



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

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

**MINUTES OF THE  
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on  
Wednesday 24 April 2024 in the Shire of Katanning’s Council Chamber,  
52 Austral Terrace, Katanning.

DISCLAIMER

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

PRESIDING MEMBER \_\_\_\_\_ DATE SIGNED \_\_\_\_\_



## Table of Contents

Item No.	Item Heading	Page No.
<b>1</b>	<b>Declaration of Opening/Acknowledgement of Country</b>	3
<b>2</b>	<b>Record of Attendance</b>	3
<b>3</b>	<b>Announcements by Presiding Member Without Discussion</b>	4
<b>4</b>	<b>Response to Previous Public Questions Taken on Notice</b>	4
<b>5</b>	<b>Disclosure of Financial/Impartiality Interest</b>	4
<b>6</b>	<b>Public Question/Statement Time</b>	4
<b>7</b>	<b>Applications for Leave of Absence</b>	4
<b>8</b>	<b>Petitions/Deputations/Presentations</b>	4
<b>9</b>	<b>Confirmation of Minutes of Previous Meetings</b>	5
9.1	Ordinary Council Meeting – Wednesday 27 March 2024	5
<b>10</b>	<b>Reports of Committees and Officers</b>	6
<b>10.1</b>	<b>Executive Manager Corporate Services</b>	6
10.1.1	Schedule of Accounts	6
10.1.2	Monthly Financial Report	8
10.1.3	Shire Policy Review 2024 - 2.11 Debt Recovery	11
<b>10.2</b>	<b>Chief Executive Officer's Reports</b>	13
<b>11</b>	<b>Elected Members Motion of Which Previous Notice Has Been Given</b>	13
<b>12</b>	<b>New Business of an Urgent Nature</b>	13
<b>13</b>	<b>Confidential Item</b>	14
13.1	Outstanding Sundry Debtors – Write-off	15
13.2	Relinquish Of Land In-Lieu Of Rates	16
13.3	Appointment of Executive Manager Infrastructure and Strategy	17
13.4	Novated Vehicle - CEO	19
13.5	Saleyard – Electronic Sheep Tag Reader Installation	20
13.6	Agreement to Lease – Department of Communities	21
<b>14</b>	<b>Closure of Meeting</b>	22

**PLEASE NOTE:**

Council Meetings are recorded for accuracy of minute taking.

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

The Presiding Member declared the meeting open at 6:00pm.

**Acknowledgement of Country**

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

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

Presiding Member: Cr Kristy D'Aprile - President

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

Council Officers: Peter Klein, Chief Executive Officer  
Lindsay Morrison, Acting Executive Manager Infrastructure & Assets  
Taryn Human, Executive Assistant to CEO

Gallery: Janine Thornton

Media: Nil.

Apologies: David Blurton, Executive Manager Corporate Services

Leave of Absence: Nil.

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

The President acknowledged the efforts and commitment of staff and councillors in their on-going preparations for the 2024/25 budget which is on-track for approval at the Council's June meeting.

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

Nil.

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

Nil.

**6. PUBLIC QUESTION/STATEMENT TIME**

Nil.

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Janine Thornton from Southern Agcare Inc made a presentation to Council providing background to their organisation and outlining the important mental health support Southern Agcare provides to individuals and families in Katanning and the broader Great Southern region. Ongoing services by Southern Agcare to the Katanning community is dependent on various funding sources including contributions from Local Governments.

President Kristy D'Aprile thanked Janine for taking the time to present to Council and requested that she puts a proposal to Council for its consideration.

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****9.1 Ordinary Council Meeting – Wednesday 27 March 2024**  
(SEE ATTACHED MINUTES)**Voting Requirement:** Simple Majority**MOVED: CR LIZ GUIDERA****SECONDED: CR MATT COLLIS****OC25/24 That the minutes of the Ordinary Council Meeting held on Wednesday 27 March 2024 confirmed as a true record of proceedings.**

CARRIED: 7/0

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

AGAINST: NIL.

## 10. REPORTS OF COMMITTEES AND OFFICERS

### 10.1 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

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

**File Ref:** FM.FI.4  
**Reporting Officer:** Patrick Kennedy, Manager Finance  
**Date Report Prepared:** 03 April 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To receive the Schedule of Accounts Paid for the period ending 31 March 2024.

**Body/Background:**

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2023/24	EFT Payments 2023/24	Direct Debits 2023/24	Credit Card 2023/24	Payroll 2023/24	Total Payments 2023/24
July	\$1,066.49	\$625,026.09	\$49,889.12	\$4,494.65	\$222,508.55	\$902,984.90
August	\$4,102.82	\$1,566,583.44	\$90,318.77	\$5,982.97	\$401,226.60	\$2,068,214.60
September	\$927.15	\$307,470.43	\$40,139.94	\$6,253.23	\$223,849.39	\$578,640.14
October	\$0.00	\$513,250.32	\$70,385.79	\$3,452.35	\$230,996.54	\$818,085.00
November	\$474.00	\$522,543.44	\$225,283.00		\$224,193.28	\$972,493.72
December	\$1,010.80	\$1,231,197.21	\$91,709.28	\$1,472.68	\$224,027.48	\$1,549,417.45
January	\$0.00	\$364,301.53	\$98,372.05	\$2,914.63	\$205,847.25	\$671,435.46
February	\$790.07	\$504,267.83	\$153,590.86	\$4,982.28	\$324,758.91	\$988,389.95
March	\$908.29	\$876,946.00	\$398,733.53	\$2,636.96	\$240,339.06	\$1,519,563.84
April						
May						
June						
<b>Total</b>	<b>\$9,279.62</b>	<b>\$6,511,586.29</b>	<b>\$1,218,422.34</b>	<b>\$32,189.75</b>	<b>\$2,297,747.06</b>	<b>\$10,069,225.06</b>

**Officer's Comment:**

The schedule of accounts for the month of March 2024 is attached, along with credit card transactions (September 2023 - January 2024).

**Statutory Environment:**

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

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

\* Absolute majority required.

**Policy Implications:**

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

**Financial Implications:**

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

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 - 2032

**Focus Area** Leadership

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

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

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

**Voting Requirement:** Simple Majority.

**MOVED:** CR MICHELLE SALTER

**SECONDED:** CR IAN HANNA

- OC26/24**
1. That Council endorses the Schedule of Accounts as presented, being EFT payments 37454 - 37662 totalling \$876,946.00, Cheques 42468-42470 totalling \$908.29, Payroll payments totalling \$240,339.06 Direct Debit payments totalling \$398,733.53, Credit Cards (February) totalling \$2,636.96, all totalling \$1,519,563.84, authorised, and paid in March 2024.
  2. That Council endorses detailed credit card transactions (September 2023 – January 2024 inclusive) as presented.

CARRIED: 7/0

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

AGAINST: NIL.

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

**File Ref:** FM.FI.4  
**Reporting Officer:** David Blurton, Acting Executive Manager Corporate Services  
**Report Prepared:** 03 March 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 March 2024.

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

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

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

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

Below are the highlights for this reporting period:

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

\*Grants, subsidies and contributions are below budget by \$870,520. As identified on note 12, the majority of this relates to:

- Drought Affected Communities Grant \$300,000 – currently with the auditor for acquittal.
- Local Roads and Infrastructure Grants phase 3-4A – total \$425,906 – currently Phase 3 with the auditor for acquittal and 4A to be spent (by 30 June 2025).

\*Fees and charges income \$68,553 over budget relating to additional income from KLC kiosk and membership, refuse site fees and building licences.

\*Interest Income \$19,944 lower than expected however, as interest is bought to account when term deposits fall due, this is expected to be close to budget by the end of the financial year.

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

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

\*Employee costs underbudget by \$164,509.

\*Material and contracts costs underbudget by \$1,190,444, mostly represented as;

- Debt collection legal expense \$78,835 under budget
- Election expense \$21,482 under budget
- Integrated planning and reporting \$33,750
- Admin Consultants \$21,183
- Fire mitigation expenditure \$50,000
- Health consultants \$25,548



- Education and welfare grant expenditure \$112,131
- Education and welfare special projects \$21,888
- Youth activities \$15,743
- Amherst feasibility study \$60,000
- Aquatic centre maintenance \$31,576
- Demolition recreation services \$62,500
- Building program KLC \$49,344
- Transport consultants \$53,465
- Expensed minor asset purchases \$49,405
- Economic development services \$16,000
- Economic Services consultants \$25,623

\*Depreciation Expenses over budget by \$1,063,588 relating to adjustment to building depreciation rates from fair value revaluation at the end of 21/22.

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

#### **Statutory Environment:**

Local Government Act 1995

Section 6.4 Financial Report

- (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 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.

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

**Voting Requirement:** Simple Majority.

**MOVED: CR MATT COLLIS**

**SECONDED: CR MICHELLE SALTER**

**OC27/24 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 March 2024, as presented.**

CARRIED: 7/0

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

DRAFT

---

**10.1.3            Shire Policy Review 2024 - 2.11 Debt Recovery**  
**(ATTACHMENT)**

**File Ref:** GV.PO.1  
**Reporting Officer:** Heather Marland, Rates Officer  
**Date Report Prepared:** 11 March 2024  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

Section 2.7(2)(b) of the Local Government Act 1995 (“the Act”) states that the making of policy is a role of the Council. Policies provide clarity, ownership and accountability to the Katanning community and for the staff of the Shire.

**Body/Background:**

The existing policy deals with Debt Recovery for both Rates and Debtors. The proposed changes are for rates only.

**Officer’s Comment:**

The proposed changes provide a more realistic time frame for debt recovery, allowing more grace time for payment or agreed payment plans to prevent a crossover of payment and the start of legal action, the steps to follow and the different triggers for legal action to progress. By using the time rates are outstanding in place of a \$ figure, it is more equitable for UV and Commercial as the rates raised against these categories are generally higher than GRV.

**Statutory Environment:**

The Local Government Act 1995 Section 2.7(2)(b) states that the Council is to determine the local government’s policies.

**Policy Implications:**

The Policy Register will be updated according to Council resolution.

**Financial Implications:**

There are no financial implications.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 – 2023

**Focus Area** Leadership

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

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

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

**Voting Requirement:** Simple Majority

**MOVED: CR JOHN GOODHEART**

**SECONDED: CR LIZ GUIDERA**

**OC28/24** That Council approves amendments to Policy 2.11 - Debt Recovery, as proposed.

CARRIED: 7/0

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

Cr John Goodheart spoke for the motion.

**10.2 CHIEF EXECUTIVE OFFICER'S REPORTS**

Nil.

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

Nil.

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

Nil.

DRAFT

**13. CONFIDENTIAL ITEMS****PROCEDURAL MOTION****MOVED: CR LIZ GUIDERA****SECONDED: CR MICHELLE SALTER**

**OC29/24** That Council closes the meeting to the public to consider the following items relating to:

- **Outstanding Sundry Debtors – Write-Off**
- **Relinquish Of Land In-Lieu Of Rates**
- **Appointment of Executive Manager Infrastructure and Strategy**
- **Novated Vehicle - CEO**
- **Saleyard – Electronic Sheep Tag Reader Installation**
- **Agreement to Lease – Department of Communities**

CARRIED: 7/0

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

AGAINST: NIL.

Members of the public left the room at 6.24pm.

**13.1            Outstanding Sundry Debtors – Write-off**  
**(ATTACHMENT)**

**File Ref:** FM.DT.10  
**Reporting Officer:** Patrick Kennedy, Manager Finance  
**Date Report Prepared:** 11 April 2024  
**Disclosure of Interest:** No Interest to disclose

**Reason for Confidentiality**

The Officer's Report is confidential in accordance with section 5.23 (2) (e) (iii) of the Local Government Act because it deals with a matter if disclosed, would reveal information about a business, professional, commercial or financial affairs of a person.

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

**Voting Requirement:** Simple Majority

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR MATT COLLIS**

**OC30/24        That Council, authorise the write-off of invoices totalling \$2,544.35 as listed in the body of this report, as the debts are deemed to be no longer recoverable.**

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR MATT COLLIS, CR IAN HANNA, CR PAUL TOTIN, CR MICHELLE SALTER  
CARRIED: 7/0  
AGAINST: NIL.

Cr Liz Guidera spoke for the motion.







**Officer's Recommendation/Council Motion:****Voting Requirement:** Simple Majority**MOVED:** CR PAUL TOTINO**SECONDED:** CR JOHN GOODHEART

**OC34/24** That Council endorses the appointment of the preferred applicant, as per the confidential report prepared by the CEO, to the position of Executive Manager Infrastructure and Strategy, in accordance with section 5.37(2) of the *Local Government Act 1995*.

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

CARRIED: 7/0

Cr Paul Totino spoke for the motion.  
Cr John Goodheart spoke for the motion.

**13.4            Novated Vehicle – CEO**  
**(ATTACHMENT)**

**File Ref:** FM.AT.2  
**Reporting Officer:** Peter Klein, Chief Executive Officer  
**Date Report Prepared:** 18 April 2024  
**Disclosure of Interest:** CEO

**Reason for Confidentiality**

This matter is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with matters affecting an employee and the personal affairs of a person.

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

**Voting Requirement:** Absolute Majority

**MOVED: CR LIZ GUIDERA**

**SECONDED: CR JOHN GOODHEART**

**OC35/24        That Council accepts the Novation Agreement terms and approves the President executing the Agreement as an authorized representative of the Shire of Katanning.**

CARRIED: 7/0

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

Cr Liz Guidera spoke for the motion.

**13.5            Saleyard – Electronic Sheep Tag Reader Installation**

**File Ref:** CP.RP.6  
**Reporting Officer:** Peter Klein, Chief Executive Officer  
**Date Report Prepared:** 18 April 2024  
**Disclosure of Interest:** No Interest to disclose

**Reason for Confidentiality**

This matter is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with a matter that could compromise the Council's ability to obtain a value for money procurement outcome.

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

**Voting Requirement:** Absolute Majority

**MOVED: CR MICHELLE SALTER**

**SECONDED: CR LIZ GUIDERA**

- OC36/24**
- 1. That the grant application to DPIRD for funding to purchase and install eID tag readers at the Katanning Saleyard be submitted once management completes its due diligence into the capital cost of establishing the eID system.**
  - 2. That the Shire of Katanning staff visit Victorian Saleyards to;  
a) gain a detailed understanding of how the eID tag readers operate,  
b) the impacts of this operation on recurrent saleyard expenses that will be met by the Shire of Katanning and  
c) to inform a future recommendation on the impact of this recurrent cost on yard fees.**
  - 3. The FY25 Shire of Katanning budget includes an appropriate allocation of funds to finance this trip.**

**CARRIED: 7/0**

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

Cr Liz Guidera spoke for the motion.

Cr John Goodheart spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.



**Officer's Recommendation/Council Motion:****Voting Requirement:** Simple Majority**MOVED: CR LIZ GUIDERA****SECONDED: CR PAUL TOTINO**

**OC39/24** That Council approves the execution of the Agreement for Lease and Lease in respect to the Communities Building (to be constructed as part of the Katanning Early Childhood Hub) in accordance with the Local Government Act (1995), section 9.49A and subject to there being no material change to the agreements, as presented.

CARRIED: 7/0

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

**PROCEDURAL MOTION****Voting Requirement:** Simple Majority**MOVED: CR LIZ GUIDERA****SECONDED: CR IAN HANNA**

**OC40/21** That Council reopens the meeting to the public.

CARRIED: 7/0

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

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 6:48pm.