



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 26 November 2019 in the Shire of Katanning Council Chambers,
52 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 _____



Table of Contents

Item No.	Item Heading	Page No.
1	Declaration of Opening/Announcement of Visitors	3
2	Record of Attendance	3
3	Announcements by Presiding Member Without Discussion	4
4	Response to Previous Public Questions Taken on Notice	4
5	Disclosure of Financial/Impartiality Interest	5
6	Public Question/Statement Time	5
7	Applications for Leave of Absence	11
8	Petitions/Deputations/Presentations	11
9	Confirmation of Minutes of Previous Meetings	11
9.1	Tuesday 29 October 2019	11
10	Reports of Committees and Officers	11
10.1	Executive Manager Infrastructure & Development Reports	12
10.1.1	Development Application – Home Occupation, Lot 805 Wake Road, Moojebing	12
10.2	Executive Manager Finance & Administration Reports	17
10.2.1	Schedule of Accounts	17
10.2.2	Monthly Financial Reports	19
10.2.3	Office of the Auditor General – Fraud Prevention in Local Government	20
10.2.4	Tourism Strategy 2020-2025	23
10.2.5	Katanning Community Cinema Inc – Licence	26
10.3	Executive Manager, Projects and Community Building	28
10.4	Executive Manager, Property & Assets Reports	28
10.5	Chief Executive Officer's Reports	29
10.5.1	Council Meeting Dates 2020	29
10.5.2	Restructure of the Community Financial Assistance Program Policy and Guidelines	31
11	Elected Members Motions	34
12	New Business of an Urgent Nature	34
13	Confidential Item	34
14	Closure of Meeting	34

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Presiding Member declared the meeting open at 6.00 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
Wendy Stringer,
Delma Baesjou, Planning Officer
Sue Eastcott, Executive Assistant to CEO

Gallery: Natassia Shirazee
Matt Collis
Will Collis
Joe Collis
Isabel Collis
Jacqueline Milbrandt
Adam Milbrandt
Arthur Todd
Dr Nicolas Du Preez
Clair Fleming
Maureen Haven
Bernadette Bradley
Paula Bolto

Davina Davies
Dr Moscaliov
Alex Kumeroa
Anne Byrne
Neetha Vadakkumicaraputhaveeou
Therese Reynolds

Media:

Apologies: Shane Chambers Acting Executive Manager Infrastructure and Development

Leave of Absence:

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

President Liz Guidera announced that something amazing happened in Katanning 11 days ago and that was that the All Ages Playground was reopened

Cr Guidera commented that its fantastic for the town and is really positive, it has been met positively by not only by our community but by the whole State. It has been inspired for the people on the committee and those who really endeavoured to keep the integrity of the equipment, having it refurbished rather than replace it with something different.

Cr Guidera shared that it wasn't easy and that there were challenges all the way through, not just about the equipment, about everything and there probably will be a few other challenges come along.

Cr Guidera thanked all the staff that were involved particularly the CEO Julian Murphy and commented that it has been a bit of a labour of love probably not what you would think love, it has not been an easy love, it was a really tough love.

Cr Guidera explained that Mr Murphy worked really well with the architect David Smith to manage the processes and that we have got a fantastic result that is great for the community forever. Cr Guidera expressed that the Council will ensure that it makes provision for maintenance and so it doesn't have the situation that it did some 5, 10, 15 years ago when things went into disrepair. Council will be making sure it makes good financial decisions going forward for the community.

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

10.2.5	Cr Mark Stephens	Disclosure of Financial Interest.
10.2.4	Cr Liz Guidera	Disclosure of Financial Interest.
10.2.4	Cr Kristy D'Aprile	Disclosure of Financial Interest.

6. PUBLIC QUESTION/STATEMENT TIME**Dr Nicolas Du Preez Question**

Dr Du Preez asked why the tender for the new medical centre has been given to an out of town medical practice? He stated that St Luke's Medical Practice has been providing a service for nearly 18 years, it had provided a nonstop 24-hour day- 365 days a year service for 16 years out of that. Then there was a drought of Doctors just as much as farmers have a drought. Dr Du Preez stated he notified WA Country Health Service (WACHS) of and commented that even the CEO of WACHS admitted they were slow to respond to it.

Dr Du Preez stated that the Council had decided to go to someone else although the tender focused on service provision and they did absolutely nothing, absolutely nothing, zero and that Council have decided to stab them in the back and take somebody else. Dr Du Preez asked if Council could please answer that.

Shire President Liz Guidera Response

Cr Guidera thanked Dr Du Preez for coming and for the other people in the gallery that came to support St Luke's and Dr Du Preez. Cr Guidera shared that she was a bit disappointed that the decision been taken personally as everyone has been working together pretty hard over the last 12 to 18 months to increase the number of GP's practising in Katanning.

Cr Guidera stated that the Federal Government Grant to upgrade the old Admin Building came at a time when GP numbers were critical, and the community was really excited about the opportunity to positively affect that.

Cr Guidera commented that the crisis in the numbers certainly wasn't something that was part of the tender process and Council valued Dr Du Preez service and always have and Council believe that Dr Du Preez will continue to provide outstanding GP services in this town. Cr Guidera expressed that she hoped that Council had actually demonstrated support particularly in the last 18 months as there has been so many challenges and Council realise that they are certainly not of Dr Du Preez making, there have been nationwide policy changes.

Julian Murphy Response

Mr Murphy stated that tender was based on the capacity to provide the service, to get credentialed Doctors to the ED, to support the hospital and the ability to recruit doctors both Australian trained and overseas trained doctors. It was also based on a minimum service of ten sessions a week and there was the commercial aspect of the lease for the building. Mr Murphy commented that in terms of that all the tenderers, including Dr Du Preez, showed the capacity to do that, but it was really from a lessee/lessor perspective that Council looked at the financial aspects and the other tender was more financially advantageous to the Council.

Mr Murphy stated in that respect there are no free kicks or free goals, or extra support being provided to the new service provider, it was purely from a lessee/ lessor arrangement that was more advantageous to the Council, (on a commercial basis).

Dr Nicolas Du Preez Response

Dr Du Preez commented that they have provided none, yet Council has decided to support them for a few dollars.

Julian Murphy Response

Mr Murphy asked, provided none in what respect?

Dr Nicolas Du Preez Response

Dr Du Preez replied that they have provided no hospital cover at all or any GP services at all in this time of crisis, yet Council has decided to go with them for a few dollars.

Julian Murphy Response

Mr Murphy explained that it is about future services and the provision of the medical centre is to attract more doctors to Katanning, simple as that. He commented that they have got a demonstrated capacity to provide Emergency Department services in other communities, there is no doubt about their capacity to do that.

Maureen Haven Question

Ms Haven asked what happens if they don't get Doctors then?

Clair Fleming Comment

Ms Fleming stated that the Council have got another building that has been renovated and it's not getting used. Ms Fleming asked if Council knew how long it takes to recruit an overseas Doctor and if Council had ever looked into that?

Cr Liz Guidera Response

Cr Guidera responded that the Council had and believes it to be 18 months.

Clair Fleming Comment

Ms Fleming commented that then you have visa and everything else.

Julian Murphy Response

Mr Murphy stated that he clearly understood the process and that he had worked with Rural Health West in the Eastern Wheatbelt where it is even harder to attract Doctors than the Great Southern and it had been his experience that after having no Doctor for three years in one particular community, relying on locums and a revolving door doctors so he did understand it.

Mr Murphy shared that he have lived it and had been responsible for a community where people had to be air lifted out of the town or ambulated out of the town to receive service over the week-end because there was no Doctors to supervise them in the hospital during that time, so he did understand it.

He commented that he knew it is not easy and Council worked very hard and closely with Rural Health West, Kelly Porter and Tim Shackleton on the recruitment of Doctors and it had been his experience in the past and that he understands the process.

Cr Guidera Response

Cr Guidera advised that Council was very aware of the process and Council were very aware of the process because they had met with Dr Du Preez on a number of occasions so that he could clearly articulate what the issues were and what the challenges were so that we were all on the same page and could support him in the community. Cr Guidera continued that is what we have done in recent times to ensure that we can counter act people who think that it just happens easily.

Cr Guidera declared that Council totally understand because Dr Du Preez took the time to come and talk to Council on a number of occasions so Council was fully aware of the policy change that has made things so difficult particularly with the recruitment of overseas trained Doctors.

Dr Nicolas Du Preez Response

Dr Du Preez stated that he would like to say two things. Dr Du Preez said that Council had given another Doctor a surgery in town that was supposed to recruit anaesthetic doctors, nothing happened, he said he wondered how that happened and explained that was a couple of years ago, and Council would have to go and have a look at their books. Dr Du Preez commented that the Doctor was given a free period which was quite extensive as well

Dr Du Preez asked if the Council had you considered what effect it will have on the viability of a practice in this place?

Cr Guidera Response

Cr Guidera responded that she was not on Council and there are only two Councillors that were involved in the setting up of that Doctor some years ago. Cr Guidera expressed that she considered that at the time the Council felt they were doing the right thing due to what was happening in the environment at the time.

Cr Guidera addressed the question about how it would affect viability, stating, all those meetings Council participated in last year, the big meeting Council hosted with community and health representatives, Council attended at the hospital where Geraldine Ennis in her capacity as the WACHS Regional Director was saying Katanning should be looking at between ten and twelve General Practitioners to service the needs of Katanning.

That is the information that Council have, all of the feedback that Council have had from WACHS and from yourself is that there is a need to try and increase the number of GP's practising int Katanning to try and lift those levels to where they need to be.

Cr Guidera stated that Council felt that when the opportunity that Federal Health gave the Shire the money to upgrade the facility, Council was presented with an opportunity to contribute. Council are certainly not looking in a commercial sense of giving them any discounts or anything like that, Council have been quite steadfast in the fact that this medical practice is a business, the Shire has a facility that is one of its assets and Council need to ensure that it does not cost the Rate Payers of Katanning. The Shire will be working within the budget of that grant to ensure that it doesn't impact on the rate payers of Katanning by providing that service that is a commercial arrangement.

Clair Fleming Question

Ms Fleming asked if they trying to work towards recruiting resident Doctors. Ms Fleming commented that that they have got a few practices, however that is one of the issues that St Luke's struggle with, having locum Doctors and that people of the town and community want regular doctors. Ms Fleming stated that she didn't know what St Luke's are doing wrong if they can't recruit them and they think they can.

Cr Guidera Response

Cr Guidera stated that she couldn't answer that one and that the tender was about choosing a provider that then Council can upgrade the old Administration Building and then we work towards the service provision.

Cr Guidera explained that certainly WACHS will be working with them to ensure that they are credentialled to provide services at the hospital and going back to what Geraldine Ennis said at that meeting is that Katanning needs Doctors to live in Katanning and that is certainly the aim.

Dr Nicolas Du Preez Question

Dr Du Preez questioned if they come here, they drive them in they do the things and they don't cover the hospital, what the repercussions for them, what things is can you Council do to them? Dr Du Preez queried if they signed the thing, they said they were going to do it and they don't do it what can Council do?

Julian Murphy response

Mr Murphy explained that the written service agreement document, lease document would also be based on a minimum service if they can't provide that then obviously there would be normal commercial remedies for the breach of contract in that respect.

Dr Du Preez Response

Dr Du Preez countered that they don't provide services to the hospital within right timeframe will you start penalising them.

Julian Murphy response

Mr Murphy informed Dr Du Preez that those issues will be subject to the agreement that is negotiated. Mr Murphy noted that with timeframes, there is always mitigating circumstances around credentialing to the hospital, within the tender requirement it was to demonstrate the capacity to recruit and get Doctors credentialed and Council made the judgement based on the fact that both St Luke's and their tender was able to demonstrate that. Council have no doubt that the challenges faced by all Doctors practices will be the same, so it is about them meeting that obligation within that commercial agreement.

Cr Guidera Response

Cr Guidera stated that she couldn't imagine that this Council would sit by and see someone who is breaching their contract and not do anything because Council understand very clearly that provision of GP services is a major issue within our community.

Dr Du Preez Response

Dr Du Preez apologised to Cr Guidera and stated that he didn't want to make this into a show but Council didn't do it with the previous Doctor that was provided with the surgery, the previous Doctor had things he was supposed to do and he didn't do that and zero outcome. Dr Du Preez stated that he didn't believe Cr Guidera and said that he was sorry.

Cr Guidera Response

Cr Guidera countered that she wasn't on Council at that time and was not aware of what those requirements were or the breach of those requirements, Cr Guidera stated that she can take that on notice and Council can follow that up. Cr Guidera further advised that she was more than happy to follow that up if Dr Du Preez but notes that in 4 years it hasn't been raised with her that there was an issue.

Cr Guidera shared that every person that asks, what the issues are in the community? They are health law and order and education. None of which are Local Government services but all of which are the highest priority for our community members. Wherever Council can advocate for support in those areas we do.

Clair Fleming Statement

Ms Fleming stated that the lacking at the moment is weekend on call cover as everyone would know, that it is one of her biggest things. Ms Fleming explained that she had met with a Doctor from Albany yesterday who told her how the hospital should be run, a new model and everything but she though there is a risk of burning out those locum Doctors coming in. St Luke's can't put their Doctors on call 24 hours a day 7 days a week as it is they are doing a lot but if these guys are coming to town she would like to think that they are actually going to jump in and do weekend work as well. Ms Fleming stated she didn't know if that is part of the agreement or not.

Liz Guidera Response

Cr Guidera replied that it would certainly be up for negotiation and that the Director of Health said to her today it is unacceptable to have a situation where there is no Doctor at the hospital and WACHS will be working with the new provider to ensure coverage at the Hospital.

Davina Davies Statement

Ms Davies stated that she was the Manager of the Pathwest Lab at the Hospital and asked if the contract that the Shire is going to be holding with the medical group would allow for subleasing to a private pathology company.

Julian Murphy response

Mr Murphy responded that the Council haven't got to that level of detail yet

Davina Davies Statement

Ms Davies asked if she could let Council know then what the impact would be upon the community if a private pathology provider came to town?

Ms Davies explained that at the moment they are State Pathology and are funded by the Health Department and there is no way that it is financially viable business in terms of a private practice there is just not the amount of work in Katanning for that. However, because Katanning is rural and remote the Health Department have a State Pathology provider in town because there are scientists to do emergency pathology medicine it means the hospital is at a certain level.

This means that Katanning Hospital can have transfusions and have emergency pathology done on weekends and we have a 24 /7 on call roster for a scientist. If private pathology comes to Katanning and takes a lot of the work, the Health Department will look at closing the laboratory at the hospital. It is already the situation in a number of other towns, Collie being one of them at the moment and that means there will be no transfusions in town and a lot of our palliative patients have regular transfusions, there would be no emergency pathology and so on. Ms Davies commented that she just wanted to let Council know that is a potential impact if private pathology comes to town.

Liz Guidera Response

Cr Guidera thanked Mrs Davies and acknowledged that this is essential information about the effect on health service delivery in the future. Council need to note this, speak to WACHS about the threat, and ensure this is part of our discussions with the provider.

Davina Davies Statement

Ms Davies stated that she is happy to meet with Julian Murphy and Cr Liz Guidera to discuss that and noted that Dr Du Preez has always provided 100% support to the pathology.

Dr Du Preez Statement

Dr Du Preez stated that the other thing as a sideline here, is that this was a financial decision for the Shire and that he will make a financial decision as well and it is on Councils head.

Cr Guidera Response

Cr Guidera reiterated that Council valued Dr Du Preez continued service to the community and hoped that is the message you have heard from us in past and current support.

Dr Du Preez Statement

Dr Du Preez stated that he will make a financial decision like the Shire.

Arthur Todd Question

Mr Todd asked if the decision made for the old Administration Building was for the lease of premises or is it for the provision of medical services or is it both?

Julian Murphy Response

Mr Murphy responded that it is a combination but clearly the lease of premises was the primary aspect but because of the funding to upgrade the building for a medical centre Council needed the applicants to demonstrate that they were capable of providing GP services, however Council is certainly not engaging them on a commercial basis to provide GP services. Council is engaging them as a tenant in the building, as someone who is working in the GP field, there are no subsidies it is purely rental, but it has particular purpose.

7. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**9.1 Ordinary Council Meeting – 29 October 2019
(SEE ATTACHED MINUTES)**

MOVED: CR SERENA SANDWELL

SECONDED: CR MARK STEPHENS

OC303/19 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 9/0

10. REPORTS OF COMMITTEES AND OFFICERS

Nil.

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.

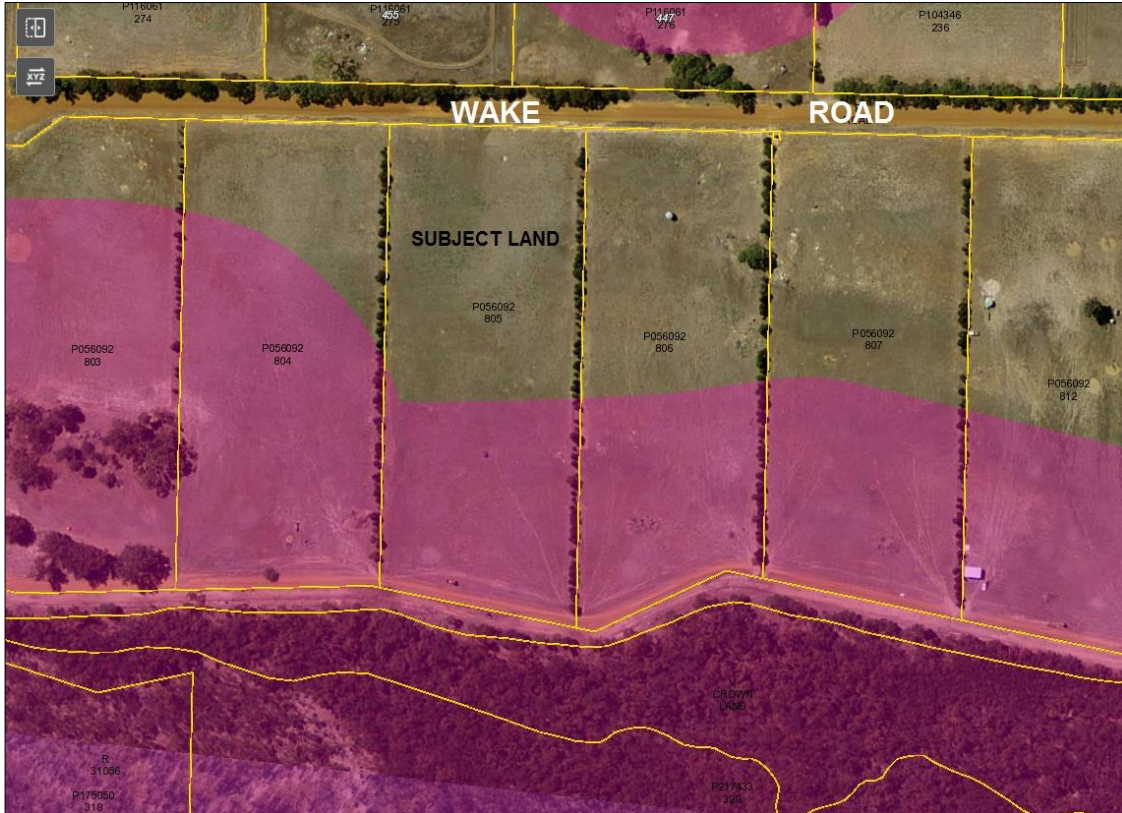
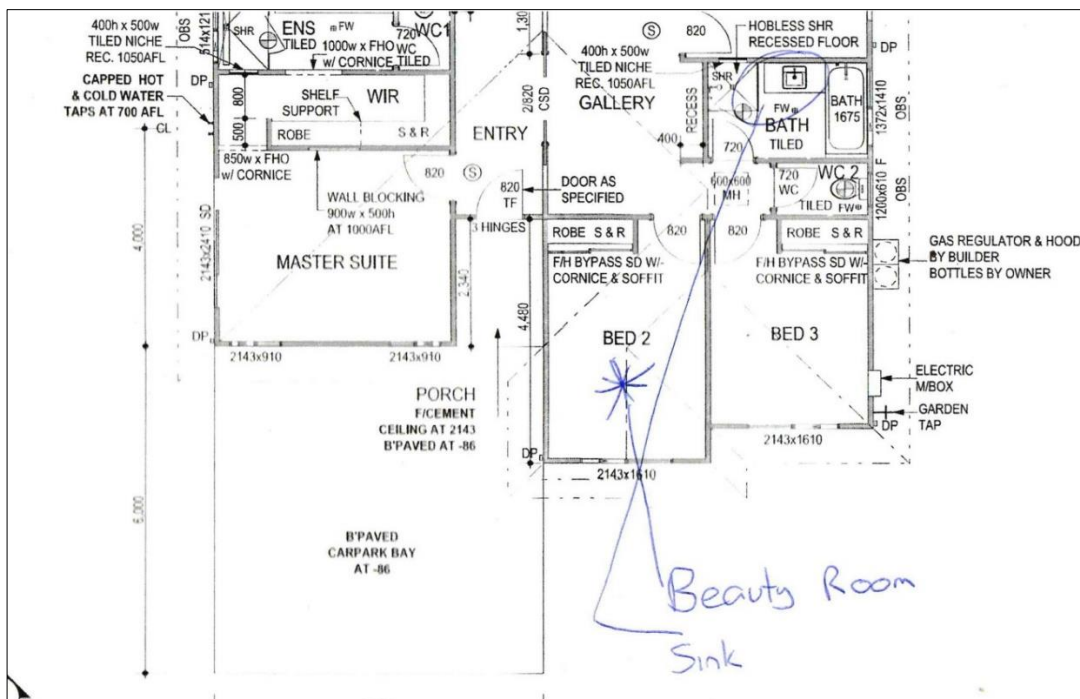
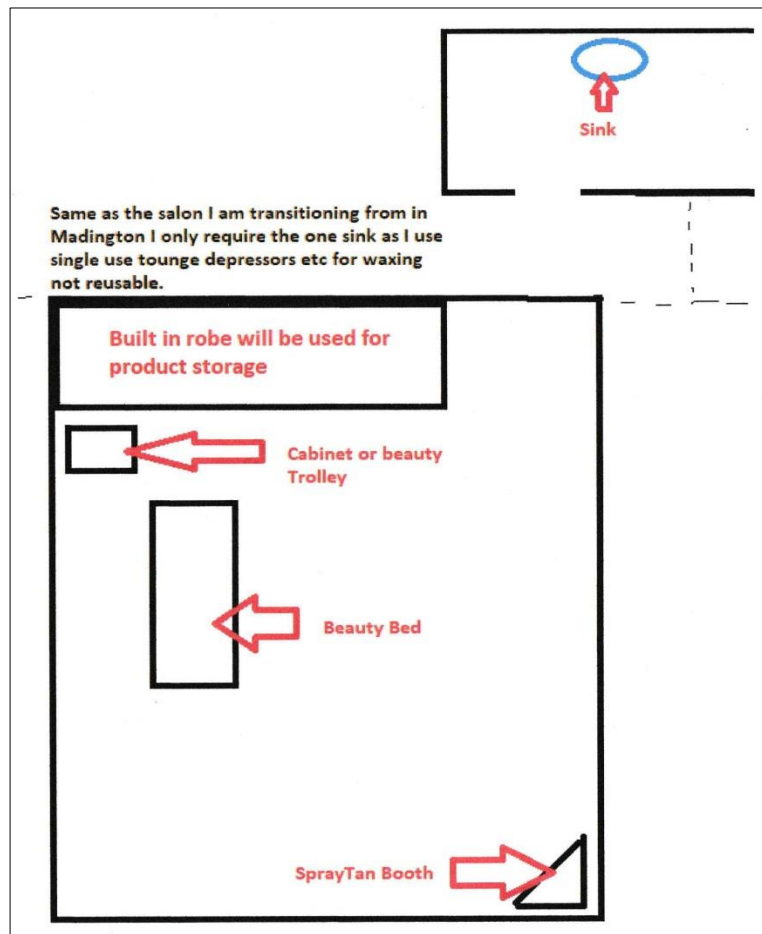


Image of Subject Land (2016) - Bush Fire Prone designation- current



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:**MOVED: CR SERENA SANDWELL****SECONDED: CR ERNIE MENGHINI**

OC304/19 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 9/0

Cr Serena Sandwell spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

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:

MOVED: CR KRISTY D'APRILE

SECONDED: CR SERENA SANDWELL

OC305/19 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 9/0

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:

MOVED: CR KRISTY D'APRILE **SECONDED:** CR DANNY MCGRATH

OC306/19 **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:**MOVED: CR KRISTY D'APRILE SECONDED: CR JOHN GOODHEART****OC307/19 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 9/0

Cr Kristy D'Aprile spoke for the motion.

Cr Liz Guidera disclosed a financial interest to Item 10.2.4 as she is the Chair of the board that has the Community Resource Centre Contract and left the room at 6.27pm.

Cr Kristy D'Aprile declared a financial interest to Item 10.2.4 as she is an officer bearer in the Katanning Regional Business Association and left the room at 6.27pm.

Cr John Goodheart took the chair.

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.

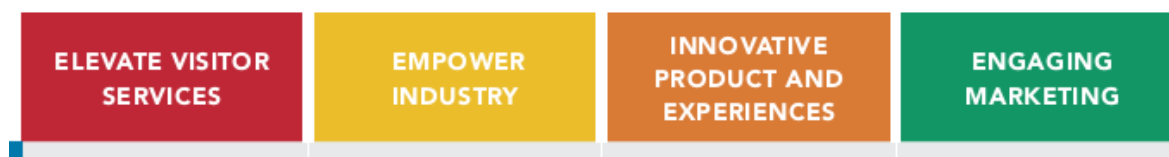
Officer's Comment:

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:**OC308/19 That Council:****MOVED: CR ERNIE MENGHINI****SECONDED: CR SERENA SANDWELL**

- 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 7/0

Cr Serena Sandwell spoke for the motion.

Cr Liz Guidera and Cr Kristy D'Aprile re-entered the room at 6.28pm.

Cr Mark Stephens declared a financial interest in Item 10.2.5 as he is the treasurer of the Katanning Community Cinema Inc. and left the room at 6.29pm

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 per 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:

MOVED: CR KRISTY D’APRILE

SECONDED: CR SERENA SANDWELL

OC309/19 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 8/0

Cr Kristy D’Aprile spoke for the motion.

Cr Mark Stephens re-entered the room at 6.30

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:

MOVED: CR KRISTY D'APRILE

SECONDED: CR DANNY MCGRATH

OC310/19 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 9/0

10.5.2 Restructure of the 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:**MOVED: CR DANNY MCGRATH SECONDED: CR JOHN GOODHEART****OC311 /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

CARRIED 9/0

Cr Danny McGrath spoke for the motion.

Cr Kristy D’Aprile spoke for the motion.

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 6.32 pm