

# KATANNING HUB

## COMMUNITY RESOURCE CENTRE

### ANNUAL REPORT 2021-2022







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# Who We Are

**The Katanning Hub Community Resource Centre (CRC) is an independent not-for-profit association that strives towards improving access to Government services and economic, business, and social development opportunities for the people of the Shire of Katanning and surrounding communities.**

Our funding is derived from State Government contracts, project specific one-off grants, as well as patrons paying for services. Over the past 12 months the Katanning Hub CRC continued to build its community capacity with the enhancement of the Katanning Visitor Information Service, Facilitating well-presented and targeted Programs, and by continuing to be the TransWA agent for Katanning.

The Katanning Hub CRC offers a five day a week service to the people within the Shire of Katanning and is located on Austral Terrace in the Old Katanning Hotel Building.

## **Katanning Hub CRC offers a wide range of services including:**

- Web and computer access
- Government Access Point
- Access to teleconferencing equipment
- Meeting rooms and office spaces
- Administration and secretarial services
- Design and print services
- Business support, workshops and training
- Community training, workshops and events
- Community groups and Association support
- Trans WA booking service
- Local Information and Visitor Information Services

The Katanning Hub CRC is committed to continuous improvement and is keen to develop the quality and range of services that best meet the needs of our community. We work proactively with key stakeholders such as the Shire of Katanning, the Katanning Regional Business Association (KRBA) and our local community to continue to grow and stay connected with community needs.

Katanning is centrally located in the 'heart' of the Great Southern agricultural region, 287 kilometres south-east of Perth, on the Great Southern Highway and has a shire population of 4,200. Katanning offers the advantage of a rural lifestyle, with the convenience of easy access to the cities of Perth, Albany and Bunbury.

While the area is essentially agricultural, the town is a regional centre that offers a range of recreation and leisure facilities, government, health and education services. It is home to approximately 400 registered businesses that together form a diverse retail and business district that provides for Katanning residents and the surrounding shires of Woodanilling, Broomehill-Tambellup, Wagin, Kojonup, Dumbleyung, Gnowangerup and Kent.

The Katanning community prides itself on its multicultural diversity and it is recognised as one of the most culturally diverse communities in Western Australia. It's annual Harmony Festival showcases and highlights many of the different cultures present in the community.

## Our Vision

To be an integral community hub that provides community, business, educational and personal opportunities to empower wellbeing, enhance lifestyle and build capacity and resilience.



## Our Mission

The Katanning Hub CRC is a friendly and vibrant community hub that engages with the community to provide support and services our community requires to develop and improve their wellbeing, lifestyle, capacity and resilience.

# What We do



- Access to Local and State Government information and services
- Video conference services
- Information and support



- Referral services to business development and employment support services
- Facilitate business development activities, seminars and initiatives
- Business incubation support services
- Provide Information
- Provide Networking opportunities



- Referral services to social support services
- Facilitate social development activities, seminars and initiatives
- Information and support



- Office Hire
- Equipment Hire
- Print and Design Services
- Trans WA agent
- Administration and Secretarial Services



- Community events
- Initiatives that build community connection
- Engagement with community



# Chairpersons Report

The Katanning Hub Community Resource has experienced another productive and successful year identifying suitable and achievable activities and initiatives our Centre can facilitate in our community.

Our success is due largely to the fantastic dedication of our staff. Our Coordinator Katie Wheeler continues to work in response to our community needs and with her team of Gail Butterworth and Chantal West they provide a comprehensive array of events, courses and training for the benefit of the community.

Our continuing participation in the Traineeship program provided by the Department of Primary Industry and Regional Development is providing for the development of skilled people in our community, to meet a demonstrated demand. The Board acknowledges that the mentoring by our team leaders Katie and Gail, is a fundamental element of enhancing the development of our Trainees skills and we thank them for the commitment and dedication for this particular element in their role. Congratulations to Zach Anderson for completing his Cert III in Tourism and gaining employment in Katanning. Chantal West is on track to complete her Traineeship at the end of the year. Muslihah Shakirin is beginning her Trainee ship journey with our Hub and we hope to be successful in the new round of Traineeship grants. The CRC is developing a strong reputation for developing well trained staff to meet the community need.

We are proud to have achieved above expectations again this year and the continuing increase in the assistance provided to the community and visitors is well noted, especially in light of the continued challenges faced in a Covid environment. The CRC in this year was again a leader in both information to keep the community safe and also coordinated the provision of masks and RAT testing kits on behalf of the State Government. Our staff ensured accessibility for all community members by providing of out of hours access.

Thank you to the Hub Board for your ongoing commitment and support this year. Michelle Carrington, Alan McFarland, Davina Davies Tania Edwards, Matt Collis, Anita Wills and our new Board member Kim Keast. Thank you for your contribution, particularly in the area of Strategic Development and Governance.

*Liz Guidera*  
Board Chair



# Managers' Report

**By being flexible, being able to adapt to the ever-changing COVID conditions and responding to our business and community needs, The Katanning Hub CRC has been able to focus on offering a wide range of services, events, and activities to develop the social and economic outlook of our district.**

Evidence of our growth can be seen when reviewing our stats for the last 3 years.

2019 we assisted 900 people.

2020 we assisted 4412 people.

2021 we have assisted over 5115 people.

These figures do not include those attending workshops, information sessions or events.

Our partnerships with the Katanning Regional Business Association, Shire of Katanning, Katanning Health Service, Community groups, Associations and local businesses increased our reach within the community and allowed us to provide more events, workshops and training sessions within our community. We have also seen an increase attendance from participants from surrounding towns.

Our Board continues to guide and support the CRC. Their knowledge, skills and dedication to making Katanning a great place to live, work and visit ensures the CRC stays true to our values.

Our team though small works hard and a big thanks must go to all our staff, their dedication, enthusiasm, knowledge and sense of humour (when needed) ensures we stay connected to the community and are seen as a valuable resource within our community.

Gail our Senior Administration Officer works 2 days a week. Gail has been with the CRC for 6 years and brings a wealth of community knowledge and administration skills to the CRC.



Our centre has seen 3 Trainees though out the last 12 months

Zachary Anderson started his 18 months in May 2020 and successfully completed his Certificate 3 in Tourism in October 2021. Zac has gained full time employment in Katanning and uses his skills gained from working at the CRC daily.

Chantal West began her Certificate IV in Business during March 2021 and is due to Complete her traineeship in December 2022. The Certificate IV in Business has undergone many changes over the last 12 months with many units being changed and many new additions, Chantal has faced these changes with a positive mindset, and we are confident she will complete her Certificate in the coming months.

Muslihah Shakirin started her Certificate III in Business Traineeship in June 2022. Muslihah has settled in very well and is enjoying running our senior weekly tech support sessions.

The Department of Primary Industries and Regional Development Regional Traineeship program provided the Katanning Hub CRC the opportunity to upskill trainees in with relevant qualifications and skills that our local business is needing.



During the 2021-2022 reporting period, the Katanning Hub CRC assisted:

**2520 people seeking support and assistance.** With many services not providing face to face appointments we assisted people to access services online, via telephone or video conferencing.

In January through to March our staff assisted over 217 people to set up their MyGov accounts and their service WA apps. Katanning has a large multicultural population; a large percentage of these one-on-one appointments were for seniors or non-English speaking community members. Since the introductions of Covid Certificates we have people coming in daily for assistance with My gov, Medicare and G2G passes and to print updated certificates.

**2174 people seeking local community information.** The information requested by customers related to Katanning's services, businesses, and local attractions.

**421 people needing information about bus services / booking tickets.**

The Katanning Hub CRC staff have provided a high level of customer service throughout the year overcoming many obstacles and adapting to the ever-changing needs of our community.

When planning our workshops, information sessions and initiatives over the last 12

months we put into practice our learning from the previous year to be adaptable. Our attendance for workshops and information sessions varied depending on the health of our community, as we asked that anyone that may be unwell attended by video conferencing where able.

Many events went as planned we followed advice from our local health advisor we cancelled or postponed sessions or events when required. The Katanning Harmony Festival, which is usually held in March was one of these events.

I feel we have facilitated many successful events throughout this period. We have built and developed strong and healthy relationships with the Shire of Katanning and the Katanning Regional Business Association and our community. Our staff continue to work in partnership with these and other organisations to provide relevant, high-quality workshops, training and events for Katanning and the surrounding district.

A very big thank you must go to the staff for their passion, support and their can-do attitude that they bring to the centre every day.

*Katie Wheeler*  
Manager



# Our Team

## Our Board



Chair  
**Liz Guidera**



Vice Chair  
**Alan McFarland**



Treasurer  
**Tania Edwards**



Secretary  
**Michelle Carrington**



**Anita Willis**



**Kim Keast**



**Davina Davies**



**Matt Collis**

## Our Staff



Manager  
**Katie Wheeler**



Senior Administration Officer  
**Gail Butterworth**



Trainee  
**Zachary Anderson**

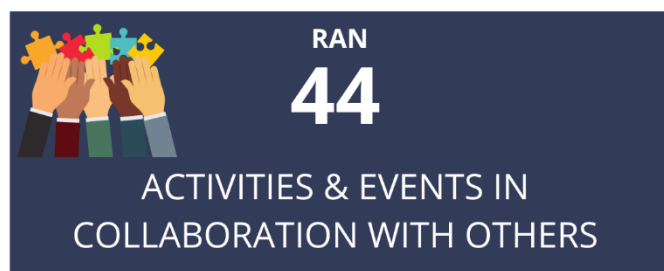


Trainee  
**Chantal West**



Trainee  
**Muslihah Shakirin**

# Snapshot





# Government Services

## Government Access Point

Katanning is located in the heart of the Great Southern and services a number of surrounding smaller towns, we have a separate Centrelink agency located within Katanning that provides support for Centrelink services. Our Government Access Point provides free access to online and print resources related to government agencies, as well as a selection of relevant non-government organisations that offer community support services. Our Government Access Point is set up in a private area to ensure the user has privacy.

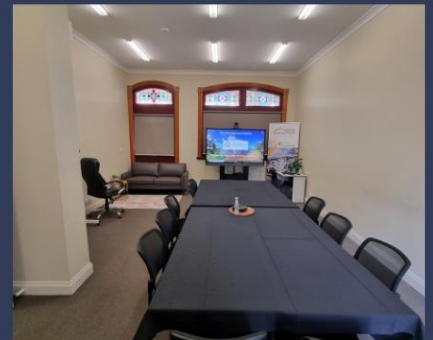
This service enables clients, who do not have access to the internet, the opportunity to navigate Government websites to gain information without having to travel. As a large percentage of our clients have English as their second language, many customers require assistance to use this service. This assistance is provided by our staff whenever possible. This year we have seen the use of this resource increase with the need for people to set up and access My Gov, Medicare and Centrelink.

## Video conferencing Connections

In February 2021 we were successful in receiving the Community Resource Centre Technology and Innovation Grant offered by DPIRD. This grant was used to purchase a smart board and video conferencing equipment to upgrade our Board room video conferencing capability this has proved to be a valuable well used resource by staff, services and community groups. We are now able to provide the Katanning community with access to high quality video conferencing technology. The Katanning Hub CRC is the only public facility with this technology in Katanning and we have many community groups utilising this video conferencing technology for workshops, training and with a majority of committees turning to video conferencing to conduct committee meetings we have seen a large increase of people using this facility.

## Trans WA Services

In 2020 the Katanning Hub CRC became Trans WA agents. Trans WA provides a 6 day a week bus service to Katanning. As Agents, we have assisted 421 people in this reporting period with enquiries and ticket purchases. Providing this service to Katanning enables easy access for all community members to the Trans WA regional public transport system. With Trans WA the only form of transport for many of our community members this service is well used.



# Economic & Business Development Support

The Katanning Hub Community Resource Centre, through its contract with the Department of Primary Industries and Regional Development (DPIRD), continues to provide Katanning and the surrounding region with economic and business development and support.

Throughout this reporting period, we worked in partnership with

- Albany Business Centre,
  - Employment Training Solution
  - Keens Bro Trucking
  - Valeo Coaching
  - Shire Of Katanning
  - Katanning Regional Business Association
  - Katanning Agricultural society,
- to bring 19 workshops/information sessions to Katanning, the Katanning Agricultural Show, Katanning Rural Women's Networking events and COVID One on One business support events.

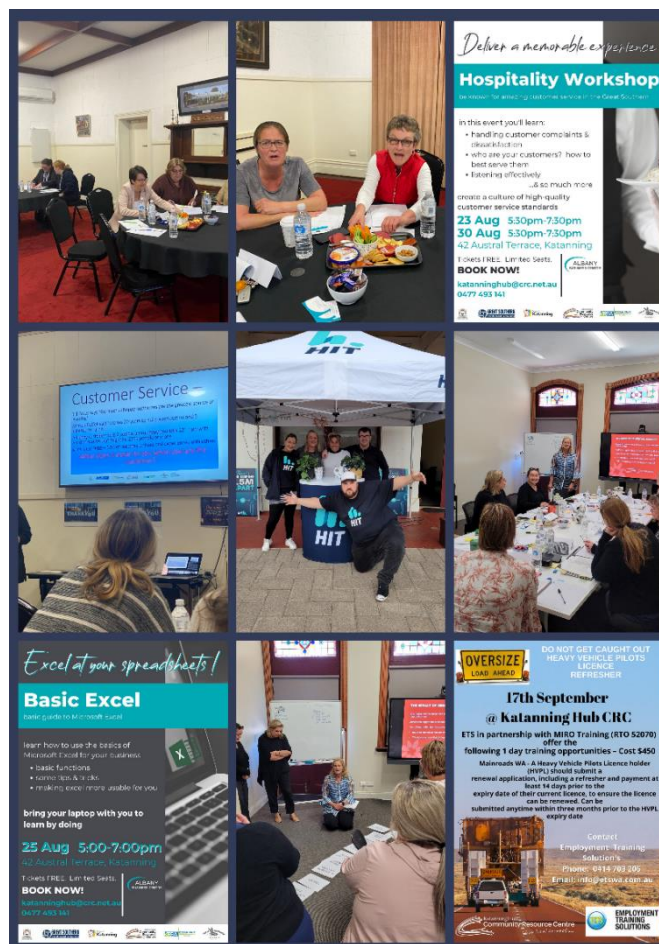
We identified that our Hospitality sector was under a lot of stress due to COVID conditions and the increase of tourist visiting the town. We partnered with the Shire of Katanning & the Katanning Regional Business Association to run 5 workshops

- Creating Eye catching promotions and displays
- Hospitality Essentials
- Tourism Workshop
- Retail choices
- Stock management

We consulted with local business managers and owners to ensure topics were relevant.

55 people attended the workshops that were facilitated by Albany Business Centre. These workshops upskilled our current workforce and enabled skill sharing and building.

We identified that our local farms and agricultural businesses were struggling to find staff for harvest. To assist in filling this gap we contacted Employment Training Solutions and Keen Bro Trucking to bring Heavy

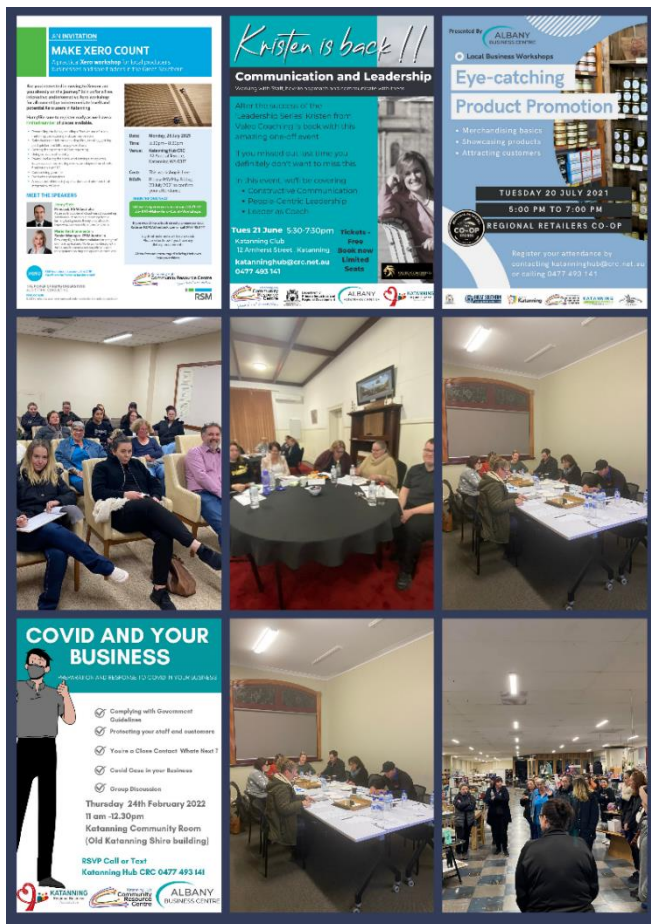


Vehicle piloting courses and truck driving lessons and assessments to Katanning.

With 12 people attending the Piloting course and 22 people went through and successfully gained their truck/ road train licence.

Feedback from the Hospitality series indicated that participants felt leadership and communication within many businesses needed to become a focus. We contacted Albany Business Centre to find someone that specialised in this area. Over October/ November/ December we ran a series of 6 leadership and communication workshops with Kristen Pyrz–Brown from Valeo coaching. Over 6 weeks Kristen presented





- Unlocking leadership Potential
- Humanistic Leadership skills
- What's your leadership style
- Constructing constructive cultures
- Meaning making and wellbeing
- Leaders as coach

These information sessions were engaging and inspiring with 76 people attending over the 6 weeks. Kristen came back to run a Leadership and communication workshop in June 2022 as many people were unable to attend due to COVID.

Katanning Rural Women's Network was an initiative we partnered with the Katanning Regional Business Association to establish in Katanning. In September we received a grant to run a fire prevention and information session at the Fire Station in Katanning. Other events we have held had a focus on personal wellbeing and creating partnerships and connections.

Throughout 2021- 2022 we have offered individual COVID business support which covered what rules apply for individual

businesses, interpreting Government requirements, applying for government support packages and displaying correct signage.

In March we invited Albany business Centre and the Katanning Hospital's Director of Nursing to an information session. 26 businesses attended and we discussed Government rules and requirements, best practices and what treatment for COVID was available within Katanning.

We have built and developed a strong, collaborative relationship with both the Shire of Katanning and the Katanning Regional Business Association. With the CRC's knowledge and capacity to organise and manage events, workshops and training, the



Shire of Katanning's ability to apply for grants and the KRBA connection to business in our region we have successfully worked in partnership to bring over 23 business events, workshops and training opportunities to the Katanning Region.



# Our Business Partners



Department of  
Primary Industries and  
Regional Development



# Social Development Support

The Katanning Hub Community Resource Centre worked in partnership with many community groups for this reporting period. A large percentage of our time has been spent assisting our community with My Gov, Obtaining Covid vaccination Certificates and accessing the Service WA app. We have also provided many fantastic workshops and events throughout this period

During the July school Holidays, we ran 6 winter movie sessions in our local Town Hall. We provided movies to suit all age groups. The Katanning Agricultural Society Managed the Kiosk which provided yummy snacks at affordable prices. 120 people attending the movies over the 2 days, we thank the Shire of Katanning for supporting this event.

pasta and the skills to make simple Italian meals on a budget.



During Winter we had a large group of Fijians move to Katanning. Coming from a tropical climate they were not prepared for Katanning's winter temperatures. Being a regional town, our residents do not have access to Kmart, Target or other affordable stores. We organised a Blanket and Winter jacket drive. People dropped clean jackets and blankets to the CRC and we passed them on to those in need.

In July we identified a need in the community for a youth program due to social issues and



a lack of free inclusive activities at night for youth. We consulted the community and in partnership with the Katanning and District Pool Association and the Shire of Katanning we came up with the idea of running a youth 8Ball program. We ran the first series of sessions through August/September Over 6 weeks we had 121 youth attend the Katanning Pool Hall between 5.30-8.30pm on a Thursday night. Youth were mentored by volunteers from the Pool Hall who taught them how to play. We provided a safe, warm location to interact socially with dinner provided free of charge. Community agencies that worked with youth were invited to attend. The Katanning Police called in regularly, challenging the youth to games. The response from the community, businesses and youth was overwhelmingly positive.

During this reporting period we have ran 15 youth 8ball nights, successfully assisted the Katanning and Districts Pool association to apply for 2 grants to improve their facilities and have provide the Katanning and Districts Pool Association support.

To keep our more vulnerable community members safe during COVID, we offered Senior Tech Support Sessions in small groups or on an individual basis. Throughout the week we would hold one on one sessions focusing on particular topics.

- Canva
- Backing up Photos
- Storage
- Facetime and Video calls
- Internet safety Apple basics
- Android basics
- Accessing banking online
- Online shopping

For our gift to the Katanning Seniors at Christmas time we wanted to create a community calendar filled with all activities for Seniors within our town. We created a Captured in Katanning Photography competition for everyone living within the Katanning District. Winning photos were voted on at the Katanning show and the winning photos featured in our calendars. This initiative provided a resource for seniors, an activity that people social distancing could participate in and provided us with a library of high-quality photos to use at the CRC.

Katanning's Concert in the park. In August, the Katanning Lions Club approached the CRC for assistance to organise the concert in the park. They had successfully applied to Lottery West for funding to hold a concert in the park. The event had been cancelled 3 times, once due to the Bush fires and twice due to Covid restrictions. The Katanning Lions needed assistance organising stalls, advertising and manning the entry gates. We worked together and we were able to hold 2 concerts following the COVID restrictions at the time. 19<sup>th</sup> September Murphy's Lore and local entertainment



We worked with the Katanning and Districts Pool Association to apply for grants to improve their facilities and sourced additional funding to continue to run this program.





12<sup>th</sup> February Landslide and local entertainment.

With great rains over winter our local lake (Lake Ewyamartup) was full. During the October school holidays we organised for Perth Stand Up Paddle School to come to Katanning and run 6 paddle boarding lessons on the lake. Lessons were for anyone aged 8 years and over with parent supervision, many children took to the water and learnt to balance, kneel stand and paddle on the boards. Participants came from

our annual Katanning Districts Seniors Christmas Luncheon. This year 135 seniors joined us and enjoyed a traditional Christmas luncheon. The Day was emceed by Gail, with 2 of our local primary schools providing entertainment throughout the day. We must thank the Katanning Lions Club for their financial contribution and their members for assisting with setting up and packing away,

- The shire of Katanning for donation the hire of the venue,

Gnowangerup, Kojonup, Broomehill and Katanning to join in.

For the second year running the Katanning Agricultural Society approached the Katanning Hub CRC to assist with advertising, promotion, social media posts and providing an information point on the day for the Katanning Show.

We designed and printed posters, created interest posts and scheduled posts on social media. The Katanning Hub CRC was one of the contact points for the show. This year we decided to promote our CRC and display what a Community Resource Centre does. We invited Dumbleyung and Tambellup to join us in having a stall at the show. We had our photography competition voting, games and a guess the lollies in the Jar competition to engage the public. The day also provided us with an opportunity to network with other stall holders at the show. This was a great day of connecting to the community, providing information, promoting our CRC and the CRC network. For our staff it was a great opportunity for them to meet neighbouring CRC centres staff and to network.

In partnership with The Lions Club, we held our annual Katanning Districts Seniors Christmas Luncheon. This year 135 seniors joined us and enjoyed a traditional Christmas luncheon. The Day was emceed by Gail, with 2 of our local primary schools providing entertainment throughout the day. We must thank the Katanning Lions Club for their financial contribution and their members for assisting with setting up and packing away,

- Braeside Primary School for providing entertainment.
- Katanning Senior High school students for serving the meals.
- Saint Patricks Primary School for assisting with setting up and entertainment on the day.
- Our Board Chair Liz Guidera who cooked all the food and organised volunteers to work in the kitchen on the day.

Seeing all the school's services and volunteers come together to make this day an enjoyable day for all seniors. The connection of all generations, from primary school aged children through to seniors at this event is amazing, and it is a true reflection of the kindness in our community.



On the 5<sup>th</sup> December, in partnership with the Shire of Katanning, we hosted a twilight picnic to celebrate and thank a volunteer, 60 volunteers enjoyed a beautiful barbeque with salads, followed by a yummy desert. We had the honour of presenting 2 community members with life membership to the Katanning Historical Society for their many years of service.

Throughout January- March The Katanning Hub CRC supported more than 217 people with one-on-one appointments to set up their MyGov and Service WA apps. We created

more than 350 Lanyards (mostly for seniors) with their vaccination Certificate to ensure they could enter shops and services. Katanning has a large multicultural population and many one-on-one appointments would take up to an hour, due to the language barrier. Our staff managed to successfully work through these barriers to ensure all clients created a My Gov account and had access to their COVID certificate and Service WA app. This support has been ongoing and we are still taking weekly bookings from people requiring support with My GOV and updating Covid certificates. A majority of the people seeking support for these services have English as their second language. On the 21<sup>st</sup> of April we received 7500 Rapid Antigen Tests and 15000 Masks to distribute to our community. We held pop up stalls around Katanning, ensuring we varied times to enable people working an opportunity to have access to these items. Our neighbouring shires that did not have a CRC contacted us and we were able to provide pop up stalls in neighbouring towns with their Shire's support to ensure everyone had access to tests. While the Tests were very popular the Mask Mandate was lifted days after receiving them. We continue to provide our community free Rapid Antigen tests and masks. Our local health service had a large supply of tests and we partnered with them to successfully distribute these tests into the community in a timely fashion.

Throughout the last 2 years, we have ensured all staff have a clear understanding of current COVID guidelines and we attended weekly Local Emergency Management Committee Meetings to provide accurate and up to date information to our community. We assisted many confused people over the phone and in person (ensuring we kept socially distanced and wore masks) with what to do if they tested positive to COVID or were in close contact with COVID.

After our initial influx of people needing support we identified that many of our community members were confused about doctor fees and services, services provided at the Hospital and Locations and opening



hours of the chemists in the region. Working with the Katanning Health Service, we worked with the Katanning Health Service to create a resource for our community. This pamphlet covers GP's Hospitals and Chemists in Katanning, Tambellup, Gnowangerup and Kojonup.

We also redeveloped a small booklet containing information for bereaved relatives and friends with guidance from the Katanning Health service.

Throughout the year Katanning Hub CRC partnered with Community organisations and association to run

- Halloween Disco
- Garage Sale trail
- NDIS information session
- Host Katanning Interagency monthly meetings
- Christmas Lights competition
- 2 Paint and Sip evenings
- Movies in the Park



**Photos-** Seniors Christmas Lunch

*School students assisting with setting up*

*Kitchen volunteers*

*Santa welcoming guests*

*School Children singing*





## COVID SUPPORT PROVIDED TO OUR COMMUNITY



### FREE Rapid Antigen Tests

Available at  
The Katanning Hub CRC  
42 Austral Terrace  
Katanning  
Monday - Friday  
9am-4pm

Department of Primary Industries and Regional Development  
Katanning Hub Community Resource Centre  
your local connection

### COVID-19 CERTIFICATE ID LANYARDS AVAILABLE AT

Katanning Hub Community Resource Centre

**\$5.00 each**

### IF YOU NEED HELP SETTING UP

**myGov** **my GovID**

**Service WA**

Call and book an appointment with the staff at Katanning Hub CRC  
0477493141

You will need to bring-

- A fully charged phone
- Passwords for app store/play store
- Access to emails
- Drivers License
- Medicare Card
- Passport( if you have one)
- Bank Details
- Name of Dr and Surgery

Please allow up to 45 minutes

Katanning Hub Community Resource Centre  
Your local connection



The State Health Department is offering free pulse oximeters to vulnerable members of the community.

If you can answer yes to the following questions you are eligible to receive a free pulse oximeter:

- ✓ Are you non-Aboriginal and over 65?
- ✓ Are you Aboriginal and over 50?
- ✓ Are you pregnant?

If you fit into one of the above groups, you can pick up your Pulse Oximeter at

### The Katanning Hub CRC

located at 42 Austral Terrace, Katanning.

9am-4pm Monday-Friday

One per household is available.

A pulse oximeter is a small peg-like device that clips onto your finger to read your heart rate and blood oxygen level. Having a pulse oximeter allows you to participate in the free COVID at-home care program if you test positive, allowing symptoms to be tracked and provides support during your recovery.





# KATANNING AGRICULTURAL SHOW STALL AND ADVERTISING





## YOUTH 8 BALL PROGRAM





# Our Community Partners



Palmerston



Playgroup  
WA (Inc)



Relationships Australia.



Albany Community  
Legal Centre

Badgebup  
Aboriginal  
Corporation



SOUTHERN AGCARE  
Counselling and Support for Rural People

APM  
enabling better lives



Good Things  
Foundation Australia



Braeside Primary School  
Honour, Pride and Achievement



Be Connected  
Every Australian online.



KATANNING  
Regional Business  
Association



# Association Support

The Katanning area has a large range of clubs, associations, and groups. To support and upskill people on committees in our community for this reporting period we have coordinated both large group training sessions and small one on one consultations

The Katanning Hub CRC values the roles clubs associations and groups play in our community and acknowledges it is hard to find skilled, willing community members to join committees to keep these clubs, associations and groups running. Our staff are encouraged to actively participate in community clubs, associations and groups. If our staff choose to join a committee, we will pay staff to attend meetings. We feel this is a great way for all staff to become active participants in our community, develop networking connections and skills.

Zachary joined the Katanning Community Cinema committee and stepped into the role as Vice President at their AGM in 2021. While at the centre, Zac was able to provide support through the CRC with administration support, document creation, social media support and coordination. Since completing his traineeship Zac has continued with his role with Katanning Community cinema committee.

Chantal joined the Katanning and District pool Association committee and stepped into the position of Secretary with our support. This is the first time Chantal has experienced this position and it has provided Chantal the opportunity to develop skills in minute taking, document creations, constitutions, policy development and governance. Chantal has been able to use this role and the documentation she has created with her Certificate IV in Business studies.

Katie is the Secretary of the Historical Association and, sits on the committee of the Katanning Community Cinema, Katanning and Districts Pool Association and Town Enhancement Committee. Katie has focused on building the committees capacity, ensuring

Constitution, By Laws, procedures and policies are current, assisting in setting up social media pages, governance, grant writing, newsletters and online storage.

Since developing the Katanning Youth 8 ball program in early 2021 we have worked closely with the Katanning and District Pool Association

## *Grants Writing Support*

Katanning and District Pool Association Committee members attended a grant writing workshop. Working with the committee, we have assisted them to apply for 3 grants. Two of these applications were successful and have now been successfully acquitted.

## *Social Media Support*

We facilitated social media workshops where attendees were also able to obtain additional one on one support sessions to set up their social media pages

## *Constitution, Policy and Procedure Support*

Katanning Hub CRC offered community groups the opportunity to use our facilities to work through governance documentation. The Katanning and District Pool Association updated its Constitution, By Laws and Code of Conduct using the centres facilities and resources. The BenQ screen that was purchased with funds provided in the DPIRD technology grant, has enables committees to work through documentation in a large group setting.



## *Website Development*

The Wurgabup Rifle Club requested support from the CRC to develop a website. Over 6 weeks, the committee attended the CRC and our staff worked with them to create a website. They have now been successfully managing their website for 8 months.

We held two large information sessions, facilitated by Kim Butfield that included the following information:

- Understanding the importance and benefits of club planning
- The roles and responsibilities within your committee
- The governance and operational structure to support your Club
- Understanding your future volunteers and how you can support them
- Exploring ways to improve your committee meetings.
- What pots of funding are out there?
- The Project Plan process
- What funders are looking for
- Key components of your application
- How to make it stand out from the crowd
- Where to look for \$\$
- Writing up your proposal

Associations and clubs have used our facilities for meetings, utilised our wifi access, printing services, computers, laptops and video conferencing equipment.

We have also provided individual and small training sessions to committee members on the topics

of minute taking, social media and how to use Canva to produce flyers and newsletters.

The Katanning Historical Society had reached the position of considering closing due to the lack of members.

They approached the Katanning Hub CRC team and asked for help. The Katanning Hub CRC assisted the Historical Society in building membership and participation by working closely with the committee members to review it's Constitution, Policies and procedures and assisting to write grants. We created a social media page for them to be able connect to the public, created letterheads, and digitised many of their forms. This has resulted in the formation of a strong committee and a plan for the future of this Society. We will continue to support the Katanning Historical Society for the next 12 months by providing training and support when required.

During this reporting period we also began working with the Katanning and Districts Pool Association, who approached us for help after their committee attended one of our workshops. We have assisted with their Constitution, social media, membership forms, creating digital forms and have worked with the association to run Katanning Youth 8 Ball Sessions.

The Katanning Agricultural Society organises and runs the annual Katanning Show. The Katanning Hub CRC worked with the committee, managing the social media and advertising for the 130<sup>th</sup> show for Katanning.

# Financial Statement

22<sup>nd</sup> August 2022



Katanning Districts Family & Community Association Inc  
42 Austral Terrace  
KATANNING WA 6317

Dear Committee,

## AUDITOR'S INDEPENDENCE DECLARATION

In relation to the audit for the year ended 30 June 2021, I declare that, to the best of my knowledge and belief, there have been no contraventions of the audit independence requirements of:

1. The Accounting Professional and Ethical Standards Board.
2. Any applicable code of professional conduct.

Yours sincerely,

Russell Harrison  
Lincolns

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