



Shire of
Katanning
Heart of the Great Southern

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

**MINUTES OF A
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on
Tuesday 18 December 2018, in the Shire of Katanning Council Chambers,
14 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 VISTORS

The Presiding Member declared the meeting open at 6.00pm.

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

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: Patricia Morrison
Jim Morrison
Ziagul Sultani
Natassia Shirazee
Janelle Nehme

Media:

Apologies:

Leave of Absence:

3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

10.3.1	Cr Martin Van Koldenhoven	Disclosure of Financial Interest Disclosure of Proximity Interest
10.3.1	Cr Liz Guidera	Disclosure of Interest Affecting Impartiality
10.5.1	Cr John Goodheart	Disclosure of Interest Affecting Impartiality

5. PUBLIC QUESTION/STATEMENT TIME

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS**7.1 Kartanup Springs Cultural Wellbeing Centre using the Forrest Hill Golf Club
(ATTACHMENT)**

Patricia Morrison addressed the Council and informed her family history to Katanning. Patricia introduced Jim Morrison as the Chairman of Yokai, West Australian Stolen Generations Aboriginal Corporation.

Jim Morrison advised they are seeking to create a Healing Centre in Katanning or near Katanning. The centre will be a safe, supportive space for Stolen Generation survivors and their families to heal from the adverse effects from policies and practices of separating children from their families, culture, country and community.

Jim Morrison explained the Healing Centre concept with Councillors through his PowerPoint presentation.

Jim Morrison explained Katanning is seen to be the centre of Noongar country and if the Healing Centre is created here then it will have the capacity for services for a range of Stolen Generation Survivors from a range of missions from Carollup, Marribank, Wandering and Gnowangerup missions. The vision is to work in collaboration with the Shire of Katanning and it will provide tourism opportunities.

Cr Martin Van Koldenhoven asked if the Yokai group have approached the local Katanning Aboriginal Centre to enquire if they can use the facility for their proposal.

Jim Morrison confirmed they would like to if they can but they do not have the space that they would like to use for cultural healing.

Cr Martin Van Koldenhoven asked if the Yokai group are working with Southern Aboriginal Corporation, they own the local Katanning Aboriginal Centre.

Jim Morrison confirmed they will enquire. They have worked with SAC before in assessing other buildings in Carollup.

Patricia Morrison confirmed they have support from all the Aboriginal Groups in the Great Southern to go ahead with this opportunity.

Cr Kristy D'Aprile enquired about the timeframe to have the Centre created and running.

Jim Morrison confirmed they hope to have the Healing Centre opening within 4 years.

Cr Serena Sandwell wished to seek clarification between Carollup and Marribank.

Patricia Morrison advised it was originally referred to as Carollup in the early 1900's and is now referred to as Marribank in 1960/1970's. They are the same place.

Cr Serena Sandwell advised the presentation surrounding bush foods etc, the proposal sounds a lot like a presentation that Councillors were presented with last month from Badgebup Aboriginal Corporation. Is there an opportunity for groups to work together?

Patricia Morrison confirmed they are open to the groups working together and confirmed they have liaised with Badgebup Aboriginal Corporation and they have their support.

Cr Liz Guidera thanked Patricia and Jim for their presentation and suggested they meet with the CEO and President in the new year to discuss their proposal further.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

8.1 Ordinary Council Meeting – 27 November 2018 (SEE ATTACHED MINUTES)

MOVED: CR DANNY MCGRATH

SECONDED: CR SERENA SANDWELL

OC165/18 That the minutes of the Ordinary Council Meeting held on Tuesday 27 November 2018 be confirmed as a true record of proceedings.

Voting Requirement: Simple Majority

CARRIED: 8/0

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr Liz Guidera acknowledged the traditional owners of the land and payed respect to the elders past and present.

Welcome to the last meeting of 2018. Councillors and staff have committed together to planning some projects, spent time on budget and policy work which is essential and collaborated with the community to host and present activities and events. There is nearly 200 events and meetings that we have attended this year. Councillors are attending meetings on a

weekly basis including 3 meetings squeezed in yesterday. Thank you for your commitment to Katanning and efforts, they are appreciated.

This year has had challenges, professionally and personally and thank you to those who have shown support. Thank you to Councillors who step up when asked, we have a great team around the table.

The organisation could not operate without dedicated staff attending to the day to day business. Thank you to all staff and to CEO Julian for your leadership in 2018.

This time next year all the hard work will have come to an end. As a team we will be responsible for a major transformation in the town. 2019 is going to be a fantastic year and believe the community is in good hands and the future is bright.

Wishing the community, Councillors and Staff a happy and safe Christmas and New Year.

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS

Nil.

10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

10.2.1 Schedule of Accounts (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Libby French, Manager Finance
Report Prepared: 11 December 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	59,931.92	730,022.40	202,453.71	0.00	318,147.13	226.80	1,310,781.76
October	33,516.56	1,433,099.82	303,461.87	0.00	338,329.85	226.60	2,107,634.70
November	31,679.80	1,313,834.19	326,711.28	0.00	500,094.12	0.00	2,172,319.39
December							0.00
January							0.00
February							0.00
March							0.00
April							0.00
May							0.00
June							0.00
Total	218,055.92	6,458,721.02	1,362,797.31	8,263.63	1,828,231.13	12,978.22	9,889,047.23

Officer's Comment:

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

The Finance Forum held on 11 December 2018 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 2018/19 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 OWEN BOXALL

OC166/18 That Council endorses the Schedule of Accounts as presented, being cheques 42120-42132 totalling \$31,679.80, EFT payments 26402-26624 totalling \$1,313,834.19 and direct payments totalling \$326,711.28, authorised and paid in November 2018.

Voting Requirement: Simple Majority.

CARRIED: 8/0

10.2.2 Monthly Financial Reports (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Libby French, Manager Finance
Report Prepared: 11 December 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.

The Finance Forum held on 11 December 2018 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 MARTIN VAN KOLDENHOVEN

OC167/18 That Council adopts the Statement of Financial Activity for the month ending 30 November 2018, as presented.

Voting Requirement: Simple Majority.

CARRIED: 8/0

10.2.3 Policy Register Review (ATTACHMENT)

File Ref: GV.PO.1
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 10 December 2018

Issue:

Section 2.7(2)(b) of the Local Government Act 1995 (“the Act”) states that the making of policy is a role of the Council. Policies provide clarity, ownership and accountability to the Katanning community and for the staff of the Shire. A review of the policies was commenced early in 2018 and Councillors are working through the Council Policies to ensure that they are relevant, current and strategic and which reflect the Council’s commitment to ensuring best practice governance principles.

Body/Background:

Council were provided with the Policy review documentation and have attended four Workshops to consider Officer review/commentary.

Council have now completed a comprehensive review of all Shire Policies.

Officer’s Comment:

During Council’s Policy Review process, a number of changes were recommended, including change in the structural layout of the Policies within the Policy Register to reflect the correct operational location for policies.

The review also determined that a number of current policies were more correctly identified as Organisational or Management Guidelines and Council has noted that, while this information is important to the management of the Shire, it is not appropriate to included them in the Council Policy Register. These policies will be rescinded.

Council policies which have undergone changes during their review are attached to this Agenda for consideration of approval.

The table below summarises the changes required to the Council Policy Register.

Shire of Katanning Council Policy Review #4		
#	Name	Recommendation
3.3	Related Party Disclosures	Amend & Adopt
6.11	Consumption of Food	Rescind
6.20	Donation of Centenary Plaques	Adopt
2.9	Community Financial Assistance Program	Amend & Adopt
2.12	Portable Stage Community Access	Rescind
6.12	Katanning Community Groups Hire	Adopt
6.16	Smoke Free Places	Adopt
7.17	RAV Extra Mass Permits	Rescind
7.2	Footpath Vehicle Crossover	Rescind
7.3	Signage on Road Reserves	Amend & Adopt
7.4	Street Trees	Adopt

7.5	Road Verge Treatment	Rescind
8.7	Annual Works Program	Rescind
7.6	Private Works – Local Clubs	Adopt
7.7	Private Works	Amend & Adopt
7.8	Subdivision Development Requirements	Rescind
8.1	Amalgamation of Lots	Adopt
8.2	Cancellation of Building Licences	Rescind
8.3	Shade type structures	Rescind
8.4	Commercial Vehicles in Residential...	Rescind
8.5	Temporary Accommodation	Adopt
10.1	Use of Council Leased Vehicle	Rescind
3.4	Legislative Compliance	Adopt
3.5	Internal Controls	Adopt
X.X	Public Memorials & Pioneer Wall	Adopt

Statutory Environment:

The *Local Government Act 1995* Section 2.7(2)(b) states that the Council is to determine the local government's policies.

Policy Implications:

The Policy Register will be updated according to Council resolution.

Financial Implications:

There are no financial implications.

Risk Implications

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" 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 JOHN GOODHEART****SECONDED: CR SERENA SANDWELL****OC168/18 That Council:**

- 1. Rescinds Policies as listed in the Shire of Katanning Council Policy Review #4 – November 2018;**
- 2. Adopt Policies as presented in the Shire of Katanning Council Policy Review #4 – November 2018.**

Voting Requirement: Simple Majority

CARRIED: 8/0

Cr John Goodheart spoke for the motion.

DRAFT

10.2.4 Regulation 17 Risk Management Audit – December 2018 Update
(ATTACHMENT)

File Ref: FM.AU
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 10 December 2018

Issue:

New regulations were gazetted for the Local Government (Audit) Regulations 1996 in February 2013. As a result of those amendments, Local Government Operational Guideline – 9 – Audit in Local Governments, was revised.

The new Regulation 17 prescribes a number of matters that are to be reviewed by the Audit Committee.

These functions now include reviewing the Chief Executive Officer's report on the appropriateness and effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance; and reporting the results of the Committee's consideration, to Council.

Body/Background:

The Risk Audit and review process is to occur at least once every two calendar years. Moore Stephens conducted the second Shire of Katanning review in June 2017.

Officer's Comment:

The attached report from Moore Stephens contains recommendations to improve the Shire of Katanning's performance in the areas covered by the audit, that being:

1. Risk Management;
2. Internal Controls; and
3. Legislative Compliance.

The Report also contains "Responsible Person/s" and "Actions" which describe what the Shire Administration will do to see the recommendations implemented.

There were no critical issues raised in the Moore Stephens report, but a number of the identified issues are considered high priority.

Of the 14 recommendations made in the report, all have been allocated a responsible person and a timeframe to address the matters noted.

Statutory Environment:

Regulation 17 Local Government (Audit) Regulations 1996.

Policy Implications:

Various policies may need to be amended to be aligned with new processes. This will take place over the coming months via a standardised policy review process.

Financial Implications:

Nil.

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.

Committee Recommendation/Council Motion:

MOVED: CR JOHN GOODHEART

SECONDED: CR SERENA SANDWELL

OC169/18 That Council notes the progress as at December 2018 of addressing the recommendations made by Moore Stephens – Review of Risk Management, Legislative Compliance and Internal Controls.

Voting Requirement: Simple Majority

CARRIED: 8/0

Cr John Goodheart spoke for the motion.

10.2.5 Shire of Katanning Audit Report, Management Letter and Annual Report 2017/18
(ATTACHMENT)

File Ref: AC.02.0019
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 9 December 2018

Issue:

For the Audit (Finance & Risk) Committee to consider the Shire of Katanning Audit Report, Management Letter and Annual Report for the 2017/18 financial year.

Body/Background:

The Audit (Finance & Risk) Committee is required to consider the Audit Report and Management Letter prior to recommending adoption by Council.

A Council resolution adopting the Shire of Katanning Annual Report 2017/18 and the Annual Financial Report 2017/18 is required before Council can convene its Annual General Meeting of Electors.

Officer's Comment:

The Shire's Auditors have completed their audit of the Annual Financial Report and certification of Council's 2017/18 annual financial statements. Copies of the Auditor's report, Management Letter and draft Annual Report are included with this agenda.

Audit Report

The opinion of the Audit on the Financial Report can be summarised as follows:

"In our opinion, the financial report of the Shire of Katanning:

- (a) Is based on proper accounts and reports; and*
- (b) Fairly represents, in all material aspects, the results of the operations of the Shire for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.*

Additionally, the audit opinion reports on other legal and regulatory requirements:

- a) In our opinion, the following matters indicate a significant adverse trend in the financial position of the Shire:
 - i) The Operating Surplus Ratio has been below the DLGSCI standard for the past 3 years.
 - ii) The Asset Sustainability Ratio for the current year and last year is below the DLGSCI standard, and the current year is below last year.
- b) The following material matters indicating non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of our audit:
 - i) For 50% of purchase transactions we sampled, purchase orders were made after the invoices were received. This increases the likelihood of goods and services being purchased without appropriate authorisation.

In addition, we found one instance where there was inadequate or no evidence to suggest a sufficient number of quotations were obtained to test the market with no documentation to explain why other quotes were not sought. This practice increases the likelihood of not receiving value for money in procurement.

- c) All required information and explanations were obtained by us.
- d) All audit procedures were satisfactorily completed in conducting our audit.
- e) In our opinion, the asset consumption ratio and the asset renewal ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Management Report

The Management Report provides comments on the following:

Management Letter	Staff Response
Purchasing Procedures	The process is in place.
Trust Account	A senior officer has been allocated the task to address trust reconciliations are carried out monthly.
Recovery of Debtors	Auditors noted that a procedure had been formalised to address outstanding debtors.
Uncorrected Misstatements	Noted.

Draft Annual Report

The Draft Annual Report 2017/18 has been provided with this Agenda Item and includes the Annual Financial Reports.

Statutory Environment:

The relevant sections of the *Local Government Act 1995* and associated regulations provide as follows:

s6.4: 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.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

s5.54: Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

s5.55: Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

s5.27: Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

s5.29: Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

s5.33: Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Local Government (Financial Management) Regulations 1996 - Reg 51

51: Annual financial report to be signed etc. by CEO and given to Department

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

Policy Implications:

Nil.

Financial Implications:

The cost of Auditing the annual financial reports is included in the Shire Budget.

Risk Implications:**Asset Management**

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 "Medium" and will require the allocation of additional funding to address the lack of investment in Shire assets. This lack of investment is contributing to the issues with the Asset Sustainability Ratio.

Financial Management

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 "High". The Shire's procurement processes are already well established and the element of risk is staff not adhering to procedures. Senior Finance staff will address the risk by implementing additional controls.

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.

Committee Recommendation/Council Motion:

MOVED: CR SERENA SANDWELL

SECONDED: CR KRISTY D'APRILE

OC170/18 That Council:

- 1. Accepts the Audit Report for the 2017/18 financial year as presented;**
- 2. Adopts the Annual Report (including the Financial Report) for the year ended 30 June 2018 as amended; and**
- 3. Approves the General Meeting of Electors be held on Monday 11 February 2019 at 7.30pm at the Katanning Leisure Centre Pioneer Room.**

Voting Requirement: Absolute Majority

CARRIED BY ABSOLUTE MAJORITY: 8/0

Cr Serena Sandwell spoke for the motion.

Cr Martin Van Koldenhoven disclosed a financial interest and proximity interest to Item 10.3.1 as he is the adjoining property owner and left the room at 6.29pm.

Cr Liz Guidera disclosed an interest affecting impartiality to Item 10.3.1 as her cousin is a West Australian Mural Artist.

10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS

10.3.1 Katanning Mural Project 2019

File Ref: CM.CM.1
Reporting Officer: Sam Davis, Executive Manager Projects & Community Building
Report Prepared: 11 December 2018

Issue:

To allocate a project budget for the 2019 Mural Project.

Body/Background:

FORM is an independent, non-profit cultural organisation that develops and advocates for excellence in creativity and artistic practice in Western Australia. The Shire of Katanning has approached FORM to consider a site-specific mural treatment on the rear, south-west facing façade of the Old Katanning Hotel and possibly part of the adjoining brick wall. The external façade faces into a newly landscaped outdoor community space that will serve as a place for gatherings, events and passive recreation.

This artwork will tell a unique story about the significant history of this site, enhance the aesthetics and identity of the space, and create a welcoming and unique point of interest, that enhances the experience of visitors and residents alike.

The proposal provided by FORM outlines the opportunity for FORM and the Shire of Katanning to continue their successful collaboration which has to date delivered several artistic and community outcomes as part of the PUBLIC Silo Trail project in 2017.

Officer's Comment:

To progress the project FORM will assist the Shire to develop an artist brief which will be distributed to a list of artists on FORM's data base. The artists will be invited to submit written information on what they would propose and then based on that information, the Shire, with FORM's guidance will select three artists who will be paid to develop a full concept design. From the three concept designs a final artist will be chosen to undertake the mural work. A fixed artist fee will be set up front and will form part of the artist brief.

The estimated budget for the project, including project management by FORM is between \$20,500 and \$25,000 ex GST.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

Nil.

Financial Implications:

Currently there are sufficient funds within the New Shire Administration Building Budget to accommodate the recommended allocation towards the 2019 Mural Project.

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	S1.2	Ensure access to art, culture and learning opportunities.
OBJECTIVE	S1.2.2	Support and develop community events and arts initiatives.

Officer's Recommendation/Council Motion:

MOVED: CR OWEN BOXALL

SECONDED: CR KRISTY D'APRILE

OC171/18 That Council approves expenditure of up to \$25,000 ex GST from the New Shire Administration Building Project Budget to undertake the 2019 Mural Project.

Voting Requirement: Simple Majority.

CARRIED: 7/0

Cr Owen Boxall spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

Cr Martin Van Koldenhoven returned to the room at 6.32pm.

10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS

Nil.

Cr John Goodheart disclosed an interest affecting impartiality to Item 10.5.1 as he is a member of Katanning Senior High School Board of Management.

10.5 CHIEF EXECUTIVE OFFICER'S REPORTS**10.5.1 Katanning Senior High School Town Hall Kitchen Venue Hire**

File Ref: CP.US.1
Reporting Officer: Amy Knight, Community Relations Officer
Report Prepared: 20 November 2018

Issue:

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

Body/Background:

As part of the 2019 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 Tuesday during the school terms in 2019 (40 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 Tuesdays 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 Tuesday in 2019. 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 (40 days) is \$4,400 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; \$600 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****OC172/18 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 2019 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 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 during 2019.**

Voting Requirement: Simple Majority

CARRIED: 8/0

Cr Serena Sandwell spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

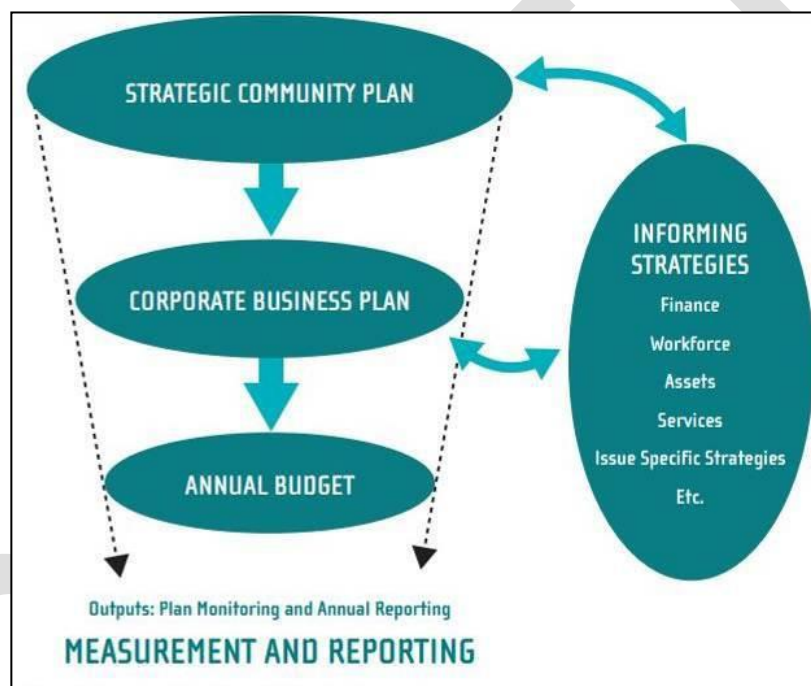
10.5.2 Shire of Katanning Workforce Plan (ATTACHMENT)

File Ref: PE.ES.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 12 December 2018

Issue:
To consider the Shire of Katanning Workforce Plan 2018 – 2021.

Body/Background:

Workforce planning is undertaken to ensure that the Shire workforce is able to deliver Council's current and future objectives. The Workforce Plan is a strategic informing document that addresses the requirements of the integrated planning and reporting framework outlined in the Local Government Act 1995.



Integrated Planning and Reporting Process

The Shire of Katanning Workforce Plan 2018 – 2021 has been developed to support the delivery of the Corporate Business Plan.

Officer's Comment:

Development of the plan commenced in 2015/16 and includes data collected from staff satisfaction surveys undertaken each year. A number of organisational structural and cultural issues were identified in the development of the plan. These matters have been substantially addressed and the current plan reflects the existing workforce situation.

The plan will be reviewed on an ongoing basis to ensure that the workforce is able to meet Council's objectives.

Statutory Environment:

Local Government Act 1995, section 5.56 – Planning for the future

Policy Implications:

Nil

Financial Implications:

The Shire of Katanning Workforce Plan 2018-2021 was developed within current budget and resource provisions. The plan does not recommend changes to the organisational structure or resourcing for the term of the plan.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.2	Provide effective leadership and good governance
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

OC173/18 That Council receives the Shire of Katanning Workforce Plan 2018 – 2021.

Voting Requirement: Simple Majority

CARRIED: 8/0

Cr Kristy D'Aprile spoke for the motion.

10.6 ADVISORY COMMITTEE MEETING

Nil.

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 ITEM

Nil.

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 6.36pm.