



Shire of
Katanning
Heart of the Great Southern

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

**NOTICE OF A
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on
Tuesday 26 November 2019 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 21 November 2019

DISCLAIMER

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

PRESIDING MEMBER _____

DATE SIGNED _____



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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Presiding Member declared the meeting open at ____ pm.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart – Deputy President
Cr Danny McGrath
Cr Serena Sandwell
Cr Martin Van Koldenhoven
Cr Owen Boxall
Cr Ernie Menghini
Cr Kristy D'Aprile
Cr Mark Stephens

Council Officers: Julian Murphy, Chief Executive Officer
Lisa Hannagan, Executive Manager Finance and Administration
Heidi Cowcher, Executive Manager Property and Assets
Shane Chambers Acting Executive Manager Infrastructure and
Development
Sue Eastcott, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence:

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 – 29 October 2019**
(SEE ATTACHED MINUTES)

OC/19 That the minutes of the Ordinary Council Meeting held on Tuesday 29 October 2019 be confirmed as a true record of proceedings.

Voting Requirement: Simple Majority

CARRIED/LOST:

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS**10.1.1 Development Application – Home Occupation, Lot 805 Wake Road, Moojebing**

File Ref: A3468 Application No. 201920020
Reporting Officer: Delma Baesjou, Consultant Planner
Date Report Prepared: 15 November 2019

Issue:

To consider an application for a Home Occupation (beauty salon services) at Lot 805 Wake Road, Moojebing.

Body/Background:

It is proposed to use a bedroom and bathroom within the existing dwelling to undertake waxing, tinting and spray tanning. The Applicant has indicated that the business will be a sole operator, dealing with one customer at a time.

Lot 805 is 2.4293ha and has frontage to Wake Road along the full length of the northern boundary. Development comprises a Single Dwelling; this was the subject of a recent Development Approval (front setback relaxation) refer item 10.1.1, 23 October 2018.

The property is zoned 'Rural' under the Shire of Katanning Local Planning Scheme No. 5 (LPS5). All adjoining freehold properties within the Moojebing Townsite are zoned Rural.

Home Occupation is a 'P' (Permitted) use in the Rural zone.

Clause 38 of LPS5 includes the following definition:

home occupation means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out an occupation if the carrying out of the occupation that —

- (a) does not involve employing a person who is not a member of the occupier's household; and
- (b) will not cause injury to or adversely affect the amenity of the neighbourhood; and
- (c) does not occupy an area greater than 20m²; and
- (d) does not involve the display on the premises of a sign with an area exceeding 0.2 m²; and
- (e) does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and
- (f) does not—
 - i) require a greater number of parking spaces than normally required for a single dwelling; or
 - ii) result in an increase in traffic volume in the neighbourhood; and
- (g) does not involve the presence, use or calling of a vehicle of more than 4.5 tonnes tare weight; and
- (h) does not include provision for the fuelling, repair or maintenance of motor vehicles; and
- (i) does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;

The relevant objectives for the Rural zone, as set out in Part 3 - Table 2 of LPS5, include:

- To provide for the maintenance or enhancement of specific local rural character.
- To provide for a range of non-rural land uses where they have demonstrated benefit which are compatible with surrounding rural uses.

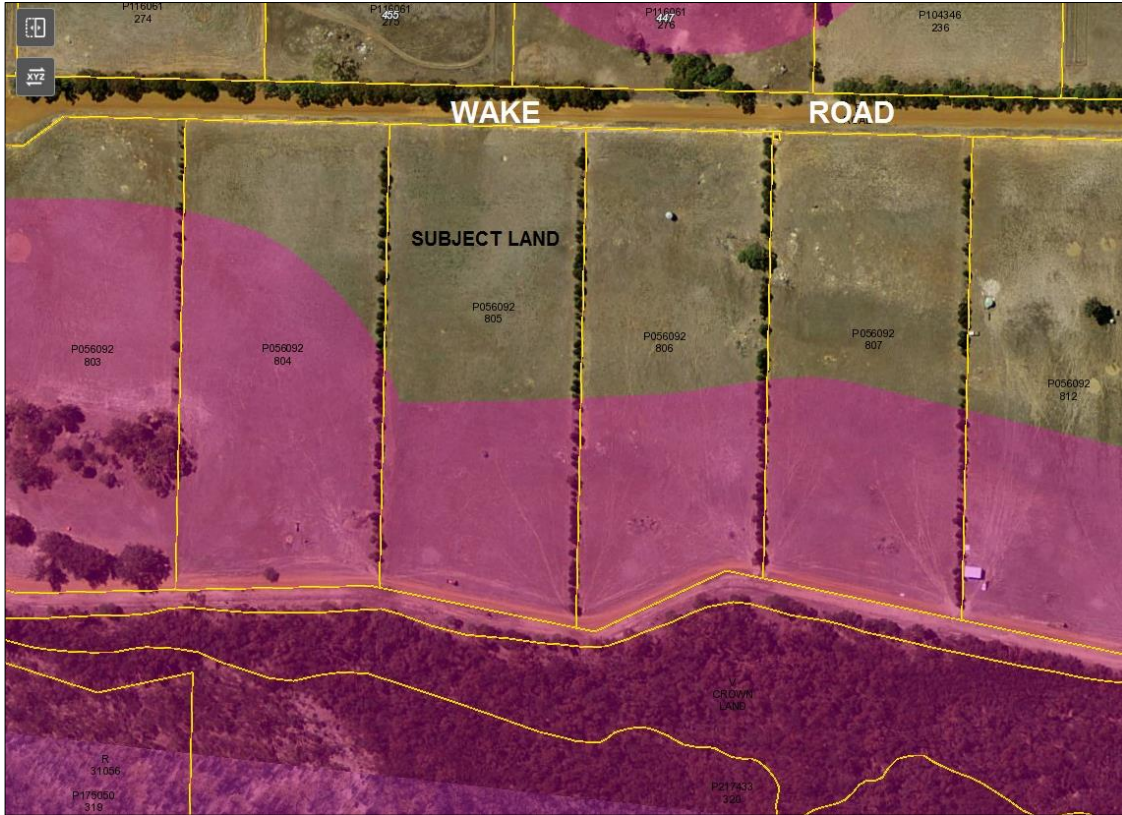
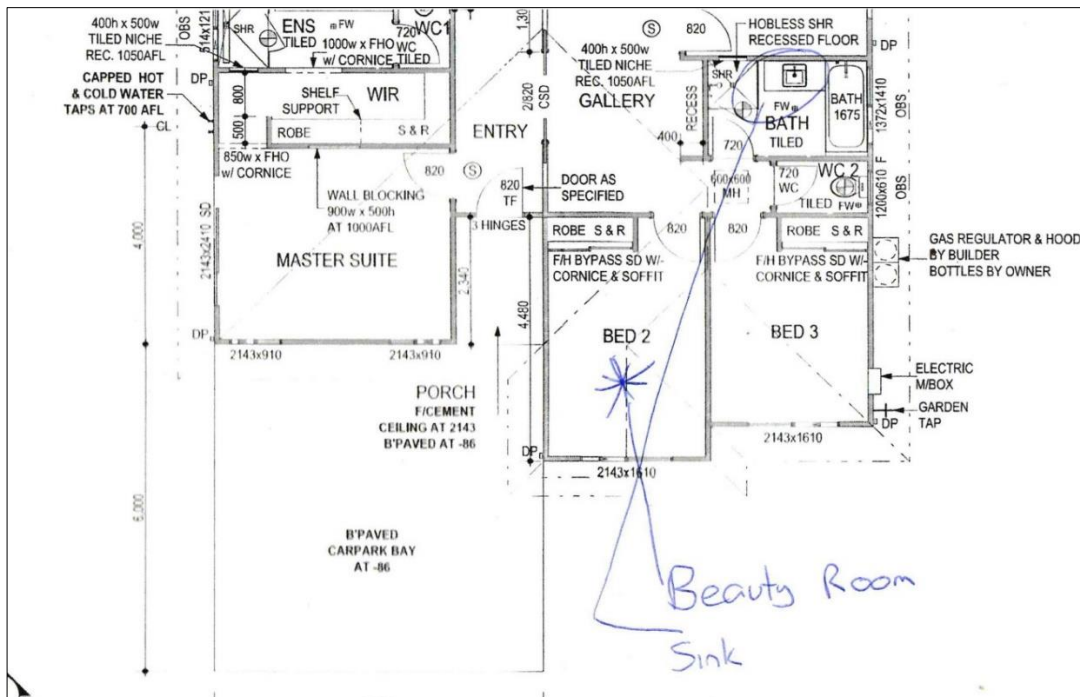
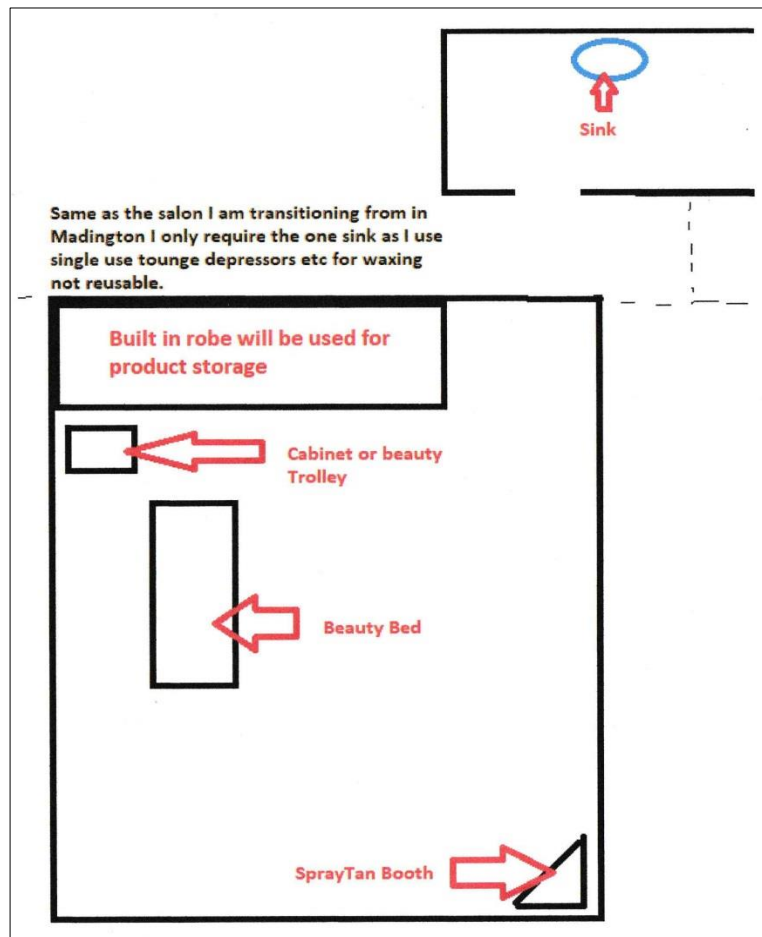


Image of Subject Land (2016) - Bush Fire Prone designation- current



Floor Plan



Detailed Floor Plan

Officer's Comment:

The Application was assessed against the requirements set out in Shire of Katanning LPS5, and the Planning and Development Regulations 2015.

The proposal is considered to be consistent with the following Aims of the Scheme:

- Community growth and Diversity - Provide opportunities for growth of the Katanning townsite and reinforce its status as a regional centre to accommodate a growing and diverse community with a strong sense of place, heritage and achievement.
- Economic Growth - Strengthen and diversify the Shire of Katanning's economic base by providing an overall pattern of land use and development flexibility that supports existing businesses and provides for expansion of the economic base by encouraging new business and industry.

The proposal satisfies the criteria for Home Occupation in regard to staff, amenity, floor area, parking, traffic and services (power, water and sewer). Customer parking is available within the existing driveway. The development is considered to be compatible with nearby land uses and to meet the Objectives for the Rural zone set out in LPS5.

It is acknowledged that it is preferable for businesses to operate from the town centre. In this case, the applicant has provided a response regarding their personal circumstances and indicated that operating in the main street was not possible and a home business is the best option for their family situation.

Notwithstanding the preference for commercial enterprises to operate within the town centre, LPS5 provides for low key business activity in other zones. There is an established precedent for approval of home-based businesses in Katanning. There are no substantial planning objections and no valid reasons for refusal of this proposal.

Development Approval is recommended, subject to conditions.

Statutory Environment:

Shire of Katanning Local Planning Scheme No. 5 (LPS5).

The Planning and Development (Local Planning Schemes) Regulations 2015 (P&D Regs 2015).

Policy Implications:

There are no Shire of Katanning policy implications for this report.

Financial Implications:

As set out in Council's Schedule of Fees and Charges, the relevant Application Fee is \$295.00 (\$222 initial Application plus \$73 Annual Renewal) Portion of the Fee has been paid (Receipt No. 255559).

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria.

The risks relate to 'Financial and Reputational Consequences', in the event the Applicants exercise their right to apply for a review by the State Administrative Tribunal (SAT) should they be aggrieved by the determination (either Approval conditions or Refusal) of the Development Application

In this case, the perceived level of risk is considered to be "Low (2)" based on the "Minor" (2) consequence of Financial or Reputational impacts, and the "Rare" (1) likelihood that the Applicant would challenge the Council's decision on this proposal. The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

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)
PRIORITY	ECONOMIC	
OBJECTIVE	E3.2.2	Ensure land use planning for commercial, industrial and residential development.

Officer's Recommendation/Council Motion:

OC/19 That Council grant Development Approval for Lot 805 Wake Road, Moojebing - for the purpose of Home Business subject to the following conditions:

- 1) Development is to be generally in accordance with approved plans.
- 2) The Home Occupation shall not employ any person who is not a member of the occupier's household.
- 3) On-site parking for two vehicles is to be provided and maintained.
- 4) Advertising signage to have regard for the character and amenity of the locality and shall not exceed 0.2m².

Advice Notes

- I. This approval is valid for a period of twelve months and subject to Annual Renewal thereafter.
- II. If, in the opinion of the Council, this Home Occupation is causing a nuisance or annoyance to owners or occupiers of nearby land, the Council may:
 - a) revoke the approval; or
 - b) require implementation of measures specified by the Council and which in the opinion of the Council will remove the nuisance or annoyance.
- III. Maintenance of the driveway is the responsibility of the landowner.
- IV. This approval to conduct a Home Occupation is specific to Jacqueline Milbrandt and is not transferrable (refer Requirement 14, Table 8 of LPS5).
- V. The operator is to be aware of the notification and obligations under the Health (Skin Penetration Procedures) Regulations 1998 and the Code of Practice for Skin Penetration Procedures.

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: Wendy Stringer, Manager Finance
Report Prepared: 6 November 2019

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 2019/20	EFT Payments 2019/20	Direct Debits 2019/20	Credit Card 2019/20	Payroll 2019/20	Trust 2019/20	Total Payments 2019/20
July	47,366.57	1,176,232.69	233,759.25	-	330,679.18	574.88	1,788,612.57
August	41,439.99	908,599.83	105,255.62	25,680.27	315,742.80	736.45	1,397,454.96
September	26,200.40	1,751,702.11	48,767.40	1,070.69	314,244.68	-	2,141,985.28
October	43,117.15	1,590,746.79	52,380.52	-	517,707.50	-	2,203,951.96
November							-
December							-
January							-
February							-
March							-
April							-
May							-
June							-
Total	158,124.11	5,427,281.42	440,162.79	26,750.96	1,478,374.16	1,311.33	7,532,004.77

Officer's Comment:

The schedule of accounts for the month of October 2019 are attached.

The Finance Forum held on 12 November 2019 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 2019/20 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:

OC/19 That Council endorses the Schedule of Accounts as presented, being cheques 42275-42282 totalling \$43,117.15, EFT payments 28608-28843 totalling \$1,590,746.79, direct payments totalling \$52,380.52 authorised and paid in October 2019.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.2 Monthly Financial Reports (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Wendy Stringer, Manager Finance
Report Prepared: 6 November 2019

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 12 November 2019 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:

OC/19 That Council adopts the Statement of Financial Activity for the month ending 31 October 2019, as presented.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.3 Office of the Auditor General – Fraud Prevention in Local Government

File Ref: FM.AU
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 7 November 2019

Issue:

The Shire participated in a narrow scope performance audit, conducted by the Office of the Auditor General in March 2019. The report has been received by the Shire of Katanning and has been submitted to Legislative Council and Legislative Assembly for tabling in the West Australian Parliament.

This report was considered by the Audit & Risk Committee in September 2019 and is now submitted to Council.

Body/Background:

Recent high-profile investigations into fraud in the public sector have featured several Western Australian Local Governments.

This audit reviewed whether local government entities have taken appropriate steps to prevent fraud, through the following lines of enquiry:

1. Have entities implemented a co-ordinated approach to manage fraud risks?
2. Do entities have adequate controls for preventing a detecting fraud?
3. Do entities respond appropriately to suspected fraud?

The purpose of the audit was to review the systems that local governments had in place and did not seek to identify any specific instances of fraud.

The audit included a sector wide questionnaire for all Western Australian local governments and then detailed reviews at the:

- Shire of East Pilbara
- Shire of Katanning
- City of Nedlands
- Shire of Serpentine-Jarrahdale
- City of Vincent

The report is attached to this agenda item.

The Report concludes that Local Government entities can do more to prevent fraud.

Officer's Comment:

The report provided makes clear the expectation for local governments to do more to prevent fraud. In general terms, the Shire of Katanning has core integrity policies, but we do not currently have a co-ordinated approach in place.

The Shire is fully compliant with legislative controls particularly around Council decision making but is required to develop a Fraud and Corruption Control Plan to co-ordinate our approach to manage fraud risk across the organisation.

The Shire already has several processes in place that document our approach to reducing the risk of fraud and corruption but have developed these documents with relevant Acts and Regulations as the framework.

The report by the Western Australian Auditor General recommends that Fraud and Corruption Control in local governments now also be aligned to the Australian Standard AS 8001-2008.

The first step will be for Council to consider risks in relation to fraud and corruption across the organisation.

The second step will be for Council to consider and adopt a Fraud and Corruption Control Plan.

Statutory Environment:

Local Government (Audit) Regulations 1996

Policy Implications:

New Policy to be developed – Fraud and Corruption Control Plan

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.

Officer's Recommendation/Council Motion:

OC/19 That Council accepts the Audit & Risk Committee recommendation:

1. To note the Western Australian Auditor General's Report titled "Fraud Prevention in Local Government";
2. Notes that a Fraud and Corruption Control Plan will be developed before 30 June 2020.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2.4 Tourism Strategy 2020-2025

File Ref: CP.DE.13
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 18 November 2019

Issue:

The Shire has been provided funding through Royalties for Regions, Growing our South to develop a tourism strategy and deliver a tourism initiative to help promote Katanning and the Upper Great Southern region.

The project forms part of a larger project, being the Katanning Heritage Centre Project, which has seen the redevelopment of the Katanning All Ages Playground, current development of Piesse Lake, including the establishment of a regional botanic garden, the inclusion of new Wayfinding around Katanning and a number of other tourism-oriented initiatives.

Body/Background:

The Shire advertised Request for Quote – Katanning Tourism Strategy KTS.001 2019 in May 2019.

FarLANE was appointed to deliver:

- A Tourism Development Strategy for Katanning;
- A Monitoring Tool; and
- An Action Plan

FarLANE undertook consultations with key stakeholders including local businesses, tourism providers, strategic partners and the community.

The report that has been provided, has analysed and addressed tourism workforce development, visitor servicing, tourism management and destination marketing to provide a set of investment priorities which will guide future decision making and tourism planning.

Officer's Comment:

FarLANE undertook stakeholder consultations which included a Workshop with some 26 attendees and a survey which received 75 responses.

The Katanning Tourism Strategy is a community led strategy and it is pleasing that a broad array of stakeholders, from engaged residents, local business and tourism providers and regional and state tourism and planning stakeholders participated.

FarLANE met with Council to provide their report and also met with and provided feedback to the stakeholders who had participated in the Workshop in mid November 2019.

There were four strategic priorities recommended in the report:



The number 1 priority, according to the report, is to elevate visitor services. This issue is seen as a critical first step that will build the basis for the other three priorities.

The report recommends that Katanning urgently requires a contemporary visitor's centre and service that is well located and well resourced.

The report specifically notes the need to increase hours/times that such a service is available with a priority focus on weekend opening to meet the needs of our visitors, who come to town on the weekend.

The Tourism Strategy sets out a staged approach to development of 3 further priorities, but it is clear that the foundation stone of future success is the first priority.

Statutory Environment:

Local Government Act 1995 Section 6.20, 6.21

Policy Implications:

Nil.

Financial Implications:

Costs of implementing the strategy will be considered in future budgets.

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	L1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.2	Provide effective leadership and good governance.

Officer's Recommendation/Council Motion:**OC/19 That Council:**

- 1. Adopts the Shire of Katanning Tourism Strategy 2020-2025; and**
- 2. Undertakes the following actions as a matter of priority:**
 - a. Take steps required to co-locate the Visitor Centre based at the Katanning Town Hall to the Katanning Hotel;**
 - b. Work with the CRC and KRBA to utilise the Katanning Hotel as the preferred location for a Visitor Centre; and**
 - c. Consider means of funding weekend staffing at the Visitor Centre.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2.5 Katanning Community Cinema Inc – Licence

File Ref: FM.LN
Reporting Officer: Lisa Hannagan, Executive Manager Finance & Administration
Date Report Prepared: 19 November 2019

Issue:

Council accepted a donation from the Friends of Little Gem Theatre Inc. in July 2018 (OC95/18) for a suite of assets associated with the defunct community theatre located in Wagin.

In February 2019 (OC191/19) Council resolved to:

1. Provide a 12-month licence to occupy to the Katanning Community Cinema Group and charge a fee of \$100.00 ex GST person session;
2. Authorises the CEO to conduct a review of the licence after 12 months makes any adjustment deemed necessary.

Body/Background:

The donated equipment is located at the Katanning Town Hall and the inventory has been included on the Shire of Katanning's insured property portfolio.

The Katanning Community Cinema Group Inc (KCCGI) is made up of members of Katanning Service Clubs – Rotary, Apex and Lions – and community members from the Men's Shed and Katanning Dramatic Society.

A draft Licence Agreement was provided to the KCCGI in March 2019 and the group have established a committee and hold regular meetings to progress the project.

The Officer Report from February 2019 provided an indicative program based on two sessions per week for 40 weeks of the year. The KCCGI are not in a position to lock in a program at this stage and it will be dependent upon the number of volunteers who make themselves available to operate.

Officer's Comment:

Since this matter was presented to Council in February 2019 there have been several changes to the draft Licence Agreement suggested by the KCCGI.

The draft Licence Agreement has been negotiated to ensure the community groups are supported and to test the possible success or otherwise of the venture. The cinema is being run on a voluntary basis as a means for the service clubs to raise funds for their organisations which are all not for profits groups.

The draft Licence Agreement does not specify the program delivery. Instead it provides that the KCCGI will provide a Program to the Shire in January of each year. This will allow flexibility for the community groups.

The \$100 per session fee provides a discount in hire for the Town Hall facility, cost of utilities and cleaning.

The KCCGI have asked for a change to the draft contract to call a “weekend” a session, hence allowing two nights of showing for the \$100 session charge.

In the draft Licence Agreement, a session is defined as either a series of showings of the same feature over a weekend or an additional special showing during the week.

There would be no additional cleaning required by the Shire in the event of additional showings over the weekend in that the facility will be cleaned after all showings and the KCCGI will be responsible for tidy up between any showings.

Finally, KCCGI have asked that the draft Licence Agreement be reviewed with the Shire of Katanning after 3 months of operations rather than 12 months.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

The financial implications to Council are an increase in Operating Revenue for the Town Hall Hire Income (GL3243) and a corresponding increase in Operating Expenditure for Town Hall Cleaning Expense (GL3525).

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	L1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.2	Provide effective leadership and good governance.

Officer’s Recommendation/Council Motion:

OC/19 **That Council authorises the execution of the Licence Agreement with the Katanning Community Cinema Group Inc for the use of the Katanning Town Hall noting the change in the definition of a session and the request to review after 3 months.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS

Nil

10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS

Nil

10.5 CHIEF EXECUTIVE OFFICER'S REPORTS

10.5.1 Council Meeting Dates 2020

File Ref: GV.CM.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 13 November 2019

Issue:

To confirm the dates for Ordinary Council Meetings for the 2020 calendar year.

Body/Background:

At the Ordinary Council Meeting held on 28 October 2015 Council resolved to hold ordinary meetings on the fourth Tuesday of each month except January. Council is required to give notice of its meeting dates at least once each year.

Officer's Comment:

The following meeting dates are proposed for the coming year:

Tuesday	25 February 2020
Tuesday	24 March 2020
Tuesday	28 April 2020
Tuesday	26 May 2020
Tuesday	23 June 2020
Tuesday	28 July 2020
Tuesday	25 August 2020
Tuesday	22 September 2020
Tuesday	27 October 2020
Tuesday	24 November 2020
Tuesday	22 December 2020

Statutory Environment:

Local Government Act 1995, section 5.3(2) Ordinary and Special Council Meetings - Ordinary meetings are to be held not more than 3 months apart.

Local Government (Administration) Regulations, Regulation 12(1) Meetings, public notice of - at least once each year a local government is to give local public notice of the dates on which and the time and place at which the Ordinary Council Meetings.

Policy Implications:

There are no policy implications in relation to this matter.

Financial Implications:

There are no direct financial implications in relation to this matter.

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	L1	An inclusive community, recognised 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:**OC/19 That Council:**

- 1) Holds Ordinary Meetings of Council commencing at 6.00pm in the Council Chambers, 52 Austral Terrace, Katanning on the following dates for the coming year:

Tuesday	25 February 2020
Tuesday	24 March 2020
Tuesday	28 April 2020
Tuesday	26 May 2020
Tuesday	23 June 2020
Tuesday	28 July 2020
Tuesday	25 August 2020
Tuesday	22 September 2020
Tuesday	27 October 2020
Tuesday	24 November 2020
Tuesday	22 December 2020

- 2) Gives public notice of the Ordinary Meeting dates, time and place in accordance with Local Government (Administration) Regulations.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5.2 Community Financial Assistance Program Policy and Guidelines **(ATTACHMENT)**

File Ref: GS.AE.1
Reporting Officer: Natassia Shirazee, Community Relations Officer
Date Report Prepared: 19 November 2019

Issue:

To consider changes to the Community Financial Assistance Program Policy and Guidelines before the 2019/2020 Round 2 applications open; changes to the value of the CEO Donations and create a Quick Response Grant.

Body/Background:

The Community Financial Assistance Program (CFAP) provides funding support in three categories; Minor Community Grant (up to \$5,000), Major Community Grant (Over \$5,000) and Triennium Community Grant (3-year approval - Minor or Major), to enable organisations to develop projects that increase participation and benefit the community.

In the Ordinary Council Meeting for August 2019, Council agreed to a review the current Community Financial Assistance Program Policy and Guidelines.

Officer's Comment:

In October 2019, a Council workshop was held to review the Community Financial Assistance Program Policy and Guidelines to identify any areas for improvement. During this workshop the following changes were identified for the policy and guidelines:

1. Change the name of the Community Financial Assistance Program to "Community Grants Program", to allow community groups and organisations to better understand that the program is a grant application;
2. To allow for "Computer and Office equipment" to be eligible for funding, subject to the condition that the items funded remains the property of the applicant organisation;
3. To change the wording to clarify that funding announcements for Round 1 will be following budget approval by Council instead of July;
4. To change the wording for the eligible item of fee discounts for Council venues to state "a discount" instead of "up to 50% discount"; and
5. To add "Costs associated for public events or functions in Katanning" to the list of eligible projects.

During the workshop, the following recommendations were raised for small grant and donation requests:

1. Increase the maximum CEO Donation value from \$300.00 GST inclusive to \$500.00 GST inclusive; and
2. Add a Quick Response Grant for items valued from \$501.00 GST inclusive up to \$1000.00 GST inclusive for consideration by the Community Financial Assistance Program Committee for approval within two weeks.

Statutory Environment:

Local Government Act 1995.

Policy Implications:

2.9 Community Financial Assistance Program –changes to the policy and name.

4.6 Donation Requests – change to the maximum donation value amount.

Financial Implications:

The funds for a Quick Response Grant may need to be budgeted for in the 2020-2021 Annual Budget if not able to be included as part of the current Community Financial Assistance Program funds allocated in Council's 2019/2020 Annual Budget.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	SOCIAL	
ASPIRATION	S1	A capable, vibrant, healthy and connected community
OBJECTIVE	S1.1	Provide sport, recreation and leisure opportunities that contribute to the health and wellbeing of our growing and diverse community.
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	NATURAL ENVIRONMENT	
ASPIRATION	N3	A strong sense of community ownership and pride for the natural environment
OBJECTIVE	N3.1	Encourage the community to feel proud of and take ownership of public spaces.

Committee Recommendation/Council Motion:**OC /19 That Council:**

- 1. Approves the following changes to the Community Financial Assistance Program Policy and Guidelines:**
 - a. Changes the name of the Community Financial Assistance Program to “Community Grants Program”;**
 - b. Approves computer and office equipment eligible for funding subject to the condition that the items funded remains the property of the applicant organisation;**
 - c. Approves a change to the wording to clarify that funding announcements for Round 1 will be “following budget approval by Council” instead of July;**
 - d. Approves a change to the wording for the eligible item of fee discounts for Council venues to state “a discount” instead of “up to 50% discount”; and**
 - e. Approves the additional line of “Costs associated for public events or functions in Katanning” to the list of eligible projects.**
- 2. Approves an increase to the maximum CEO Donation value from \$300.00 GST inclusive to \$500.00 GST inclusive; and**
- 3. Establish a Quick Response Grant for items valued from \$501.00 GST inclusive up to \$1000.00 GST inclusive for consideration by the Community Financial Assistance Program Committee for approval within two weeks.**

Voting Requirement: Simple Majority

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 ITEMS

Nil

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ___ pm