



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  
Wednesday 25 June 2025 at the Shire of Katanning’s Council Chamber,  
52 Austral Terrace, Katanning commencing at 6.00pm.

Peter Klein  
**CHIEF EXECUTIVE OFFICER**  
Friday 20 June 2025

**DISCLAIMER**

Any applicant or members of the public is advised to wait for written advice from the Council  
before taking any action on an application or a Council decision.

PRESIDING MEMBER \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

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**PLEASE NOTE:**

Council Meetings are recorded for accuracy of minute taking.

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

The Presiding Member declared the meeting open at \_\_\_\_ 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 Ian Hanna  
Cr Paul Totino  
Cr Michelle Salter

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 – Wednesday 28 May 2025**  
(SEE ATTACHED MINUTES)

**Voting Requirement:** Simple Majority

**OC/25** That the minutes of the Ordinary Council Meeting held on Wednesday 28 May 2025 are confirmed as a true record of proceedings.

CARRIED/LOST:  
FOR:  
AGAINST:

**10. REPORTS OF COMMITTEES AND OFFICERS****10.1 GENERAL MANAGER OPERATIONS**

## 10.2 EXECUTIVE MANAGER CORPORATE SERVICES

### 10.2.1 Schedule of Accounts – May 2025 (ATTACHMENT)

**File Ref:** FM.FI.4  
**Reporting Officer:** Patrick Kennedy, Manager Finance  
**Date Report Prepared:** 6 June 2025  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To receive the Schedule of Accounts Paid for the period ending 31 May 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 2024/25	EFT Payments 2024/25	Direct Debits 2024/25	Credit Card 2024/25	Payroll 2024/25	Total Payments 2024/25
July	\$4,136.00	\$684,927.78	\$124,124.10	\$5,494.87	\$242,598.67	\$1,061,281.42
August	\$218.00	\$682,403.96	\$130,875.64	\$11,493.47	\$354,282.34	\$1,179,273.41
September	\$848.25	\$706,783.05	\$78,163.61	\$6,702.68	\$230,693.76	\$1,023,191.35
October	\$865.95	\$1,061,303.44	\$98,988.32	\$6,238.29	\$252,178.79	\$1,419,574.79
November	\$192.00	\$592,465.43	\$248,860.46	\$5,913.72	\$262,613.19	\$1,110,044.80
December	\$39,174.29	\$1,479,775.43	\$106,450.56	\$10,647.26	\$256,017.46	\$1,892,065.00
January	\$200.00	\$437,576.16	\$112,012.92	\$5798.91	\$370,408.74	\$925,996.73
February	\$30,421.98	\$851,922.77	\$107,413.13	\$3,170.98	\$243,383.95	\$1,236,312.81
March	\$224.00	\$1,188,152.48	\$72,047.52	\$4,603.70	\$262,373.17	\$1,527,400.87
April	\$22,392.45	\$1,111,342.54	\$123,595.03	\$9,894.39	\$246,784.98	\$1,514,009.39
May	\$756.20	\$1,344,857.37	\$240,146.83	\$6,740.59	\$251,582.57	\$1,844,083.56
June						
<b>Total</b>	<b>\$99,429.12</b>	<b>\$10,141,510.41</b>	<b>\$1,442,678.12</b>	<b>\$76,698.86</b>	<b>\$2,972,917.62</b>	<b>\$14,733,234.13</b>

**Officer's Comment:**

The schedule of accounts for the month of May 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/25** That Council endorses the Schedule of Accounts as presented, being EFT payments 39627 - 39785 totalling \$1,344,857.37, Cheques 42507-42509 totalling \$756.20, Payroll payments totalling \$251,582.57 Direct Debit payments totalling \$240,146.83, Credit Cards (April) totalling \$6,740.59, all totalling \$1,844,083.56, authorised and paid in May 2025.

CARRIED/LOST:

FOR:

AGAINST:

## **10.2.2      Monthly Financial Report – May 2025** **(ATTACHMENT)**

**File Ref:** FM.FI.4  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Report Prepared:** 17 June 2025  
**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 May 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**

- Rates levied is \$22,131 (or 0.42%) more than budget. The budget provided for \$100,000 in rate write offs and at time of printing only \$87,327 had been processed.
- Operating Grants, subsidies and contributions is \$1,895,937 under budget which relates to the prepayment of 70% of the Council's General Purpose Grants in the 23/24 financial year. It is expected that the Grants Commission will pre-pay 70% of Council's 25-26 allocation into this financial year (around late June 2025) so no adjustment is recommended.
- Fees and charges income is \$125,140 (or 6.01%) over budget which relates to the following items
  - KLC fees \$21,964 more than YTD budget
  - Tenants Fees (Amherst Village) \$20,084 less than budget. Village Solutions is now managing rent collections on behalf of Council.
  - Town hall hire income is \$15,811 more than budget
  - Building Fees & Licences \$11,830 less than budget.
  - Standpipe Fees are \$8,136 more than budget
  - Yarding Fees \$124,136 - Katanning Saleyards are more than budget to the end of April, reflecting greater numbers of sheep being processed at the facility.
  - Truck Wash Income \$11,143 more than budget

- Property lease fees are \$7,497 more than budget relating to invoices for the last 5 years for the lease agreement between the Shire and DPIRD for the use of lot 508 Police Pools Road.
- Interest Revenue income is \$25,873 or 5.31% less than budget which relates to timing of maturity of term deposits held.
- Profit on Asset Sale is \$224,639 more than budget as more Kaatanup Way Lots have sold than budgeted.

### **Expenditure from Operating Activities**

- Employee costs underbudget by \$608,208 reflecting savings achieved due to officer vacancies for the year to date in particular
  - Community Development salaries \$88,474 under budget
  - Community Development Grant Salaries \$46,228 under budget
  - Road Maintenance - \$374,695 under budget
  - Public Works Overhead salaries - \$180,482 under budget
- Materials and Contracts are \$808,348 below budget which mainly relates to the following items;
  - Consultants – Elected Members \$22,270 under budget
  - Admin Building - \$22,236 over budget
  - Professional Advice and Services is \$24,022
  - Integrated planning and reporting \$34,770 under budget
  - CCTV maintenance cost \$21,801 under budget
  - Consultants – Town planning are over budget by \$31,286
  - Local Planning Scheme review is underbudget by \$60,000
  - Works program – other reserves material component \$77,962 under budget
  - Debt collection legal expenses is \$44,599 under budget which is also a timing issue.
  - Cemetery Master Plans - \$13,750 under budget
  - Community Development special projects material cost \$35,965 under budget
  - Youth Activity Expenses \$21,526 under budget
  - Health Consultants are \$15,140 over budget
  - Audit fees are \$84,927 under budget as 23/24 audit fees expense has been allocated to the 23/24 financial year.
  - Consultants Roads - \$25,000 under budget
  - Minor Asset Purchases \$44,766 under budget
  - KAC Contract Management is \$69,866 over budget as previous part payment has been allocated to the incorrect financial year.
  - KAC maintenance expense \$69,538 under budget.
  - KAC consultants \$25,000 under budget
  - Fire mitigation expenses \$70,321 under budget
  - KLC Building Program \$37,921 under budget
  - Consultants Saleyards \$22,500 under budget
  - Fuel and oil purchases \$60,978 under budget
  - Saleyard General Maintenance \$22,500 under budget

- Depreciation Expenses are \$716,697 under budget as Depreciation and Assets have not been updated for April at time of printing.
- Finance Costs are \$19,865 more than budget which is due to the year-to-date budget figures not reflecting actual payment dates. This will be corrected in 25-26 budget.
- Insurance Costs are \$15,221 less than budget representing savings made on premiums in particular with Councils fleet of plant and equipment.
- Other expenditure is underbudget by \$73,400. A large portion of this relates to suspense account deposit of \$21,572 (GL1123) which is unclaimed funds relating to the sale of lot 885 Wanke St. This amount will be paid to the public trustee in due course. Also Tourism Contributions are underbudget by \$20,000, shop front enhancement scheme \$7,500 and salary package – vehicle \$13,064 under budget.
- Proceeds from capital grants, subsidies and contributions are \$8,076,754 underbudget. The following grants funds were anticipated to have been received.
  - DFES grant for BFB shed \$250,000 – claim yet to be submitted.
  - Early Childhood hub grants \$7,260,680 – project yet to commence.
  - University Study hub fit out \$18,670 – with change of venue, Council are not responsible for fit out and will therefore not receive the grant funds.
  - Saleyard ear tagging equipment grant \$303,824 under budget.
- Proceeds from Asset sales is above budget by \$284,009 relating to disposal of plant and equipment and land (Kaatunup Loop properties).
- Payments for property, plant and equipment and infrastructure are below budget collectively reflecting a delayed start to some projects or delays in invoice payment.

**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/25** 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 May 2025, as presented.

CARRIED/LOST:

FOR:

AGAINST:

### 10.2.3 Local Government Amendment Act 2024

**File Ref:** GV.CM.2  
**Reporting Officer:** David Blurton, Executive Manager of Corporate Services  
**Date Report Prepared:** 9 June 2025  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

The *Local Government Amendment Act 2024* came into law on 6 December 2024. There are key changes in this act which require the consideration of the Council.

**Body/Background:** Section 5.8 of the LG Act enables committees to be established by the Council to assist a local government in its affairs.

Recent amendments to the LG Act now mean that the presiding and deputy presiding members of committees, established under section 5.8, are to be appointed by the Council by absolute majority instead of the committee electing those roles by secret ballot. This requires implementation effective from 1 July 2025.

Further, the requirement for committees established under section 5.8 to be open to the public are also impacted by the Amendment Act and are as follows:

Section 5.23 of the LG Act currently states:

***5.23. Meetings generally open to public***

*(1) Subject to subsection (2), the following are to be open to members of the public —*

*(a) all council meetings; and*

*(b) all meetings of any committee to which a local government power or duty has been delegated.*

The above provisions will be replaced with the below:

***5.23. Meetings generally open to public***

*(1) The following are to be open to members of the public —*

*(a) all council meetings;*

*(b) all meetings of a committee.*

Therefore, the Shire's current Committees including advisory committees will be open to the public, require advertising and public question time whereas previously it was only committees with the delegated authority of Council necessitating these requirements.

Considering these changes, Council may wish to reconsider the status of some of its committees in the context of establishing these on an informal basis such as advisory groups, working groups or panels.

**Officer's Comment:**

The Council has the following committees established under section 5.8 of the Act.

**Audit & Risk Committee (Statutory)**

Cr Kristy D'Aprile  
Cr Liz Guidera  
Cr John Goodheart (Chairperson)  
Cr Matt Collis  
Cr Michelle Salter  
Cr Paul Totino  
Cr Ian Hanna  
Alan McFarland (Independent Member)

**Citizen of the Year Committee**

Cr Kristy D'Aprile (Chairperson)  
Cr Matt Collis  
Cr Michelle Salter

**Behaviour Complaints Committee (Statutory)**

Cr Liz Guidera  
Cr John Goodheart  
Cr Matt Collis  
Cr Michelle Salter (Proxy)  
Cr Ian Hanna (Proxy)  
No chairperson has been nominated as the Committee has not met.

**Community Grants Program Committee**

Cr John Goodheart (Chairperson)  
Cr Michelle Salter  
Cr Ian Hanna

**Katanning Bushfire Advisory Committee (Statutory)**

Cr Ian Hanna

**Local Emergency Management Committee (Statutory)**

Cr Kristy D'Aprile

To avoid the requirement to have the Citizen of the Year and Community Grants Program Committees open to the public, it is suggested that the Council revert both groups to working groups or Panels moving forward.

**Statutory Environment:**

Section 5.12 of the Act now requires that the Council must appoint a presiding member and may appoint a deputy presiding member of the committee, by an Absolute Majority vote. This requires implementation effective from 1 July 2025.

The Local Government Amendment Act 2024 through the replacement of section 5.23 will result in all committees established under section 5.8 being open to the public. Further these committees are also required to:

- provide time for public question time
- give public notice of the date and agenda for the committee meeting
- meet a relevant quorum

- follow voting procedures
- adhere to Minute procedures
- adhere to Meeting procedures

There will be a requirement for the Audit and Risk Committee to have an independent presiding and deputy presiding member in future (date to be determined) and to be renamed the Audit Risk and Improvement Committee, however it is suggested that Council should not action this until Regulations are drafted as the Department has not provided guidance on what "Improvement" will entail. There may also be an opportunity for Council's to share Audit Committee presiding members in future, which can be discussed at a ROC level potentially.

#### **Policy Implications:**

There are no policy implications for this report.

#### **Financial Implications:**

N/A

#### **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".

#### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 – 2023

<b>Focus Area</b>	Built Environment
<b>Aspiration</b>	Katanning is a beautiful, well serviced place that invite people to stay.
<b>Objective</b>	To provide well maintained public open spaces and facilities that promote active and passive recreation.

**Voting Requirement:** Absolute Majority

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

- OC/25**      **That Council by Absolute Majority**
- 1. Appoint Cr John Goodheart as the Presiding member of the Council's Audit and Risk Committee**
  - 2. Appoint Cr \_\_\_\_\_ as the Deputy Presiding member of the Council's Audit and Risk Committee**
  - 3. Appoint Cr \_\_\_\_\_ as the Presiding member of the Council's Behaviour Complaints Committee**
  - 4. Appoint Cr \_\_\_\_\_ as the Deputy Presiding member of the Council's Behaviour Complaints Committee**
  - 5. Revert the Community Grants Program Committee and the Citizen of the Year Committees to working groups**

CARRIED/LOST:

FOR:

AGAINST:

**10.3 EXECUTIVE MANAGER COMMUNITY DEVELOPMENT****10.4 CHIEF EXECUTIVE OFFICER'S REPORTS****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.