



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 25 September 2024 in the Shire of Katanning’s Council Chamber,
52 Austral Terrace, Katanning.

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 6:11pm.

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: Nil.

Media: Nil

Apologies: Nil.

Leave of Absence: Cr Michelle Salter

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

10.3.3	Cr Matt Collis	Disclosure of Financial Interest
10.3.3	Cr Ian Hanna	Disclosure of Financial Interest

6. PUBLIC QUESTION/STATEMENT TIME

Nil.

7. APPLICATIONS FOR LEAVE OF ABSENCE**7.1 Application for Leave of Absence Cr Liz Guidera****Voting Requirement:** Simple Majority**MOVED: CR PAUL TOTINO****SECONDED: CR IAN HANNA****OC98/24 That Council grants Cr Liz Guidera leave of absence for the October Ordinary Council Meeting 2024.**

CARRIED: 6/0

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

AGAINST: NIL

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

MOVED: CR PAUL TOTINO

SECONDED: CR LIZ GUIDERA

OC99/24 That the minutes of the Ordinary Council Meeting held on Wednesday 28 August 2024 are confirmed as a true record of proceedings.

CARRIED: 6/0

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

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 monthly 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 and payment of accounts to minimise the risk of fraud.

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:

MOVED: CR LIZ GUIDERA

SECONDED: CR PAUL TOTINO

OC100/24 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: 6/0

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

AGAINST: NIL

Cr Liz Guidera spoke for the motion.

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:

MOVED: CR PAUL TOTINO

SECONDED: CR IAN HANNA

OC101/24 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: 6/0

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

Cr Matt Collis and Cr Ian Hanna disclosed a financial interest to Item 10.3.3 as Cr Matt Collis is the Chair of the Katanning Environmental Inc and Cr Hanna is a Committee Member at the Katanning Country Club. Cr Collis and Cr Hanna left the room at 6:16pm.

10.3.3 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.

PROCEDURAL MOTION:

Voting Requirement: Simple Majority

MOVED: CR LIZ GUIDERA

SECONDED: CR JOHN GOODHEARDT

OC102/24 That Council suspends standing orders.

CARRIED: 4/0
FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO
AGAINST: NIL

PROCEDURAL MOTION:**Voting Requirement:** Simple Majority.**MOVED: CR LIZ GUIDERA****SECONDED: CR JOHN GOODHEART****OC103/24** That Council resumes standing orders.**CARRIED: 4/0****FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO****AGAINST: NIL****Voting Requirement:** Simple and Absolute Majority**Officer's Recommendation:**

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:****Council Motion****MOVED: CR PAUL TOTINO****SECONDED: CR LIZ GUIDERA****OC104/24** That Council;**Seek approval from the Local Government Minister to permit Councillors, who have declared a financial interest by virtue of them being office bearers for community organisations that have the potential to benefit from the policy, to vote on the policy.****CARRIED: 6/0****FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR PAUL TOTINO****AGAINST: NIL**

Cr Matt Collis and Cr Ian Hanna returned to the room at 6:27pm

10.3.4 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:

MOVED: CR LIZ GUIDERA

SECONDED: CR MATT COLLIS

OC105/24 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: 6/0

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

AGAINST: NIL

Cr Liz Guidera spoke for the motion.

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:

MOVED: CR IAN HANNA

SECONDED: CR JOHN GOODHEART

OC106/24 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: 6/0

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

AGAINST: NIL

Cr Ian Hanna spoke for the motion.

Cr John Goodheart spoke for the motion.

Cr Liz Guidera spoke for the motion.

Cr Paul Totino spoke for the motion.

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:

MOVED: CR JOHN GOODHEART

SECONDED: CR PAUL TOTINO

OC107/24 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: 6/0

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

AGAINST: NIL

Cr John Goodheart spoke for the motion.

Cr Paul Totino spoke for the motion.

10.4.3 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:****MOVED: CR PAUL TOTINO****SECONDED: CR JOHN GOODHEART****OC108/24** **That Council approves the presented policy amendments.****CARRIED: 6/0****FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR IAN HANNA, CR PAUL TOTINO, CR MATT COLLIS****AGAINST: NIL**

Cr Paul Totino spoke for the motion.

Cr John Goodheart spoke for the motion.

11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****PROCEDURAL MOTION****MOVED: CR LIZ GUIDERA****SECONDED: CR JOHN GOODHEART****OC109/24****That Council considers the urgent business items****CARRIED: 6/0****FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR IAN HANNA, CR PAUL TOTINO, CR MATT COLLIS****AGAINST: NIL****12.1****University Hub**

File Ref: GS.AE.5
Reporting Officer: Peter Klein
Date Report Prepared: 24 September 2024
Disclosure of Interest: Nil

Issue:

The Great Southern RDA has received Federal Government funding to convert a section of the Unit Hotel into a "University Hub". Site investigation by the Shire of Katanning has identified disability access challenges that have ruled this site unsuitable for the purpose of establishing a University Hub.

Body/Background:

The University Hub is intended to be accessible by students including, disabled students during periods outside of normal business hours. The Unit Hotel site is considered unsuitable due to the following;

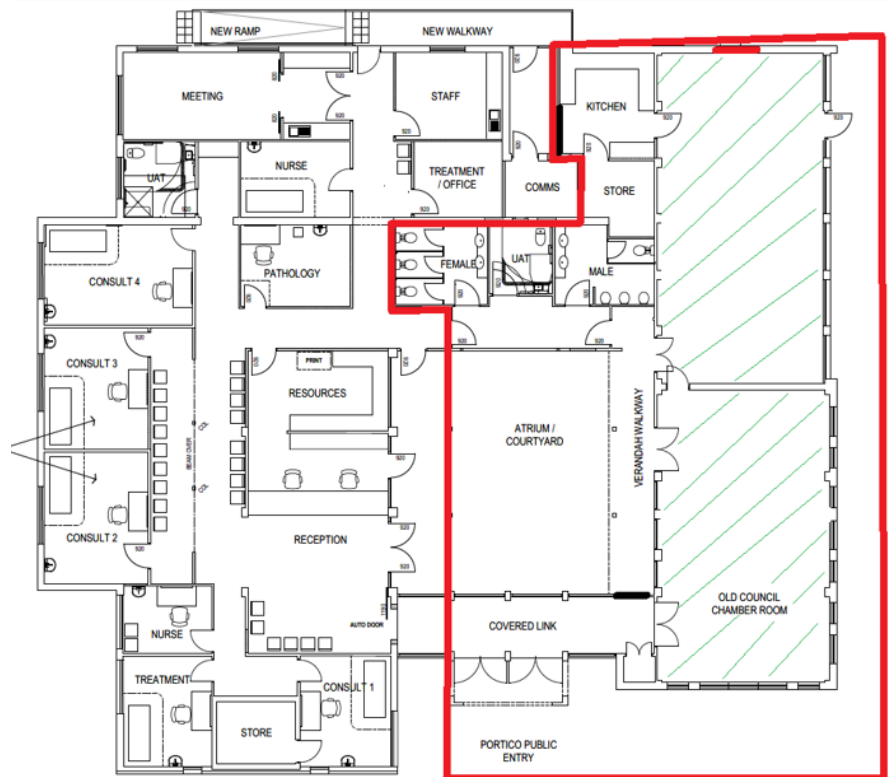
1. the interaction of disability ramps and the upstairs landing;
2. operation of the Councillors' Lounge and access to the balcony as required for disabled students to access the Hub;
3. access by disabled students to toilets;
4. access is available for disabled students only during business hours;
5. Interruption to the performance of Customer Service Officers.

Officer's Comment:

It has been alternatively proposed that the RDA be offered the Community Room for establishment of the University Hub.

This site has a larger area (141m² compared with 81 m²), offers improved access & will be cheaper to develop.

The area proposed is shown in red (noting that a licence arrangement will be required for toilet access;

**Statutory Environment:**

Clause 3.58 of the *Local Government Act 1995* recognises a lease as a property disposal and prescribes processes to support such disposal. In particular, clause 3.58(2) & (3) states as follows;

(2) *Except as stated in this section, a local government can only dispose of property to —*

- (a) *the highest bidder at public auction; or*
- (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

Policy Implications:

Nil

Financial Implications:

During 2023/24 the Community Room was rented out 24 times and generated revenue of \$1,610. The cost of developing the University Hub will be covered by the RDA grant.

Risk Implications:

The perceived level of risk is considered "Medium".

Allocation of the Community Room to RDA for conversion into the University Hub, will displace community groups who currently utilise this facility. To avoid reputational risk options will need to be available for use by these commercial & community groups.

It is alternatively proposed that more regular use of the KLC & library rooms or commercially available premises will be accessed by these groups.

Consultation with regular users is to be delivered and otherwise publicised via other communication channels.

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:

OC110/24 That Council approves 'in principle', the allocation of the Community Room to the RDA for conversion into the University Hub subject to satisfaction of *Local Government Act 1995* conditions outlined at clause 3.58.

CARRIED: 6/0

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

AGAINST: NIL

13. CONFIDENTIAL ITEMS

PROCEDURAL MOTION

MOVED: CR LIZ GUIDERA

SECONDED: CR JOHN GOODHEART

OC111/24 That Council closes the meeting to the public to consider the following item relating to:

- **Quartermaine Oval upgrade RFQ03-2024**
- **Quartermaine Oval Lighting Project RFQ04-2024**
- **Pool Maintenance – Budget Consideration**

CARRIED: 6/0

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

AGAINST: NIL

13.1 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

Reason For Confidentiality

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(c) of the Local Government Act because it deals with matters to do with a contract which may be entered into by the local government. The Chief Executive Officer's Report has been provided to Council under separate cover.

Council Motion:**MOVED: CR JOHN GOODHEART****SECONDED: CR MATT COLLIS****OC112/24 That Council approves the Officer's Recommendation****CARRIED: 6/0**

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

Cr John Goodheart spoke for the motion.

Cr Paul Totino spoke for the motion.

13.2 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

Reason For Confidentiality

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(c) of the Local Government Act because it deals with matters to do with a contract which may be entered into by the local government. The Chief Executive Officer's Report has been provided to Council under separate cover.

Council Motion:**MOVED: CR PAUL TOTINO****SECONDED: CR JOHN GOODHEART****OC113/24 That Council approves the Officer's Recommendation**

CARRIED: 6/0
FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR IAN HANNA, CR PAUL TOTINO, CR MATT COLLIS
AGAINST: NIL

Cr Paul Totino spoke for the motion.

13.3 **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**Reason For Confidentiality**

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(c) of the Local Government Act because it deals with matters to do with a contract which may be entered into by the local government. The Chief Executive Officer's Report has been provided to Council under separate cover.

Council Motion:**MOVED: CR PAUL TOTINO****SECONDED: CR JOHN GOODHEART****OC114/24** **That Council approves the Officer's Recommendation****CARRIED: 6/0****FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR IAN HANNA, CR PAUL TOTINO, CR MATT COLLIS****AGAINST: NIL**

Cr Paul Totino spoke for the motion.

Cr John Goodheart spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

PROCEDURAL MOTION**Voting Requirement:** Simple Majority**MOVED: CR JOHN GOODHEART****SECONDED: CR MATT COLLIS****OC115/24** **That Council reopens the meeting to the public.****CARRIED: 6/0****FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR JOHN GOODHEART, CR IAN HANNA, CR PAUL TOTINO, CR MATT COLLIS****AGAINST: NIL****14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 7:04pm.