



Shire of **Katanning**

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

MINUTES OF A SPECIAL COUNCIL MEETING

Dear Council Member

Minutes of a Special Council Meeting of the Shire of Katanning held on
Wednesday 25 October 2023, in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning.

New Councillors were sworn in at 7.15pm prior to the meeting.

DISCLAIMER

The Council of the Shire of Katanning hereby
advises that before taking any action on an application or a
decision of the Council, any applicant or members of the
public should wait for written advice from the Council.

PRESIDING MEMBER _____

DATE SIGNED _____



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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Acting Chief Executive Officer declared the meeting open at 7.30pm.

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. ELECTION OF PRESIDENT

One nomination for the position of President was received in writing by the Chief Executive Officer prior to the meeting from Councillor Kristy D'Aprile. No further nominations were received at the meeting.

The Chief Executive Officer declared Councillor Kristy D'Aprile duly elected as President of the Shire of Katanning.

Councillor Kristy D'Aprile made a declaration of office in accordance with section 2.29 of the Local Government Act 1995 before Ms Lesley Black JP.

Councillor Kristy D'Aprile took the chair at 7.31pm.

3. ELECTION OF DEPUTY PRESIDENT

One nomination for the position of Deputy President was received in writing by the Chief Executive Officer prior to the meeting from Cr Liz Guidera.

The President declared Cr Liz Guidera duly elected as Deputy President of the Shire of Katanning.

Councillor Liz Guidera made a declaration of office in accordance with section 2.29 of the Local Government Act 1995 before Ms Lesley Black JP.

4. SEATING ARRANGEMENT FOR COUNCIL CHAMBERS (COUNCILLORS)

The Acting Chief Executive Officer drew lots for seating arrangements in the Council Chambers. The Shire President and Deputy Shire President seats remain as custom.

	Shire President Cr Kristy D'Aprile 1	Chief Executive Officer	Minute Taker
Cr Liz Guidera	5	2	Cr John Goodheart
Cr Ian Hanna	6	3	Cr Paul Totino
Cr Matt Collis	7	4	Cr Michelle Salter

5. RECORD OF ATTENDANCE

PRESENT

Members:

Cr Kristy D'Aprile
Cr Liz Guidera
Cr John Goodheart
Cr Michelle Salter
Cr Matt Collis
Cr Ian Hanna
Cr Paul Totino

Council Officers:

Dale Putland, Acting Chief Executive Officer
Samuel Bryce, Executive Manger Infrastructure & Assets
Taryn Human, Executive Officer Governance

Guest:

Ms Lesley Black, JP

Gallery:

Julie Hanna
Doug Cherry
Harry Grigson
Shane D'Aprile

Media:

Apologies:

Grace French, Acting Executive Manager Corporate & Community

Leave of Absence:

6. PUBLIC QUESTIONS / STATEMENT TIME**President Kristy D'Aprile Statement**

Thank you for entrusting me with the responsibility of serving as your Shire President. It is an immense honour and privilege to stand before you today, and I am deeply blessed by the trust you have placed in me.

I want to begin by acknowledging the rich history of our Shire and the contribution of those who came before us. Today we are the stewards of a legacy built on hard work, shared commitment to progress and determination to always put community first.

I am honoured to follow in the footsteps of our esteemed past president, Liz Guidera. Liz has served our community with dedication, passion and a vision to build a better, brighter future for Katanning that has not only developed our Local Government, but inspired each of us to strive for better community engagement, more authentic representation, and a stronger commitment to why we are elected to sit at this table.

Thank you Liz, firstly for restanding. Again another example of your commitment to Local Government, and good governance. I am honoured to serve with you and I look forward to developing my skills under your mentorship. Knowing that we all make sacrifices and commitment to represent our community as an elected member, I recognise that sacrifices that you have made to ensure that the future of our Council remains under good leadership.

Equally I would like to extend my gratitude and thanks to our previous Deputy President John Goodheart. John, you have continued to provide strong leadership as our Deputy Shire President for 8 years. With an unwavering commitment to good governance, fiscal accountability and sound decision making, you have added to the strength and solidarity in the Leadership of our Council. Thank you for restanding.

Welcome back Matt and our newly elected Councillors. Congratulations on being elected to represent your community. It is an honour and privilege to serve at the grass roots of government, and I am sure you will find it very rewarding. The next few months as you learn the process and policies of Local Government (and all the acronyms) will be a steep learning curve. I think I speak on behalf of the more experienced Councillors in the room, we are here to help. Please don't ever be afraid to ask the dumb question. I have found in the past, that sometimes this can lead to the best revelation and often it's the one on everyone else's mind.

I believe that the strength of any community lies in its ability to come together and work towards common goals. In the spirit of unity, I invite each and every one of you to actively participate in shaping the future of our Shire. Your ideas, insight and concerns are invaluable and I am committed to creating opportunities for open dialogue and collaboration.

Together, we can create a community where everyone feels heard, valued and supported.

Thank you once again for this opportunity to serve you. I am confident that by working together, we can make our community an even better place to live, work and thrive.

May we embark on this journey with hope, determination and a deep sense of community. Thank you.

7. DECLARATIONS OF INTEREST

Nil.

8. MATTERS REQUIRING A COUNCIL DECISION**8.1 Appointment of Members to Committees of Council**

File Ref: GV.CM.2
Reporting Officer: Dale Putland, Acting Chief Executive Officer
Date Report Prepared: 10 October 2023
Disclosure of Interest: No interest to disclose

Issue:

Following the ordinary Council election to be held on 21 October 2023 Council is required to appoint elected members to committees.

Body/Background:

In accordance with section 5.8, 5.9 and 5.10 of the *Local Government Act 1995* Council has established the following Committees and appointed the following persons as members:

Audit & Risk Committee

Cr Matt Collis
Cr John Goodheart
Cr Kristy D'Aprile
Cr Serena Sandwell
Cr Liz Guidera (Proxy)
Cr Michelle Salter (Proxy)

Honours and Awards Committee

Cr Liz Guidera
Cr Kristy D'Aprile
Cr Serena Sandwell
Cr Michelle Salter

Behaviour Complaints Committee

Cr Matt Collis
Cr Kristy D'Aprile
Cr Liz Guidera
Cr Serena Sandwell (Proxy)
Cr John Goodheart (Proxy)

The tenure of members of Council Committees expires on the date of the Local Government elections, 21 October 2023.

Council Committees have been established under Terms of Reference which are attached. New Terms of Reference for the Audit and Risk Committee adopted by Council have been included.

Officer's Comment:

It is recommended that Council review the Terms of Reference for its committees and appoint new members to the committees for the new term of Council.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

Policy Implications:

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

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 Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA

SECONDED: CR JOHN GOODHEART

OC152/23 That Council, in accordance with section 5.10 of the *Local Government Act 1995* and the committees Terms of Reference, appoints the following members to the following Committees of Council:

Audit & Risk Committee

All Councillors and one (1) Independent Member.

Cr Kristy D'Aprile

Cr Liz Guidera

Cr John Goodheart

Cr Matt Collis

Cr Michelle Salter

Cr Paul Totino

Cr Ian Hanna

Alan McFarland (Independent Member)

Citizen of the Year Committee

Three (3) Councillors

Cr Kristy D'Aprile

Cr Matt Collis

Cr Michelle Salter

Behaviour Complaints Committee

Three (3) Councillors and two (2) Deputy Members

Cr Liz Guidera

Cr John Goodheart

Cr Matt Collis

Cr Michelle Salter (proxy)

Cr Ian Hanna (proxy)

CARRIED BY ABSOLUTE MAJORITY: 7/0

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

AGAINST: NIL

8.2 Appointment of Members to Advisory Committees

File Ref: GV.CM.2
Reporting Officer: Dale Putland, Acting Chief Executive Officer
Date Report Prepared: 10 October 2023
Disclosure of Interest: No interest to disclose

Issue:

Following the ordinary Council election to be held on 21 October 2023 Council is required to appoint elected members to committees.

Body/Background:

Council has established the following advisory committees and appointed the following members to the committees:

Community Grant Program Committee

Cr Michelle Salter
Cr John Goodheart
Cr Kristy D'Aprile

Katanning Bushfire Advisory Committee

Cr Liz Guidera

Local Emergency Management Committee

Cr John Goodheart

Katanning Townscape Advisory Committee

Cr Matt Collis
Cr Kristy D'Aprile
Cr Serena Sandwell (Proxy)

Katanning Saleyards Management Group

Cr Matt Collis
Cr John Goodheart

The tenure of members of Council Committees expires on the date of the Local Government elections, 21 October 2023.

Council Committees have been established under Terms of Reference which are attached.

Officer's Comment:

It is recommended that Council review the Terms of Reference for its committees and appoint new members to the committees for the new term of Council.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

Policy Implications:

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

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 Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR MATT COLLIS

SECONDED: CR MICHELLE SALTER

OC153/23 That Council, in accordance the committees Terms of Reference, appoints the following elected members to the following Advisory Committees of Council:

Community Financial Assistance Advisory Committee

Three (3) Councillors

Cr John Goodheart

Cr Michelle Salter

Cr Ian Hanna

Katanning Bushfire Advisory Committee

One (1) Councillor

Cr Ian Hanna

Local Emergency Management Committee

One (1) Councillor

Cr Kristy D'Aprile

Katanning Saleyards Management Group

Two (2) Councillors

Cr Kristy D'Aprile

Cr Ian Hanna

CARRIED: 7/0

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

AGAINST: NIL

8.3 Appointment of Members to Working Groups

File Ref: GV.CM.2
Reporting Officer: Dale Putland, Acting Chief Executive Officer
Date Report Prepared: 10 October 2023
Disclosure of Interest: No interest to disclose

Issue:

Following the ordinary Council election to be held on 21 October 2023 Council is required to appoint elected members to working groups.

Body/Background:

Council has established the following working groups and appointed the following members to the working groups:

Katanning Leisure Centre User Group

Cr Michelle Salter

Amherst Village Residents Group

Cr Michelle Salter

Katanning Aquatic Centre User Group

Cr Michelle Salter

Christmas Decorations Working Group

Cr Matt Collis

Cr Serena Sandwell

Cr Liz Guidera

Economic Development Working Group

Cr Liz Guidera

Cr John Goodheart

Cr Kristy D'Aprile

The tenure of members of Council Committees expires on the date of the Local Government elections, 21 October 2023.

Officer's Comment:

It is recommended that Council appoint new members to working groups for the new term of Council.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

Policy Implications:

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

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 Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA

SECONDED: CR IAN HANNA

OC154/23 That Council defers the nomination of elected members to the Working Groups until February/March 2024 Council Forum.

CARRIED: 7/0

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

AGAINST: NIL

Cr Liz Guidera spoke for the motion.

8.4 Appointment of Members to Non-Council Committees

File Ref: GV.CM.2
Reporting Officer: Dale Putland, Acting Chief Executive Officer
Date Report Prepared: 10 October 2023
Disclosure of Interest: No interest to disclose

Issue:

Following the ordinary Council election to be held on 21 October 2023 Council is required to appoint elected members to represent Council on Non-Council Committees.

Body/Background:

Council has previously appointed the following members to the Non-Council committees:

WALGA Great Southern Country Zone

Cr Liz Guidera
Cr John Goodheart
Cr Serena Sandwell (Proxy)

Great Southern Regional Road Group

Cr Liz Guidera
Cr John Goodheart (Proxy)

Katanning LCDC

Cr Matt Collis

Great Southern Regional Recreation Advisory Committee

Cr Michelle Salter
Cr Serena Sandwell (Proxy)

Great Southern Treasures

Cr Liz Guidera

Seniors Groups

Cr John Goodheart

Development Assessment Panel

Cr Kristy D'Aprile
Cr John Goodheart
Cr Adrian Edwards (Proxy)
Cr Matt Collis (Proxy)

The tenure of representatives of Council to Non-Committees expires on the date of the Local Government elections, 21 October 2023.

Officer's Comment:

It is recommended that Council appoint new members to Non-Council for the new term of Council.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR MICHELLE SALTER

SECONDED: CR MATT COLLIS

OC155/23 That Council appoints the following elected members to represent Council on the following Non-Council Committees:

WALGA Great Southern Country Zone

Two (2) Councillors and one (1) proxy

Cr Kristy D'Aprile

Cr John Goodheart

Cr Liz Guidera (proxy)

Katanning LCDC

One (1) Councillor

Cr Matt Collis

Great Southern Regional Road Group

One (1) Councillor and one (1) proxy

Cr Kristy D'Aprile

Cr Liz Guidera (proxy)

Great Southern Regional Recreation Advisory Committee

One (1) Councillor and one (1) proxy

Cr Michelle Salter

Cr Kristy D'Aprile (proxy)

Great Southern Treasures

One (1) Councillor

Cr Liz Guidera

Development Assessment Panel

Two (2) Councillors and two (2) proxy

Cr Kristy D'Aprile

Cr John Goodheart

Cr Paul Totino (proxy)

Cr Matt Collis (proxy)

CARRIED: 7/0

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

AGAINST: NIL

9. URGENT BUSINESS**PROCEDURAL MOTION****MOVED: CR LIZ GUIDERA****SECONDED: CR JOHN GOODHEART****OC156/23 That Council considers the urgent business items 9.1.**

CARRIED: 7/0

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

AGAINST: NIL

9.1 Amendment of Staff Structure – Deputy Chief Executive Officer

File Ref: CM.EB.5
Reporting Officer: Dale Putland, Acting Chief Executive Officer
Date Report Prepared: 23 October 2023
Disclosure of Interest: No interest to disclose

Issue:

To consider amending the Shire of Katanning staff structure, replacing the current Executive Manager Corporate and Community position with a Deputy Chief Executive Officer (Deputy CEO) position.

Body/Background:

The Shire of Katanning Council is responsible for endorsing an administrative structure that can deliver the community outcomes that the Council desires. This structure reflects the emphasis the Council places on particular local government functions.

The current Shire of Katanning staff structure includes two executive positions, Executive Manager Corporate and Community and Executive Manager Infrastructure and Assets.

The Executive Manager Corporate and Community position is currently vacant and must be advertised in the near future.

Officer's Comment:

Elevation of the Executive Manager Corporate and Community position to that of Deputy CEO may attract a broader range of applicants to the position.

Statutory Environment:

Local Government Act 1995

s.5. Administration of Local Governments

The Council of a local government is to ensure that there is an appropriate structure for administering the local government.

Financial Implications:

The salary package offered for this position will be based on the existing Executive Manager salary packages.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR LIZ GUIDERA

SECONDED: CR JOHN GOODHEART

OC157/23 That Council endorses the proposed amendment to the Shire of Katanning staff structure, replacing the current Executive Manager Corporate and Community position with a Deputy Chief Executive Officer (Deputy CEO) position.

CARRIED: 7/0

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

AGAINST: NIL

Cr Liz Guidera spoke for the motion.

10. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 7.55pm.