



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  
Tuesday 24 February 2026 at the Shire of Katanning's Council Chamber,  
52 Austral Terrace, Katanning commencing at 6.30pm.

Peter Klein  
**CHIEF EXECUTIVE OFFICER**  
Thursday 19 February 2026

**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 \_\_\_\_\_

## 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 – Tuesday 16 December 2025                   | 5        |
| <b>10</b>   | <b>Reports of Committees and Officers</b>                             | 6        |
| <b>10.1</b> | <b>General Manager Operations</b>                                     | 6        |
| 10.1.1      | Trading In Public Places Policy                                       | 6        |
| 10.1.2      | Road Dedication - Reserve 40539                                       | 9        |
| <b>10.2</b> | <b>Executive Manager Corporate Services</b>                           | 12       |
| 10.2.1      | Schedule of Accounts – December 2025                                  | 12       |
| 10.2.2      | Schedule of Accounts – January 2026                                   | 14       |
| 10.2.3      | Monthly Financial Report – December 2025                              | 16       |
| 10.2.4      | Monthly Financial Report – January 2026                               | 21       |
| 10.2.5      | Expression of Interest – New Childcare Building Tenancy               | 26       |
| 10.2.6      | Policy Review - 2.10 Lease / Licence of Community Assets              | 28       |
| 10.2.7      | Draft Leases  | 31       |
| <b>10.3</b> | <b>Chief Executive Officer's Reports</b>                              | 34       |
| 10.3.1      | Privacy & Responsible Information Sharing                             | 34       |
| 10.3.2      | Policy Review   | 36       |
| 10.3.3      | Emergency Management Act Consolidation                                | 38       |
| 10.3.4      | Great Southern VROC - Executive Officer Funding                       | 41       |
| <b>11</b>   | <b>Elected Members Motion of Which Previous Notice Has Been Given</b> | 45       |
| <b>12</b>   | <b>New Business of an Urgent Nature</b>                               | 45       |
| <b>13</b>   | <b>Confidential Item</b>  | 45       |
| <b>14</b>   | <b>Closure of Meeting</b>   | 45       |

**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 Ian Hanna  
                                     Cr John Goodheart  
                                     Cr Matt Collis  
                                     Cr Paul Totino  
                                     Cr Gemma Trolove  
                                     Cr Danny McGrath

Council Officers:            Peter Klein, Chief Executive Officer  
                                     Graham Barnes, General Manager Operations  
                                     David Blurton, Executive Manager Corporate Services  
                                     Taryn Human, Executive Assistant to CEO

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 – Tuesday 16 December 2025**  
(See Attached Minutes)

**Voting Requirement:** Simple Majority

**MOVED:** CR

**SECONDED:** CR

**OC/26 That the minutes of the Ordinary Council Meeting held on Tuesday 16 December 2025 are confirmed as a true record of proceedings.**

CARRIED:  
FOR:  
AGAINST:

**10. REPORTS OF COMMITTEES AND OFFICERS****10.1 GENERAL MANAGER OPERATIONS****10.1.1 Trading In Public Places Policy**

(Attachment) – Local Planning Policy – Trading in Public Places

**File Ref:** GV.PO.1  
**Reporting Officer:** Adrian Nicoll, Town Planner  
**Date Report Prepared:** 9 February 2026  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

Members of the public have expressed interest in gaining approval to trade in public places. This includes trading at fixed locations (e.g. road reserve areas and public parks), trading under a market operators' licence and alfresco dining on the footpath adjacent to an established café/restaurant.

The Shire has developed a Trading in Public Places policy, which outlines conditions associated with fixed location trading (e.g. food vans in public places), market operators and alfresco dining. The Shire believes that the policy helps to clarify conditions of trading and further support public sentiment for trading in public places.

**Body/Background:**

At the November 2025 Council meeting, the Council resolved to advertise the Trading in Public Places policy.

The policy was advertised in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, for a period not less than 21 days. The Shire used a multi-channel advertising and notification process to gather public comment on the proposed Trading in Public Places policy. The advertising methods included:

- Direct Correspondence: Letters sent to business operators and landholders near proposed trading locations to request feedback.
- Physical Outreach: Handing out pamphlets directly to business operators on Austral Terrace and Clive Street.
- Public Postings: Notifications displayed at the Shire Office and website.

At the close of advertising, no submissions were received.

**Officer's Comment:**

The Trading in Public Places policy has been developed to outline conditions of trade and applies to the following:

1. Individual traders, trading at dedicated public places (fixed location traders)
2. Alfresco dining – existing food premises who wish to extend their service area onto the adjacent footpath in front of their premises
3. Market traders - stalls operating at a market (covered by the market operator's licence and/or registered under the provisions of the Food Act 2008)

The Trading in Public Places policy includes the following key conditions:

#### Fixed Location Traders

1. Trading permits are limited to two years, for designated locations and for certain times
2. Traders must provide adequately sized bins for patrons' and business use and remove all rubbish from the approved location at the end of trade.

Regarding the fixed location traders, the following locations have been identified as being considered appropriate (see policy for maps):

- Two sites at the Corner Arbour St and Aberdeen St
- One site at the Tourist/Caravan Rest Parking Area – Aberdeen St
- Two sites at the Corner of Bokarup St and Austral Tce
- Max three vans at the Lions Park
- Two sites at the Piesse Park

The fixed location trading sites have been chosen with a degree of separation to established businesses. The purpose being, to allow for a variety of consumer products being made available at different times of the day, whilst not creating a competitive disadvantage to established businesses.

#### Alfresco Dining

1. Applications for alfresco dining may be submitted by proprietors of existing food premises who wish to extend their service area onto the adjacent footpath in front of their premises.
2. A minimum 1800mm unobstructed thoroughfare must be maintained for pedestrians at all times.

#### Market Operators

1. Individual stalls operating at a market, other than stalls selling food, are covered by the market operator's licence - individual licencing fees will not be charged.

The Council is now recommended to finally adopt the proposed new Local Planning Policy – Trading in Public Places. The policy includes an application form and permit application fees, and subject to Council endorsement, can be used to guide trading outcomes, at public places.

#### **Statutory Environment:**

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration of a local planning policy involves two decisions:

- 1) An agreement of Council to prepare/advertise the policy; and
- 2) An agreement of Council to finally adopt, considerate of any comments received during advertising.

The *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed provisions for local planning schemes, Part 2 Local planning framework cl. 3*, states:

- A Local Planning Policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- The period for making submissions must not be less than the period of 21 days.

- After the expiry of the period within which submissions may be made, the local government must:
  - Review the proposed policy in the light of any submissions made; and
  - Resolve to proceed with the policy without modification, or proceed with the Policy with modification, or not to proceed with the policy.

The new proposed Trading in Public Places policy was advertised in accordance with requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Should Council resolve to adopt the Trading in Public Places policy, a notice of the policy must be published in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**Policy Implications:**

There are no policy implications relating to an agreement of Council to finally adopt the Local Planning Policy – Trading in Public Places. A Local Planning Policy gives a planning authority an opportunity to state how decisions should or will be exercised under the planning scheme. It can help applicants, and the community understand how a proposal will be considered and what will influence decision-making.

**Financial Implications:**

There are no financial implications to finally adopting the Trading in Public Places policy.

**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" and can be managed by routine procedures, current resources and well-established regulatory procedures and requirements.

**Strategic Implications:**

There are no strategic implications relating to the proposed Trading in Public Places policy.

**Voting Requirement:** Simple Majority

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

**OC/26 That Council**

1. **Adopt the attached Trading in Public Places policy pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
2. **Delegate the CEO to publish notice of the policy in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

**Note:** A policy has effect on publication of a notice.

CARRIED/LOST:  
FOR:  
AGAINST:

### 10.1.2 Road Dedication - Reserve 40539

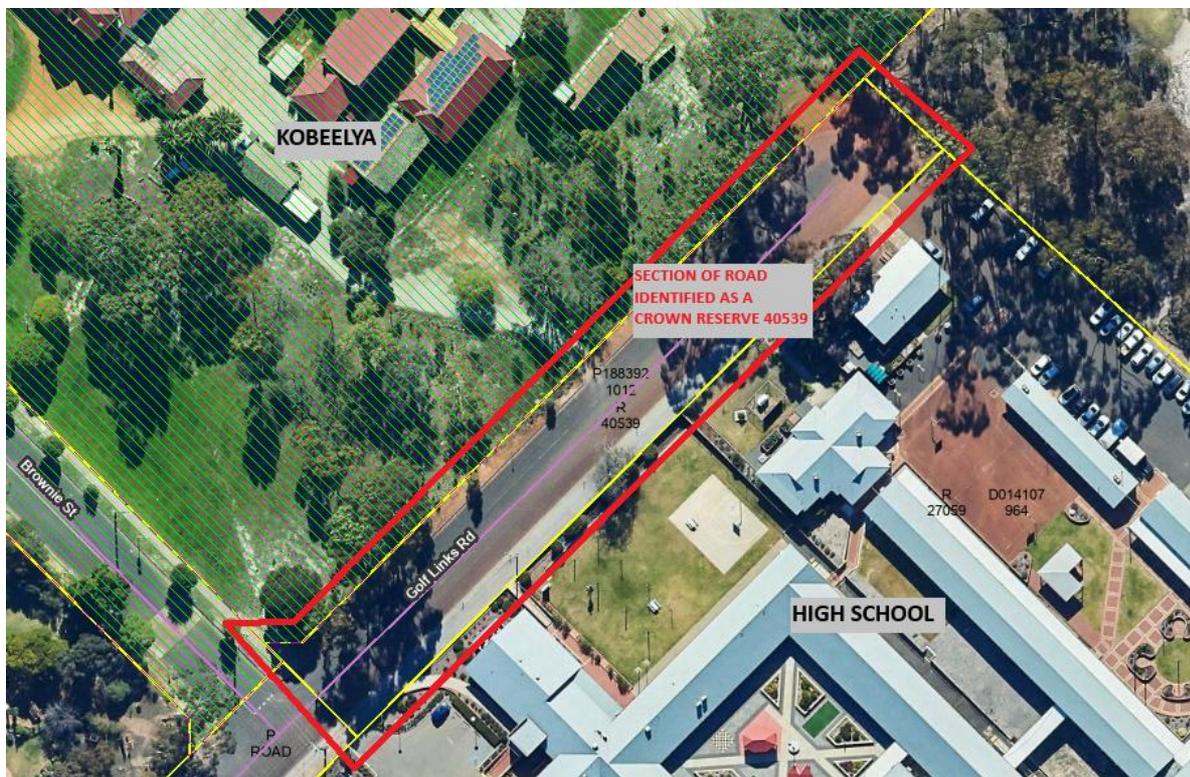
**File Ref:** A3918  
**Reporting Officer:** Adrian Nicoll, Town Planner  
**Date Report Prepared:** 11 February 2026  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

The Department of Planning, Lands and Heritage has requested that the Shire resolve to request the dedication of the Reserve 40539, as a road.

The dedicated purpose of the Reserve 40539 is for 'Public Utilities Services'. This dedicated purpose, does not align with the current use of the reserve. The current use of the reserve is for vehicle movement by the community (school busses etc). The reserve needs to be dedicated as a road.

Refer to the below figure, which illustrates the area of interest - R40539.



In accordance with the Land Administration Act (Section 56(1)(c)), the Local Government may request the Minister for Lands to dedicate a reserve as a road.

**Background:**

The below providers have been identified as having assets within the reserve area:

- NBN Co (WA)
- Telstra (WA)
- Water Corporation
- Western Power

The Reserve 40539 is developed, used and maintained as a public road. The Department of Planning, Lands and Heritage has indicated a process for the local government to follow, to dedicate the reserve as a road:

- 1) A report is submitted to Council seeking a resolution to support the proposal and to commence advertising pursuant to section 56 of the *Land Administration Act 1997*. Incorporate the following wording into the initial Council resolution to avoid the need for a second report:
  - *The Shire of Katanning indemnifies the Minister for Lands against any claim for compensation that may arise from the Minister for Lands considering and granting the dedication request.*
  - *Following the close of advertising and the satisfactory resolution of any submissions received, the Chief Executive Officer (or other delegated officer) be authorised to request the Minister for Lands to dedicate Lot 1012 on DP 188392 as road, confirming compliance with section 56(2) of the Land Administration Act 1997 and regulation 8 of the Land Administration Regulations 1998.*
- 2) Advertise the proposal – min 31 days
- 3) Submit the proposal to DPLH for formal tenure change from reserve to road.

**Comment:**

The Shire administration is proposing to request that the Minister for Lands considers dedication of the R40539 as 'Road' under section 56 of the Land Administration Act.

The Shire administration is satisfied that the dedication of the R40539 would not impact the adjoining properties or utility providers.

If the Minister grants the request for the dedication of the reserve as a road, the reserve will become Crown Land owned by the State of Western Australia, with care, control and management the responsibility of the Shire in accordance with section 55(2) of the Land Administration Act.

Public notice is required prior to dedication and notice to public utility services suppliers pursuant to *S56 Land Administration Act 1997* and Reg 8 of the *Land Administration Regulations 1998*. Public notice will be provided for a minimum of 31 days in the following ways:

- on the Shires's website;
- letters to agencies and adjoining property owners; and
- on the Shire's Public Notice board.

If any utility provider lodges an objection or identifies asset protection requirements, it will be the Shire's responsibility to resolve those matters directly with the relevant provider.

The Shire administration supports the dedication of the reserve as a road under section 56 of the *Land Administration Act 1997* as the public has had uninterrupted use of the reserve and the intention is to continue granting the public an accessible road. Dedication of the reserve would allow consideration of improvements to the road.

**Statutory Environment:**

*Land Administration Act 1997*

Section 56 of *Land Administration Act 1997*

Regulation 8 *Land Administration Regulations 1998*

**Policy Implications:**

There are no Policy implications relating to dedicating the reserve as a road.

**Financial Implications:**

There will be no document preparation, or lodgement costs charged by DPLH for the reserve cancellation or road dedication.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be 'low' and can be managed by routine procedures, current resources and well-established regulatory procedures and requirements.

It is low risk for Council to dedicate the reserve as a road. The dedication aligns with the pillars of Council's adopted Strategic Community Plan 2022-2032.

**Strategic Implications:**

The proposal to dedicate the reserve as a road is consistent with the aims and Strategic Community Plan 2022-2032 as it applies to all the following focus areas and associated aspirations:

Shire of Katanning Strategic Community Plan 2022 – 2032

**Focus Area** Built Environment

**Aspiration** Katanning is a beautiful, well serviced place that invite people to stay.

**Objective** To provide well maintained public open spaces and facilities that promote active and passive recreation.

**Voting Requirement:** Simple Majority

**Officer's Recommendation/Council Motion:****OC/26 That Council**

- 1) **Resolve to support the proposal to dedicate the R40539 as a road and to commence advertising pursuant to section 56 of the *Land Administration Act 1997*.**
- 2) **Resolve to indemnify the Minister for Lands against any claim for compensation that may arise from the Minister for Lands considering and granting the dedication request.**
- 3) **Following the close of advertising and the satisfactory resolution of any submissions received, resolve to authorise the Chief Executive Officer (or other delegated officer) to request the Minister for Lands to dedicate Lot 1012 on DP 188392 as road, confirming compliance with section 56(2) of the *Land Administration Act 1997* and regulation 8 of the *Land Administration Regulations 1998*.**

CARRIED/LOST:

FOR:

AGAINST:

## 10.2 EXECUTIVE MANAGER CORPORATE SERVICES

### 10.2.1 Schedule of Accounts – December 2025 (Attachment)

**File Ref:** FM.FI.4  
**Reporting Officer:** Patrick Kennedy, Manager Finance  
**Date Report Prepared:** 16 January 2026  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To receive the Schedule of Accounts Paid for the period ending 31 December 2025.

**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<br>2025/26 | EFT Payments<br>2025/26 | Direct Debits<br>2025/26 | Credit<br>Card<br>2025/26 | Payroll<br>2025/26    | Total<br>Payments<br>2025/26 |
|--------------|--------------------|-------------------------|--------------------------|---------------------------|-----------------------|------------------------------|
| July         | \$3,479.90         | \$1,038,558.66          | \$129,657.91             | \$9,080.42                | \$364,302.86          | \$1,545,079.75               |
| August       | \$578.00           | \$1,596,393.93          | \$301,498.65             | \$7,885.55                | \$253,211.73          | \$2,159,567.86               |
| September    | \$626.15           | \$1,102,477.89          | \$80,981.22              | \$2,198.64                | \$250,009.26          | \$1,436,293.16               |
| October      | \$1,418.50         | \$1,537,396.75          | \$102,701.30             | \$7,073.10                | \$260,790.25          | \$1,909,379.90               |
| November     | \$386.00           | \$1,418,117.99          | \$394,104.55             | \$13,388.27               | \$282,638.90          | \$2,108,635.71               |
| December     | \$790.30           | \$1,263,756.50          | \$84,452.56              | \$6,992.52                | \$373,733.45          | \$1,729,725.33               |
| January      |                    |                         |                          |                           |                       |                              |
| February     |                    |                         |                          |                           |                       |                              |
| March        |                    |                         |                          |                           |                       |                              |
| April        |                    |                         |                          |                           |                       |                              |
| May          |                    |                         |                          |                           |                       |                              |
| June         |                    |                         |                          |                           |                       |                              |
| <b>Total</b> | <b>\$7,278.85</b>  | <b>\$7,956,701.72</b>   | <b>\$1,093,396.19</b>    | <b>\$46,618.50</b>        | <b>\$1,784,686.45</b> | <b>\$10,888,681.71</b>       |

**Officer's Comment:**

The schedule of accounts for the month of December 2025 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" 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/26** That Council endorses the Schedule of Accounts as presented, being EFT payments 40707 - 40841 totalling \$1,263,756.50, Cheques 42527-42529 totalling \$790.30, Payroll payments totalling \$373,733.45 Direct Debit payments totalling \$84,452.56, Credit Cards (November) totalling \$6,992.52, all totalling \$1,729,725.33 authorised and paid in December 2025.

CARRIED/LOST:

FOR:

AGAINST:

## 10.2.2 Schedule of Accounts – January 2026 (Attachment)

**File Ref:** FM.FI.4  
**Reporting Officer:** Patrick Kennedy, Manager Finance  
**Date Report Prepared:** 5 February 2026  
**Disclosure of Interest:** No Interest to disclose.

### Issue:

To receive the Schedule of Accounts Paid for the period ending 31 January 2026.

### 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<br>2025/26 | EFT Payments<br>2025/26 | Direct Debits<br>2025/26 | Credit<br>Card<br>2025/26 | Payroll<br>2025/26    | Total<br>Payments<br>2025/26 |
|--------------|--------------------|-------------------------|--------------------------|---------------------------|-----------------------|------------------------------|
| July         | \$3,479.90         | \$1,038,558.66          | \$129,657.91             | \$9,080.42                | \$364,302.86          | \$1,545,079.75               |
| August       | \$578.00           | \$1,596,393.93          | \$301,498.65             | \$7,885.55                | \$253,211.73          | \$2,159,567.86               |
| September    | \$626.15           | \$1,102,477.89          | \$80,981.22              | \$2,198.64                | \$250,009.26          | \$1,436,293.16               |
| October      | \$1,418.50         | \$1,537,396.75          | \$102,701.30             | \$7,073.10                | \$260,790.25          | \$1,909,379.90               |
| November     | \$386.00           | \$1,418,117.99          | \$394,104.55             | \$13,388.27               | \$282,638.90          | \$2,108,635.71               |
| December     | \$790.30           | \$1,263,756.50          | \$84,452.56              | \$6,992.52                | \$373,733.45          | \$1,729,725.33               |
| January      | \$366.00           | \$1,119,863.13          | \$93,449.62              | \$3,346.46                | \$260,562.76          | \$1,477,587.97               |
| February     |                    |                         |                          |                           |                       |                              |
| March        |                    |                         |                          |                           |                       |                              |
| April        |                    |                         |                          |                           |                       |                              |
| May          |                    |                         |                          |                           |                       |                              |
| June         |                    |                         |                          |                           |                       |                              |
| <b>Total</b> | <b>\$7,644.85</b>  | <b>\$9,076,564.85</b>   | <b>\$1,186,845.81</b>    | <b>\$49,964.96</b>        | <b>\$2,045,249.21</b> | <b>\$12,366,269.68</b>       |

### Officer's Comment:

The schedule of accounts for the month of January 2026 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 —
- is incurred in a financial year before the adoption of the annual budget by the local government; or
  - is authorised in advance by resolution\*; or
  - 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/26** That Council endorses the Schedule of Accounts as presented, being EFT payments 40842 - 40982 totalling \$1,119,863.13, Cheques 42530-42530 totalling \$366.00, Payroll payments totalling \$260,562.76 Direct Debit payments totalling \$93,449.62, Credit Cards (December) totalling \$3,346.46, all totalling \$1,477,587.97 authorised and paid in January 2026.

CARRIED/LOST:

FOR:

AGAINST:

### 10.2.3 Monthly Financial Report – December 2025 (Attachment)

**File Ref:** FM.FI.4  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Report Prepared:** 16 February 2026  
**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 December 2025.

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**

- General Rates is \$57,007 more than budgeted at the end of the month. The 25-26 budget includes provision for \$50,000 to be written off in rates during the year none of which has been processed yet.
- Operating Grants and Subsidies are \$440,142 more than budgeted which relates to the following;
  - Direct Grants received \$9,337 less than budget,
  - Harmony festival grants \$34,998 less than budget
  - General Purpose Grants and Untied Road Grants are \$558,996 more than budget as a result of the WA Grants Commission prepaying 50% grant entitlements in 24/25 rather than 75% as anticipated.
  - CESM contributions are \$23,641 more than budgeted.
  - Debt collection legal expense reimbursement is \$59,938 less than budget as debt collection activities that generate expenses have only recently commenced.
  - Fire prevention grants are \$18,740 less than budgeted.
  - Bush Fire Brigade LGGs grant is \$10,621 less than expected.
- Fees and Charges are \$295,799 more than budget relating to
  - \$61,544 final phase 3 LRCI payment incorrectly being classified as fees rather than grants. This amount was unbudgeted and will be included in Midyear budget review.
  - Saleyard fees to end of the month are also \$139,236 more than budgeted.
  - KLC Fees are \$23,771 more than YTD budget
  - Key worker housing rental income is \$16,979 more than YTD budget

- Other revenue is \$17,119 mainly due to Workers compensation reimbursements being less than expected.
- Property Lease Fees are \$58,970 more than budgeted relating to the lease of land to Ausgold for the purposes of Workers Camp.
- Interest Revenue is \$47,685 lower than YTD budget relating to timing of Term Deposits maturity
- Other Revenue is \$43,849 less than YTD Budget relating to Workers compensation reimbursement \$10,053, medical centre rent \$7,500, reimbursements from shared EHO \$11,737, Town Planning Charges and reimbursements \$13,702 and Broadcast site reimbursements \$14,000
- Profit on Asset Disposal is \$30,083 less than budget as no plant or vehicles have been disposed yet.

### **Expenditure from Operating Activities**

- Employee costs are \$75,628 less than budgeted which relates mainly to
  - salary costs for Administration staff \$16,783 under budget
  - superannuation for PWO employees \$16,935 under budget
  - Refuse Site wages \$50,492 over budget
  - KLC wages \$17,943 under budget
  - Other reserves allocation \$96,434 under budget
  - Hardwaste pickup \$24,283 over budget
  - Footpath maintenance \$23,373 under budget
  - Public Works Overhead (PWO) \$15,746 over budget
- Materials and Contracts is \$631,317 less than budget. The following variances from budget are noted
  - Fuel and oil purchases \$21,295 less than budget.
  - KAC Maintenance expense is \$47,363 more than budget. Unfortunately, the budget for refurbishment works on the pool was not carried over into 25/26. This will need to be considered in the 25/26 midyear budget review.
  - Amherst Management Fees re \$15,242 under budget
  - Fire mitigation expenses is \$24,160 under budget
  - Road Maintenance Materials \$21,417 under budget
  - Footpath maintenance materials is \$10,023 under budget
  - Plant costs from hard waste pickup are \$19,323 more than budget
  - Works program – other reserves is \$34,131 under budget
  - Grant expenditure – community development is \$21,696 under budget
  - CCTV maintenance costs are \$15,594 under budget
  - An accrued expense journal has been processed \$82,940 to transfer expected Audit fees relating to 24-25 financial accounts to the 24-25 financial year as was the case in previous financial year.
  - Debt collection legal costs are \$58,786 under budget. This service has only just commenced in earnest for 25/26.
  - Subscriptions and memberships are \$28,677 under budget relating to timing of payment.

- Computer software subscriptions are \$60,788 under budget relating to timing. Subscription for synergy soft for 25-26 was paid in 24-25 financial year.
  - IT Hardware is \$18,969 under budget.
  - IT support is \$28,067 under budget.
  - Integrated Planning and reporting \$10,000 under budget
  - Minor Asset purchases are \$22,670 under budget
  - Building consultants are \$25,270 less than budget
  - Community Development Grant expenditure is \$21,696 under budget
  - Youth activities expenses are \$17,450 less than budget
  - Non potable water planning \$10,002 under budget
  - Local Planning Scheme review is \$10,002 under budget
  - Harmony Festival grant expenditure is \$21,000 less than budget
  - Economic Development Services is \$15,000 under YTD budget
  - KLC Building maintenance is \$13,471 over YTD budget relating to timing of floor sanding maintenance item.
  - Building Program – Other recreation is \$43,017 over budget relating to demolition of Forrest Hills Golf Club. This has been referred to budget review process.
  - Consultants – Sanitation is \$15,000 under budget
  - Consultants – PWO is \$15,067 under budget.
  - Plant repairs are \$34,288 under budget.
- Utility charges are \$42,647 under budget relating to the timing of payments for accounts.
  - Depreciation expense is \$51,831 more than budget representing additional depreciation on new assets.
  - Finance Costs are \$13,350 less than budget relating to timing.
  - Proceeds from capital grants, subsidies and contributions are \$819,751 less than expected at end of December 25, relating to
    - Airport runway grant \$241,321 under budget
    - DFES grant for new Fire Shed \$100,000
    - Katanning Early Childhood Hub Project is \$53,962 less than YTD budget
    - Regional Road Group Grant is \$134,930 less than YTD budget.
    - Roads to Recovery Grants is \$300,000 less than budget.
    - Grant Income – other culture is \$10,199 more than budget
  - Acquisition of Property, Plant and Equipment and infrastructure is \$3,124,995 less than expected for the following reasons;
    - BFB Shed \$100,000 under budget due to some delays in delivery of the project.
    - CESM Vehicle purchase \$29,000 under budget. Partners in the CESM agreement have elected to continue to lease a vehicle rather than purchase, so this will require a budget amendment in mid-year review
    - Amherst Village improvements \$30,000 under budget
    - Amherst Village Deposits \$20,997 more than anticipated relating to contractual arrangements in refunding share of profit for outgoing tenants.

- Early Childhood hub \$1,554,430 under budget. First claim was paid in August rather than July as anticipated putting claims one month behind the budgeted payment schedule.
  - Cemetery Improvements \$35,180 under budget due to some delays in project delivery.
  - Plant purchases \$199,500 underbudget due to timing.
  - Cat pound \$10,000 underbudget as the project yet to commence.
  - Noongar Artwork Project \$108,600 under budget and yet to commence
  - Cemetery upgrades \$25,800 under budget
  - Roadworks materials \$515,1530 under budget
  - Roadworks employee cost \$220,378 under budget
  - CCTV equipment \$12,500 under budget
  - Aerodrome Runway project is \$250,000 under budget
- Surplus or deficit at the start of the financial year is \$769,166 below budget reflecting prepayment of 50% of federal assistance grants rather than 75% as budgeted. The final surplus figure will not be known until the audit is complete and the difference between estimated and actual surplus will be considered in the midyear 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:**

**OC/26** 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 December 2025, as presented.

CARRIED/LOST:

FOR:

AGAINST:

#### **10.2.4 Monthly Financial Report – January 2026** (Attachment)

**File Ref:** FM.FI.4  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Report Prepared:** 17 February 2026  
**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 January 2026.

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**

- General Rates is \$56,990 more than budgeted at the end of the month. The 25-26 budget includes provision for \$50,000 to be written off in rates during the year none of which has been processed yet.
- Operating Grants and Subsidies are \$447,600 more than budgeted which relates to the following;
  - Direct Grants received \$9,337 less than budget,
  - Harmony festival grants \$34,998 less than budget
  - General Purpose Grants and Untied Road Grants are \$558,996 more than budget as a result of the WA Grants Commission prepaying 50% grant entitlements in 24/25 rather than 75% as anticipated.
  - CESM contributions are \$23,641 more than budgeted.
  - Debt collection legal expense reimbursement is \$59,938 less than budget as debt collection activities that generate expenses have only recently commenced.
  - Fire prevention grants are \$18,740 less than budgeted.
  - Bush Fire Brigade LGGs grant is \$10,621 less than expected.
- Fees and Charges are \$362,759 more than budget relating to
  - \$61,544 final phase 3 LRCI payment incorrectly being classified as fees rather than grants. This amount was unbudgeted and will be included in Midyear budget review.
  - Saleyard fees to end of the month are also \$194,278 more than budgeted.
  - KLC Fees are \$19,382 more than YTD budget
  - Key worker housing rental income is \$18,686 more than YTD budget

- Property Lease Fees are \$57,304 more than budgeted relating to the lease of land to Ausgold for the purposes of Workers Camp.
- Interest Revenue is \$46,702 more than YTD budget relating to timing of Term Deposits maturity and better interest rates than anticipated.
- Other Revenue is \$31,960 less than YTD Budget relating to Workers compensation reimbursement \$7,218, medical centre rent \$7,500, Town Planning Charges and reimbursements \$13,702 and Broadcast site reimbursements \$14,000

### **Expenditure from Operating Activities**

- Employee costs are \$126,243 less than budgeted which relates mainly to
  - salary costs for Administration staff \$28,738 under budget
  - superannuation for PWO employees \$22,661 under budget
  - Refuse Site wages \$73,362 over budget
  - Town Planning salaries \$21,015 under budget
  - KLC wages \$26,672 under budget
  - Other reserves allocation \$114,736 under budget
  - Hardwaste pickup \$24,283 over budget
  - Footpath maintenance \$26,011 under budget
- Materials and Contracts is \$498,938 less than budget. The following variances from budget are noted
  - Subscriptions and memberships are \$28,677 under budget relating to timing of payment.
  - Computer software subscriptions are \$69,208 under budget relating to timing. Subscription for synergy soft for 25-26 was paid in 24-25 financial year.
  - IT Hardware is \$11,751 under budget.
  - IT support is \$27,337 under budget.
  - Integrated Planning and reporting \$10,000 under budget
  - Debt collection legal costs are \$28,743.
  - Consultants – other governance are \$10,100 under budget
  - Audit Fees are \$94,690 under budget however an accrued expense journal has been processed \$82,940 to transfer Audit fees expense for 24-25 financial accounts to the 24-25 financial year as was the case in previous financial year.
  - Consultants admin are \$13,597 over budget
  - Fuel and oil purchases \$21,295 less than budget.
  - KAC Maintenance expense is \$47,363 more than budget. Unfortunately, the budget for refurbishment works on the pool was not carried over into 25/26. This will need to be considered in the 25/26 midyear budget review.
  - Minor Asset purchases are \$13,590 under budget
  - Non potable water planning \$11,669 under budget
  - Local Planning Scheme review is \$11,669 under budget
  - Grant expenditure – community development is \$21,696 under budget
  - Works program – other reserves is \$39,769 under budget
  - KLC grounds and maintenance is \$15,614 over budget
  - Harmony Festival grant expenditure is \$29,170 less than budget
  - Youth activities expenses are \$20,700 less than budget
  - Road Maintenance Materials \$21,417 under budget
  - Economic Development Services is \$15,000 under YTD budget

- Fire mitigation expenses is \$27,840 under budget
  - KAC payment is \$40,000 over budget due to timing of contract payment.
  - KAC Maintenance is \$47,364 over budget
  - Building Program – Other recreation is \$41,203 over budget relating to demolition of Forrest Hills Golf Club. This has been referred to budget review process.
  - Consultants – Sanitation is \$15,000 under budget
  - Regional Council expenses is \$13,455 under budget.
  - Consultants – PWO is \$15,067 under budget.
  - Fuel and Oil costs are \$27,547 under budget
  - Plant repairs are \$15,381 under budget.
  - CCTV maintenance costs are \$15,594 under budget
  - Community Development Grant expenditure is \$21,696 under budget
  - KLC Building maintenance is \$13,471 over YTD budget relating to timing of floor sanding maintenance item.
- Utility charges are \$46,392 under budget relating to the timing of payments for accounts.
  - Depreciation expense is \$68,806 more than budget representing additional depreciation on new assets.
  - Other Expenditure is \$24,700 under budget mainly relating to election expenses and community grants program expenses yet to be paid.
  - Proceeds from capital grants, subsidies and contributions are \$2,998,704 less than expected at the end of the month, relating to
    - Airport runway grant \$241,321 under budget
    - DFES grant for new Fire Shed \$100,000
    - Katanning Early Childhood Hub Project is \$2,274,115 less than YTD budget. Budgeted WATC funds of \$4.3m are yet to be claimed.
    - Regional Road Group Grant is \$93,730 less than YTD budget.
    - Roads to Recovery Grants is \$300,000 less than budget.
    - Grant Income – other culture is \$10,199 more than budget
  - Proceeds from disposal of assets are \$166,000 less than budget which reflects that a multi tyred roller will not be sold this financial year.
  - Acquisition of Property, Plant and Equipment and infrastructure is \$4,078,350 less than expected for the following reasons;
    - BFB Shed \$100,000 under budget due to some delays in delivery of the project.
    - CESM Vehicle purchase \$29,000 under budget. Partners in the CESM agreement have elected to continue to lease a vehicle rather than purchase, so this will require a budget amendment in mid-year review
    - Amherst Village improvements \$30,000 under budget
    - Amherst Village Deposits \$20,997 more than anticipated relating to contractual arrangements in refunding share of profit for outgoing tenants.
    - Early Childhood hub \$2,106,735 under budget. First claim was paid in August rather than July as anticipated putting claims one month behind the budgeted payment schedule.
    - Airport Runway project is \$500,000 under budget as it is yet to commence.
      - Cemetery Improvements \$35,180 under budget due to some delays in project delivery.
      - Plant purchases \$232,750 underbudget due to timing.

- Cat pound \$10,000 underbudget as the project yet to commence.
  - Noongar Artwork Project \$108,600 under budget and yet to commence
  - Cemetery upgrades \$25,800 under budget
  - Roadworks materials \$566,600 under budget
  - Roadworks employee cost \$271,700 under budget
  - CCTV equipment \$12,500 under budget
- Surplus or deficit at the start of the financial year is \$769,166 below budget reflecting prepayment of 50% of federal assistance grants rather than 75% as budgeted. The difference between estimated and actual surplus will be considered in the midyear budget review process.

**Statutory Environment:**

Local Government Act 1995

Section 6.4 Financial Report

- (2) 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:**

**OC/26** 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 January 2026, as presented.

CARRIED/LOST:

FOR:

AGAINST:

### 10.2.5 Expression of Interest – New Childcare Building Tenancy

**File Ref:** CP.TE.7  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Date Report Prepared:** 30 January 2026  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

Council to consider the proposed process for appointment of an operator for the new Childcare Facility which forms part of the new Katanning Early Childhood Hub at 33 Daping Street, Katanning.

**Body/Background:**

The Shire of Katanning is currently constructing a new 67 place Childcare Facility as part of its Early Childhood Hub project which is due for completion 30 September 2026.

The new building is part of Reserve 55216 which is vested to the Council for the purposes of “Early Childhood and Family Services” and any lease will require the Minister for Lands consent. To secure a suitable tenant to occupy the new facility, it is recommended that an Expression of Interest process (EOI) is conducted thereby giving all interested parties the opportunity to submit a proposal.

An EOI document which will include information about the new building and selection criteria, draft lease agreement and market valuation will accompany the EOI document as a package for prospective applicants. It is recommended that a period of one month is provided for interested parties to submit their proposal and Officers will present a preferred candidate to Council following assessment against the selection criteria.

**Officer’s Comment:**

The EOI process will ensure a fair and transparent process is undertaken which provides the opportunity for all interested parties to make a submission. Included in the EOI documentation is criteria to guide submissions and assist in the assessment process.

**Statutory Environment:**

Section 3.58 of the Local Government Act 1995 is relevant as a lease is considered a disposal of property under this section of the act. Any decision by Council to award the Childcare centre EOI requires market valuation and local public notice to be undertaken.

**Policy Implications:**

Policy 2.10 – Lease / Licence of Community Facilities is relevant for the EOI process.

**Financial Implications:**

It is anticipated that a commercial lease fee would be paid by the successful party, however Council will reserve it’s right to negotiate key terms and conditions with the most suitable applicant.

The market valuation which was completed by Acumentis estimated that an annual fee in the order of \$167k per annum including outgoings could be expected. This is based on the number of childcare placings the building offers, plus current market rates of similar facilities in other localities.

**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 "Medium".

**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:** Simple Majority

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

**OC/26**

**That Council:**

- 1. Conducts an Expression of Interest (EOI) process for the tenancy of the new Childcare Facility at 33 Daping Street, Katanning**
- 2. That a recommendation be presented to Council at the completion of the EOI process.**

CARRIED/LOST:

FOR:

AGAINST:

**10.2.6 Policy Review – Policy 2.10 Lease / Licence of Community Assets**  
(Attachment) – Revised Policy

**File Ref:** GV.PO.1  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Date Report Prepared:** 9 February 2026  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

To present a review of Policy 2.10 – Lease / Licence of Community Assets to Council for consideration.

**Body/Background:**

Officers have reviewed Policy 2.10 which guides leases of Community Assets following discussion with several groups. Feedback from the groups regarding the Council current policy is as follows

- The current annual lease fee of 75% of minimum rates (approx. \$900) is unaffordable for several clubs due to a lack of membership base. Specifically, The Katanning Equestrian club had 8 members at time of meeting and indicated that they do not have capacity to pay the fee. Similarly, the Katanning Croquet Club expressed concern moving from \$1 per annum to \$900 per annum and consider it may discourage people from becoming members.

The Friends of Piesse Park group objected to the proposed fee during their presentation to Council in December 2025 meeting and made the point that they undertake a significant amount of volunteer work maintaining the Piesse Park precinct which is a potential cost that Council would potentially have to bear.

Officers have previously discussed these issues with Council and have committed to reviewing policy 2.10. In reviewing the policy, officers undertook research on how other local governments manage leases to various parties, specifically the issue of fees payable. The following represents a summary of practices within the LG industry.

|                    |   |
|--------------------|---|
| City of Albany     | \$10 for community groups leasing vacant land   |
|                    | \$ minimum rate for community groups leasing buildings  |
| City of Rockingham | \$1 per annum   |
| City of Busselton  | Fee not specified   |
|                    | Not for profit Lessees will generally be charged a nominal rent as a contribution towards the administration costs to the City of managing the Lease.   |
|                    | 5.7. The City reserves the right to negotiate a higher rent where the permitted use of the City Premises enables the lessee to generate periodic or regular income from their activities or the City is responsible for maintenance of all or part of the Premises. |
| Shire of Harvey    | \$1 per annum   |

|                 |  |
|-----------------|--|
|                 | lease categorised into volunteer and support, sporting, charitable and religious and government and different maintenance responsibilities apply |
|                 |  |
| Shire of Murray | eligible groups without liquor licence \$50 per annum  |
|                 | eligible groups with permanent liquor licence \$500 per annum plus cost of preparing lease   |

**Officer's Comment:**

A draft lease has been presented which reflects the following key changes.

- Insertion of an appendix to clearly define responsibility of each party to the lease. Applying consistency with issues such as who is responsible for different maintenance items under current lease arrangements has been challenging and the addition of a matrix will add clarity on this issue. The matrix as presented represents conditions which are included in the Community Lease Template developed by McLeod's Lawyers.
- Separation of lease types into either Community lease or Government or Commercial lease with different terms and conditions applied depending on the category of lease. Noting that Not for Profit operations with greater than \$50,000 annual turnover are considered Government or Commercial under the new policy definition. Captured in this new definition would be Wanslea, SW Aboriginal Medical Centre and the Katanning Community Hub Inc.
- Adjustment to the proposed fees in policy 2.10 to the following:
  - Community Leases \$100 per annum
  - Government and Commercial Leases – market rate as determined by valuer.

Officers consider that reducing the annual lease fee for community groups will support Council's strategic Aspiration of developing Katanning as a "vibrant, active place that encourages its community to thrive".

**Statutory Environment:**

Section 3.58 Disposal of Property

**Policy Implications:**

Review of policy 2.10

**Financial Implications:**

Minimal 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 "Medium"

**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.

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

**Voting Requirement:** Simple Majority

**OC/26** That Council adopts the amended Policy 2.10 Lease / Licence of Community Assets as presented.

CARRIED/LOST:

FOR:

AGAINST:

## 10.2.7 Draft Leases

**File Ref:** CP.AL.4  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Date Report Prepared:** 9 February 2026  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

To consider four draft leases with various local organisations.

**Body/Background:**

Officers have been preparing the renewal of lease agreements between the Council and various community groups with the use of a draft lease template that has previously been developed by McLeods Lawyers. Officers have then met with each group to discuss concerns and answer questions prior to presenting the draft leases to Council.

**Officer's Comment:**

**Katanning Community Hub Inc. (KCH)**

The Group previously had a simple Memorandum of Understanding (MOU) with Council for the occupancy of 42 Austral Terrace Katanning and have expressed some concern over the following issues included in the draft lease.

- Requirements to undertake maintenance – this was undertaken by shire under previous arrangement.
- Requirement to pay any rates and outgoings including rubbish charges – included in the draft lease however this was not included in previous MOU.
- Responsibility to pay excess on any insurance claim (clause 7.4)
- Requirement to repaint, requirements to keep premises free from of pest including white ants and requirement to clear waste pipes and drains
- Written consent from lessor to consume alcohol on premises

Annual lease fee was \$6000 plus GST under the previous MOU increasing by CPI. The KCH have indicated that they are comfortable with paying this amount, however it is unclear if this amount was determined based on no requirement to pay outgoings.

Given that the new draft lease has expanded to include the use of additional office space upstairs, officers do not consider it unreasonable for the KCH to pay their own outgoings. Other suggested changes / key terms to the draft lease are as follows:

- Maintain annual rent at \$6,000 per annum plus CPI
- Requirement for KCH to pay outgoings, with exception of rates as the property is owned by the Shire of Katanning, it is considered non-rateable in the Council's rate book.
- Clarification that annual white ant treatment is responsibility of the Shire as per new policy 2.10, other pest treatments will be responsibility of KCH as tenant.
- Removal of requirement for lessor to approve alcohol consumption on premises
- Other terms and conditions as per policy 2.10

**Katanning Croquet Club**

Officers met with representatives of the Club recently to discuss the draft lease which was prepared for discussion. The main concern of the group was the requirement to pay 75% of the

minimum rates as an annual fee when the club currently pays \$1 per annum. It is suggested the revised policy 2.10 will address this issue

### **Friends of Piesse Park**

The proposed lease terms have previously been presented to the Council (November 2025) where the matter was deferred pending a review of policy. Concern was expressed by the group in relation to the proposed lease fee particularly in light of the amount of volunteer work the group does in maintaining the Piesse Park precinct.

It is considered that the revised policy will address the concern of the group in levying an annual lease fee of \$100 per annum.

### **Katanning Equestrian Club**

The main concern of the group was the annual fee cost under the existing lease policy, particularly given the number of members of the club (8 at time of meeting). The club has previously paid \$550 per year in ground fees for use of the equestrian area at the KLC.

It is considered that the revised policy will address the concern of the group in levying an annual lease fee of \$100 per annum for the nominated premises at the KLC.

### **Statutory Environment:**

Section 3.58 – disposal of property is applicable however Regulation 30 (2) (b) may apply as an exemption

- (b) the land is disposed of to a body, whether incorporated or not —
  - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
  - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

### **Policy Implications:**

Policy 2.10 – Lease Licence of Community Assets

### **Financial Implications:**

Minimal 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 "Medium"

### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 – 2032

|                   |   |
|-------------------|---|
| <b>Focus Area</b> | Social  |
| <b>Aspiration</b> | Katanning is a vibrant, active place that encourages its community to thrive.         |
| <b>Objective</b>  | To provide support for the physical and mental health and wellbeing of our community. |

**Voting Requirement:** Absolute Majority

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

- OC/26**      **That Council endorse the following leases in accordance with revised policy 2.10**
- 1.      portions of 42 Austral Terrace to the Katanning Community Hub Inc. as indicated in the attached lease on the following terms**
    - a.      5 years**
    - b.      \$6000 per annum plus CPI**
    - c.      Minor changes as identified in the body of this report.**
    - d.      Other terms and conditions as per policy 2.10**
  - 2.      portions of 4 Pemble St, Katanning to the Katanning Equestrian Club as indicated in the attached lease on the following terms**
    - a.      5 years**
    - b.      \$100 per annum as per policy**
    - c.      Other terms and conditions as per policy 2.10**
  - 3.      19 Charles St, Katanning to the Friends of Piesse Park as indicated in the attached lease on the following terms**
    - a.      5 years**
    - b.      \$100 per annum**
    - c.      Other terms and conditions as per policy 2.10.**
  - 4.      Portion of reserve 14814, Katanning to the Katanning Croquet Club as indicated in the attached lease on the following terms**
    - a.      5 years**
    - b.      \$100 per annum**
    - c.      Other terms and conditions as per policy 2.10**

CARRIED/LOST:

FOR:

AGAINST:

**10.3 CHIEF EXECUTIVE OFFICER'S REPORTS****10.3.1 Privacy & Responsible Information Sharing**  
(Attachment)**File Ref:****Reporting Officer:** Peter Klein, Chief Executive Officer**Date Report Prepared:** 8 January 2026**Disclosure of Interest:** No Interest to disclose**Issue:**

To consider a draft Privacy Policy and Information Breach Policy

**Body/Background:**

The State Government established the Privacy and Responsible Information Sharing Act 2024 to reform how “public entities” manage their privacy obligations. The definition of a “public entity” is defined in the Act and includes local governments.

Our compliance with the provisions of this Act is required from 1 July 2026.

To prepare public entities for the introduction of this legislation, the State Government has released a checklist, and this includes an expectation that public entities establish a Privacy Policy and an Information Breach Policy.

**Statutory Environment:**

Privacy and Responsible Information Sharing Act 2024 & PRIS Readiness Plan and Checklist issued by the WA Government.

**Officer's Comment:**

Adoption of these policies improves the governance framework for managing private and sensitive information held by Council and its officers.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Risk Implications:**

The adoption of these policies will build awareness of staff about their responsibilities regarding the control of private and sensitive information and therefore reduce the risk of privacy breaches.

**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:** Simple Majority**Officer's Recommendation/Council Motion:****OC/26** That Council adopts the Privacy Policy and Information Breach Policy.

CARRIED/LOST:

FOR:

AGAINST:



**Risk Implications:**

Low.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 - 2032

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/26**

**That Council approves the following amended policies;**

- 1) Equal Opportunity**
- 2) Reimbursement of Elected member Expenses**
- 3) Councillor Retirement – Gift Function**
- 4) Attendance at Local Government Convention**
- 5) Donation Requests**

CARRIED/LOST:

FOR:

AGAINST:

### 10.3.3 Emergency Management Act Consolidation

**File Ref:**

**Reporting Officer:** Peter Klein, Chief Executive Officer

**Date Report Prepared:** 3 February 2025

**Consultation:** Sam Kennedy, Senior Policy Advisor WALGA  
Great Southern VROC (GSVROC)  
Darren Mollenoyux, GSVROC Executive Officer

**Disclosure of Interest:** No Interest to disclose

**Summary:**

The State Government's objective to consolidate Western Australia's *Emergency Management Acts* will see the modernisation and simplification of this legislation and secondarily, the drafting process creates a unique opportunity to address the inequities identified by local governments contained within the current legislative framework.

Progress with drafting the consolidated exposure bill has stalled and brings into question the State Government's commitment to the timely consolidation of these acts and to the efficiencies and improvements this will deliver.

This paper seeks support for reprioritising emergency management act reform and to ensuring the voice of local government strongly influences reform outcomes.

**Body / Background:**

In 2019, State Cabinet approved and issued instructions to the Parliamentary Counsel's Office, to draft an exposure bill to consolidate the following three emergency management acts;

- i) *Fire & Emergency Services Act 1998,*
- ii) *Fire Brigades Act 1942,* and
- iii) *Bush Fires Act 1954*

The following process was endorsed to deliver this outcome;



DFES was subsequently allocated the responsibility to manage & drive this process.

In August 2023, in response to a question from the Hon. Martin Aldridge, the Minister for Emergency Services Stephen Dawson replied that the exposure draft bill will be released for stakeholder consideration in early 2024. The exposure draft bill is now two years late.

DFES has provided the following recent update on their progress;

- Work on the development of an Emergency Services Exposure Draft Bill is ongoing.
- A dedicated team of six DFES officers are reviewing and refining the legislative proposal to consolidate the emergency management arrangements.
- The drafting process is legally technical, time-intensive and the practical considerations are complex. DFES is investing time and effort to produce new legislation that is fit-for-purpose for the many stakeholders involved in emergency management.
- Once finalised, the Exposure Draft Bill will be released for public comment. Until then, targeted consultation may be undertaken by DFES on discrete matters.

**The item was presented and endorsed at the February 2026 Great Southern VROC Executive meeting.**

**Officer's Comment:**

The State Government has failed to adequately consider the consequential responsibilities of local government CEOs and officers for bush fire brigade volunteers during both the design and implementation of the existing emergency management acts and the *WHS Act 2020*.

Western Australian is the only jurisdiction in Australia where local governments hold responsibility for bush fire response, brigade administration, training and compliance. We are the only jurisdiction where the CEO and Officers are the PCBU for registered BFB and spontaneous volunteers and nowhere else in Australia are local government CEO's and Officers liable for industrial manslaughter in respect to the performance of this cohort of "workers".

The ability of local government CEOs and Officers to meet their duties of care to these workers is compromised by emergency realities and operational complexity, insufficient resourcing, lack of state guidance on how local governments should meet their PCBU responsibilities and the fact that bush fire response is inherently hazardous.

Other challenges identified by local governments in respect to existing arrangements include;

- The failure of the Local Government Grant Scheme (LGGs) contributions to local governments to keep pace with increased compliance cost.
- Insufficient transparency associated with the distribution by DFES of Emergency Service Levies collected and remitted by local governments.
- Under resourcing of bush fire and emergency management preparations.
- The challenge of full compliance with *WHS Act* obligations and the management of spontaneous volunteers.
- Inability to transfer WHS duties to volunteers when DFES assumes operational control.

WALGA has established advocacy position "8.10 Management of Bush Fire Brigades" and this position states, amongst other things, as follows;

The State Government, through the Consolidated *Emergency Services Act* and/or other mechanism's must:

- a) Establish a clear framework to enable the transfer of Bush Fire Brigades to the State Government if a Local Government decides to do so; and
- b) Consult on the process, timeline, and implications for transfer of responsibility for Bush Fire Brigades through the establishment of a working group comprising representatives of Local Government, Bush Fire Brigades, the Department of Local

Government, Sport and Cultural Industries (DLGSC) and the Department of Fire and Emergency Services (DFES).

**Statutory Environment:**

Various provisions contained within the *Bush Fires Act 1954* and corresponding regulations.

**Financial Implications:**

Nil

**Strategic Objectives:**

Improve local government risk management and operational efficiency.

**Voting Requirement:** Simple Majority

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

**OC/26**

**That Council endorse the following advocacy position;**

- 1. That the State Government urgently prioritise and expedite the consolidation of the State's emergency management legislation to address the escalating operational and risk issues arising from the current outdated framework.**
- 2. That the consolidated acts establish a clear framework to enable the transfer of Bush Fire Brigades to the State Government if a Local Government decides to do so; and**
- 3. That local governments at the WALGA zone level be consulted prior to release of the exposure draft bill.**

CARRIED/LOST:

FOR:

AGAINST:

### 10.3.4 Great Southern VROC Executive Officer Funding (GS VROC MOU)

**File Ref:****Reporting Officer:**

Peter Klein, Chief Executive Officer

**Date Report Prepared:**

3 February 2025

**Consultation:**Darren Mollenoyux, Associate at 150Square  
Ali Gardener, South West Development Commission  
Great Southern VROC CEOs**Disclosure of Interest:**

Darren Mollenoyux – Current Executive Officer – 150Square

**Summary:**

This item seeks to confirm the preferred funding model for contracting the services of an Executive Officer for the Great Southern VROC (GSVROC) and associated arrangements beyond the current funding period.

**Body / Background:**

- The Great Southern VROC Memorandum of Understanding (2025–2029) provides for the appointment of an Executive Officer to support delivery of the VROC’s strategic objectives, including administration, meeting coordination, project delivery, stakeholder engagement and financial management.
- The Executive Officer position is currently funded by a \$43,795 grant from the Great Southern Development Commission to support delivery of the Inland Great Southern Drought Resilience Plan, in addition to broader GSVROC priorities.
- The Executive Officer is engaged through the Host Local Government (Shire of Katanning).
- The funding expenditure period will expire on 30 May 2026.
- At the GSVROC meeting on 9 February 2026, members supported the following resolution.
  1. ***Endorse the continuation of the GSVROC Executive Officer position beyond the current funding period ending 30 May 2026;***
  2. ***Confirm the host Council will continue to be responsible for meeting catering costs;***
  3. ***Note that any additional GSVROC project work outside the core Executive Officer functions will be considered and approved on a project-by-project basis.***

**Officer’s Comment:**

During the GS VROC meeting on 9 February 2026, several members were unwilling to commit funding for this purpose in the absence of their Council’s endorsement.

Consequently, the resolution ultimately carried by GSVROC was amended to remove reference to the amount to be contributed by each Council.

GSVROC members were asked to take the matter back to their Councils to determine their preferred funding model and duration of their funding commitment. The matter is to be reconsidered during the next VROC meeting, scheduled for 4 May.

The forecast budget for contracting an Executive Officer, follows;

|   |                   |                      |
|---|-------------------|----------------------|
| <b>Executive Officer Services</b>           |                   |                      |
| EO Hourly Rate                              | \$                | 85.00                |
| Annual Hours                                |                   | 572                  |
| <b>Total</b>                                | <b>\$</b>         | <b>48,620.00</b>     |
|   |                   |                      |
| Office Expenses Allowance per month         | \$                | 70.00                |
| Months                                      |                   | 12                   |
| <b>Total Office Expenses</b>                | <b>\$</b>         | <b>840.00</b>        |
|   |                   |                      |
| <b>Attend GSVROC Meetings</b>               |                   |                      |
| Travel @ .85c per km                        | <i>KMs Return</i> | \$ 0.88              |
| Katanning (Feb 26)                          | 590               | \$ 519.20            |
| Nyabing (May 26)                            | 550               | \$ 484.00            |
| Kojonup (August 26)                         | 672               | \$ 591.36            |
| Mt Barker (Nov 26)                          | 900               | \$ 792.00            |
|   | <b>Subtotal</b>   | <b>\$ 2,386.56</b>   |
|   |                   |                      |
| <b>2 x CEO Meetings (TBD)</b>               | <i>KMs Return</i> | \$ 0.88              |
| Nyabing (TBD)                               | 550               | \$ 484.00            |
| Nyabing (TBD)                               | 550               | \$ 484.00            |
|   | <b>Subtotal</b>   | <b>\$ 968.00</b>     |
|   |                   |                      |
| <b>Total Kms Costs</b>                      | <b>\$</b>         | <b>3,354.56</b>      |
|   |                   |                      |
| <b>Accommodation and Sustenance</b>         |                   |                      |
| Kojonup (August 26)                         | \$                | 300.00 <i>approx</i> |
| Mt Barker (Nov 26)                          | \$                | 300.00 <i>approx</i> |
| <b>Total Accom</b>                          | <b>\$</b>         | <b>600.00</b>        |
|   |                   |                      |
| <b>Total Annual Executive Officer Costs</b> | <b>\$</b>         | <b>53,414.56</b>     |
|   |                   |                      |
| <b>Monthly Costs</b>                        | <b>\$</b>         | <b>4,451.21</b>      |

Note:

- Costs don't include additional work beyond the Executive Officer functions outlined in Item 7 of the Services Contract.
- Any additional work must be authorised by the principal in advance and will be charged at \$145/hr.
- Hourly rates will be reviewed annually on 1 July and increased by CPI.

Continuation of the Executive Officer position beyond this date will require annual contributions from Member Councils. Comparative contribution tables are provided below for consideration.

### Indicative Contribution Comparison

| Shire | Option 1    |         | Option 2           |            | Option 3 |                    |            | Option 4    |                    |
|-------|-------------|---------|--------------------|------------|----------|--------------------|------------|-------------|--------------------|
|       | Equal Share | LG Band |                    | Population | %        | Payment            | Fixed Base | Pop Base    | Total              |
| PL    | \$6,676     | 3       | <b>\$12,463</b>    | 5,669      | 35.12%   | <b>\$18,761</b>    | \$2,000    | \$13,141    | <b>\$15,141</b>    |
| KA    | \$6,676     | 3       | <b>\$12,463</b>    | 4,057      | 25.14%   | <b>\$13,426</b>    | \$2,000    | \$9,404     | <b>\$11,404</b>    |
| KO    | \$6,676     | 3       | <b>\$12,463</b>    | 1,985      | 12.30%   | <b>\$6,569</b>     | \$2,000    | \$4,601     | <b>\$6,601</b>     |
| GN    | \$6,676     | 4       | <b>\$3,204</b>     | 1,215      | 7.53%    | <b>\$4,020</b>     | \$2,000    | \$2,816     | <b>\$4,816</b>     |
| BHT   | \$6,676     | 4       | <b>\$3,204</b>     | 1,144      | 7.09%    | <b>\$3,786</b>     | \$2,000    | \$2,651     | <b>\$4,651</b>     |
| CB    | \$6,676     | 4       | <b>\$3,204</b>     | 1,098      | 6.80%    | <b>\$3,633</b>     | \$2,000    | \$2,545     | <b>\$4,545</b>     |
| KT    | \$6,676     | 4       | <b>\$3,204</b>     | 524        | 3.25%    | <b>\$1,734</b>     | \$2,000    | \$1,214     | <b>\$3,214</b>     |
| WO    | \$6,676     | 4       | <b>\$3,204</b>     | 448        | 2.78%    | <b>\$1,482</b>     | \$2,000    | \$1,038     | <b>\$3,038</b>     |
|       | \$53,414.56 | 29      | <b>\$53,414.56</b> | 16,140     | 100.00%  | <b>\$53,414.56</b> | \$16,000   | \$37,414.56 | <b>\$53,414.56</b> |

| Shire | Option 5   |             |                    | Option 6   |              |                    | Option 7          |                    |
|-------|------------|-------------|--------------------|------------|--------------|--------------------|-------------------|--------------------|
|       | Fixed Base | Band Base   | Total              | Fixed Base | Rate Revenue | Total              | GS Treasures Tier | Total              |
| PL    | \$2,000    | \$8,730.06  | <b>\$10,730.06</b> | \$2,000    | \$9,157.55   | <b>\$11,157.55</b> | 3                 | <b>\$9,453.90</b>  |
| KA    | \$2,000    | \$8,730.06  | <b>\$10,730.06</b> | \$2,000    | \$5,819.87   | <b>\$7,819.87</b>  | 3                 | <b>\$9,453.90</b>  |
| KO    | \$2,000    | \$8,730.06  | <b>\$10,730.06</b> | \$2,000    | \$5,733.45   | <b>\$7,733.45</b>  | 3                 | <b>\$9,453.90</b>  |
| GN    | \$2,000    | \$2,244.87  | <b>\$4,244.87</b>  | \$2,000    | \$5,668.59   | <b>\$7,668.59</b>  | 2                 | <b>\$6,145.04</b>  |
| BHT   | \$2,000    | \$2,244.87  | <b>\$4,244.87</b>  | \$2,000    | \$3,376.78   | <b>\$5,376.78</b>  | 2                 | <b>\$6,145.04</b>  |
| CB    | \$2,000    | \$2,244.87  | <b>\$4,244.87</b>  | \$2,000    | \$3,532.75   | <b>\$5,532.75</b>  | 2                 | <b>\$6,145.04</b>  |
| KT    | \$2,000    | \$2,244.87  | <b>\$4,244.87</b>  | \$2,000    | \$2,843.40   | <b>\$4,843.40</b>  | 1                 | <b>\$3,308.87</b>  |
| WO    | \$2,000    | \$2,244.87  | <b>\$4,244.87</b>  | \$2,000    | \$1,282.16   | <b>\$3,282.16</b>  | 1                 | <b>\$3,308.87</b>  |
|       | \$16,000   | \$37,414.56 | <b>\$53,414.56</b> | \$16,000   | \$37,414.56  | <b>\$53,414.56</b> |                   | <b>\$53,414.56</b> |

### Statutory Environment

Great Southern VROC MOU 2025 - 2029

### Financial Implications

Indicative cost calculations for the Executive Officer services total \$53,414.56 per annum, based on current service arrangements.

**Voting Requirement:** Simple Majority

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

**OC/26**

**That Council;**

- 1. Endorse the continuation of the GSVROC Executive Officer position beyond the current funding period ending 30 May 2026;**
- 2. Support the funding period expiring on the expiry date for the GS VROC Memorandum of Understanding (30 June 2029);**
- 3. Approve expenditure of up to \$10,000/annum toward the contracting of a VROC Executive Officer beyond expiry of the current funding period (30 May 2026);**
- 4. Confirm the host Council will continue to be responsible for meeting catering costs; and**
- 5. Note that any additional GSVROC project work outside the core Executive Officer functions will be considered and approved on a project-by-project basis.**

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**

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at     pm.