



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

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

**MINUTES OF THE  
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on  
Wednesday 18 December 2024 in the Shire of Katanning's Council Chamber,  
52 Austral Terrace, Katanning.

DISCLAIMER

Any applicant or members of the public is advised to wait for written advice from the Council  
before taking any action on an application or a Council decision.

PRESIDING MEMBER \_\_\_\_\_

DATE SIGNED \_\_\_\_\_



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**PLEASE NOTE:**

Council Meetings are recorded for accuracy of minute taking.

**1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY**

The Presiding Member declared the meeting open at 6:02pm.

**Acknowledgement of Country**

The Shire of Katanning acknowledges the Goreng Noongar people as the traditional custodians of the land that we live and work on. We recognise their cultural heritage, beliefs, and continuing relationship with the land and pay our respects to Elders past and present.

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

Presiding Member: Cr Kristy D'Aprile - President

Members: Cr Liz Guidera – Deputy President  
Cr John Goodheart  
Cr Matt Collis  
Cr Ian Hanna  
Cr Paul Totino  
Cr Michelle Salter

Council Officers: Peter Klein, Chief Executive Officer  
David Blurton, Executive Manager Corporate Services  
Graham Barnes, General Manager Operations  
Denise Gallanagh-Wood, Executive Manager Community Development  
Taryn Human, Executive Assistant to CEO

Gallery: Doug Cherry  
Alan McFarland

Media: Nil.

Apologies: Nil.

Leave of Absence: Nil.

**3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Welcome everyone it is lovely to see some people in the gallery tonight.

I want to take a moment to reflect on the year that has been and the achievements that we should be celebrating and the challenges that we have faced.

This year has been a testament to our commitment to serving our community and together we have navigated complexed issues, made difficult decisions and worked tirelessly to ensure that our Shire continues to grow and strive and remain a place for us all to be proud to call home.

I would like to extend my heartfelt gratitude to my fellow Councillors for your dedication in representing our community and remaining committed to working for a thriving community, your voices, ideas and feedback are what shape our future and I very grateful to serve with you.

Thank you to our CEO, staff and executive team for their hard work throughout the year and I appreciate that it's been challenging for everyone and recognise the significant amount of hard work everyone has done.

I would like to thank Lindsay Morrison for his efforts in the Acting GM Operations role, for his stronger engagement with our depot teams and for the guidance he has offered Council.

I would officially like to welcome Graham Barnes, General Manager of Operations.

As we look ahead to 2025 we do so with optimism, a shared vision for what lies ahead and I am confident that we will continue with focus and dedication and we will continue to represent our community well.

I would like to wish everyone a wonderful Christmas and happy New Year and thanks again for your contribution and dedication.

**4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS**

13.2

Cr Ian Hanna

Disclosure of Interest Affecting Impartiality

**6. PUBLIC QUESTION/STATEMENT TIME****Doug Cherry Statement**

Doug Cherry stated that he is attending to address agenda item 10.1.4. He noted that the Lions Club has held occupancy for 19 years and expressed concern about the duration of the lease. He requested that the lease start date be aligned with the financial year. Doug Cherry also thanked the council for their continued support of the Lions Club.

**President Kristy D'Aprile Response**

President Kristy D'Aprile responded by expressing, on behalf of the councillors, their appreciation for the valuable work being done by the Lions Club.

**Doug Cherry Statement**

Doug Cherry inquired about the status of the Early Childhood Hub, noting that the Lions Club is holding the funds for the project.

**President Kristy D'Aprile Response**

President Kristy D'Aprile responded, stating that the Shire aims to kick off the construction phase of this project in the New Year and asked that the Lions Club holds those funds for a little while longer.

**Cr Liz Guidera Response**

Cr Liz Guidera clarified for everyone's information that when funding for the Community Care Centre was allocated to the Lions to manage, the intent was to use those funds for the purchase of specific equipment.

**Alan McFarland Statement**

Requested that Council ensure that all employees and contract workers be held accountable for engaging with businesses, volunteer organisations and the broader community in a positive and productive manner and in compliance with the Council's Customer Service Charter.

**President Kristy D'Aprile Response**

President Kristy D'Aprile thanked Alan McFarland for addressing the Council and shared that both Council and staff recently participated in a values workshop. She noted that the Shire will continue to build on this work in the New Year and acknowledged that the suggested policy was a valuable idea.

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****9.1 Ordinary Council Meeting – Monday 25 November 2024**  
(SEE ATTACHED MINUTES)**Voting Requirement:** Simple Majority**MOVED:** CR LIZ GUIDERA**SECONDED:** CR MATT COLLIS**OC170/24** That the minutes of the Ordinary Council Meeting held on Monday 25 November 2024 are confirmed as a true record of proceedings.**CARRIED:** 7/0**FOR:** CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**AGAINST:** NIL.

## 10. REPORTS OF COMMITTEES AND OFFICERS

### 10.1 EXECUTIVE MANAGER CORPORATE SERVICES

#### 10.1.1 Schedule of Accounts – November 2024 (ATTACHMENT)

**File Ref:** FM.FI.4  
**Reporting Officer:** Patrick Kennedy, Manager Finance  
**Date Report Prepared:** 05 December 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To receive the Schedule of Accounts Paid for the period ending 30 November 2024.

**Body/Background:**

This information is provided to Council monthly 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 2024/25	EFT Payments 2024/25	Direct Debits 2024/25	Credit Card 2024/25	Payroll 2024/25	Total Payments 2024/25
July	\$4,136.00	\$684,927.78	\$124,124.10	\$5,494.87	\$242,598.67	\$1,061,281.42
August	\$218.00	\$682,403.96	\$130,875.64	\$11,493.47	\$354,282.34	\$1,179,273.41
September	\$848.25	\$706,783.05	\$78,163.61	\$6,702.68	\$230,693.76	\$1,023,191.35
October	\$865.95	\$1,061,303.44	\$98,988.32	\$6,238.29	\$252,178.79	\$1,419,574.79
November	\$192.00	\$592,465.43	\$248,860.46	\$5,913.72	\$262,613.19	\$1,110,044.80
<b>Total</b>	<b>\$6,260.20</b>	<b>\$3,727,883.66</b>	<b>\$681,012.13</b>	<b>\$35,843.03</b>	<b>\$1,342,366.75</b>	<b>\$5,793,365.77</b>

**Officer's Comment:**

The schedule of accounts for the month of November 2024 is attached.

**Statutory Environment:**

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

**Policy Implications:**

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

**Financial Implications:**

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 - 2032

**Focus Area** Leadership

**Aspiration** Katanning is an inclusive and respectful community.

**Objective** To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

**Voting Requirement:** Simple Majority.

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

**MOVED:** CR PAUL TOTINO

**SECONDED:** CR IAN HANNA

**OC171/24** That Council endorses the Schedule of Accounts as presented, being EFT payments 38727 - 38883 totalling \$592,465.43, Cheques 42490-42491 totalling \$192.00, Payroll payments totalling \$262,613.19 Direct Debit payments totalling \$248,860.46, Credit Cards (October) totalling \$5,913.72, all totalling \$1,110,044.80, authorised and paid in November 2024.

**CARRIED: 7/0**

**FOR:** CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS

**AGAINST: NIL.**



### **10.1.2 Monthly Financial Report – November 2024** (ATTACHMENT)

**File Ref:** FM.FI.4  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Report Prepared:** 12 December 2024  
**Disclosure of Interest:** No Interest to disclose

#### **Body/Background:**

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 30 November 2024.

The report includes information which meets the statutory requirements of the Local Government Act and Financial Management Regulations. Other relevant financial information is provided to Elected Members to compare finance performance of the various business functions of the Shire against adopted budgets.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Report 3 of the Monthly Financial Report.

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

Below are the highlights for this reporting period:

#### **Revenue from Operating Activities**

- Rates levied is \$134,526 (or 2.61%) more than budget. This will decrease as the year progresses as budgeted rates includes an expected \$100,000 write off in rates of which only \$29,192 has been processed to date. The actual YTD figure includes an additional \$65,530 in rates attributed to A2140 – WAMMCO property. The GRV valuation for this assessment was received separately from the GRV roll and therefore treated as an interim rate through the rating process.
- Grants, subsidies and contributions \$435,253 under budget or (36.75%) under budget. The YTD budget anticipated quarterly payment of the full amount of general-purpose grants and local roads grants from the Grants Commission (\$2.9m in total) to the end of October, however \$2.517 of the Council's 24-25 grant allocation was prepaid on 28 June 2024. This will be adjusted in the mid-year budget review. Council has also received \$32,459 more in direct road grants than was anticipated.
- Fees and charges income is \$163,676 (or 12.29%) over budget which relates to the following items
  - KLC kiosk sales, entry fees, gym fees, membership fees \$27,104 more than YTD budget
  - Fire Prevention infringements are \$4,832 more than YTD budget
  - Refuse site disposal fees \$31,413 more than budget
  - Planning Fees \$28,746 more than budget

- Yarding Fees \$92,271 and truck wash fees \$6,629 at the Katanning Saleyards are more than budget to the end of November, reflecting greater numbers of sheep being processed at the facility.
  - Property lease fees are \$15,561 more than budget relating to invoices for the last 5 years for the lease agreement between the Shire and DPIRD for the use of lot 508 Police Pools Road.
  - Standpipe income is \$14,658 less than expected to the end of November.
- Interest Revenue is \$63,206 less than budgeted due to the timing of reserve term deposits which fall due in December.

### **Expenditure from Operating Activities**

- Employee costs underbudget by \$222,847 reflecting savings achieved due to officer vacancies for the year to date. Now that most vacancies have been filled, this is expected to reflect in the financial statements moving forward.
- Materials and Contracts are \$287,836 below budget which mainly relates to the following items;
  - Governance and Elected Member subscriptions are \$28,203 over budget
  - Governance and Administration consultants and professional services are over budget by \$22,190
  - Software subscriptions \$16,454 under budget. This is a timing issue and full expenditure of the budget is expected by the end of financial year.
  - Integrated planning and reporting \$18,750 under budget
  - CCTV maintenance cost \$11,320 under budget
  - Consultants – Building are \$10,527 over budget
  - Consultants – Town planning are over budget by \$13,894
  - Refuse site material costs \$15,626 under budget
  - Works program – other reserves material component \$67,511 under budget
  - Debt collection legal expenses is \$35,276 under budget which is also a timing issue.
  - Youth activities - \$12,434 under budget
  - Community Development special projects material cost \$13,294 under budget
  - Contract Ranger Services \$7,417 over budget
  - Audit fees are \$121,465 under budget as \$82,800 was accrued to 23-24 and the audit fee has not yet been paid in 24-25
  - Tennis club resurfacing contribution \$25,000
  - Road Maintenance material component \$20,632 over budget
  - Works Program – Airport \$36,109 under budget
  - Expensed Minor asset purchase \$20,830 under budget
  - Economic Development Services \$9,750 under budget
  - KAC contract management \$42,800 over budget
  - KAC maintenance expense \$71,151 under budget.
  - KAC consultants \$25,000 under budget
  - Fire mitigation expenses \$33,330 under budget
  - Building Program KLC \$22,239 under budget
  - Consultants PWO \$12,500 under budget
  - Fuel and oil purchases \$35,568 under budget

- Plant repairs is \$37,123 over budget and contract Mechanic \$47,999 over budget however the latter has been budgeted as part of salaries and wages.
- Utility Charges are \$49,340 under budget. A refund of \$18,662 has been received from Watercorp related to Amherst village.
- Other expenditure is under budget by \$64,081. The majority of this relates to suspense account deposit of \$55,418 (GL1123) which is unclaimed funds rating to the sale of lot 885 Wanke St. This amount will be paid to the public trustee in due course.
- Proceeds from capital grants, subsidies and contributions are \$1,812,379 underbudget. The following grants funds were anticipated to have been received by 30 November 2024.
  - DFES grant for BFB shed \$250,000
  - University Study hub fit out \$325,000 – with change of venue, Council are not responsible for fit out and will therefore not received the grant funds.
  - Quartermaine Oval \$100,833. The first claim for CSRFF will be submitted in December.
  - Roads to Recovery \$173,247. No claim can be submitted until the 23-24 Annual report is signed off by auditors (pending)
  - Saleyard ear tagging equipment grant \$878,199
- Proceeds from Asset sales is below budget by \$26,162 relating to disposal of plant an equipment and land (15 Kaatanup Way).
- Payments for property, plant and equipment and infrastructure are both below budget as at the end of November 24 reflecting a delayed start to some projects or delays in invoice payment. – refer note 3.
- Transfer to reserves is \$72,697 less than budget which relates to interest on term deposits which were expected to be received by 30 October and transferred to reserve, however the maturity date of reserve term deposit (\$6.07m) is 16 December 2024.
- Opening Surplus is \$2.576m more than anticipated, which reflects pre-payment of 75% of Federal Assistance Grants on 28 June 2024 of \$2.517m. This will be adjusted during the mid-year budget review process. Closing surplus to end of November is \$2m more than anticipated for the reasons outlined above.

**Statutory Environment:**

Local Government Act 1995

Section 6.4 Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the form and content of the financial reports which have been prepared and are presented to Council.

**Policy Implications:**

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

**Financial Implications:**

There are no financial implications for this report.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is "Low" risk and can be managed by routine procedures and with current resources.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 - 2032

**Focus Area** Leadership

**Aspiration** Katanning is an inclusive and respectful community.

**Objective** To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

**Voting Requirement:** Simple Majority.

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

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR MICHELLE SALTER**

**OC172/24** That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 30 November 2024, as presented.

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**

**AGAINST: NIL.**

Cr Liz Guidera spoke for the motion.

The item was withdrawn pending the receipt of the draft Annual Report.

**10.1.3**            **2023-24 Annual Report**  
(ATTACHMENT)

**File Ref:** FM.AU.2  
**Reporting Officer:** David Blurton – Executive Manager Corporate Services  
**Date Report Prepared:** 12 December 2024  
**Disclosure of Interest:** No Interest to disclose

**Issue:** For Council to consider the acceptance of the 2023-24 Annual Report including the Annual Financial Report and Auditors Report.

**Body/Background:** Moore’s Australia on behalf of the Office of Auditor General (OAG) undertook its audit site visit during October 2024. The Audit Exit Meeting was held with the Audit and Risk Committee on 11 December 2024 where the committee considered the Audit Concluding Memorandum, Management Letter and draft 23-24 Annual Financial Report. The final Audit Report which is issued by the OAG was unavailable for the meeting, however this has since been received and is included in the Annual Financial Report.

**Officer’s Comment:** As discussed at the Audit Committee meeting on 11 December 2024, The Council has received an-unqualified (or un-modified) audit report which represents a “clean” audit, although the OAG has issued an “Emphasis of Matter” in relation to the audit qualification from the prior financial year (2023) for Building Depreciation and the Fair Value treatment of Infrastructure Assets. These matters have now been addressed and in doing so, has required the restatement of several financial statements from 2023 and the addition of note 26 to the Financial Statement which summarizes the changes made to the 2023 accounts.

The adjustment of infrastructure assets to fair value has resulted in an increase in the value of the Council’s infrastructure network by \$59m which includes a transfer of \$2.7m to other classes of assets. This revaluation process was undertaken independently by Assetval in 2023 and was revisited in 2024 at the request of officers as an outcome of the Audit qualification in 2023. Following extensive investigation and analysis, Shire officers issued an Explanatory Memorandum to the OAG to discuss factors which gave rise to the increase in infrastructure asset values in 22/23.

The outcome of this exercise represents a significant increase in the value of the Council’s infrastructure assets and this will be reflected in increase amount of depreciation expense over the next five years in the Council’s accounts.

The 2023-24 year shows a \$9.03m depreciation expense in the accounts compared to \$6.5m in 2023 (restated). Whilst depreciation is a non cash item, the Council will need to consider this expense carefully in the review of its long term financial plan and asset management plans in the coming months.

The Annual Report itself is a statutory document that recognises and celebrates the Council's achievements of the previous financial year against its strategic objectives and reports on other important information. Whilst the Financial Report and audit report forms an important part of the document, the document should be read in its entirety.

**Statutory Environment: Local Government Act 1995**

**Section 5.53 Annual Reports**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
  - a. a report from the mayor or president; and
  - b. a report from the CEO; and
  - c. an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
  - d. the financial report for the financial year; and
  - e. such information as may be prescribed in relation to the payments made to employees; and
  - f. the auditor's report prepared under section 7.9(1) or 7.12AD (1) for the financial year; and
  - g. a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and
  - h. details of entries made under section 5.121 during the financial year in the register of complaints, including —
    - (i) the number of complaints recorded in the register of complaints; and
    - (ii) how the recorded complaints were dealt with; and
    - (iii) any other details that the regulations may require; and
  - (i) such other information as may be prescribed

**Section 5.55 Notice of Annual Reports**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

**Section 5.55A Publication of Annual Reports**

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

There are no financial implications for this report.

**Risk Implications:**

This matter is considered low risk

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 - 2032

**Focus Area** Leadership

**Aspiration** Katanning is an inclusive and respectful community.

**Objective** To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

**Voting Requirement:** Absolute Majority

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

**MOVED: CR**

**SECONDED: CR**

**OC/24**

**That Council**

- 1. Accepts the Annual Report for the 2023-24 financial year; and**
- 2. Authorises the CEO to give public notice of the availability of the annual report.**

CARRIED/LOST:  
FOR:  
AGAINST:

DRAFT

#### 10.1.4 Katanning Lions Club Inc Lease – A2244, 30 Cornwall Street, Katanning

**File Ref:** CP.AL.4  
**Reporting Officer:** David Blurton, Executive Manager Community Services  
**Date Report Prepared:** 12 December 2024  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

For Council to consider a new lease agreement for 30 Cornwall Street, Katanning to the Katanning Lions Club Incorporated.

**Body/Background:**

The Council owns 30 Cornwall Street (lot 420 on deposited plan 222687), freehold and the Katanning Lions Club has occupied the above address since 1999 (15 years). Whilst the current lease does not nominate an expiry date, it is prudent to develop a new agreement to reflect updated legislation and to ensure Council's risks are adequately addressed.



**FIGURE 1 A2244, 30 CORNWALL STREET, KATANNING**

A new lease agreement has been drafted and discussed with the Lions Club and is now presented to the Council for endorsement.



**Officer's Comment:**

Officers have considered the previous lease agreement and Council's existing policy 2.10 Lease of licence to occupy community assets to develop the new draft lease. Key lease terms are as follows:

	<b>Draft lease</b>	<b>Previous lease</b>
Term	12 months	Monthly basis with 2 months notice required for eviction
Annual Fee	75% of Minimum rates	Was minimum rates until 2022 where CEO advised \$1000 per annum was fee. (C/22/2871)
Lease area	Building and Grounds	Building only
Agreed use	Workshop and storage facility	Workshop and storage facility
Outgoings	Lessee to pay all outgoings and maintenance	Lessee to pay all outgoings and maintenance

**Statutory Environment:**

Local Government Act 1995 S3.58 – Disposal of Property requires any disposal of property (including leases) to undergo a process including either disposal by highest bidder at public auction (2a) or tender (2b), or by giving public notice in prescribed form (3a).

However, exemptions apply as per regulation 30 of Local Government Act (Functions and General) Regulations

*(2)A disposition of land is an exempt disposition if –*

- (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and –*
  - (i) its market value is less than \$5 000; and*
  - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
- or*
- (b) the land is disposed of to a body, whether incorporated or not –*
  - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
  - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

In this case, Regulation 30(2)(b) would apply.

**Policy Implications:**

Shire of Katanning policy 2.10 Lease of license to occupy community assets has been used as a basis to develop the draft lease agreement.

**Financial Implications:**

There are minimal financial implications for this report. Annual lease fee is proposed to be \$864 in 2024/25

**Risk Implications:**

The perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with current resources.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 – 2032

<b>Focus Area</b>	Social
<b>Aspiration</b>	Katanning is a vibrant, active place that encourages its community to thrive.
<b>Objective</b>	To provide support for the physical and mental health and wellbeing of our community.

**Voting Requirement:** Simple Majority.

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

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR PAUL TOTINO**

**OC173/24** That Council authorise the use of the common seal and resolve to lease A2244 being lot 30 Cornwall Street, Katanning to the Katanning Lions clubs Inc. with the following key terms

1. Term - 12 months
2. Annual Fee to be 75% of minimum rates
3. Lease area to be the whole site including grounds and buildings
4. Other matters as per the Council policy.
5. Start date to be negotiated by the CEO.

**CARRIED: 7/0**

**FOR: CR KRISTY D’APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**  
**AGAINST: NIL.**

Cr Liz Guidera spoke for the motion.

Cr Paul Totino spoke for the motion.

Cr Kristy D’Aprile spoke for the motion.

## 10.2 CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.2.1 Policy Review (ATTACHMENT)

**File Ref:** GV.PO.1  
**Reporting Officer:** Peter Klein, Chief Executive Officer  
**Date Report Prepared:** 12 December 2024  
**Disclosure of Interest:** No Interest to disclose

**Issue:**  
Periodic review of Shire policies.

**Body/Background:**  
The Council's policies are key governance documents and are the mechanism by which Councillors direct the values & performance of Council staff and ensure a consistent approach across the organisation to solving problems.

The Katanning Shire Council has a list of 48 policies and these are currently required to be reviewed by Councillors, on an annual basis.

This month the Lease / Licence of Community Assets Policy is presented for review.

**Officer's Comment:**  
Management has reviewed this policy and recommends its approval.

**Statutory Environment:**  
The local Government Act (1995) prescribes arrangements for the disposal (lease/licence) of Council property.

**Policy Implications:**  
Subject to council approval the current policy will be updated & replaced.

**Financial Implications:**  
Nil.

**Risk Implications:**  
Low.

**Strategic Implications:**  
Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To facilitate diversity and representation within the decision-making process.

**Voting Requirement:** Simple Majority.

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

**MOVED: CR IAN HANNA**

**SECONDED: CR PAUL TOTINO**

**OC174/24**      **That Council approves the amended Lease / Licence of Community Assets Policy.**

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**

**AGAINST: NIL.**

**DRAFT**

**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**

**PROCEDURAL MOTION**

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR MICHELLE SALTER**

**OC175/24 That Council closes the meeting to the public to consider the following items:**

- **Agreement to Lease – Department of Communities**
- **Kaatanup Loop Housing**

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**

**AGAINST: NIL.**

Members of the public left the room at 6:29pm

**13.1 Agreement to Lease – Department of Communities**  
(ATTACHMENT)

**File Ref:** CP.RP.10  
**Reporting Officer:** David Blurton – Executive Manager Corporate Services  
**Date Report Prepared:** 12 December 2024  
**Disclosure of Interest:** No Interest to disclose

**Reason for Confidentiality**

Section 5.23 (2) c – approves a matter being managed by a local government on a confidential basis if it relates to a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**PROCEDURAL MOTION:**

**Voting Requirement:** Simple Majority

**MOVED: CR JOHN GOODHEART**                      **SECONDED: CR MATT COLLIS**

**OC176/24**              **That Council suspends standing orders.**

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR  
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**  
**AGAINST: NIL.**

**PROCEDURAL MOTION:**

**Voting Requirement:** Simple Majority.

**MOVED: CR JOHN GOODHEART**                      **SECONDED: CR MICHELLE SALTER**

**OC177/24**              **That Council resumes standing orders.**

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR  
MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**  
**AGAINST: NIL.**

**Voting Requirement:** Simple Majority

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

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR MICHELLE SALTER**

**OC178/24 That Council;**

- a) Notes the following material amendments to the Agreement for Lease;
  - (i) the re-inclusion of clause 4.4 – Final dates for completing construction,
  - (ii) the addition to clause 4.4 of the following;
    - (1) The Landlord shall use all reasons endeavours to complete the Landlord's Works by the date specified in item 8.
    - (2) By mutual agreement and both parties acting reasonably, the Final Date for Completion can be extended.
  - (iii) the date for Completion of the Landlord's Works being changed to 30 June 2027 (Item 8)
  - (iv) Deletion of Item 9 Special Conditions in its entirety.
- b) Subject to the above amendments being agreed, approves the execution of the attached Agreement for Lease and Lease in accordance with clause 9.49 of the Local Government Act (1995).

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**

**AGAINST: NIL.**

Cr Liz Guidera spoke for the motion.

Cr Ian Hanna declared an interest affecting impartiality as he is a real estate agent previously involved in the marketing of these vacant lots.

**13.2** **Kaatanup Loop Housing**

**Reporting Officer:** Peter Klein, Chief Executive Officer  
**Date Report Prepared:** 13 December 2024  
**Disclosure of Interest:** No Interest to disclose  
**Attachment** Site Plans

**Reason for Confidentiality**

Section 5.23 (2) c – approves a matter being managed by a local government on a confidential basis if it relates to a contract which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

**PROCEDURAL MOTION:**

**Voting Requirement:** Simple Majority

**MOVED: CR LIZ GUIDERA** **SECONDED: CR MICHELLE SALTER**

**OC179/24** That Council suspends standing orders.

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**  
**AGAINST: NIL.**

**PROCEDURAL MOTION:**

**Voting Requirement:** Simple Majority.

**MOVED: CR LIZ GUIDERA** **SECONDED: CR MICHELLE SALTER**

**OC180/24** That Council resumes standing orders.

**CARRIED: 7/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**  
**AGAINST: NIL.**



**Voting Requirement:** Simple Majority

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

**MOVED: CR PAUL TOTINO**

**SECONDED: CR JOHN GOODHEART**

**OC181/24** That Council approves the initiation of marketing efforts in partnership with Evoke Homes, to sell Kaatanup Loop homes ‘off-the-plan’ subject to;

- i. Confirmation of the availability of DPIRD grant funding under its Rapid Housing Trial, and
- ii. Entering into a Deed of Agreement or similar with Evoke Living Homes to describe the relationship between the parties and their respective responsibilities.

**CARRIED: 7/0**

**FOR: CR KRISTY D’APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**  
**AGAINST: NIL.**

Cr Paul Totino spoke for the motion.  
Cr John Goodheart spoke for the motion.  
Cr Kristy D’Aprile spoke for the motion.

**PROCEDURAL MOTION**

**Voting Requirement:** Simple Majority

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR JOHN GOODHEART**

**OC182/24** That Council reopens the meeting to the public.

**CARRIED: 7/0**

**FOR: CR KRISTY D’APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO, CR MICHELLE SALTER, CR IAN HANNA, CR MATT COLLIS**

**AGAINST: NIL.**

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 7:22pm.