



# Shire of **Katanning**

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

## **NOTICE OF A SPECIAL COUNCIL MEETING**

Dear Council Member

A Special Council Meeting of the Shire of Katanning will be held on  
Wednesday 25 October 2023, in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 7:30pm.

**New Councillors will be sworn in at 7.15pm prior to the meeting.**

Dale Putland  
**ACTING CHIEF EXECUTIVE OFFICER**  
Thursday 19 October 2023

### 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 will Chair the meeting until the office of President is filled.

The Acting Chief Executive Officer 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. ELECTION OF PRESIDENT

Nominations for the position of President must be made in writing to the Acting Chief Executive Officer prior to or at the meeting. Sufficient time will be allowed for nominations at the meeting. Election of the President will be by secret ballot.

The newly elected President will make a declaration of office in accordance with section 2.29 of the Local Government Act 1995.

## 3. ELECTION OF DEPUTY PRESIDENT

Nominations for the position of Deputy President must be made in writing to the Acting Chief Executive Officer prior to or at the meeting. Sufficient time will be allowed for nominations at the meeting. Election of the Deputy President will be by secret ballot.

The newly elected Deputy President will make a declaration of office in accordance with section 2.29 of the Local Government Act 1995.

## 4. SEATING ARRANGEMENT FOR COUNCIL CHAMBERS (COUNCILLORS)

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

	Shire President	Chief Executive Officer	Minute Taker
	Cr	1	
Cr	5	2	Cr
Cr	6	3	Cr
Cr	7	4	Cr

**5. RECORD OF ATTENDANCE**

## PRESENT

Members: Cr Kristy D'Aprile  
Cr Michelle Salter  
Newly elected Councillors

Council Officers: Dale Putland, Acting Chief Executive Officer  
Grace French, Acting Executive Manager Corporate & Community  
Samuel Bryce, Executive Manger Infrastructure & Assets  
Taryn Human, Executive Officer Governance

Guest: Ms Lesley Black, JP

Gallery:

Media:

Apologies:

Leave of Absence:

**6. PUBLIC QUESTIONS / STATEMENT TIME**

**7. DECLARATIONS OF INTEREST**

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

<b>File Ref:</b>	GV.CM.2
<b>Reporting Officer:</b>	Dale Putland, Acting Chief Executive Officer
<b>Date Report Prepared:</b>	10 October 2023
<b>Disclosure of Interest:</b>	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:**

**OC/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 Councillor and one (1) Independent Member.

**Citizen of the Year Committee**

Three (3) Councillors

**Behaviour Complaints Committee**

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

CARRIED/LOST:

FOR:

AGAINST:

## **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:**

**OC/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

**Katanning Bushfire Advisory Committee**

One (1) Councillor

**Local Emergency Management Committee**

One (1) Councillor

**Katanning Saleyards Management Group**

Two (2) Councillors

CARRIED/LOST:

FOR:

AGAINST:

### **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:**

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

CARRIED/LOST:  
FOR:  
AGAINST:

## **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:**

**OC/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

**Roadwise Committee**

One (1) Councillor

**Katanning LCDC**

One (1) Councillor

**Great Southern Regional Road Group**

One (1) Councillor and one (1) proxy

**Great Southern Regional Recreation Advisory Committee**

One (1) Councillor and one (1) proxy

**Great Southern Treasures**

One (1) Councillor

**Development Assessment Panel**

Two (2) Councillors and two (2) proxy

CARRIED/LOST:

FOR:

AGAINST:

**9. URGENT BUSINESS****PROCEDURAL MOTION**

**OC/23** That Council considers the urgent business items 9.1.

CARRIED/LOST:

FOR:

AGAINST:

**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:**

**OC/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/LOST:

FOR:

AGAINST:

**10. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at \_\_\_ pm.