — certified in relation to a compliance audit return means signed by —
 - (a) the mayor or president; and
 - (b) the CEO.

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 and the level of risk is low and can be managed by routine procedures and with current resources.

Strategic Implications: Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To ensure that Shire's resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority

Audit and Risk Committee Recommendation/Council Motion:

MOVED: CR JOHN GOODHEART

SECONDED: CR MICHELLE SALTER

OC12/24

That Council:

- 1. Adopts the Shire of Katanning Compliance Audit Return for the period 1 January 2023 to 31 December 2023; and**
- 2. Authorises the Shire President and Chief Executive Officer to endorse the certification contained within the Compliance Audit Return 2023.**

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR
MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

Cr John Goodheart spoke for the motion.

13. CONFIDENTIAL ITEMS**PROCEDURAL MOTION****MOVED: CR LIZ GUIDERA****SECONDED: CR MICHELLE SALTER**

OC13/24 That Council closes the meeting to the public to consider the following item relating to:

- **Outstanding Sundry Debtors – Write-Off**

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

13.1 **Outstanding Sundry Debtors – Write-off**
(ATTACHMENT)

File Ref: FM.DT.10
Reporting Officer: Grace French, Acting Executive Manager Corporate & Community
Date Report Prepared: 31 December 2023
Disclosure of Interest: Nil

Reason for Confidentiality

The Officer's Report is confidential in accordance with section 5.23 (2) (e) (iii) of the Local Government Act because it deals with a matter if disclosed, would reveal information about a business, professional, commercial or financial affairs of a person.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA**SECONDED: CR IAN HANNA**

OC14/24 That Council, authorise the write-off of invoices totalling \$7,006.94 as listed in the body of this report, excluding Debtor 204 as the debts are no longer recoverable.

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

Cr Liz Guidera spoke the motion.

PROCEDURAL MOTION

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA

SECONDED: CR MATT COLLIS

OC15/23 That Council reopens the meeting to the public.

CARRIED: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR
MICHELLE SALTER, CR IAN HANNA
FOR: 6/0
AGAINST: NIL.

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 6:18pm.