



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

‘A prosperous, vibrant and diverse community working together.’

**NOTICE OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Wednesday 20 December 2017, in the Shire of Katanning Council Chambers,  
14 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Thursday 14 December 2017

**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 \_\_\_\_\_



Heart of the Great Southern

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**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS**

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

**2. RECORD OF ATTENDANCE****PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart  
Cr Danny McGrath  
Cr Serena Sandwell  
Cr Martin Van Koldenhoven  
Cr Alep Mydie  
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, Community Relations Officer

Gallery:

Media:

Apologies:

Leave of Absence:

**3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****5. PUBLIC QUESTION/STATEMENT TIME****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS/DEPUTATIONS/PRESENTATIONS****7.1 Middle School Presentation  
(ATTACHMENT)**

Natalie Nicholson will be making a presentation on the Katanning Middle School Project.

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 28 November 2017  
(SEE ATTACHED MINUTES)**

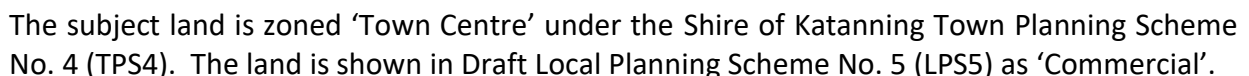
**OC/17 That the minutes of the Ordinary Council Meeting held on Tuesday 28 November 2017 be confirmed as a true record of proceedings.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

|  |
|--|
| <b>9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION</b> |
|--|

|   |
|---|
| <b>10. REPORTS OF COMMITTEES AND OFFICERS</b> |
|---|



The site is developed and has a history of use for industrial, retail and commercial purposes. The premises are currently vacant, other than the Butcher Shop adjacent to Emu Lane. The northern portion of the site contains the old Roller Flour Mill which is listed as a Heritage Site on the Municipal Inventory, State Register (Place Number 1344 – Permanent Entry 28/2/1995) and National Estate Register (18/4/1989). The Katanning Roller Flour Mill has cultural heritage significance, is a landmark in the town, has strong association with Katanning's role in the commercial development of agricultural exports in Western Australia and is highly valued by the community.

The old Mill is currently the subject of refurbishment by Dome Coffees Pty Ltd. Planning Approval for 'Restaurant (Coffee Shop) and Lodging House (Holiday Accommodation)' was granted in September 2014 (OC79/14) and revised Plans were endorsed by the Council at its meeting held 26 August 2015. The Building Permit is reference A2842 BP KA 201516175 16-12-2015.

The party wall and rear/service access areas extend across the internal/common lot boundaries. The proposed Amalgamation will rectify this anomaly and will resolve any issues with internal fire walls between the different lots.

Following conferral with Executive staff and the Development Services Team it is recommended that the amalgamation be supported, subject to the northern corner of the lot being ceded as a non-standard road truncation.

#### **Statutory Environment:**

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Katanning Town Planning Scheme No. 4

Draft Local Planning Scheme No. 5

Heritage of Western Australia Act 1990

#### **Policy Implications:**

Shire of Katanning: Nil

WAPC Development Control Policy 1.1 - General principles for the subdivision of land

#### **Financial Implications:**

There are no Local Government Fees for this referral stage of the Subdivision/Amalgamation process.

#### **Strategic Implications:**

##### **Shire of Katanning Strategic Community Plan 2017 – 2027**

| PRIORITY   | BUILT ENVIRONMENT |  |
|------------|-------------------|--|
| ASPIRATION | B2                | Places for the community to live, work and connect |
| OBJECTIVE  | B2.3              | Orderly development (Town Planning)                |

**Officer's Recommendation/Council Motion:****OC/17****That Council:**

**Advises the Western Australian Planning Commission the Shire of Katanning supports to proposal to amalgamate Lots 7, 8, 9 and 10 (122-130) Clive Street, Katanning (WAPC file ref: 155980, DPLH date stamped 28 November 2017), subject to the northern corner of the proposed lot being appropriately truncated and ceded, without cost or compensation by the Shire.**

**Voting Requirement:** Simple Majority.

CARRIED/LOST:



## 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:** 13 December 2017

#### **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<br>2017/18 | EFT<br>Payments<br>2017/18 | Direct<br>Debits<br>2017/18 | Credit<br>Card<br>2017/18 | Payroll<br>2017/18  | Trust<br>2017/18 | Total<br>Payments<br>2017/18 |
|--------------|--------------------|----------------------------|-----------------------------|---------------------------|---------------------|------------------|------------------------------|
| July         | 2,094.85           | 489,112.68                 | 339,827.72                  | 0.00                      | 306,119.77          | 5.42             | 1,137,160.44                 |
| August       | 2,811.70           | 1,522,631.19               | 312,531.27                  | 5,770.39                  | 339,435.06          | 1,212.68         | 2,184,392.29                 |
| September    | 11,566.95          | 673,455.54                 | 207,121.69                  | 9,182.67                  | 512,962.08          | 0.00             | 1,414,288.93                 |
| October      | 1,593.85           | 609,769.21                 | 311,427.60                  | 6,525.35                  | 136,693.64          | 777.84           | 1,066,787.49                 |
| November     | 5,708.35           | 770,537.18                 | 335,679.48                  | 0.00                      | 489,261.53          | 339.90           | 1,601,526.44                 |
| December     |                    |                            |                             |                           |                     |                  | 0.00                         |
| January      |                    |                            |                             |                           |                     |                  | 0.00                         |
| February     |                    |                            |                             |                           |                     |                  | 0.00                         |
| March        |                    |                            |                             |                           |                     |                  | 0.00                         |
| April        |                    |                            |                             |                           |                     |                  | 0.00                         |
| May          |                    |                            |                             |                           |                     |                  | 0.00                         |
| June         |                    |                            |                             |                           |                     |                  | 0.00                         |
| <b>Total</b> | <b>23,775.70</b>   | <b>4,065,505.80</b>        | <b>1,506,587.76</b>         | <b>21,478.41</b>          | <b>1,784,472.08</b> | <b>2,335.84</b>  | <b>7,404,155.59</b>          |

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

The schedule of accounts for the month of November 2017 are attached.

#### **Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

#### **Policy Implications:**

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

#### **Financial Implications:**

Expenditure in accordance with the 2017/18 Annual Budget.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**OC/17** That Council endorses the Schedule of Accounts as presented, being cheques 41970-41982 totalling \$5,708.35, EFT payments 23989-24199 totalling \$770,537.18, direct payments totalling \$335,679.48, and trust payments totalling \$339.90, authorised and paid in November 2017.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

**10.2.2      Monthly Financial Reports**  
**(ATTACHMENTS)**

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 13 December 2017

**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.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

**Policy Implications:**

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

**Financial Implications:**

Monthly Statement of Financial Activity.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**OC/17      That Council adopts the Statement of Financial Activity for the months ending 31 October 2017 and 30 November 2017, as presented.**

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

### **10.2.3      Governance Review Program**

**File Ref:** GV.CM  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 4 December 2017

**Issue:**

To consider Council participation in the Department of Local Government, Sport and Cultural Industries (DLGSC) and Australian Institute of Company Directors (AICD) Governance Review Program.

**Body/Background:**

The Department of Local Government, Sport and Cultural Industries (DLGSC) is working with the Australian Institute of Company Directors (AICD) to deliver a Governance Review Program for country local governments across the State in 2017-18.

The Governance Review Program is an initiative to assist local government councils to make improvements in their governance policies, strategic planning procedures and processes.

A series of first round Governance Reviews have already been completed with fifteen country local governments. Those local governments identified the value of participating in the program, noting that because of their participation they now have a better understanding of how to assess their level and quality of governance, as well as an increased awareness of how to improve their governance practices.

Although specifically aimed at the elected member level, some survey questions will be asked of senior staff. As part of the AICD's online survey, local governments will be requested to reflect on, and assess the maturity of their council's governance arrangements in many areas, including:

- The role of the council
- The council's role in strategy and risk
- Council size, composition and skills
- The role of the Mayor/President
- The relationship between the council and management
- Council culture and dynamics
- Effective use of council meetings
- Council meeting papers

**Officer's Comment:**

AICD will conduct the Governance Reviews. The approach taken with councils is on of self-assessment.

The Governance Review Program will help local governments gain insight into:

- Good governance practices
- Areas that represent governance strengths
- Areas that present opportunities for improvement.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

There are no policy implications due to participation in the Governance Review Program.

**Financial Implications:**

There is no cost for Council to participate in the Governance Review Program.

**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  | L1.1       | Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stake holders |
| 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:**

**OC/17**            **That Council resolves to participate in the Governance Review Program in 2018.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS****10.3.1 Elevated Work Platform  
(ATTACHMENTS)**

**File Ref:** RC.MU.3  
**Reporting Officer:** James Wood, Acting Gallery Coordinator  
**Date Report Prepared:** 12 December 2017

**Issue:**

Purchase of an Elevated Work Platform for the Katanning Gallery and Town Hall.

**Body/Background:**

The Shire of Katanning's Art Gallery is a one of its kind facility in the Great Southern area. With the ongoing expanding program, an issue has arisen regarding the safety and operation of some of the equipment, specifically the 2-meter platform ladder.

The ladder is usually used to access the rail hanging system in the Gallery. It is also used to access the powered track system for the Gallery lighting. The present ladder needs replacing due to the following:

- It is a danger to the health and safety of staff and Committee volunteers. It is inherently unstable as it was manufactured without stabilising out-riders. Due to its age, the clutch wheel system often fails and increases the instability. In the last 8 months, it has generated several "near miss" incidents. This presents a significant occupational health and safety risk justifies its urgent replacement. As a result, the ladder is currently banned from being used by anyone other than the Gallery Coordinator.
- It is inefficient. When setting up an exhibition, the ladder must be continually ascended with items being held, which is not conducive to current safety practices of three points of attachment to ladder, descended and moved. The wheels, that are meant to retract when the ladder has weight on it, and extend when it is to be moved, don't work.
- Space saving and ease of use. To get the ladder into the Gallery, it must first be laid on its (wheelless) back and dragged through the gallery door into the exhibition space. Due to its size, it takes up a sizable percentage of the storage space allocated for exhibition support equipment.

On understanding this safety concern, and having to deal with the restricted use of the ladder, the Katanning Art Centre Inc. voted to part fund the purchase of an elevated work platform (EWP) to help alleviate this safety hazard.

Katanning Drama Society has also offered to part fund the purchase of an EWP, with the proviso that it could use the EWP to rig lights and access the front of house lighting bar when the need arose. The Drama Society technical advisor is also the present Gallery Coordinator.

**Officer's Comment:**

An Elevated Work Platform is an industry standard answer to replacing ladders of dubious health and safety suitability. After much research into what was available and what other galleries are using, two models were examined: The Genie Runabout GR-15 Aerial Work Platform and the Genie GS1532 Self-Propelled Scissor lift.

- Genie GS1532 is a Self-Propelled Scissor lift and is the cheaper option (\$7,000+gst). It has a higher reach of the two and is much bigger in its elevated deck area; it can safely

accommodate two people; however, it also weighs in at 1.5 tons and, although it can fit through the gallery doors, it does so with only 4 cm of clearance.

- Genie Runabout GR-15 Aerial Work Platform is also self-propelled. It takes only one person at a time, but has a tool tray. As this unit is a mast lifter, it is more expensive (\$8,000+gst) but is lighter (975kg) and will have no problems fitting through the Gallery doors. Although it has a shorter reach than its bigger brother, with a 6.47metre working height, it is well capable of filling the requirements of the collective.

All though the GR1532 is cheaper, the GR-15 was selected because of the following:

- The “game changer” for both models was the fact that the Gallery has cable trenches criss-crossing the floor. At 1.5 tons, the possibility of the GR-1532 punching through the trench covers was very real. The lighter GR-15 (975kg) would not.
- Both models were test driven in Canning Vale. Perth, and the GR-15 was found to be much more manoeuvrable.
- Being much smaller, the GR-15 would be much more forgiving when traveling through the Gallery doors etc.
- One person and assorted equipment (lights, cables etc) did not need such a large elevated deck area.

If the purchase is approved, it is proposed that a memorandum of understanding is set between the Shire and the two other parties to detail usage arrangements regarding the EWP.

#### **Statutory Environment:**

Local Government Act 1995, section 6.8. Expenditure from municipal fund not included in annual budget

#### **Policy Implications:**

Shire of Katanning Occupational Health and Safety Policy – provide and maintaining a safe work environment, well-maintained plant and machinery.

#### **Financial Implications:**

Purchase of Genie Roundabout GR-15 with Safety Harness \$8,000.00 (ex GST)

Less income

|                                |                      |
|--------------------------------|----------------------|
| Katanning Drama Society gift   | -\$2,000.00          |
| Katanning Art Centre Inc. gift | <u>-\$5,000.00</u>   |
| Total Gifted                   | -\$7,000.00 (ex GST) |

Proposed Shire contribution **\$1,000.00 (ex GST)**

The proposed purchase has not been budgeted for in Council’s 2017/18 capital budget, it is anticipated that adequate budget savings will be achieved within the Gallery operating budget to cover the cost of this out of budget purchase.

Provision will also need to be made to receive the \$7,000 (ex GST) contribution from the two participating community groups.

**Strategic Implications:****Shire of Katanning Strategic Community Plan 2017 – 2027**

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

**Officer's Recommendation/Council Motion:****OC/17****That Council:**

1. Authorises the purchase of a second hand elevated work platform as proposed.
2. Contributes \$1,000 ex GST to the purchase, in addition to a total contribution of \$7,000 ex GST from the Katanning Drama Society and Katanning Art Centre Inc;
3. Authorises the Chief Executive Officer to put in place a memorandum of understanding between the Shire, Katanning Drama Society, and Katanning Art Centre Inc regarding the shared use of the item; and
4. Amends the budget accordingly.

**Voting Requirement:** Absolute Majority

CARRIED/LOST:



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

Nil.

## **10.5 CHIEF EXECUTIVE OFFICER'S REPORTS**

### **10.5.1 Amherst Village Residents Group**

**File Ref:** CP.RE.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 14 December 2017

**Issue:**

To consider the establishment of a liaison committee for Amherst Village Residents.

**Body/Background:**

Amherst Village is a housing development managed by the Shire of Katanning which provides independent living units for seniors. There are 14 units in the development located in Amherst Street, Katanning.

Amherst Village Committee meetings were regularly held up until July 2014. All residents of Amherst Village were invited to attend. Council was represented by a Councillor and staff.

Matters on the agenda included building and garden maintenance issues, matters to do with the management of the units, and general issues raised by the tenants. The committee provided an opportunity for information exchange between Council representatives and tenants.

**Officer's Comment:**

It is recommended that Council re-establishes the Amherst Village Residents Group comprising:

- One Councillor Representative
- Executive Manager Property & Assets
- All Amherst Village Tenants

**Statutory Environment:**

*Local Government Act 1995*

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

**Policy Implications:**

Nil

**Financial Implications:**

The Residents Group will provide feedback on maintenance and improvement items and inform the formation and implementation of budgets for Amherst Village.

**Strategic Implications:****Shire of Katanning Strategic Community Plan 2017 – 2027**

| PRIORITY   | BUILT ENVIRONMENT |  |
|------------|-------------------|--|
| ASPIRATION | B1                | Infrastructure that meets Community need   |
| OBJECTIVE  | B1.1              | Sustainably manage current and future assets and infrastructure  |
|            | B1.2              | Provide Council facilities that meet community need  |
| ASPIRATION | B2                | Places for the community to live, work and connect   |
| OBJECTIVE  | B2.2              | Facilitate and encourage housing options, spaces for local service delivery, employment and recreation |

**Officer's Recommendation/Council Motion:****OC/17****That Council:**

1. Establishes the Amherst Village Residents Group comprising:
  - One Councillor Representative
  - Executive Manager Property & Assets
  - All Amherst Village Tenants
2. Appoints a Councillor representative to the committee.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.6 ADVISORY COMMITTEE MEETING**

Nil.

**11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

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

**OC/17** That Council closes the meeting to the public to consider the following items regarding the Katanning Citizen of the Year Awards 2018 and Chief Executive Officer Performance Review.

**CARRIED/LOST:****13.1 Katanning Citizen of the Year Awards 2018**

**File Ref:** CR.AH.1

**Reporting Officer:** Sophie Justins, Community Relations Officer

**Date Report Prepared:** 4 December 2017

**Reason For Confidentiality**

The Officer's Report is confidential in accordance with section 5.23(2)(b) of the Local Government Act because it deals with the personal affairs of persons. The Officer's Report has been provided to Council under separate cover.

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

**OC/17** That Council endorses the recommendations from the Citizen of the Year Committee for the 2018 Katanning Citizen of the Year Awards.

**Voting Requirement:** Simple Majority

**CARRIED/LOST:**

**13.2 Chief Executive Officer Performance Review**  
(ATTACHMENT)

**File Ref:** Murphy J  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 14 December 2017  
**Disclosure of Interest:** Financial Interest - Matters affecting the employment of the CEO

### Reason For Confidentiality

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

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

- OC/17**      **That Council:**
- 1.      Accepts the report of the CEO performance for the review period 2016/17 and notes that the CEO generally met the performance criteria during the review period; and**
  - 2.      Endorses the Performance Criteria as submitted for the forthcoming review period.**

### Voting Requirement: Simple Majority

CARRIED/LOST:

## PROCEDURAL MOTION

**MOVED:** **SECONDED:**

**OC/17 That Council reopens the meeting to the public.**

CARRIED/LOST:

**14. CLOSURE OF MEETING**

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