



Shire of
Katanning
Heart of the Great Southern

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

**NOTICE OF
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on
Wednesday 25 September 2024 in the Shire of Katanning's Council Chamber,
52 Austral Terrace, Katanning commencing at 6.00pm.

Peter Klein
CHIEF EXECUTIVE OFFICER
Friday 20 September 2024

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 ____ 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 Ian Hanna
Cr Paul Totino

Council Officers: Peter Klein, Chief Executive Officer
David Blurton, Executive Manager Corporate Services
Geoff Mackin, Acting General Manager Assets & Operations
Denise Gallanagh-Wood, Executive Manager Community Development
Taryn Human, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence: Cr Michelle Salter

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

6. PUBLIC QUESTION/STATEMENT TIME

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 Ordinary Council Meeting – Wednesday 28 August 2024
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/24 That the minutes of the Ordinary Council Meeting held on Wednesday 28 August 2024 are confirmed as a true record of proceedings.

CARRIED/LOST:
FOR:
AGAINST:

10. REPORTS OF COMMITTEES AND OFFICERS

Nil.

10.1 GENERAL MANAGER INFRASTRUCTURE & STRATEGY

Nil.

10.2 GENERAL MANAGER OPERATIONS

Nil.

10.3 EXECUTIVE MANAGER CORPORATE SERVICES

10.3.1 Schedule of Accounts – August 2024 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Patrick Kennedy, Manager Finance
Date Report Prepared: 09 September 2024
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 August 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 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
YTD Total	\$4,354.00	\$1,367,331.74	\$254,999.74	\$16,988.34	\$596,881.01	\$2,240,554.83

Officer's Comment:

The schedule of accounts for the month of August 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" 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:

OC/24 That Council endorses the Schedule of Accounts as presented, being EFT payments 38239 - 38421 totalling \$682,403.96, Cheques 42482-42483 totalling \$218.00, Payroll payments totalling \$354,282.34 Direct Debit payments totalling \$130,875.64, Credit Cards (July) totalling \$11,493.47, all totalling \$1,179,273.41, authorised and paid in August 2024.

CARRIED/LOST:

FOR:

AGAINST:

10.3.2 Monthly Financial Report – August 2024 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: David Blurton, Acting Executive Manager Corporate Services
Report Prepared: 18 September 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 31 August 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 are \$167,314 (or 3.25%) more than budget. The budgeted rates figure includes an expected \$100,000 write off in rates which is yet to be processed and 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 \$255,579 or (176.34%) over budget. This relates to 1st quarter adjusted general purpose grant of \$120,824 being paid which was not expected until September. In addition, main roads direct grant of \$190,438 has been received in August which was more than budgeted (\$157,979). Further, the YTD budget for this item requires amendment to better reflect when these funds are received.
- Fees and charges income is \$203,470 (or 19.65%) over budget which relates to the following items
 - KLC entry, membership fee and kiosk sales \$13,117 more than YTD budget
 - Medical Centre rent \$7,500 more than YTD budget – relates to timing issue
 - Refuse site disposal charges \$16,202 more than budget reflecting greater volume of waste being received at the site.
 - Lotterywest Grant of \$120,000 for the Community Capacity Building project has been received but receipted to Fees and Charges code incorrectly. This will be corrected in the September report.

- Yarding Fees at the Katanning Saleyards are \$52,530 more than budget to the end of August, reflecting greater numbers of sheep being transferred through the facility.
- Interest revenue is \$19,244 below budget, however this is a timing issue as current term deposits mature in September 2024.

Expenditure from Operating Activities

- Employee costs underbudget by \$213,296 reflecting several key officer roles which remain vacant as at the end of August 2024.
- Materials and Contracts are \$49,065 below budget which mainly relates to the following items;
 - Tennis club resurfacing contribution \$25,000
 - Road Maintenance unsealed roads \$15,334
 - Expensed Minor asset purchase \$8,332
- Depreciation costs of \$609,784 are underbudget as depreciation for 24/25 will not be processed until the 23/24 financial report is finalised.
- Insurance costs are \$91,748 under budget relating to timing and because LGIS renewal reports indicate that premiums will be approximately \$50,000 less than budgeted for the 24/25 financial year, which is due in large part to a change in market values of the Council's plant and equipment.
- Other expenditure is underbudget by \$12,540 relating to Councillor donations and the community financial assistance program.
- Payments for property, plant and equipment and infrastructure are both below budget as at the end of August 24
- Surplus at start of financial year is \$2.721m 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.

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:

OC/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 31 August 2024, as presented.

CARRIED/LOST:

FOR:

AGAINST:

10.3.3 Quartermaine Oval upgrade RFQ03-2024

File Ref: RM/98/0007
Reporting Officer: David Blurton, Executive Manager Corporate Services
Date Report Prepared: 17 September 2024
Disclosure of Interest: No Interest to disclose

Issue:

This report presents the outcome of the Request for Quote (RFQ) process for the upgrade of Quartermaine Oval.

Body/Background:

The upgrade of Quartermaine Oval playing surface is a key component of the Council's plans to upgrade of the Katanning Leisure Centre grounds. The request for quote process for the upgrade of the oval's surface was undertaken using WALGA's preferred supplier program and submissions closed on 16 September 2024, with two submissions being received from Ligna Construction and Newground Water Services.

Following close, the Project Management Group (PMG) has completed an assessment of the submissions received, which has included assessment against qualitative and quantitative criteria established in the RFQ process and a value for money appraisal.

Officer's Comment:

The Project Management Group comprising CEO, EMCS and KLC Manager each assessed the proposals individually then met to discuss.

The outcome of the assessment process is as follows;

Name	Average Score	Offer	Ranking
Ligna Construction	60.5	\$1,697,398	2
Newground Water Services	79.3	\$1,556,964	1

The PMG group is satisfied that the submission from Newground Water Services;

- demonstrated an adequate understanding of the required tasks and outlined acceptable methodology and timeframes.
- showed sufficient capacity and resources to deliver all services required
- demonstrated significant experience in delivering similar projects including.
 - Kennedy Bay Golf Course turf installation \$6m
 - City of Gosnells replacement of oval and subsoil drainage including returfing \$1.04m
 - Highgate Primary School oval new turf and irrigation \$405k.
 - Medina Oval irrigation installation
 - Perry lakes and Alderbury Sports Reserve irrigation installation
 - Yanchep Rail extension irrigation

- demonstrated a commitment to sustainable business practices
- considered Council policy 2.7 – Buy Locally Regional Price Preference and committed to using local goods and services where possible.

Feedback received from nominated referees were positive on the performance and workmanship of Newground Water Services.

It is anticipated that the project will commence on 1 November 2024 and be complete by 31 January 2025.

In summary, Officers have undertaken rigorous assessment of both proposals received against the RFQ criteria and after undertaking due diligence, including contacting referees, consider that Newground Water Services has met the criteria to undertake the works on behalf of the Council.

Statutory Environment:

Regulation 11 (1) of the Local Government (Functions and General) Regulations 1996 requires a tender process to be undertaken where the procurement of goods and services is expected to exceed \$250,000 unless an exemption can be identified. Regulation 2 (b) exempts the need to tender where local authorities use WALGA's preferred supplier program to procure such goods of services, which is the case in the instance.

Policy Implications:

Policy 2.5 – Purchasing Policy requires “a public tender or other public procurement process” and requires officers to “seek at least three quotations from an appropriate exempt arrangement” for amounts over \$250,000.

Delegation DA04 – Tenders places a limit on the CEO accepting tenders and purchases exempt from tendering over \$250,000 in value, hence the need to refer this decision to the Council for consideration.

Financial Implications: The project has a budget of \$2m in total which includes the upgrade of electrical and lighting infrastructure and the upgrade of the oval surface including removing waste, releveling, new subsoil drainage, new reticulation and returfing. The project also includes installation of new cricket wicket and practice nets.

24-25 Quartermaine Oval upgrade Budget	\$2,000,000
Lighting upgrade (RFQ04-2024)	\$ 510,353
Budget remaining for oval upgrade (RFQ03-2024)	\$1,489,647
The submission from Newground Water Services totals	\$1,556,964
Budget Shortfall	\$ (67,317)

There are several options to address the budget shortfall including

- The CSRFF grant is up to a maximum of \$1.2m on a 1/3 2/3 basis. Increasing the expected grant income by \$22, 438 will still leave the project \$44,877 short.
- Negotiate with Newground and explore any potential savings in their offer.
- Access additional funds from anticipated closing surplus at 23/24 or other identified savings and include the adjustment as part of the mid-year budget review.

- Access additional funds from the KLC facilities reserve.

As per the 2024/25 Budget, funding sources identified for the project are as follows;

Department of Sport and Recreation – CSRFF Grant	\$	666,667
Department of Infrastructure - LRCI Phase 4A Grant	\$	250,000
Quartermaine Oval Reserve Transfer	\$	387,782
WAFL Grant	\$	100,000
WACA Grant	\$	40,000
Funds required from Municipal	\$	555,551

Risk Implications:

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area	Built Environment
Aspiration	We will work to provide our community with the services infrastructure and facilities that meet its needs
Objective	To provide well maintained public and open spaces that facilitate active and passive recreation.

Voting Requirement: Simple Majority

Officer’s Recommendation/Council Motion:

OC/24 **That Council**

- 1. Award RFQ03-2024 Quartermaine Oval upgrade to Newground Water Services.**
- 2. Authorise the CEO to negotiate any minor changes in scope to achieve the original project budget.**
- 3. If no savings can be negotiated with Newground Water Services then accept the original offer of \$1,556,964 ex GST and access the project shortfall from identified operational savings within the 24/25 budget and/or additional end of year surplus funds.**

CARRIED/LOST:

FOR:

AGAINST:

10.3.4 Quartermaine Oval Lighting Project RFQ04-2024

File Ref: RM/98/0007
Reporting Officer: David Blurton – Executive Manager of Corporate Services
Date Report Prepared: 2 September 2024
Disclosure of Interest: No Interest to disclose

Issue:

This report presents the outcome of the Request for Quote (RFQ) process for the upgrade of lighting infrastructure at Quartermaine Oval.

Body/Background:

The upgrade of Quartermaine Oval's lights is a key component of the Council's plans to upgrade of the Katanning Leisure Centre grounds. The request for quote process for the upgrade of the ovals lights was undertaken using WALGA's preferred supplier program and submissions closed on 26 August 2024, with one submission being received from Stiles Electrical.

Following close, the project management group in liaison with Council's independent electrical consultants, Focus Electrical Group has completed an assessment of the submission received, which has included assessment against qualitative and quantitative criteria established in the RFQ process and a value for money appraisal.

Officer's Comment:

The Project Management Group comprising CEO, EMCS and KLC Manager each assessed Stiles's proposal individually then met to discuss the proposal from Stiles. Focus Consultants advice was also sought from a technical perspective.

The outcome of the assessment process is that Stiles Electricals submission:

- demonstrated an adequate understanding of the required tasks and outlined acceptable methodology and timeframes.
- showed sufficient capacity and resources to deliver all services required
- demonstrated significant experience in delivering similar projects including.

2022/23

- Webber Reserve (100 lux) – City of Melville
- Kingsway Sporting Complex (FIFA Women's World Cup – 500 Lux) – City of Wanneroo
- Butler's Reserve – Stages 1 & 2 (100 Lux) – City of Stirling
- Turkich Park (100 lux) – City of Swan
- Tom Perrott (100 lux) – Town of Mosman Park
- Davis Oval (50 lux) – Town of Mosman Park
- Mandurah Tennis Club (350 Lux) – City of Mandurah
- Bunbury Hockey Stadium (500 Lux) – Bunbury & Districts Hockey Assoc.
- Narrogin Hockey Stadium (500 Lux) – Shire of Narrogin

2023/24

- Wellard Oval (100 Lux) – City of Kwinana
- Bull Creek Tennis Club (350 Lux) - Bull Creek Tennis Club
- Bill Ellson Reserve (100 Lux) – City of Melville

- Winnacott Reserve (100 Lux) – City of Melville
- Beasley Reserve (100 Lux) – City of Melville
- Forrest Park (100 Lux) – City of Joondalup
- Iluka District Open space (100 Lux) – City of Joondalup
- Carey Park (100 Lux) - Carey Park Football Club
- Dalvik Park (100 Lux) – City of Wanneroo
- Wellington Square (100 Lux) – City of Perth
- Miles Park (50 lux) – City of Belmont
- demonstrated a commitment to sustainable business practices
- considered Council policy 2.7 – Buy Locally Regional Price Preference and committed to using local goods and services where possible.

References contacted were generally positive.

It is anticipated that the project will commence on 1 November 2024 and be complete by 31 January 2025. However, Stiles have indicated that the lead time for ordering some of the project's components is up to 13 weeks which makes it imperative to expedite contract negotiation and execution if nominated timeframes are to be met.

In summary, Officers and Focus Electrical Consultants have undertaken due diligence on the offer put forward by Stiles and consider that the company has met the criteria to undertake the works on behalf of the Council. The offer aligns with the QS undertaken 12 months ago factoring in CPI and is within budget.

Statutory Environment:

Regulation 11 (1) of the Local Government (Functions and General) Regulations 1996 requires a tender process to be undertaken where the procurement of goods and services is expected to exceed \$250,000 unless an exemption can be identified. Regulation 2 (b) exempts the need to tender where local authorities use WALGA's preferred supplier program to procure such goods of services, which is the case in the instance.

Policy Implications:

Policy 2.5 – Purchasing Policy requires “a public tender or other public procurement process” and requires officers to “seek at least three quotations from an appropriate exempt arrangement” for amounts over \$250,000.

Delegation DA04 – Tenders places a limit on the CEO accepting tenders and purchases exempt from tendering over \$250,000 in value, hence the need to refer this decision to the Council for consideration.

Financial Implications:

The project has a budget of \$2m in total which includes the upgrade of electrical and lighting infrastructure and the upgrade of the oval surface including drainage, reticulation and returfing.

Focus Electrical had completed an estimate of probable costs for the oval lighting component as at September 2023 which indicated the cost would be \$502,188 excluding GST. This estimate was used to inform development of the projects budget for inclusion in the Council's 2024/25 Budget.

The Submission from Stiles Electrical totals \$510,353 excluding GST and is itemised below.

RFQ price Breakdown

Quartermaine Oval Lighting Upgrade - Shire of Katanning	
Item	Tender Amount
Liaison with the client and design team	Included
Removal of redundant services	\$ 7,925.00
LV site main switchboard modifications	\$ 2,435.20
New lighting control gear enclosure LC1	\$ 45,904.90
new LV submain circuit cabling	\$ 8,775.00
New LV final circuits cabling	\$ 26,658.00
Trench route scanning and marking	N/A
Trenching and making good	\$ 3,172.50
Directional drilling/boring	\$ 70,199.25
Cable containment (Conduits & Cable Pits)	\$ 15,684.62
Associated Builders work	\$ 6,380.00
Lighting (Supply light fitting, lamps and control gear)	\$ 112,070.00
Lighting installation	\$ 97,992.50
Lighting control system	\$ 6,399.84
New light poles include structural design	Included in item 19
Light pole pile footings	included in item 13
Geotechnical Investigations & Reporting	\$ 4,180.00
Structural Engineers design & Installation Certification	\$ 935.00
Surveying	\$ 4,482.50
Crainage and access platforms as required	\$ 16,042.40
Surface protection due to EWP and Crainage	N/A
Testing & commssioning	\$ 2,700.00
As Buit drawings and maintenance handbooks	\$ 1,080.00
maintenance during the defects period	Included
Site establish costs	\$ 6,850.00
Building permit & Levy fees	\$ 4,072.78
Provisional sum for the lighting contril SIM card	\$ 150.00
Accomodations	\$ 66,264.00
	\$ -
	\$ -
TOTAL	\$ 510,353.49
GST	\$ 51,035.35
TOTAL INC GST	\$ 561,388.84

As per the 2024/25 Budget, funding sources identified for the project are as follows;

Department of Sport and Recreation – CSRFF Grant	\$ 666,667
Department of Infrastructure - LRCI Phase 4A Grant	\$ 250,000
Quartermaine Oval Reserve Transfer	\$ 387,782
WAFL Grant	\$ 100,000
WACA Grant	\$ 40,000
Funds required from Municipal	\$ 555,551

Risk Implications:

Nil.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area	Built Environment
Aspiration	We will work to provide our community with the services infrastructure and facilities that meet its needs
Objective	To provide well maintained public and open spaces that facilitate active and passive recreation.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/24 **That Council:**

- 1. Award RFQ04-2024 Quartermaine Oval Lighting upgrade to Stiles Electrical Services.**
- 2. Authorise the CEO to negotiate any minor changes in scope to achieve the original project budget.**
- 3. If no savings can be negotiated with Stiles Electrical Services then accept the original offer of \$510,353 ex GST and access the project shortfall from identified operational savings within the 24/25 budget and/or additional end of year surplus funds.**

CARRIED/LOST:

FOR:

AGAINST:

10.3.5 Requests for Rating Concessions (ATTACHMENTS)

File Ref: RC/24/641 and A3318
Reporting Officer: David Blurton – Executive Manager of Corporate Services
Date Report Prepared: 30 August 2024
Disclosure of Interest: No Interest to disclose

Issue:

Several organisations have contacted the Shire of Katanning recently requesting either a rating concession or exemption for the 2024/25 year. In the interests of fairness and equity, Council management consider it appropriate that such requests are considered under the guidance of a Council Policy.

Body/Background:

As previously reported, the FY25 rating year was a Gross Rental Valuation (GRV) revaluation year resulting in significant GRV increases for some properties and therefore rate amounts payable. The revaluation process applied to all GRV rated properties.

The Katanning Club Inc – Rate Increase

As a result of this year's GRV revaluation, the Katanning Club's rates assessment increased 70.17% to \$4,964.21. During a meeting with Club representatives, Council management suggested that the club appeal the new valuation to Landgate as an initial action and Club officials have indicated that this option was investigated but not pursued. The club has since forwarded a letter requesting that Council consider granting a rates concession.

In preparing this report for Council and to aid in decision making, management requested further information about the Club's financial viability however, at time of writing this report, the requested information has not been provided. The table below summarises this year's GRV changes for the Katanning Club and the corresponding effect on rates payable.

Year	GRV	Rates Payable	% Increase
22/23	23,216	\$2,755.84	
23/24	23,216	\$2,917.23	5.86%
24/25	46,790	\$4,964.21	70.17%

Council has the discretion under section 6.47 of the *Local Government Act* to grant rating concessions as it sees fit.

Palmerston Association Inc, 56 Clive Street Katanning. FY25 rates \$1,537

Palmerston Inc. has contacted the Council requesting a rate exemption on the grounds that they operate as a not-for-profit charity. Council management advised Palmerston to supply information to support their claim and this information has been provided.

Palmerston are a not-for-profit organisation supporting individuals, families and communities affected by alcohol and/or drug addiction and they provide a range of services from the premises including;

- Assessment and referral

-
- Counselling and support for adults, youth and families
 - Counselling for people in the justice system including court diversion programs
 - Needle and syringe program
 - Group counselling
 - Therapy programs including SMART Recovery and art groups
 - Afterhours counselling services by appointment
 - Support for people with both mental health and alcohol and other drug concerns
 - Shared care with other services
 - Outreach support
 - Support for local communities through prevention and community development activities.

Section 6.26 (1) of the *Local Government Act* prescribes that all land in the district is rateable except for land that is ***used exclusively for charitable purposes***. The decision on whether a rate assessment is classed as charitable rests with the Council however, it is not uncommon for organisations to appeal Council decisions to the State Administrative tribunal or the courts, with some success.

Noongar Boodja Land Sub Pty Ltd, Lot 710 Cullen Street, Katanning. Rates FY25 \$1,200

The above organisation has also contacted the Council requesting a rate exemption on the grounds that the organisation is a not-for-profit charity. However, charitable exemptions under 6.26 (2) are largely determined by whether the land is used exclusively for charitable purposes and as this land is vacant, management contends that land is therefore not used for a charitable purpose.

In considering this request, Council should be aware that the Southern Aboriginal Corporation (SAC) is also a not-for-profit organisation and owns a further 10 properties in Katanning which collectively levy \$19,502 in rates per annum.

In developing this report, management searched Council minutes for previous Council decisions relating to the rate status of SAC properties. This work confirmed that SAC has previously approached Council seeking exempt charitable status and the decision below was from the Ordinary Meeting of the Council in August 2020.

It is not clear from the motion below whether the Council's intent was to grant SAC a charitable rating exemption for the related properties on a permanent basis or for the FY21 rating year only. In practice, the exemption was applied for the FY21 year only and SAC have continued to pay rates in subsequent financial years - 21/22, 22/23 & 23/24.

They have not approached the Council for an exemption relating to their FY25 rates.

ORDINARY COUNCIL MEETING	19	25 August 2020
Officer's Recommendation/Council Motion:		
MOVED: CR KRISTY D'APRILE		SECONDED: CR SERENA SANDWELL
OC87/20	That Council approves the application from Southern Aboriginal Corporation for rates exemption on Assessment numbers A257, A362, A1538, A593, A52 and A723.	
Voting Requirement: Simple Majority		
		CARRIED: 5/4
President Cr Liz Guidera cast a second vote.		
Cr Kristy D'Aprile spoke for the motion.		
Cr Martin van Koldenhoven spoke against the motion.		
Cr John Goodheart spoke against the motion.		
Cr Kristy D'Aprile exercised the right of reply.		

Advance Housing (5 Aberdeen Street and 55A Beaufort Street Katanning)

Advance Housing has also requested a charitable land use rates exemption on the basis that it is a community based not for profit organisation who assists in alleviating poverty through the provision of affordable social housing.

The organisation manages two properties on behalf of the Great Southern Community Housing Association and Department of Communities in Katanning with a combined rates of \$27,877 for FY25.

The issue of social housing entities approaching local authorities for charitable rating exemptions is not new and WALGA has been lobbying on behalf of the industry for some time.

An Extract from WALGA's advocacy position March 2020 is included at Appendix 1 and WALGA has also released a Best Practice Guideline to assess charitable land use application exemptions which is included at Appendix 2. Council management recommends that the Council use this publication as the future basis for assessing rates exemption requests from charitable organisations.

Katanning Arts and Crafts Inc.

Council considered a rating concession for Katanning Arts and Crafts at its meeting August 2024 and opted to defer the report pending further information.

The group has previously approached Council for rating relief in FY17 and FY18 with the Council deciding as follows.

Council considered the matter at its meeting held on 27 September 2016 and determined the following:

OC113/16 That Council:

- 1) *Acknowledges the valued contribution the activities of the Katanning Arts and Craft Society Inc makes to the social cohesion of the Katanning Community in particular for seniors;*
- 2) *Declines the request from the Katanning Arts and Craft Society Inc to waive or provide an ongoing concession of the rates payable on the property at 7 Dore Street, Katanning (A884) in regard to the 2016/17 and future years;*
- 3) *Provides a one-off donation of \$300.00 to the Katanning Arts and Craft Society Inc.*

MOVED: CR MARTIN VAN KOLDENHOVEN

SECONDED: CR OWEN BOXALL

OC153/17 That Council:

- 1) **Acknowledges the valued contribution the activities of the Katanning Arts and Craft Society Inc makes to the social cohesion of the Katanning Community in particular for seniors; and**
- 2) **Makes a donation of \$300 to the Katanning Arts and Craft Society Inc for the 2017/18 financial year.**

Voting Requirement: Simple Majority

CARRIED: 7/0

Existing Rating Concessions

In terms of precedence, the FY25 Budget includes rating concessions to the following organisations.

- A2823 - Katanning Country Club - 50 % General Rating concession.
- A3027 – Katanning Clay Target Club 100% rating concession.

Investigations show that the same concessions were included in the FY24 budget process, but the concessions were not applied to the assessments, meaning that both organisations paid rates in full in FY24. At time of writing, The Katanning Country Club has paid its FY25 rates in full while the Katanning Clay Target Club is yet to pay its FY25 rates.

Further investigations shows that the 50% rating concession applied to the Katanning Country Club has been in place since FY14 with a note in SynergySoft stating that the concession is to apply for a 10-year period, that is, up to & including the FY23 financial year only. Management cannot find a Council resolution to support this note.

Officer's Comment: Council management acknowledge that the increase in rates has been significant for the Katanning Club and other community-based organisations in FY25.

There are several options for Council to consider in dealing with requests for rating concessions & exemptions and to deliver a process for granting any rating concession or exemption that is fair, equitable and transparent.

- Option 1 – Council encourages organisations to appeal their valuation to the Valuer Generals Office (VGO) as a first step. As the party responsible for increasing the GRV, officers contend that this should be the organisations initial course of action. This could also be incorporated into a policy (refer option 2).
- Option 2 – Develop a Rating Concession Policy which would guide the circumstances and process where rating concessions will be applied. Not all local authorities have such a policy however, a summary of some policies that exist is included in the table below by local authority.

Local Authority	Policy content
Town of East Fremantle	Policy applies to eligible not for profits and specifies a list of eligible activities such as encouraging arts or cultural development, provision of early childhood care, provision of facilities for conduct of amateur sports. General rates concession of 25% is applied if organisations meet the criteria.
City of Kalgoorlie-Boulder	Policy provides for consideration of either 50% or 100% concession for eligible not for profits upon written application and provision of information. Criteria includes must be registered as a charity or undertake charitable activities, fully volunteer based, no commercial gain, no restriction to membership.
Town of Port Hedland	Available concession ranges from 50-100% and only applies to charitable not for profits.

Adopting a concession policy would ensure fairness, equity and transparency and would also avoid the need for Council to revisit the issue when an application is received.

However, Council needs to be fully informed about the potential financial impact on its rating income when considering adopting such a policy.

- Option 3 – continue to receive and assess applications for rating concession from individual clubs as they are received. Officers contend that this potentially leads to inequity in how concessions are assessed and applied.
- Option 4 – resolve to grant no rating concessions.

Draft Policy 2.15 – Rate Concessions

Officers' recommendation is that Council consider the adoption of a Rate Concession Policy to provide guidance on the matter. A draft policy has been developed and is tabled for discussion.

The following list represents volunteer/not for profit organisations potentially captured by the adoption of this policy.

Assess No	Street Name	Surname	Rates FY25
A2823	Round	Katanning Country Club	\$7,478.50
A3027	Round	THE KATANNING CLAY TARGET CLUB	\$1,375.50
A3318	Amherst	KATANNING CLUB INC	\$4,999.21
A3757	Dore	Katanning Environmental Inc.	\$1,303.00
A3676	Kojonup-Katanning	Alta One	\$1,375.50
A884	Dore	Katanning Arts and Crafts Society Inc	\$1,276.05
A3632	Annie	Katanning & Districts Pool Association	\$2,093.36
A3633	Annie	Katanning & Districts Pool Association	\$1,375.50
Total			\$17,495.98

The maximum financial impact on the Council by adopting the policy as presented is approximately \$3,500 (at 25% concession) assuming that all organisations above are eligible and apply for concession. As it currently stands, the Council concedes \$5,114.75 in rates comprising Katanning Country Club (50% - \$3,739.25) and Katanning Clay Target Club (100% - \$1,375.50).

Rates Exemptions

Management considers it prudent to separate the rules for considering a rate concession application from rate exemption application.

Requests for rate exemptions are typically on the grounds that the organisation claims charitable status under 6.26(2)(g) of the *Local Government Act*. As discussed above, management considers WALGA's Best Practice Guidelines should be adopted in full for the consideration of rate exemption applications. Council may delegate authority to the CEO to approve these applications or elect to consider each application at Council level.

In considering requests for charitable rating status, Council should be aware that granting any rate concession or exemption effectively shifts the rating burden to other ratepayers.

Statutory Environment:

Council may resolve to grant a rate concession under section 6.47 of the Local Government Act 1995.

Local Government Act 1995

6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* Absolute majority required.

6.48. Regulation of grant of discounts and concessions

Regulations may prescribe circumstances in which a local government is not to exercise a power under section 6.46 or 6.47 or regulate the exercise of the power.

Local Government (Financial Management) Regulations 1996

69A. When concession under Act s. 6.47 cannot be granted

A local government is not to exercise a power to grant a concession in relation to a rate or service charge under section 6.47 of the Act in circumstances where the concession is based on whether or not, or the extent to which, the land in respect of which the rate or service charge is imposed is occupied by a person who owns the land.

Policy Implications:

Nil.

Financial Implications:

Adopting the draft policy as presented would require Council to potentially write off \$3,500 in rates in 24-25 to eligible organizations.

Risk Implications:

Reputational and Financial – considered low

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area	Social, Economic, Leadership
Aspiration	We will strive to facilitate the sustainable growth and development of our population and economy
Objective	To ensure that Shire resources are utilities in a manner that represents the best interest of the whole community.

Voting Requirement: Simple and Absolute Majority

Officer's Recommendation/Council Motion:

OC/24 That the Council by absolute majority:

- 1. Adopts policy 2.15 Rate Concessions to ensure a fair, equitable and transparent process to guide the future assessment of rate concession applications.**
- 2. Write off any overdue interest which has accrued for FY25 on assessments approved for concession under the new policy.**

That the Council by simple majority:

Adopt the WALGA Best Practice Guidelines for assessing Charitable Rating Exemption applications under section 6.26 (2) (g) of the Local Government Act.

CARRIED/LOST:

FOR:

AGAINST:

10.3.6 Department of Communities – Youth Engagement Grant Application

File Ref: GS.AE.5
Reporting Officer: Kirsty Flugge
Date Report Prepared: 18 September 2024
Disclosure of Interest: Nil

Issue:

Funding the development of a Katanning Youth Plan by making an application to the Department of Communities’ – Youth Engagement Grant Program.

Body/Background:

The Youth Engagement Grant will support the development of the Youth Strategy and Action Plan. A \$10,000 application to this Program will be supplemented by drawing \$9,000 from existing FY25 grant funds provided by the Department of Child Protection for youth activities.

Key activities include consultation sessions, strategy workshops and feedback mechanisms to ensure the strategy reflects the needs and aspirations of Katanning’s youth.

The expected outcomes include increased youth participation in local governance, enhanced leadership skills and a stronger connection between youth and the broader community

Officer’s Comment:

The Katanning Council does not currently have a Youth Plan and the implementation of this proposal will fill this gap. The Katanning Youth Plan will outline key priorities and actions for increasing youth involvement in local governance and community projects.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil

Financial Implications:

A total project cost of \$22,000 to be considered as divided below.

Department of Communities Youth Engagement Grant (new)	\$10,000
Shire of Katanning – Budgeted GL4339 (existing DCP Grant)	\$ 9,000
Admin, venue hire, salary/wages (Council - in kind)	\$ 3,000

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:**

OC/24 That Council approves submission of a grant application to the State Government's, "Youth Engagement Grant Program" to supplement existing funds to deliver a Katanning Youth Plan.

CARRIED/LOST:

FOR:

AGAINST:

10.4 CHIEF EXECUTIVE OFFICER'S REPORTS

10.4.1 Katanning Historical Society Museum Financial Support Request

File Ref: GS.AE.1
Reporting Officer: Harmony Blair, Community Development Officer
Date Report Prepared: 11 September 2024
Disclosure of Interest: Nil

Issue:

During the FY25 budget deliberation Council investigated and approved a three-year, \$10,000/year grant to support the Katanning Historical Society's work in preserving & displaying local culture and history. A resolution is proposed to improve the transparency of this decision.

Body/Background:

The Katanning Historical Society, formed in 1937 and is a volunteer organisation that aims to collect, preserve, research, document, store and/or display and interpret items that relate to the history of the Katanning region.

Council previously agreed to a three year, \$10,000/year contribution to support the continuing efforts of Historical Society volunteers. This arrangement expired on 30 June 2024.

Officer's Comment:

During this year's budget process, the Historical Society was invited to make a presentation to Council to inform its decision about whether this funding support would continue.

Council was compelled by the work of the Historical Society's volunteers and their active and tangible efforts to collect, preserve and display local history and resolved to continue this support for a further three years, expiring 30 June 2027.

Statutory Environment:

Local Government Act 1995

Policy Implications:

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

Financial Implications:

A total of \$10,000/year incorporating FY25, FY26 & FY27.

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:**

OC/24 Council approves payment of a \$10,000/year donation to the Katanning Historical Society with payments being made subject to the issue of an invoice during FY25, FY26 & FY27.

CARRIED/LOST:

FOR:

AGAINST:

10.4.2 Cemetery Upgrade – Budget Request

File Ref: PH.CD.6
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 12 September 2024
Disclosure of Interest: No Interest to disclose

Issue:
 Community consultation demonstrated the cemetery upgrade project should include a shade structure to replace the existing entrance pergola which is damaged & earmarked for removal. A quote has been received for the shade structure and proceeding would mean exceeding the budget.

Body/Background:
 Two consultation meetings were held on Thursday 8 August to advise community of the improvements planned for the cemetery. In total approximately 15 residents attended the consultations.

In general, the proposed upgrade was well received by those in attendance. However, some of those attending expressed concern about our plan to demolish the entrance pergola and not replace it.

We were advised that occasionally, due to poor weather or heat, funeral services are performed under the existing pergola and that its replacement is therefore essential.

In response, management sought a quote from Southern Stone & Wood, the selected contractor, to design and cost a cantilevered shade structure.

The structure’s quoted cost is \$36,575. Design drawings have not yet been provided but will be signed off by Council before the Council’s commitment to this structure is confirmed.

The project’s cost and budget status are summarised in the adjacent table;

Current budget allocation	\$100,000
Expenses	
Entrance walls	\$30,550
Niche walls	\$38,400
Fencing around existing toilet	\$3,160
Cobblestone circle & seating	\$4,550
Paving labour	\$10,000
Concrete	\$7,015
Initial Total Expenditure	\$93,675
Cantilevered shade structure	\$33,250
New Total Expenditure	\$126,925

As it stands, the project is currently \$126,925 over budget. It was proposed that the original \$100,000 required for the cemetery upgrade be drawn from the Community & Economic Reserve. This Reserve currently holds \$282,600.

**Officer's Comment:**

There is value in minimising disruption to the community's undisturbed access to the cemetery and this is best delivered by the upgrade works including, the shade structure being delivered within a single mobilisation. There is also reputational value in the Council modifying its plans in response to the feedback received during the consultation process.

If approved, a FY25 budget adjustment will be formalised in the mid-year budget review.

Statutory Environment:

The *Local Government Act 1995* provisions relating to procurement apply to this project.

In March 2024, Council management sought quotes from 5 businesses to upgrade the cemetery in accordance with the scope. Only one response was received and since it was considered reasonable for money, it was accepted as permitted by the Council's procurement policy.

Since then, Council management has worked with Southern Stone & Wood to modify the design to achieve a balance between the available budget and scope ambition.

Policy Implications:

Nil

Financial Implications:

This propose will require the withdrawal of an additional \$26,925 from the Community & Economic Development Reserve.

Risk Implications:

The construction and financial risk is considered low particularly as the Southern Stone & Wood is contracted under a lump sum arrangement.

Strategic Implications:

Nil

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Social

Aspiration Katanning is a vibrant, active place that encourages its community to thrive.

Objective To provide support for the physical and mental health and wellbeing of our community.

Voting Requirement: Absolute Majority.

Officer's Recommendation/Council Motion:

OC/24 That Council endorses the withdrawal of a total of \$126,925 from the Community & Economic Development Reserve during FY25 to deliver the full cemetery upgrade scope of works with one FY25 mobilisation.

CARRIED/LOST:

FOR:

AGAINST:

10.4.3 Pool Maintenance – Budget Consideration

File Ref:**Reporting Officer:** Peter Klein, Chief Executive Officer**Date Report Prepared:** 12 September 2024**Disclosure of Interest:** No Interest to disclose**Issue:**

The RFQ for repainting the 50m pool and gutter system has resulted in quotes that exceed the budget allocation and direction to management is required as to next steps.

Body/Background:

The two (GST exclusive) responses to the pool RFQ are summarised as follows;

1. Wetdeck Pools - \$115,000
2. Boutique Pool Renovations - \$194,260

Wetdeck Pools has been selected as the preferred provider of this service.

The Wetdeck Pool price is based on project completion before 1 November 2024 and a premium has been applied to complete these works within this timeframe.

Officer's Comment:

Council management has determined that to delay the works to April 2025 will not be detrimental to pool operations, the filtration system or the safety of pool users and on this basis has sought a price from Wetdeck Pools, as part of a negotiation process with the preferred supplier, for completing these works after the 2024/25 pool season closes. This revised quote has not yet been received but is expected to be lower.

Funding for the work was included in the FY25 budget allocation for "maintenance expense" and consequently there is insufficient funds available to deliver these works this financial year.

Each year the Shire of Katanning receives a Federal Assistance Grant which is not linked to the delivery of any particular project and which does not require acquittal. Our recently advised FY25 payment is \$3,000,632 which is \$74,781 more than Council budgeted.

In addition, management has identified other budget savings for FY25 including insurance premiums, additional rate income, operational savings particularly with staff costs and an end of year surplus (FY24) greater than expected. These will be considered as part of the Mid-Year Budget Review process which will be undertaken between January and February 2025. As a result of these developments management is confident additional funds will be available to allocate to the pool painting project.

With a view to locking-in the contractor to commence the works in April 2025, it is recommended to accept WetDeck Pool's proposal now (subject to receiving a revised quote) acknowledging that additional funds will be available for allocation during the budget review process.

Statutory Environment:

The *Local Government Act 1995* provisions relating to procurement apply to this project.

Policy Implications:

The procurement policy requires that Council seek at least three written quotes for works with a value between \$25,001 & \$250,000. An RFT was issued for this work

Financial Implications:

This project is currently on track to be \$30,000 over budget and it is proposed to manage this by drawing on the over-budget FY25 Federal Assistance Grant funds received, or other sources identified during the 2025 mid-year budget review.

If approved this change will be formally captured as part of the mid-year budget review.

Risk Implications:

The construction and financial risk is considered medium as there are some unknowns as to the existing surface treatment and potential weather delays.

Strategic Implications:

Nil

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Social

Aspiration Katanning is a vibrant, active place that encourages its community to thrive.

Objective To provide support for the physical and mental health and wellbeing of our community.

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

OC/24

That Council approve;

- 1. Painting the pool basin & gutters after the 24/25 pool season closes;**
- 2. Approving a contract to complete these works of up to \$105,000 (ex GST);**
- 3. Funding for this work to be drawn from;**
 - a) the existing \$75,000 allocation to pool maintenance; and**
 - b) the \$30,000 balance being funded from the over-budget FY25 Federal Assistance Grant funds received or other sources identified during the 2025 mid-year budget review.**

CARRIED/LOST:

FOR:

AGAINST:

10.4.4 Buy Locally – Regional Price Preference Policy
(ATTACHMENT)

File Ref: GV.PO.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 6 September 2024
Disclosure of Interest: No Interest to disclose

Issue:

Best practice governance requires periodic review of Council 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.

Officer's Comment:

This month, the Buy Locally – Regional Price Preference Policy has been reviewed and a marked-up version of this policy is attached, for consideration. No material change to this policy has been recommended.

Statutory Environment:

The Local Government (Functions and General) Regulations 1996, Part 4A prescribes arrangements relating to regional price preferencing.

Policy Implications:

The Council's procurement policy and this policy govern the Katanning Shire's implementation of a regional price preference

Financial Implications:

Application of a regional price preference may result in Council paying slightly more for a service (up to \$20,000) where this policy applies.

Risk Implications:

The construction and financial risk is considered low.

Strategic Implications:

Support for local businesses facilitates Council's economic development objectives.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Economic**Aspiration** Katanning is an economic hub of the Great Southern region, offering a range of employment and business opportunities.**Objective** To enable more businesses to locate in Katanning to support the needs of the local population.**Voting Requirement:** Simple Majority**Officer's Recommendation/Council Motion:****OC/24** That Council approves the presented policy amendments.

CARRIED/LOST:

FOR:

AGAINST:

11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

13. CONFIDENTIAL ITEMS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ___ pm.