



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

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

**NOTICE OF  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Thursday 27 July 2023 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6.00 pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Thursday 20 July 2023

**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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**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 \_\_\_\_ pm.

**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 John Goodheart – Deputy President

Members: Cr Kristy D’Aprile  
Cr Serena Sandwell  
Cr Matt Collis  
Cr Michelle Salter

Council Officers: Julian Murphy, Chief Executive Officer  
Denise Gobbart, Executive Manager Corporate & Community  
Sam Bryce, Executive Manager Infrastructure & Assets  
Sophie Justins, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence: Cr Liz Guidera - President

**3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****6. PUBLIC QUESTION/STATEMENT TIME****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. PETITIONS/DEPUTATIONS/PRESENTATIONS****9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****9.1 Ordinary Council Meeting – Thursday 22 June 2023  
(SEE ATTACHED MINUTES)**

**Voting Requirement:** Simple Majority

**OC/23 That the minutes of the Ordinary Council Meeting held on Thursday 22 June 2023 confirmed as a true record of proceedings.**

CARRIED/LOST:

**9.2 Special Council Meeting – Tuesday 4 July 2023  
(SEE ATTACHED MINUTES)**

**Voting Requirement:** Simple Majority

**OC/23 That the minutes of the Special Council Meeting held on Tuesday 4 July 2023 confirmed as a true record of proceedings.**

CARRIED/LOST:

**9.3 Special Council Meeting – Friday 14 July 2023  
(SEE ATTACHED MINUTES)**

**Voting Requirement:** Simple Majority

**OC/23 That the minutes of the Special Council Meeting held on Friday 14 July 2023 confirmed as a true record of proceedings.**

CARRIED/LOST:

**10. REPORTS OF COMMITTEES AND OFFICERS**

**10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS****10.1.1 Application for Approval to Register Three Dogs**

**File Ref:** A950  
**Reporting Officer:** Cherrie Campbell, Executive Officer Infrastructure  
**Date Report Prepared:** 11 July 2023  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

To consider the application of three dogs to be housed on a property in the Shire of Katanning subject to certain conditions.

**Body/Background:**

The Shire of Katanning *Dog Local Law 1986, as amended 1995* limits the number of dogs kept on any premises to two dogs over the age of three months and the young of those dogs under that age.

Caleb Gill, a resident of Katanning has requested that an exemption to keep three dogs be considered by Council in accordance with the provisions of section 26 of the *Dog Act 1976*, which allows a local government to consider and grant such an exemption to its local law.

Once a decision has been made by Council, any person who is aggrieved by conditions imposed by the decisions or the refusal of a local government to grant an exemption may appeal in writing to the State Administrative Tribunal for a review of the decision.

**Officer's Comment:**

Currently there is no provision in the *Dog Act 1976* allowing a local government to delegate authority to council officers regarding these matters, and all applications must be considered by the Council.

**Statutory Environment:**

Under Section 26 of the *Dog Act 1976*, Subsection (1) states that a local government may, by a local law under this Act-

- (a) *Limit the number of dogs that have reached 3 months of age that can be kept in premises in the local government's district:*

**Policy Implications:**

Nil

**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". The "Low"

risk rank is considered acceptable with adequate controls, managed by routine procedures.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 – 2032

**Focus Area** Social

**Aspiration** Katanning is a vibrant, active place that encourages its community to thrive.

**Objective** To provide a safe place to live, work and play.

**Voting Requirement:** Simple Majority

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

**OC/23** That Council pursuant to the provisions of the *Dog Act 1976* and the *Shire of Katanning Dog Local Law 1986 as amended 1995*, approves the application for an exemption to keep three dogs on a property currently occupied by Caleb Gill, 40 Annie Street Katanning being:

- 1 male dog 5 years 6 months, breed Kelpie, registered with Shire of Katanning, sterilized, microchipped & vaccinated
- 1 female dog 2 years 6 months, breed Kelpie x Border Collie, registered with Shire of Katanning, sterilized, microchipped & vaccinated
- 1 female dog 5 months, breed Kelpie x Border Collie, microchipped & unsterilized, on approval of application

This approval is subject to the following conditions:

1. Only the dogs subject to this exemption are to be kept at this property;
2. All dogs are to have their registrations along with microchip details transferred to the Shire of Katanning in accordance with the *Dog Act 1976*;
3. Fences are to be maintained in order to secure the dogs on the property;
4. The yard area of the property where the dogs are kept is to be maintained in a clean and tidy condition;
5. Dog faeces are to be disposed of in the weekly refuse service or by other approved means;
6. Dogs kept at the property are not permitted to bark so as to create a nuisance;
7. The exemption relates to the individual dogs' subject to this application *only*. The applicant will not be permitted to register more than the prescribed number of dogs upon any of these dogs no longer being in the applicant's care, control and/or possession; and
8. On receipt of a justifiable complaint, Council may revoke or vary the exemption at any time.

CARRIED/LOST:

## 10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

### 10.2.1 Schedule of Accounts – June 2023 (ATTACHMENT)

**File Ref:** FM.FI.4  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Date Report Prepared:** 18 July 2023  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To receive the Schedule of Accounts Paid for the period ending 30 June 2023.

**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 2022/23	EFT Payments 2022/23	Direct Debits 202/23	Credit Card 2022/23	Payroll 2022/23	Total Payments 2022/23
July	672.95	584,524.53	34,881.30	4,016.22	228,797.92	852,892.92
August	1,174.70	743,845.96	56,000.45	5,124.34	339,745.15	1,145,890.60
September	17,440.10	1,061,609.49	38,513.01	2,459.81	232,125.09	1,352,147.5
October	6,213.62	751,661.97	45,865.71	5,536.97	249,516.66	1,058,794.93
November	968.05	778,760.58	179,123.02	4,909.60	247,168.14	1,210,929.39
December	351.70	676,406.69	45,967.35	6,539.17	236,562.38	965,827.29
January	0.00	407,127.61	38,462.18	2,185.38	263,270.01	711,045.18
February	1,199.90	584,837.69	35,772.33	7,790.52	225,242.62	854,843.06
March	2,134.67	1,008,311.12	49,479.03	4,596.39	338,851.83	1,403,373.04
April	1,238.55	565,320.78	33,856.09	3,918.97	205,261.45	809,595.84
May	968.95	848,206.32	35,445.45	4,762.07	225,322.33	1,114,705.12
June	451.45	812,541.31	36,995.51	3,815.65	231,578.94	1,085,382.86
<b>Total</b>	<b>32,814.64</b>	<b>8,823,154.05</b>	<b>630,361.43</b>	<b>55,655.09</b>	<b>3,023,442.52</b>	<b>12,565,427.73</b>

**Officer's Comment:**

The schedule of accounts for the month of June 2023 are attached.

The Finance Forum held on 13 July 2023 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

**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 considered to be "Low" risk 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:**

**OC/23** That Council endorses the Schedule of Accounts as presented, being Cheque 42449 - 42452, totalling \$451.45, EFT payments 36115 – 36286 totalling \$812,541.31, payroll payments totalling \$231,578.94, direct payments totalling \$36,995.51 and credit card payments totalling \$3,815.65 authorised and paid in June 2023.

CARRIED/LOST:

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

**File Ref:** FM.FI.4  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Report Prepared:** 18 July 2023  
**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 30 June 2023.

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.

The budget was adopted 25 August 2022 and this report reflects the adopted budget. It is noted that monthly depreciation is not run until after the prior year audit has been signed off.

The Finance Forum held on 13 July 2023 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

**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 considered to be "Low" risk 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:**

**OC/23** 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 30 June 2023, as presented.

CARRIED/LOST:

### **10.2.3            Financial Management Review – May 2023** **(ATTACHMENT)**

**File Ref:** FM.AU.2  
**Reporting Officer:** Denise Gobbart, Executive Manager Finance & Administration  
**Date Report Prepared:** 14 June 2023

**Issue:**

For the Audit & Risk Committee to recommend that receives the May 2023 Financial Management Review undertaken by Australian Audit.

**Body/Background:**

Australian Audit was engaged to under the Financial Management Review as required by Regulation 5(2)(c) in the Local Government (Financial Management) Regulations 1996. In accordance with Regulation 5(2)(c) the Chief Executive Officer (CEO) is required to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government at least once every three (3) financial years and report to the local government the results of those reviews. The last Financial Management Review was undertaken by Moore Stephens in May 2017.

Previously the Regulation stated that the Financial Management Review was to be undertaken at least once every four (4) years. An amendment to the regulation on 27 June 2018 changed this to every three (3) years.

Evidence shows that previous staff were of the belief that the Interim Audit process covered the requirements of the Financial Management Review. This is not the case, as a separate review is required to be presented to the local government.

Originally the Evaluation awarded the review to Avant Edge Consulting in May 2022. The then merged with Australian Audit. Due to changes in staff at the shire and staff availability at Australian Audit the final report was not completed until May 2023.

The review incorporated the following key financial management areas as requires under Regulation 5(1) of the Local Government (Financial Management) Regulations 1996:

- Procurement (formal quotations and tender process)
- Contract Management
- Accounts Payable
- Cash Collection and Handling
- Payroll
- General Ledger Application Controls (journal posting, balance sheet reconciliations)
- Council Rates, including Debt Management
- Investment Management
- Asset Management (excluding infrastructure assets)
- Budget Process
- Information Technology General Systems Controls Environment

No other financial management systems and procedures were subject to review.

Based on the review (which was not an audit) of management controls and processes that exist at the shire, regarding the above key financial management system areas, nothing came to our attention that would indicate and high-risk management control matters that would require immediate attention by the Shire.

Based on the matters raised in the body of the review under Executive Management Detailed Findings, it was concluded that the financial management systems in place within the Shire can be further improved and several recommendations have been included in the review report for consideration of the CEO.

The final report has reported the findings under three (3) separate sections:

- Medium risk rated issues (immediate action recommended)
- Low risk rated issues (management consideration recommended)
- Observation issues (no management action required but may be considered)

Each finding has a recommended action except for those reported as "Observations".

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

A summary of the findings

Medium Risk Rated Issues

#### ***1. Procurement (formal quotations and tender process)***

##### ***1.1 Monitoring Compliance with the Shire Procurement Policy***

- Written quotes – three (3) instances where written quotes were not obtained, or support documentation could not be provided.
- Purchase order – three (3) instances where the purchase order was created and approved after receiving the supplier's invoice.
- Request for Quotations (RFQ) – five (5) instances where the Shire sought RFQ and no evidence was provided to indicate that the RFQ submissions were assessed by an evaluation panel of at least two (2) staff.
- RFQ and RFT evaluation process – the documentation of the RFQ and RFT evaluation process is not evident in the Shire's procurement policy.

*Management Comment:* The Belgravia Health & Leisure Group was procured via a tender RFT 03-2019 and the supporting documentation should have made reference to the tender. A procedure is to be developed for the assessment of RFQ & RFT to ensure an evaluation panel of at least two (2) staff members.

- Conflict of Interest – recommend that the Shire's procurement policy clearly document the process of establishing an evaluation panel to evaluate tender and formal quote submissions including the need for all evaluation panel members to sign a formal conflict of interest declaration form prior to assessing tender submissions.

*Management Comment:* A disclosure declaration is part of the evaluation sheet. This will be expanded to cover the sample "Conflict of Interest" declaration form provided.

##### ***1.2 Contract Management Policies***

- The Shire does not at present have a Contract Management Policy and Guidelines which would govern how the Shire should manage its existing procurement service contracts.

Management Comment: Contract Management Policy and Guidelines to be investigated for adoption and implementation.

- It was noted that supplier performance assessments are not formally undertaken and documented once a procurement contract has ended.

Management Comment: Supplier performance assessments to be investigated for implementation.

## **2. Accounts Payable**

### **2.1 Approval of Changes to Supplier Masterfile**

- Approving Changes – at the time of review the changes made to the Creditor Masterfile was not being reviewed to ensure the changes made were valid.
- Banking Details – recommend to strengthen new supplier creations and banking details, the Shire to also require the creditor provide a copy of their latest bank statement, to ensure the changes are valid.

Management Comment: The approval changes to supplier Masterfile was being undertaken until December 2022, when the Creditors Officer resigned. During the recruitment transition this step was omitted. The Audit Report of all changes to the Masterfile are now being signed off by the Executive Manager Corporate & Community (EMCC) prior to the payment run being authorised.

## Low Risk Rated Issues

### **3. Asset Management (asset stocktakes)**

#### **3.1 Depreciable Assets**

- Noted that the Shire does not at present undertake a stocktake or regular checks of all its plant, equipment, furniture and other moveable assets (depreciable equipment over \$5,000) to ensure that the items still exist and/or that it is not impaired.
- The Shire's Policy Manual does not adequately make provision for annual stocktakes or formal regular checks of its plant and equipment.

Management Comment: Resources to be considered to undertake stocktake or regular checks of all plant, equipment, furniture and other moveable assets – as recorded in the Asset Register.

#### **3.2 Portable and Attractive Assets**

- We were unable to sight any evidence that the Shire has a portable and attractive register listing all plant and equipment including all computer equipment that is valued under \$5,000 which is normally expensed. The need to maintain a portable and attractive register is to enable the Shire to maintain control over pieces of equipment that may very easily go missing requiring replacement by the Shire.

Management Comment: A Minor Tool register has been developed in Synergy Soft. This will be used to register portable and attractive assets. The register will enable assets to be monitored and stocktakes undertaken.

### **4. System Access (Separation of Duties)**

- System Access was reviewed to ensure access was appropriate and the proper segregation control was in place. Identified that the EMCC could issue a requisition,

create and approve a purchase order, create a new supplier and modify a supplier, receipt goods and services and approve invoice payments. Although the position would not access all of these functions, nevertheless, to ensure proper segregation of duties, it is suggested that creating a new supplier and modifying a supplier detail be removed.

- A number of other positions may need their current access reviewed and possibly some access removed or given enquire only access if not strictly required as part of their position.

*Management Comment:* System access is to be reviewed. EMCC and ICT Coordinator participated in a SynergySoft Mapping Security Webinar and are reviewing access along the guidance provided.

### **5. IT General Controls Environment**

- The Shire's system and security controls were assessed to determine that satisfactory system security is in place. It is noted the Shire does not currently have in place an Information Technology Strategy Plan, Disaster Recovery Plan/Business Continuity Plan and Software Usage Policy and Software Register (Optional).

*Management Comment:* Currently undertaking a Service Delivery Review of ITC & Enterprise Applications. Formal Disaster Recovery and Business Continuity Plans to be developed.

### Observations

#### **Reviewing Shire Policies**

- Noted that some of the Shire's policies/procedures had not been subjected to timely review and update. Shire policies/guidelines/procedures should be reviewed at least once every two (2) years to ensure they remain up to date.

*Management Comment:* A full review of the Policy Manual was adopted by Council 22 December 2022.

### **Statutory Environment:**

#### *Local Government Act 1995*

#### Section 6.10 Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and
- (b) the keeping of financial records by a local government; and
- (c) the management by a local government of its assets, liabilities and revenue; and
- (d) the general management of, and the authorisation of payments out of —
  - (i) the municipal fund; and
  - (ii) the trust fund,  
of a local government.

#### *Local Government (Financial Management) Regulations 1996*

#### 5. CEO's duties as to financial management (Reg 5 (2)(c))

(2) The CEO is to —

- (a) ensure that the resources of the local government are effectively and efficiently managed; and
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and

- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

*Local Government (Audit) Regulations 1996*

16. Functions of Audit Committee (Reg 16 (d))

An audit committee has the following functions -

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and
  - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

**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. 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 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

**Audit and Risk Committee Recommendation/Council Motion:**

**OC/23**            **The Audit & Risk Committee recommends that Council receives the May 2023 Financial Management Review.**

CARRIED/LOST:

**10.3 CHIEF EXECUTIVE OFFICER'S REPORTS**

**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 ITEMS**

**14. CLOSURE OF MEETING**

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