



Shire of
Katanning
Heart of the Great Southern

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

**NOTICE OF
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on
Thursday 23 November 2023 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning, commencing at 6.00 pm.

Dale Putland
ACTING CHIEF EXECUTIVE OFFICER
Thursday 16 November 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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PLEASE NOTE:

Council Meetings are recorded for accuracy of minute taking.

1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member declared the meeting open at ____ pm.

Acknowledgement of Country

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

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Kristy D'Aprile - President

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

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

Gallery:

Media:

Apologies:

Leave of Absence:

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****6. PUBLIC QUESTION/STATEMENT TIME****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. PETITIONS/DEPUTATIONS/PRESENTATIONS****9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****9.1 Ordinary Council Meeting – Thursday 19 October 2023**
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/23 That the minutes of the Ordinary Council Meeting held on Thursday 19 October 2023 confirmed as a true record of proceedings.

CARRIED/LOST:
FOR:
AGAINST:

9.2 Special Council Meeting – Wednesday 25 October 2023
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/23 That the minutes of the Special Council Meeting held on Wednesday 25 October 2023 confirmed as a true record of proceedings.

CARRIED/LOST:
FOR:
AGAINST:

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS

Nil.

10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

10.2.1 Schedule of Accounts – October 2023 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Grace French, Executive Manager Corporate & Community
Date Report Prepared: 13 November 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 October 2023.

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	0.0	513,250.32	70,385.79	0.0	230,996.54	814,632.65
November						
December						
January						
February						
March						
April						
May						
June						
Total	1,066.49	625,026.09	49,889.12	4,494.65	222,508.55	902,984.90

Officer's Comment:

The schedule of accounts for the month of October 2023 is attached.

The Finance Forum held on 09 November 2023 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

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.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/23 That Council endorses the Schedule of Accounts as presented, being EFT payments 36700 – 36858 totalling \$513,250.32, payroll payments totalling \$230,996.54, direct payments totalling \$70,385.79, totalling \$814,632.65 authorised and paid in October 2023.

Please note:

- There were no cheques issued for October 2023.
- All Credit card transactions for October 2023 will be presented together with November 2023 credit card transactions.

CARRIED/LOST:

FOR:

AGAINST:

10.2.2 **Monthly Financial Report – September 2023**
(ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Grace French, Executive Manager Corporate & Community
Report Prepared: 13 November 2023
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 October 2023.

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports.

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.

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 Note 17 of the Monthly Financial Report.

Officer's Comment:

A variance report is included with the monthly financial statement's attachment.

This month's financials indicated that Grants and Contributions is yet to be received for the following purposes: Local Roads and Community Infrastructure, Every Club Grant, and Insurance Scheme bonus.

Expenditure less than expected on council's donations, shop front enhancement subsidies and tourism contributions.

Depreciation is still to be completed pending infrastructure asset revaluations report.

The Finance Forum held on 09 November 2023 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

The monthly reporting schedule for the month of October 2023 displays original budget, YTD Budget, YTD Actual and YTD Variance.

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)

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.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/23 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 October 2023, as presented.

CARRIED/LOST:

FOR:

AGAINST:

10.2.3 Katanning Harmony 2023 Lotterywest & Healthway Funding

File Ref: ED.ET.4
Reporting Officer: Denise Gallanagh-Wood, Manager Community Development
Date Report Prepared: 1 November 2023
Disclosure of Interest: No interest to disclose.

Issue:

To consider underwriting \$30,000 for the Katanning Harmony Festival if grant applications are unsuccessful.

Body/Background:

The Katanning Harmony Festival is the Shire of Katanning's key public event. The event attracts over 5000 visitors.

Lotterywest and Healthway are two of the funders for the festival, we have been successful with both funding bodies for over 10 years. The likelihood that our applications will be unsuccessful is low, but there is never a 100% guarantee with any grant submission.

This request has eventuated because in previous years the turnaround time for funding decisions was 3 months so we would know by November or December of the outcome of the applications. In 2023 the funding bodies extended their turn around time to 4 to 5 months. In addition to this the funding portal was closed until July 31, this meant we could not start to prepare our submissions until then, the submission was made in at the beginning of November. Potentially we will not know if we are successful until the first week in March.

The organising team need to make decisions now regarding expenditure to plan the event effectively. Therefor the request is for Council to agree to commit \$30,000.00 from the Community & Economic Development Reserve GL130410 so that the organising team can proceed with organising the event and associated expenditure.

Funding and expenditure status as per 9/11/2023

CASH BUDGET		
Cash Income	Amount	Confirmed/ Not Confirmed
Great Southern Development Commission	\$ 5,000.00	Confirmed
Lotterywest	\$ 30,000.00	Pending
Office of Multicultural Interest	\$ 7,500.00	Pending
Southern Port Authority	\$ 3,000.00	Pending
Healthway	\$ 5,000.00	Pending
Shire of Katanning (1130) - Event 10,000 \$25,000	\$10,000.00	Confirmed
Tourism WA	\$ 7,500.00	Confirmed
RDA	\$ 3,000.00	Pending
Shelley Payne - Cooking to Connect	\$ 300.00	Confirmed
Ausgold	\$ 1,000.00	Pending
	\$ 72,300.00	
Sponsorship		
DCP Youth Budget	\$ 3,000.00	Confirmed
Total	\$ 75,300.00	

Harmony Festival Expenditure:

Expenditure	GST Exclusive
Advertising	\$ 6,500.00
Promotion	\$ 3,800.00
Entertainment	\$ 28,100.00
Equipment	\$ 13,000.00
Logistics & Operational	\$ 13,445.00
Other	\$ 10,200.00
Total	\$ 75,045.00

Lotterywest funds are allocated multiple components of the event, including:

- Equipment Hire
- Promotion
- Entertainment
- Other - Cultural connection activities, such as:
 - Ramadan tent & Cultural Q&A session.
 - Cooking to connect.
 - "Our Home. Our Heart. Our Stories" curated exhibition.
 - Karen Weaving Exhibition

Officer's Comment:

Recommend council allocate a total of \$30,000.00 from the Community & Economic Development Reserve GL130410 if there is an unsuccessful outcome for the Lotterywest and or Healthway grant application.

To proceed with organising the event and committing to expenditure the Community Development team need to know that we can proceed with the projected expeditor.

The Lotterywest grant forms a large portion of the events income and it is unlikely we will be unsuccessful. However the loss of this income would mean we would have to do one of two things cancel the event or scale the event back substantially. Scaling back the event would negatively impact on the attraction of the event and will reduce the events capacity to draw visitors and invigorate the local economy and damage the reputation of the event.

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.*

- (1a) In subsection (1) —
- additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Policy Implications:

There are no policy implications for this report.

Financial Implications:

A total of \$30,000.00 is requested if we are not successful in the grants submits for Lotterywest and or Healthway grant application, the amount to be allocated from The Community & Economic Development Reserve GL130410.

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 "High" risk. If funds are unavailable we will not be able to run the event as it currently operates.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area Social

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

Objective To promote and facilitate tourism opportunities that showcase the unique character, culture and offerings of Katanning.

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

OC/23 That Council allocate a total of \$30,000.00 from The Community & Economic Development Reserve GL130410 for the Katanning Harmony Festival 2023 if the Lotterywest and or Healthway applications are not successful.

CARRIED/LOST:

FOR:

AGAINST:

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS**10.3.1 Christmas/New Year Opening Hours**

File Ref: GV.CM.1
Reporting Officer: Dale Putland, Acting Chief Executive Officer
Date Report Prepared: 15 November 2023
Disclosure of Interest: No interest to disclose.

Issue:

To consider the closure of Council facilities over the Christmas/New Year period.

Body/Background:

At the October 2023 Ordinary Council Meeting, Council adopted the following motion.

Officer's Recommendation/Council Motion:

MOVED: CR KIRSTY D'APRILE

SECONDED: CR MICHELLE SALTER

OC144/23 That Council:

1. Authorises a variation to normal opening hours for Council facilities during the 2023/24 Christmas/New Year period as follows:
 - Wednesday 27 December 2023 – closed
 - Thursday 28 December 2023 – closed
 - Friday 29 December 2023 – closed
2. Advertises the modified opening hours in the lead up to the Christmas closure.

CARRIED: 6/0

FOR: CR LIZ GUIDERA, CR JOHN GOODHEART, CR KRISTY D'APRILE, CR SERENA SANDWELL, CR MICHELLE SALTER, CR MATT COLLIS
AGAINST: NIL

In previous years Council has approved the variation of the Shire's normal operating hours during the Christmas/New Year period to close from lunchtime on the last business day before Christmas until the morning of the first business day following New Year's Day.

Officer's Comment:

It is recommended that the closure period for the coming Christmas/New Year period should be from 12 noon Friday 22 December 2023 until Monday 1 January 2024, reopening for business on Tuesday 2 January 2024.

Statutory Environment:

Local Government Act 1995

Policy Implications:

There are no policy implications for this report.

Financial Implications:

Staff (except for skeleton or called out support) will be accessing approved leave types during the closure. There will be minor reductions in overheads due to offices not being open.

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 within 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 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:

1. **Authorises a variation to normal opening hours for Council facilities during the 2023/24 Christmas/New Year period as follows:**
 - **Friday 22 December 2023 – close a 12 noon**
 - **Wednesday 27 December 2023 – closed**
 - **Thursday 28 December 2023 – closed**
 - **Friday 29 December 2023 – closed**
2. **Advertises the modified opening hours in the lead up to the Christmas closure.**

CARRIED/LOST:

FOR:

AGAINST:

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.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/23 That Council:

- 1) Holds Ordinary Meetings of Council commencing at 6.00pm in the Council Chambers, 52 Austral Terrace, Katanning on the following dates for the coming year:

Wednesday	28 February 2024
Wednesday	27 March 2024
Wednesday	24 April 2024
Wednesday	22 May 2024
Wednesday	26 June 2024
Wednesday	24 July 2024
Wednesday	28 August 2024
Wednesday	25 September 2024
Wednesday	23 October 2024
Wednesday	27 November 2024
Wednesday	18 December 2024

- 2) Gives public notice of the Ordinary Meeting dates, time and place in accordance with Local Government (Administration) Regulations.

CARRIED/LOST:

FOR:

AGAINST:

10.3.3 Appointment of Fire Control Officers

File Ref:	ES.AF.1
Reporting Officer:	Cindy Pearce, Community Emergency Services Manager
Report Prepared:	20 October 2023
Disclosure of Interest:	No Interest to disclose

Issue:

Council to endorse the appointment of the following Fire Control Officer.

Body/Background:

Fire Control Officers are appointed by Council under section 38 of the Bushfires Act 1954 to issue 'Permits to Burn' and to carry out other actions as set out in the Bushfires Act 1954 as required by Local Government. This appointment was later than usual due to the Brigade holding a late meeting. All other FCOs have already been appointed by Council for the fire season.

Officer's Comment:

It is recommended that Council appointments the following Fire Control Officer.

Statutory Environment:

Fire Control Officers under section 38 of the Bushfires Act 1854 are appointed by Local Governments. Under section 38 and 39 Bushfire Control Officer may, subject to directions given by the Local Government, take any measures he/she considers necessary and practicable for:

- The prevention of bushfires.
- Protecting life and property in the case of an outbreak of a bushfire.
- Carry out any duty or exercising any authority referred to in the Bushfire Act.
- Procuring the due observance of the provisions of the Act. (For this purpose, it is his/her duty to demand the name and address of any person committing an offence against the Act and to report the circumstance to the Local Government).

Policy Implications:

Nil.

Financial Implications:

Budgeted cost of advertising appointments in the Government Gazette approximately \$600.

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 Social

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

Objective To provide a safe place to live, work and play.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/23 **That Council appoints Alan McFarland as a Fire Control Officer in accordance with the Bush Fires Act 1954.**

CARRIED/LOST:
FOR:
AGAINST:

10.3.4 Shire of Katanning Facilities Closure 1 December 2023

File Ref:	GV.CM.1
Reporting Officer:	Dale Putland, Acting Chief Executive Officer
Date Report Prepared:	16 November 2023
Disclosure of Interest:	No interest to disclose.

Issue:

To consider the closure of Council facilities for the purpose of Staff and Councillors Christmas Party.

Body/Background:

In previous years Shire of Katanning Staff and Councillors Christmas Party has been held after hours. At Council Forum held on Thursday 9 November 2023, a preference was expressed for the event to be held earlier in the day to facilitate attendance by Shire staff. The proposal before Council is for the event to be held on Friday 1 December 2023 from 1:00pm to 3:00pm lunch to facilitate Staff attendance. This decision would require a variation to the Shire's normal operating hours on Friday 1 December 2023 to be closed from 1:00pm until 5:00pm.

Separate arrangements are proposed for the Katanning Leisure Centre (KLC) to be reopened at 3:00pm to enable the scheduled Great Southern Gym Sports gymnastics classes to occur as normal and for the KLC gym to be open. Full closure of the KLC is proposed between 1:00pm and 3:00pm.

Officer's Comment:

It is recommended that the closure for the Staff and Councillors Christmas Party scheduled to be held on Friday 1 December 2023 be closed from 1:00pm until 5:00pm, reopening for business on Monday 4 December 2023.

In addition, that Katanning Leisure Centre (KLC) is closed between 1:00pm and 3:00pm and reopened at 3:00pm to enable the scheduled Great Southern Gym Sports gymnastics classes to occur as normal and for the KLC gym to be open.

Statutory Environment:

Local Government Act 1995

Policy Implications:

There are no policy implications for this report.

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" and can be managed by routine procedures within 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 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 authorises a variation to normal opening hours for Council facilities on Friday 1 December 2023 from 1:00pm until 5:00pm with the following provisions:
1. That all facilities other than the Katanning Leisure Centre be closed during this time.
 2. That Katanning Leisure Centre will be closed between 1:00pm and 3:00pm and reopened at 3:00pm to enable the scheduled Great Southern Gym Sports gymnastics classes to occur as normal and for the KLC gym to be open.
 3. That the Shire advertise the modified opening hours in the lead up to the event

CARRIED/LOST:

FOR:

AGAINST:

11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****13. CONFIDENTIAL ITEMS****PROCEDURAL MOTION****MOVED:****SECONDED:**

OC/23 That Council closes the meeting to the public to consider the following item relating to:

- **Katanning Citizen of the Year Awards 2024**
- **Removal of Caveat from Certificate of Title Assessment A572**

CARRIED/LOST:

FOR:

AGAINST:

13.1 **Katanning Community Citizen of the Year Awards 2024**
(ATTACHMENT)

File Ref: CR.AW.2
Reporting Officer: Sophie Justins, Executive Assistant to CEO
Date Report Prepared: 13 November 2023
Disclosure of Interest: No interest to disclose

Reason for Confidentiality

The Officer's Report is confidential in accordance with section 5.23(2)(b) of the Local Government Act because it deals with the personal affairs of persons. The Officer's Report has been provided to Council under separate cover.

Voting Requirement: Simple Majority

Committee Recommendation/Council Motion:

OC/23 That Council endorses the recommendations of the Shire of Katanning Honours and Awards Committee for the 2024 Community Citizen of the Year Awards and the Katanning Community Long Service Award.

CARRIED/LOST:

FOR:

AGAINST:

PROCEDURAL MOTION

MOVED:

SECONDED:

Voting Requirement: Simple Majority

OC/23 **That Council reopens the meeting to the public.**

CARRIED/LOST:

FOR:

AGAINST:

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ___ pm.