



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 22 May 2024 in the Shire of Katanning's Council Chamber,  
52 Austral Terrace Katanning.

**DISCLAIMER**

The Council of the Shire of Katanning 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

26/6/2024



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### Table of Contents

Item No.	Item Heading	Page No.
<b>1</b>	<b>Declaration of Opening/Acknowledgement of Country</b>	<b>3</b>
<b>2</b>	<b>Record of Attendance</b>	<b>3</b>
<b>3</b>	<b>Announcements by Presiding Member Without Discussion</b>	<b>4</b>
<b>4</b>	<b>Response to Previous Public Questions Taken on Notice</b>	<b>4</b>
4.1	Josie Speight – Street light on Chipper Street	5
<b>5</b>	<b>Disclosure of Financial/Impartiality Interest</b>	<b>5</b>
<b>6</b>	<b>Public Question/Statement Time</b>	<b>5</b>
<b>7</b>	<b>Applications for Leave of Absence</b>	<b>5</b>
7.1	Application for Leave of Absence Cr Liz Guidera	5
7.2	Application for Leave of Absence Cr Matt Collis	5
<b>8</b>	<b>Petitions/Deputations/Presentations</b>	<b>5</b>
<b>9</b>	<b>Confirmation of Minutes of Previous Meetings</b>	<b>6</b>
9.1	Ordinary Council Meeting – Wednesday 24 April 2024	6
<b>10</b>	<b>Reports of Committees and Officers</b>	<b>6</b>
<b>10.1</b>	<b>Executive Manager Corporate Services</b>	<b>7</b>
10.1.1	Schedule of Accounts	7
10.1.2	Monthly Financial Report	9
<b>10.2</b>	<b>Chief Executive Officer's Reports</b>	<b>12</b>
10.2.1	Community Grants Program – Round 2	12
10.2.4	Purchasing Policy	15
10.2.5	Review of Policy 2.12 – Self Supporting Loans	18
10.2.6	Fit for Duty Policy	20
10.2.7	Shire of Katanning 2025-2035 Bike Plan	22
10.2.8	Department of Transport Great Southern 2050 Cycling Strategy	24
10.2.9	Tractor Replacement – Case IH FB 50B5 Farmall	26
10.2.10	Bushfire Risk Management Plan 2024 – 2026	28
<b>11</b>	<b>Elected Members Motion of Which Previous Notice Has Been Given</b>	<b>30</b>
<b>12</b>	<b>New Business of an Urgent Nature</b>	<b>30</b>
<b>13</b>	<b>Confidential Item</b>	<b>30</b>
<b>14</b>	<b>Closure of Meeting</b>	<b>30</b>

**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 6.00 pm.

**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 Michelle Salter  
Cr Ian Hanna  
Cr Paul Totino

Council Officers: Peter Klein, Chief Executive Officer  
David Blurton, Executive Manager Corporate Services  
Sue Eastcott, Acting Executive Governance Officer

Gallery: Josie Speight

Media: Nil.

Apologies: Nil.

Leave of Absence: Nil.

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

The President opened the meeting and welcomed those present. A high level of activity for the month was noted particularly, in respect to the FY25 budget preparation and a high level of community activity.

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

**President D'Aprile** read Josie Speight's question which stated: Can Council request Western Power to remove the light as I am not the property owner, I didn't request the installation and don't consider that its removal should be to my personal cost.

**Josie Speight** addressed the Councillors and explained that she rents a house from her daughter at 36 Chipper Street and in January a streetlight was installed in the street. Ms Speight stated that she immediately felt that she could not sleep at night. She was unsure if the Shire or Western Power was responsible for street lights. During her research into the streetlight, she has come across information regarding the dangers of LED streetlights which has concerned her even more.

Ms Speight has been informed by Western Power that she can have the streetlight removed but it will be at a personal cost of \$497.00 to lodge an application fee and up to an additional \$1,300 to \$6,600 to remove the light. Ms Speight stated that she doesn't think that it is fair that she has to pay.

**President D'Aprile** responded by thanking Josie for attending the meeting. Cr D'Aprile stated that the streetlight was installed by Western Power following a police request due to antisocial behaviour in the street with one neighbour in particular being a victim of some crime.

The Shire has conducted a door knock with the neighbours and all were supportive of having the streetlight and it was stated that due to this supportive stance by her neighbours, it is difficult to support Ms Speights request. However, Council is supportive of it requesting Western Power install a shield to minimise light spilling into Ms Speight's front yard.

**Ms Speight** Ms Speight stated that she accepts the outcome but that she will be taking it further with the Department.

**President D'Aprile** states that Ms Speight is welcome to take that recourse and noted that Streetlights are for the security for the community and that most Local Governments are using LED street lighting as it much more efficient and provides a brighter light.

President D'Aprile acknowledged Ms Speight's commitment to the Clive St planter boxes and that she is one of the few volunteers that has remained committed to her sponsored box and she was thanked for this commitment.

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

Nil

**6. PUBLIC QUESTION/STATEMENT TIME**

Nil

**7. APPLICATIONS FOR LEAVE OF ABSENCE****7.1 Application for Leave of Absence Cr Liz Guidera**

**Voting Requirement:** Simple Majority

**MOVED: CR MICHELLE SALTER**

**SECONDED: CR IAN HANNA**

**OC41/24 That Council grants Cr Liz Guidera leave of absence for the June Ordinary Council Meeting 2024.**

**CARRIED: 7/0**

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

**AGAINST: NIL**

**7.2 Application for Leave of Absence Cr Matt Collis**

**Voting Requirement:** Simple Majority

**MOVED: CR MICHELLE SALTER**

**SECONDED: CR LIZ GUIDERA**

**OC42/24 That Council grants Cr Matt Collis leave of absence for the June, July and August Ordinary Council Meetings 2024.**

**CARRIED: 7/0**

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

**AGAINST: NIL**

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

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**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**9.1 Ordinary Council Meeting – Wednesday 24 April 2024**  
**(SEE ATTACHED MINUTES)**

**Voting Requirement: Simple Majority**

**MOVED: CR MATT COLLIS**

**SECONDED: CR MICHELLE SALTER**

**OC43/24 That the minutes of the Ordinary Council Meeting held on Wednesday 24 April 2024 confirmed as a true record of proceedings.**

**CARRIED 7/0**

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

**AGAINST: NIL**

**10. REPORTS OF COMMITTEES AND OFFICERS**

Nil.

## 10.1 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

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

**File Ref:** FM.FI.4  
**Reporting Officer:** Patrick Kennedy, Manager Finance  
**Date Report Prepared:** 08 May 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

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

**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 2023/24	EFT Payments 2023/24	Direct Debits 2023/24	Credit Card 2023/24	Payroll 2023/24	Total Payments 2023/24
July	\$1,066.49	\$625,026.09	\$49,889.12	\$4,494.65	\$222,508.55	\$902,984.90
August	\$4,102.82	\$1,566,583.44	\$90,318.77	\$5,982.97	\$401,226.60	\$2,068,214.60
September	\$927.15	\$307,470.43	\$40,139.94	\$6,253.23	\$223,849.39	\$578,640.14
October	\$0.00	\$513,250.32	\$70,385.79	\$3,452.35	\$230,996.54	\$818,085.00
November	\$474.00	\$522,543.44	\$225,283.00		\$224,193.28	\$972,493.72
December	\$1,010.80	\$1,231,197.21	\$91,709.28	\$1,472.68	\$224,027.48	\$1,549,417.45
January	\$0.00	\$364,301.53	\$98,372.05	\$2,914.63	\$205,847.25	\$671,435.46
February	\$790.07	\$504,267.83	\$153,590.86	\$4,982.28	\$324,758.91	\$988,389.95
March	\$908.29	\$876,946.00	\$398,733.53	\$2,636.96	\$240,339.06	\$1,519,563.84
April	\$393.10	\$411,451.92	\$102,443.05	\$4,540.09	\$240,082.49	\$758,910.65
May						
June						
<b>Total</b>	<b>\$9,672.72</b>	<b>\$6,923,038.21</b>	<b>\$1,320,865.39</b>	<b>\$36,729.84</b>	<b>\$2,537,829.55</b>	<b>\$10,828,135.71</b>

**Officer's Comment:**

The schedule of accounts for the month of April 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.

**MOVED: CR MICHELLE SALTER**

**SECONDED: CR MATT COLLIS**

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

**OC44/24** That Council endorses the Schedule of Accounts as presented, being EFT payments 37663 - 37806 totalling \$411,451.92, Cheques 42471-42473 totalling \$393.10, Payroll payments totalling \$240,082.49 Direct Debit payments totalling \$102,443.05, Credit Cards (March) totalling \$4,540.09, all totalling \$758,910.65, authorised and paid in April 2024.

CARRIED: 7/0

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



### 10.1.2 Monthly Financial Report – April 2024 (ATTACHMENT)

**File Ref:** FM.FI.4  
**Reporting Officer:** David Blurton, Acting Executive Manager Corporate Services  
**Report Prepared:** 08 May 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 May 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.

Please note that Budget Amendments have not been processed at time of printing this report.

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

Below are the highlights for this reporting period:

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

\*Grants, subsidies and contributions are below budget by \$948,365. As identified on note 12, the majority of this relates to:

- Drought Affected Communities Grant \$300,000 – currently with the auditor for acquittal.
- Local Roads and Infrastructure Grants phase 3-4A and 4B – total \$425,906 – currently Phase 3 with the auditor for acquittal and 4A and B to be spent.

\*Fees and charges income \$129,400 over budget relating to additional income from KLC kiosk and membership, refuse site fees and building licences.

\*Interest Income \$67,593 higher than expected.

\*Profit on asset disposal lower than anticipated, refer note 4.

#### **Expenditure from Operating Activities**

\*Employee costs underbudget by \$241,304.

\*Material and contracts costs underbudget by \$1,200,257, mostly represented as;

- |   |   |
|---|---|
| • Debt collection legal expense \$82,393 under budget | • Education and welfare special projects \$24,721 |
| • Election expense \$21,482 under budget              | • Education & welfare grant spend \$121,827       |
| • Integrated planning & reporting \$33,750            | • Youth activities \$13,803                       |
| • Admin Consultants \$21,183                          | • Amhurst feasibility study \$60,000              |
| • Fire mitigation expenditure \$80,000                | • Aquatic centre maintenance \$30,711             |

- 
- Health consultants \$26,412
  - Demolition recreation services \$62,500
  - Building program KLC \$17,208
  - Economic Services consultants \$15,741
  - Transport consultants \$54,298
  - Economic development services \$18,500
  - Expensed minor asset purchases \$49,400

\*Depreciation over budget by \$619,440 relating to adjustment to building depreciation rates from fair value revaluation at the end of 21/22.

\*Capital program income and expense variances are identified at note 13 and 3 respectively.

**Statutory Environment:**

Local Government Act 1995, Section 6.4 Financial Report, states;

- (1) A local government is to prepare 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.

**Policy Implications:**

The Shire's financial management is guided by its approved policies.

**Financial Implications:**

There are no financial implications for this report.

**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

**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.

**MOVED:** CR LIZ GUIDERA

**SECONDED:** CR IAN HANNA

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

**OC45/24**            **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 April 2024, as presented.**

**CARRIED:** 7/0

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

**AGAINST:** NIL

Cr Guidera spoke for the motion.

## 10.2 CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.2.1 Community Grants Program – Round 2 (ATTACHMENT)

**File Ref:** GS.AE.1  
**Reporting Officer:** Peter Klein, Chief Executive Officer  
**Date Report Prepared:** 8 May 2024  
**Disclosure of Interest:** No interest to disclose.

**Issue:**

To consider applications for Round 2 of the 2022-23 Community Grants Program.

**Body/Background:**

The Round 2 Community Grants Program was advertised in February 2024 & March 2024 with advertisements in the Great Southern Herald, the Shire of Katanning Website, Shire Matters Newsletter – printed and electronic versions, emails, printed posters on shire noticeboards, multiple Facebook posts and word-of-mouth to the community.

The Community Grants Program provides funding support in three categories; Minor Community Grants (up to \$5000), Major Community Grants (over \$5000) and Triennium Community Grants (3-year approval), to enable organizations to develop projects that increase participation and benefit the community.

At the closing date **five (5)** applications were received: **three (3)** applications requesting a minor community grant and **two (2)** applications requesting a major community grant. The application process was coordinated by the Public Relations Officer Carly Watts.

The Round 2 Community Grants Program for 2023-24 has approximately \$4,800.00 ex GST available for distribution in the second round.

#### ROUND 2 APPLICATIONS RECEIVED – MARCH 2024

Group	Project	Amount Requested
Carols in the Park (Katanning Baptist Church)	Carols in the Park 2024	\$8,006.83
Katanning Arts & Crafts Society Inc	Rebuild of a sculpture	\$1,000
Katanning Miniature Railway	Build a disability carriage & extend platform roof	\$20,515.42 or \$12,354.86
Katanning Wanderer's Football Club	Upgrade of canteen facilities to bring into alignment with new standards.	\$4,691.07
Katanning's Piesse Park Community Inc	Concept plan for new Pump Track	\$5,000

**Statutory Environment:**

*Local Government Act 1995***Policy Implications:**

2.9 Community Grants Program. Applications were assessed in accordance with the Policy Guidelines.

**Financial Implications:**

If the recommendation is accepted, the FY24 Community Grants Program will be over-spent by \$594.19 & the FY25 budget will begin the period with a pre-existing commitment of \$3,008.57.

**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 – 2023

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To facilitate diversity and representation within the decision-making process.

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**Voting Requirement:** Simple Majority

**MOVED:** CR GUIDERA

**SECONDED:** CR SALTER

**Committee Recommendation**

- OC46/24            That Council with respect to the 2023-2024 Community Grants Program:
1. Allocate to the Katanning Baptist Church a grant of \$6017.15 + GST for Carols in the Park 2024 with 50% payable now and 50% payable from the FY25 Round 1 Community Grant Program;
  2. Deny the Katanning Miniature Railway's request for \$20,515.42 or \$12,354.86 to deliver a disability carriage and roof extension.
  3. Allocate to the Katanning Wanderer's Football Club \$2,385.62 for the purchase of a bain marie.
  4. Deny the Piesse Park Community's \$5,000 request for delivering a concept plan for a new pump track.

**Council Motion**

- OC47/24            **That Council with respect to the 2023-2024 Community Grants Program:**
1. **Allocate to the Katanning Baptist Church a grant of \$6017.15 + GST for Carols in the Park 2024 with 50% payable now and 50% payable from the FY25 Round 1 Community Grant Program;**
  2. **Deny the Katanning Miniature Railway's request for \$20,515.42 or \$12,354.86 to deliver a disability carriage and roof extension.**
  3. **Allocate to the Katanning Wanderer's Football Club \$2,385.62 for the purchase of a bain marie.**
  4. **Deny the Piesse Park Community's \$5,000 request for delivering a concept plan for a new pump track.**
  5. **Deny the Katanning Arts and Crafts \$1,000 request for rebuilding of a sculpture.**

CARRIED 7/0

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

#### 10.2.4 Purchasing Policy (ATTACHMENT).

**File Ref:** GV.PO.1  
**Reporting Officer:** Peter Klein  
**Date Report Prepared:** 17 May 2024  
**Disclosure of Interest:** Nil

**Issue:**

Council Policy 2.5, Purchasing Policy, was last reviewed on 27 July 2021 and prescribes conditions which don't guarantee value for money and which impede Council's decision making processes & its ability to deliver target outcomes in a timely manner.

**Body/Background:**

A summary of the key changes to the purchasing policy are succinctly outlined in the following table;

Current Threshold	Requirement	Proposed Threshold	Requirement
Up to \$500	Direct purchase	Up to \$10,000	1 written or verbal quote
\$500 to \$10,000	1 written quote	\$10,001 to \$25,000	Seek at least 2 written quotes (executive manager to sign-off where only one quote is obtained or CEO if quote was directly requested by the relevant executive manager).
\$10,001 to \$50,000	3 written quotes	\$25,001 to \$250,000	Seek at least 3 written quotes (CEO to sign-off where less than 3 written quotes are obtained).
\$50,001 to \$250,000	3 written quotes via RFQ	Above \$250,000	3 written quotes via tender/WALGA panel.
Over \$250,000	3 written quotes via tender/WALGA panel		

There have been many circumstances where Council staff have been unable to obtain three written quotes for the delivery of services. A good example is our inability to obtain three written quotes to strip and replace the walls in the Unit Hotel and the delays this has caused to this project.

Under the existing policy the CEO or executive manager may waive the quotation requirements subject to written justifiable reasons being filed in respect to such a waiver. The more streamlined approach is to give authorised staff the ability to make quicker decisions to enable delivery of outcomes in a more streamlined & timely manner.

Executive managers and their staff are responsible for their budgets, which are reviewed monthly and our internal credit procedures ensures the authoriser of a purchase order does not authorise the payment approval.

**Officer's Comment:**

Approval of the amended purchasing policy will speed up our procurement process and does not alter Council's fraud or budget risk. Those with delegated purchasing authority will be responsible for ensuring that value for money outcomes are achieved, despite receiving less than the target number of quotes and will be held accountable for compliance with their expenditure budgets.

**Statutory Environment:**

This amended policy is consistent with the provisions of the Local Government (Functions and General) Regulations 1996 and in particular Part 4, Division 1 Purchasing Policies, Section 11A & 11.

**Policy Implications:**

This policy will replace the current Policy 2.5 Purchasing Policy

**Financial Implications:**

Nil

**Risk Implications:**

Adoption of this policy will reduce reputational risk associated with slow decision making and a negligible impact on fraud or financial risk given executive manager or CEO sign-off..

**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:

OC/24 That Council adopts the amended Procurement Policy.

CARRIED/LOST:

FOR:

AGAINST:



**Council Motion:**

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR IAN HANNA**

**OC48/24 That Council lay the item on the table.**

**CARRIED:**

**7/0**

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

**AGAINST: NIL**

Cr Guidera spoke for the motion.

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**10.2.5      Review of Policy 2.12 – Self Supporting Loans**  
**(ATTACHMENT)**

**File Ref:** GV.PO.1  
**Reporting Officer:** David Blurton – Executive Manager of Corporate Services  
**Date Report Prepared:** 14 May 2024  
**Disclosure of Interest:** No Interest to Declare

**Issue:**

For Council to review Policy 2.12 Self Supporting Loans

**Body/Background:**

The policy prescribes the circumstances where the Council will support an application for a self-supporting loan to a not for profit organisation from within the Katanning community.

The Policy was last reviewed in September 2020.

**Officer's Comment:**

Officers consider that the current policy will facilitate the Policy's objective and meets the legislative requirements. Therefore, no changes are recommended to the policy.

**Statutory Environment:**

The development of policy is a key responsibility of the Council under section 2.7(2)b of the *Local Government Act 1995 (WA)*;

- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

*[Section 2.7 amended: No. 17 of 2009 s. 4.]*

**Policy Implications:**

Policy 2.12 – Self Supporting loans

**Financial Implications:**

There are no direct financial implications with the adoption of this Policy however, the policy provides for the approval of self-supporting loans up to a maximum of \$150,000 per applicant where prescribed requirements can be met.

**Risk Implications:**

The policy is intended to minimize financial risk to the Council by ensuring applicants provide several key financial documents to demonstrate their financial viability. This is therefore 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:** Simple Majority

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR JOHN GOODHEART**

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

**OC49/24** That Council adopt policy 2.12 – Self Supporting Loans as presented without change.

CARRIED 7/0

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

AGAINST: NIL

Cr Guidera spoke for the motion.

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**10.2.6**      **Fitness For Duty Policy**  
(ATTACHMENT).

**File Ref:**                      GV.PO.1  
**Reporting Officer:**         Peter Klein  
**Date Report Prepared:**     17 May 2024  
**Disclosure of Interest:**     Nil

**Issue:**

Council policy 5.14, Fit for Work Policy, was recently tested when dealing with a non-negative drug test and has subsequently been reviewed and amended to address its gaps.

**Body/Background:**

The Fit for Duty Policy is one of our most important governance documents and plays a key role in council providing a safe and healthy workplace.

At its core this policy provides guidance to staff, councillors, volunteers & contractors on their;

1. duty of care to their colleagues & the community
2. the importance of presenting for work in a fit state and
3. how Council's zero tolerance approach to the misuse of drug and alcohol is implemented in the workplace.

The Policy acknowledges that fitness for duty is broader than just alcohol & drugs and that fatigue and other mental/social conditions can affect a workers' ability to safely perform work functions.

As a condition of employment all staff agree to be bound by the terms of this Policy and to participate in random drug and alcohol testing.

It is important that this policy details the exact steps taken when undertaking drug and alcohol testing and how non-negative tests are processed. Non-negative results will threaten a workers' job tenure and compliance with the agreed policy is our best defence against any procedural fairness claim.

In respect to alcohol, we're working on a three strike model and for drugs a two strike model.

**Officer's Comment:**

The policy has been presented to staff and comment has been invited. Some comment from staff and councillors have been received and where appropriate, incorporated into this document.

**Statutory Environment:**

The Council has a duty of care to protect the health and safety of employees and to ensure that our activities do not harm others.

The Work Health and Safety Act 2020 places an obligation on employers to protect their employees and others who may be affected by their activities.

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The Work Health and Safety Act is legislation that sets out the duty of care expected of Australian employers. It applies to all workplaces regardless of size or industry.

This act requires all employers to;

- provide a safe and healthy work environment for their employees
- identify and assess risks to health and safety
- implement control measures to eliminate or minimise those risks
- provide information, training and supervision to employees
- monitor the health and safety of employees and the workplace.

**Policy Implications:**

This policy will replace the current Policy 5.14 Fit for Work

**Financial Implications:**

Drug & alcohol testing frequency and cost, may increase.

**Risk Implications:**

Adoption of this policy will reduce the risk of workers presenting unfit for work.

**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

**MOVED:** CR PAUL TOTINO

**SECONDED:** CR MATT COLLIS

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

**OC50/24** That Council adopts the amended Fit for Duty Policy.

CARRIED: 7/0

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

AGAINST: NIL

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**10.2.7**      **Shire of Katanning 2025-2035 Bike Plan**  
(ATTACHMENT)

**File Ref:** ED.SV.1  
**Reporting Officer:** Jamie Holmes, Manager Projects & Assets  
**Date Report Prepared:** 18 April 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To endorse the Shire of Katanning 2025-2035 Bike Plan.

**Body/Background:**

In 2023/2024 the Shire received grant funding from the Department of Transport as part of the Western Australian Bicycle Network (WABN) program to develop a local bike strategy for Katanning. In August 2023 the Shire of Katanning appointed PJA to develop the Bike Plan.

The Shire of Katanning's existing footpath network comprises of a total length of 28km and is used by pedestrians and cyclists alike. The Bike Plan identifies primary, secondary, and local routes suitable for cyclists and pedestrians, as well as suggestions for improved connectivity and infrastructure improvements to facilitate more cycling uptake.

The Bike Plan's overall goal is to provide guidance on creating an effective and efficient transport network. To achieve this goal, the Bike Plan has several objectives:

- Support cycling for local trips for community members of all ages.
- Create a connected cycling network.
- Create a safe cycling network for the community.
- Increase accessibility to the existing network.
- Utilise existing opportunities to expand the network.

PJA presented the plan to Council on the 17 May 2024 Council Forum.

**Officer's Comment:**

The Shire of Katanning 2025-2035 Bike Plan identifies strategic path routes and opportunities for cycleway infrastructure improvements. It is not wholly and fully inclusive of all footpath and pedestrian infrastructure considerations. Issues such as age and condition of existing infrastructure will be addressed by long-term works programming and asset management plans.

The Bike Plan incorporates relevant elements of the Department of Transport's Great Southern 2050 Cycling Strategy.

**Statutory Environment:**

Nil.

**Policy Implications:**

Nil.

**Financial Implications:**

Endorsement of the Shire of Katanning 2025-2035 Bike Plan is a required milestone for the acquittal of the project with DoT and the final instalment of WABN grant funding.

**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** Built Environment

**Aspiration** Katanning is a beautiful, well serviced place that invites people to stay.

**Objective** To provide infrastructure that enables safe movement through our community.

**Voting Requirement:** Simple Majority

**MOVED:** CR PAUL TOTINO

**SECONDED:** CR MICHELLE SALTER

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

**OC51/24** That Council:

- 1) **Adopts the Shire of Katanning 2025-2035 Bike Plan; and**
- 2) **Incorporates the Bike Plan in future asset management plans and in the consideration of all future cycleway infrastructure.**

CARRIED: 7/0

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

AGAINST: NIL

Cr Totino spoke for the motion.

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**10.2.8**      **Department of Transport Great Southern 2050 Cycling Strategy**  
**(ATTACHMENT)**

**File Ref:** ED.SV.1  
**Reporting Officer:** Jamie Holmes, Manager Projects & Assets  
**Date Report Prepared:** 18 April 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To endorse the Department of Transport's Great Southern 2050 Cycling Strategy.

**Body/Background:**

The Department of Transport has developed this Great Southern 2050 Cycling Strategy and is now seeking industry endorsement.

Development of this strategy began in 2022, with the Shire of Katanning and other local government authorities providing input following stakeholder and community consultation. The strategy intends to create a shared long-term vision for cycling in the region and guide the delivery of safe and interconnected bicycle networks.

The Strategy highlights opportunities to encourage bike riding for transport, recreation and tourism across the region and proposes networks for regional centres and their surrounding areas. Five-year action plans prioritise the delivery of strategic infrastructure and initiatives and guide funding through future grant funding programs. As an aspirational plan, it is recognised that regional local governments with constrained funding may not have the capacity to deliver the final complete works.

The final strategy includes five central themes for cycling across the region, with key opportunities identified for each that highlight the potential for bike riding in and around the Great Southern region. Case studies are used to illustrate where similar outcomes have been achieved elsewhere. The themes include:

- Connecting people to where they live, work, learn and play;
- Improving safety for bike riders on roads;
- Encouraging cycling for people of all ages, abilities and backgrounds;
- Improving planning for cycling; and
- Developing cycle tourism experiences

Endorsement of the Great Southern Cycling Strategy does not commit Council nor State Government agencies to deliver all, or any part, of the Great Southern Cycling Strategy within a particular timeframe – nor does any endorsement commit any party(s) to fund any specific route or initiative within the Strategy. Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational Great Southern 2050 Cycling Strategy over the longer term.



**Officer's Comment:**

The Great Southern 2050 Cycling Strategy has been an important reference document for the development of the Shire of Katanning's 2025-2035 Bike Plan.

Endorsement of this plan may open opportunities for the Shire of Katanning to apply for funds made available through the Western Australian Bike Network (WABN) grant funding program.

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

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

**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** Built Environment

**Aspiration** Katanning is a beautiful, well serviced place that invites people to stay.

**Objective** To provide infrastructure that enables safe movement through our community.

**Voting Requirement:** Simple Majority

**MOVED:** CR PAUL TOTINO

**SECONDED:** CR IAN HANNA

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

**OC52/24** That Council endorses the Great Southern 2050 Cycling Strategy.

CARRIED: 7/0

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

AGAINST: NIL

Cr Totino spoke for the motion.

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### 10.2.9 Tractor Replacement – Case IH FB 50B5 Farmall

**File Ref:** FM.BU.6  
**Reporting Officer:** Lindsay Morrison – Acting Executive Manager Infrastructure & Assets  
**Report Prepared:** 9 May 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

Council's current tractor & flail mower combination is unsafe and is tagged out of service. The purchase of a new, higher capacity tractor is proposed.

**Background:**

Council has been operating a tractor mower combination that presents a safety hazard for both our staff and the equipment.

The shire has a CASE IH FB50B5 FARMALL tractor paired with a Peruzzo Panther flail mower for mowing the Quartermaine Oval and the associated hockey field at the Katanning Leisure Centre. The tractor was purchased in 2016 and is due to be replaced in 2024 / 2025 financial year. The mower was purchased in 2016 and is currently not due for replacement.

This tractor has the following three main roles;

1. Mowing of the Quartermaine Oval and the Hockey Field
2. Fertilizing of the above oval and field
3. Spraying of the above oval and field.

Whilst the CASE IH FB50B5 FARMALL tractor is of sufficient power to operate the mover it is not correctly sized from a total tractor mass and 3-point linkage lifting capability perspective. The CASE tractor's 3-point linkage has a lifting capacity of **1252kg**.

The Shire's flail type mower / catcher is specifically designed for mowing playing fields etc. and requires a 60hp tractor. The mower in working condition has a mass of **730kg** when empty and a potential to catch 1800L of grass which could add a further mass of approximately **900kg** (assume 1800L of wet grass = mass of 0.5kg per litre).

The total combined mass of mower and load can be as much as **1650kg**. To address this problem the tractor has had the maximum additional front weights fitted however, this has proven to be ineffective.

The mowing of the oval and field is being performed under contract and this will continue until a solution is available.

**Statutory Environment:**

Workplace Health & Safety legislation places a duty of care on the Council to provide a safe workplace.

**Policy Implications:**

Nil

**Financial Implications:**

The tractor's replacement was scheduled for FY25. If approved this purchase, valued at \$65,000 will occur in FY24 and will draw on reserve funds.

**Risk Implications:**

Purchasing a fit for purpose tractor will improve safety outcomes for the Council and its workers.

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

**Focus Area** Built Environment

**Aspiration** Katanning is a beautiful, well serviced place that invites people to stay.

**Objective** To provide infrastructure that enables safe movement through our community.

**Voting Requirement:** Simple Majority

**MOVED:** CR JOHN GOODHEART

**SECONDED:** CR MATT COLLIS

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

**OC53/24** Subject to a demonstration confirming the compatibility with the Council's flail type mower / catcher, Council approves purchasing a replacement 60HP tractor with a 3-point linkage lift capability of 2256kg, in FY24, at a cost of \$65,000 and drawing on reserve funds.

CARRIED: 7/0

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

AGAINST: NIL

Cr Goodheart spoke for the motion.

Cr Totino Spoke for the motion.

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**10.2.10**      **Bushfire Risk Management Plan 2024 – 2026**  
(ATTACHMENT)

**File Ref:** ES.LG.1  
**Reporting Officer:** Cindy Pearce  
**Date Report Prepared:** 24 April 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

The Shire of Katanning Bushfire Risk Management Plan 2024 – 2026, has been reviewed & supported by the Office of Bushfire Risk Management (OBRM) and is presented for Council endorsement.

**Body/Background:**

The Shire of Katanning with the support of the Office of Bushfire Risk Management (OBRM), has produce the attached Bushfire Risk Management Plan (BRMP).

The plan provides a structured approach to prioritising, monitoring and treating bushfire risk. The Plan follows the principles in the international risk management standard ISO 31000:2018 Risk Management and is consistent with the standards outlined in the Guidelines for Preparing a Bushfire Risk Management Plan, published by the Office of Bushfire Risk Management.

Once the Bushfire Risk Management Plan is approved by the Office of Bushfire Risk Management and Council, it qualifies the Shire to be eligible for funding under the Mitigation Activity Fund (MAF).

Four (4) asset categories are identified in the BRMP (Human Settlement, Economic, Environmental and Cultural). The assets were assessed by the Bushfire Risk Planning Coordinator employed by DFES and took into consideration the bushfire risk based on vegetation classification, separation distance and slope of the topography. The areas that rate High, Very High, and Extreme will require treatment if they are currently not being managed under Section 33 Bushfire Act. A number of these areas already have partial treatments completed eg Marmion St Reserve, burn completed in 2023.

Treatments are guided by risk and can only be carried out on lands located within a townsite and which are vested or owned by the Local Government. The Shire has a number of large vegetation areas and road verges within the townsite that would fall under this funding.

Mitigation works will be developed in consultation with local Fire Control Officers, landowners and other stakeholders including the regional DFES Bushfire Risk Management Officer.

**Officer's Comment:**

Currently there are 2 Mitigation Activity funding rounds available per year.

On approval of funding for mitigation activities, the Shire can either complete the works or engage a contractor. The OBRM requires a progress report to be submitted part way through the funding round. On completion of the work all works must be acquitted.

**Statutory Environment:**

State Hazard Plan – Fire. Appendix C

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

There are no direct financial implications from endorsement of this plan.

**Risk Implications:**

Bushfire risk is ever-present and is considered a high risk. Endorsement of the Plan but more importantly, delivery of mitigation activity will actively reduce the bushfire risk to the townsite.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 – 2023

**Focus Area** Natural Environment

**Objective** To protect the natural environment, encourage biodiversity and protection of personal and community infrastructure and assets.

**Voting Requirement:** Simple Majority / Absolute Majority

**MOVED:** CR LIZ GUIDERA

**SECONDED:** CR IAN HANNA

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

**OC54/24** That Council:

- 1) Approves the Bushfire Risk Management Plan 2024 – 2026 and advises the Office of Bushfire Risk Management of its approval.**

CARRIED: 7/0

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

AGAINST: NIL

Cr Guidera 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

**13. CONFIDENTIAL ITEMS**

NIL

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 6.22 pm.