



Shire of
Katanning
Heart of the Great Southern

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

**MINUTES OF THE
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on
Tuesday 23 June 2026 at the Shire of Katanning’s Council Chamber,
52 Austral Terrace, Katanning.

DISCLAIMER

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

PRESIDING MEMBER _____

DATE SIGNED _____

Table of Contents

Item No.	Item Heading	Page No.
1	Declaration of Opening/Acknowledgement of Country	3
2	Record of Attendance	3
3	Announcements by Presiding Member Without Discussion	4
4	Response to Previous Public Questions Taken on Notice	4
5	Disclosure of Financial/Impartiality Interest	4
6	Public Question/Statement Time	4
7	Applications for Leave of Absence	4
7.1	Application for Leave of Absence – Cr Danny McGrath and Cr John Goodheart	4
8	Petitions/Deputations/Presentations	4
9	Confirmation of Minutes of Previous Meetings	5
9.1	Ordinary Council Meeting – Tuesday 26 May 2026	5
10	Reports of Committees and Officers	6
10.1	General Manager Operations	6
10.2	Executive Manager Corporate Services	6
10.2.1	Schedule of Accounts – May 2026	6
10.2.2	Monthly Financial Report – May 2026	8
10.2.3	New Policy – Artificial Intelligence (AI)	12
10.3	Chief Executive Officer’s Reports	14
10.3.1	Policy Review	14
10.3.2	Proposed Management Agreement with Katanning Regional Business Association for Entry Road Business Signage	16
10.3.3	Strategic Partnership with Advance Housing Limited – Memorandum of Understanding	20
10.3.4	Appointment of Independent Presiding Member and Independent Deputy Presiding Member to the Audit, Risk and Improvement Committee	22
11	Elected Members Motion of Which Previous Notice Has Been Given	23
12	New Business of an Urgent Nature	23
13	Confidential Item	23
14	Closure of Meeting	23

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 5:47pm.

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 Gemma Trolove
Cr Danny McGrath
Cr Paul Totino

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

Gallery: Nil.

Media: Amy Towers, GSH

Apologies: David Blurton, Executive Manager Corporate Services

Leave of Absence: Nil.

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

President Kristy D'Aprile acknowledged David Blurton for receiving a prestigious WALGA Merit Award, recognising his 27 year contribution to Local Government and his key role in major Shire projects. She congratulated him and highlighted the value of recognising staff achievements.

She also thanked Councillors for participating in drug and alcohol testing, emphasising the importance of councillors upholding the same Fit for Work standards as staff to demonstrate accountability and leadership.

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

10.3.2 Cr Ian Hanna Disclosure of Interest Affecting Impartiality

6. PUBLIC QUESTION/STATEMENT TIME

Nil.

7. APPLICATIONS FOR LEAVE OF ABSENCE

7.1 Application for Leave of Absence Cr Danny McGrath & Cr John Goodheart

Voting Requirement: Simple Majority

MOVED: CR IAN HANNA

SECONDED: CR GEMMA TROLOVE

OC70/26 That the Council grant a leave of absence to Cr Danny McGrath from 8 to 13 October 2026, and to Cr John Goodheart from 15 October to 11 November 2026.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**9.1 Ordinary Council Meeting – Tuesday 26 May 2026**
(See Attached Minutes)**Voting Requirement:** Simple Majority**MOVED: CR DANNY MCGRATH****SECONDED: CR IAN HANNA****OC71/26 That the minutes of the Ordinary Council Meeting held on Tuesday 26 May 2026 are confirmed as a true record of proceedings.**

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR
MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 GENERAL MANAGER OPERATIONS

10.2 EXECUTIVE MANAGER CORPORATE SERVICES

10.2.1 Schedule of Accounts – May 2026 (Attachment)

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

Issue:

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

Body/Background:

This information is provided to Council monthly in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation 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 2025/26	EFT Payments 2025/26	Direct Debits 2025/26	Credit Card 2025/26	Payroll 2025/26	Total Payments 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	\$797.25	\$1,278,643.62	\$145,475.37	\$3,618.64	\$264,611.67	\$1,693,146.55
March	\$1,121.05	\$1,966,769.01	\$87,687.40	\$9,085.18	\$270,810.30	\$2,355,472.94
April	\$862.70	\$1,749,928.91	\$130,906.64	\$6,849.31	\$265,654.29	\$2,154,201.85
May	\$376.00	\$1,526,616.88	\$253,593.33	\$10,190.59	\$259,792.67	\$2,050,569.47
June						
Total	\$10,801.85	\$15,598,523.27	\$1,804,508.55	\$79,708.68	\$3,106,118.14	\$20,599,660.49

Officer's Comment:

The schedule of accounts for the month of May 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 —
- (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:

MOVED: CR PAUL TOTINO

SECONDED: CR DANNY MCGRATH

OC72/26 That Council endorses the Schedule of Accounts as presented, being EFT payments 41487-41644 totalling \$1,526,616.88, Cheques 42541-42542 totalling \$376.00, Payroll payments totalling \$259,792.67 Direct Debit payments totalling \$253,593.33, Credit Cards (April) totalling \$10,190.59, all totalling \$2,050,569.47 authorised and paid in May 2026.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

10.2.2 Monthly Financial Report – May 2026 (Attachment)

File Ref: FM.FI.4
Reporting Officer: David Blurton, Executive Manager Corporate Services
Report Prepared: 15 June 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 May 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 Income is \$57,908 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. Interim rates are \$8,330 more than anticipated to the end of the month.
- Operating Grants and Subsidies are \$343,938 more than budgeted which relates to the following;
 - Timing of payment of 4th quarter Federal Assistance Grants. This was expected in June but received in May (\$319,340 and \$84,002)
 - Transport commissions are \$16,832 more than budget
 - Debt collection legal expenses are \$37,901 less than budget
 - LGGS grants from Bush Fire Brigade activities are \$26,774 more than budget
 - Harmony festival grants \$64,163 less than budget
 - CESM contributions are \$34,483 more than budgeted.
 - Regional Council income is \$13,027 less than budget.
- Fees and Charges are \$180,408 more than budget relating to
 - Saleyard fees to end of the month are \$90,048 more than budgeted.
 - Waste disposal charges are \$39,872 more than budget
 - KLC Gym and Fitness fees are \$28,680 more than YTD budget
 - Planning Assessment Fees are \$46,732 more than budget.
- Interest revenue is \$29,060 less than budget due to timing of term deposits.

- Other Revenue is \$14,606 less than YTD Budget relating to insurance claims reimbursement being more than budgeted.
- Profit on asset disposal is \$49,602 more than budget relating to disposal of Kaatanup Loop Properties.

Expenditure from Operating Activities

- Employee costs are \$381,230 less than budgeted which relates mainly to
 - salary costs for Administration staff \$81,997 under budget
 - Training and development Administration Staff \$17,184 under budget
 - superannuation for PWO employees \$38,521 under budget
 - events wages (outside crew) are \$42,090 under budget
 - Refuse Site wages \$125,129 more than budget
 - Works program other reserves is \$157,847 under budget
 - Salaries Community Development is \$20,335 under budget.
 - Road maintenance is \$148,778 under budget
 - Town Planning salaries \$20,692 under budget
 - Footpath maintenance is \$27,735 under budget
 - PWO salary costs are \$31,323 over budget
 - KLC wages \$42,254 under budget
 - Hardwaste pickup \$24,283 over budget
 - FBT costs are \$26,923 over budget
- Materials and Contracts is \$689,120 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 \$13,197 over budget relating to the prepayment of SynergySoft licence for 26-27 FY.
 - IT Hardware is \$14,749 under budget.
 - IT support is \$47,527 under budget.
 - Integrated Planning and reporting \$15,000 under budget
 - Consultants – other governance are \$20,100 under budget
 - Audit Fees are \$99,690 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.
 - Housing business planning is \$17,146 under budget.
 - Consultants admin are \$30,864 over budget however, there has been some mis-allocation to this account that needs addressing.
 - Professional advice and services are \$10,022 under budget.
 - Building Consultant services are \$17,742 under budget
 - Non potable water planning \$18,337 under budget
 - Works Program – refuse Site is \$18,109 over budget
 - Minor Asset purchases are \$16,546 under budget
 - Local Planning Scheme review is \$16,670 under budget
 - Grant expenditure – community development is \$21,696 under budget
 - Works program – other reserves is \$11,128 under budget
 - KLC grounds and maintenance is \$28,281 over budget

-
- Harmony Festival grant expenditure is \$57,599 less than budget
 - Youth activities expenses are \$21,515 less than budget
 - Road Maintenance Materials \$18,350 under budget
 - Economic Development Services is \$22,239 under YTD budget
 - Fire mitigation expenses is \$32,294 under budget
 - Amherst management fees are \$19,184 under budget.
 - Consultants – Sanitation is \$22,500 under budget
 - Regional Council expenses is \$17,023 under budget.
 - Building program – other community amenities is \$19,422 under budget
 - Consultants – PWO is \$14,166 under budget.
 - Plant repairs and maintenance including contract mechanic is \$20,513 over budget
 - Community Development Grant expenditure is \$21,696 under budget
- Utility charges are \$11,547 under budget relating to the timing of payments for accounts.
 - Other Expenditure is \$72,173 under budget mainly relating to election expenses and community grants program expenses yet to be paid.
 - Proceeds from capital grants, subsidies and contributions are \$371,877 more than expected at the end of the month, relating to
 - Airport runway grant \$443,073 under budget
 - DFES grant for BFB shed is \$152,553 over budget.
 - Katanning Early Childhood Hub Project is \$320,089 over budget.
 - Regional Road Group Grant is \$51,735 more than YTD budget.
 - Roads to Recovery Grants is \$197,651 over budget.
 - Proceeds from disposal of assets are \$151,000 less than budget which reflects a deferment in sale of some plant items.
 - Acquisition of Property, Plant and Equipment and infrastructure is \$4,213,785 less than expected for the following reasons;
 - BFB Shed \$155,760 under budget due to some delays in delivery of the project.
 - Cat pound construction \$10,000 under budget.
 - Amherst Village improvements \$45,000 under budget
 - Amherst Village Deposits \$42,210 more than anticipated relating to contractual arrangements in refunding share of profit for outgoing tenants.
 - Early Childhood hub \$2,720,118 under budget. First claim was paid in August 25 rather than July 25 as anticipated putting claims one month behind the budgeted payment schedule.
 - Airport Runway project is \$750,000 under budget as it is yet to commence.
 - Noongar Artwork Project \$181,000 under budget and yet to commence
 - Roadworks materials \$21,115 over budget
 - Roadworks employee cost \$70,277 under budget

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

Regulation 34 of the Local Government (Financial Management) Regulations 1996 sets out the form and content of the financial reports which have been prepared and are presented to Council.

Policy Implications:

The Shire has several financial management policies. The finances have been managed in accordance with these policies.

Financial Implications:

There are no financial implications for this report.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR PAUL TOTINO

SECONDED: CR IAN HANNA

OC73/26 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 May 2026, as presented.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

Cr Paul Totino spoke for the motion.

10.2.3 **New Policy – Artificial Intelligence (AI)** (Attachment)

File Ref: GV.PO.1
Reporting Officer: David Blurton, Executive Manager Corporate Services
Date Report Prepared: 14 May 2026
Disclosure of Interest: No Interest to disclose

Issue:

To consider a new policy to guide the use of Artificial Intelligence at the Shire of Katanning.

Body/Background:

The Council's policies are key governance documents and are the mechanism by which Councillors direct the values and performance of Council staff to ensure a consistent approach across the organisation to solving problems.

Artificial Intelligence is an emerging technology that can solve problems, make predictions and automate tasks. For officers, it has the potential for greater efficiency in the workplace, but it must be used with caution as several important issues need to be considered with its use.

Relying on AI generated information can give rise to legal, ethical, privacy and data security issues as well as social issues related to job loss and automation.

The policy as presented considers these issues and provides guidance on the use of AI technology by Officers.

Officer's Comment:

Key points in the draft policy are as follows;

- The Shire supports the responsible and appropriate use of AI Technology
- The Shire should only use Microsoft Co-pilot as its AI tool to minimise data security and privacy concerns.
- All AI outputs must be carefully reviewed to avoid ensure legal compliance and maintain transparency.
- AI will be used to support staff capability and productivity.
- The policy outlines circumstances where AI should not be used.

Adoption of the policy will give staff guidance and direction on technology which is already largely being used by officers.

Statutory Environment:

AI use must comply with

- Local Government Act 1995 (WA) and associated regulations.
- State Records Act 2000 (WA)
- Privacy Act 1988
- Freedom of Information Act 1992 (WA)

And other relevant legislation in a Local Government context.

Policy Implications:

This policy is new.

Financial Implications:

Nil.

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:

MOVED: CR JOHN GOODHEART

SECONDED: CR IAN HANNA

OC74/26 That Council adopts the Artificial Intelligence (AI) policy as presented.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR
MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

Cr John Goodheart spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

10.3.1 Policy Review (Attachment)

File Ref: GV.PO.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 4 June 2026
Disclosure of Interest: No Interest to disclose

Issue:
Periodic review of Shire policies.

Body/Background:

The Council's policies are key governance documents and are the mechanism by which Councillors direct the values & performance of Council staff to ensure a consistent approach across the organisation to solving problems.

To make the process of reviewing these policies manageable, policies are progressively presented for Council consideration.

This month the two policies presented for review are;

- 1) Katanning Community Group Hire Charge Policy
- 2) Smoke Free Places

Officer's Comment:

Management has reviewed these policies and recommends that the Katanning Community Group Hire Charge Policy be rescinded to provide management with flexibility in respect to the payment for access to Shire owned facilities (eg part payment & payment of bonds etc) and that the Smoke Free Places Policy be amended to address the use of e-cigarettes.

Statutory Environment:

The *Local Government Act 1995* requires councils to develop policies through its definition of the council's governing role, especially under section 2.7 which states;

Councils must determine policies and set the strategic direction of the local government, while administration carries out those policies.

Policy Implications:

Policies will be treated in accordance with Council approvals.

Financial Implications:

If approved the Council's existing "Smoke Free" signs will need to be updated to include the use of e-cigarettes.

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:

MOVED: CR PAUL TOTINO

SECONDED: CR JOHN GOODHEART

OC75/26 That Council approves;

- 1) Rescinding the Katanning Community Group Hire Charge Policy**
- 2) The amended Smoke Free Places Policy**

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR
MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

Cr Paul Totino spoke for the motion.

Cr John Goodheart spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

Cr Ian Hanna declared an interest affecting impartiality as he is the president of the KRBA.

10.3.2 Proposed Management Agreement with Katanning Regional Business Association for Entry Road Business Signage
(Attachment)

File Ref:

Reporting Officer: Peter Klein, Chief Executive Officer

Date Report Prepared: 9 June 2026

Disclosure of Interest: No Interest to disclose

Issue:

To consider a proposal from the Katanning Regional Business Association (KRBA) to enter into a formal management agreement with the Shire of Katanning for the coordination and administration of business signage located on the main entry roads into Katanning.

Body/Background:

KRBA has requested Council agreement to them taking over the management & coordination of roadside advertising. KRBA proposes the signage program operate as a business promotion and fundraising initiative supporting local business development activities.

There are currently 25 paid entrance sign locations, five signs each at entrances on the Nyabing Rd, Kojonup Rd, Great Southern Highway (north & south) and the Dumbleyung Rd.

The signs comprise three sections, being poles, Shire sign (top) and business sign.



The Shire currently charges \$390/sign/year and this year we received payment for 19 signs which resulted in revenue of \$7,410 being received this financial year out of a potential \$9,750 if all 25 signs were purchased.

The Shire's management of these signs is determined by Council's "Signage on Road Reserves Policy", last reviewed in 2022. Under this policy the Council enters into a 5-year Roadside Advertising Agreement with the advertising business and under this agreement the Council is responsible for the following;

- signage administration.
- all costs associated with the construction, erection and maintenance of the sign structures (poles) and top portion of the sign.
- installing the business signage (produced at the advertiser's cost) in accordance with the agreed positions which are initially nominated through a publicly drawn ballot.
- rotating the signs each year so that during the five-year agreement each sign is located on each approach road for approximately one year.
- Should a sign be stolen, vandalised, or be damaged for any reason whatsoever the Council will replace the poles and top sign within 3 months, at its cost. The advertising business agrees to replace their damaged sign also within 3 months.

- the annual period of advertising commences 1 November and expires 31 October each year.
- not increasing the advertising fee during the term of the agreement.

When it signs the Advertising Agreement, the advertising business agrees to the following;

- to provide a draft sketch of the proposed advertising sign, to be approved by Council prior to arranging for the sign to be constructed.
- to arrange & pay for supplying the advertising sign (dimensions 2400mm wide and 1200mm high) to the Shire within 3 months of the date of its agreement.
- to be responsible for the cost of maintaining the sign.
- to pay the annual advertising fee in advance, in August each year, upon receipt of an invoice from the Shire of Katanning. This fee is for the forthcoming year of advertising commencing 1 November.

Officer's Comment

Agreeing to hand over signage responsibility will provide some funding support for the KRBA while reducing the Shire's direct administrative involvement in the day-to-day operation of the signage program.

It will however, result in the loss of up to \$3,500 of gross signage profit, as shown in the following table;

Revenue		Total
Sign Income (assumes all 25 signs are taken up)		\$9,750
Expenses		
Administration (invoicing & receipting)	\$850	
Staff labour (2 staff, 3 days)	\$2,880	
Maintenance	\$480	
Recovery of pole installation cost (over 10 years)	\$2,000	
Total annual expense		\$6,210
Gross profit		\$3,540

A future agreement, as proposed should seek to recover the Council's future costs of maintaining/, replacing poles and any other agreed obligation.

Statutory Environment:

Council has been delegated powers under the Main Roads (Control of Advertisements) Regulations 1996 by the Commissioner of Main Roads to approve all Category 2,3 & 4 advertising devices (as defined by Main Roads WA's Guide to the Management of Roadside Advertising).

Prior to entering into any agreement with the KRBA we should explore if the Commissioner of Main Roads will agree to delegate approval authority to KRBA for these Category 2, 3 & 4 advertising devices.

Policy Implications:

Should an agreement with KRBA be approved the Council will be required to amend its current Signage on Road Reserves Policy.

Financial Implications:

The proposal will result in the loss of some gross profit. Under the current concept, the Council will have some ongoing responsibility for the underlying sign frame infrastructure. Any future maintenance, renewal or upgrade costs associated with the infrastructure would remain a Shire consideration unless otherwise provided for in a formal agreement.

Risk Implications:

Risks include ambiguity of responsibilities if a formal agreement is not clearly drafted, reputational risk arising from inconsistent signage presentation, and operational risk if maintenance and allocation processes are not adequately monitored. These risks can be mitigated through a clearly defined agreement, transparent allocation processes and regular reporting.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Economy
Aspiration	Katanning has a thriving, attractive and welcoming town centre and business environment.
Objective	To support local business development, improve visitor presentation and strengthen the promotion of Katanning as a place to visit, invest and do business.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

MOVED: CR PAUL TOTINO

SECONDED: CR DANNY MCGRATH

OC76/26

That Council:

- 1. Receives the proposal from the Katanning Regional Business Association regarding the management of entry road business signage.**
- 2. Supports, in principle, the preparation of a formal management agreement between the Shire of Katanning and the Katanning Regional Business Association for the administration and coordination of the entry road business signage program.**
- 3. Requests the Chief Executive Officer to prepare a draft management agreement for Council consideration, including governance arrangements, maintenance responsibilities, insurance requirements, compliance obligations and reporting expectations.**

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

Cr Paul Totino spoke for the motion.

Cr Danny McGrath spoke for the motion.

10.3.3 Strategic Partnership with Advance Housing Limited – Memorandum of Understanding (Attachment)

File Ref:**Reporting Officer:** Peter Klein, Chief Executive Officer**Date Report Prepared:** 9 June 2026**Disclosure of Interest:** No Interest to disclose**Issue:**

To seek Council's endorsement to enter a Memorandum of Understanding (MOU) with Advance Housing Limited to establish a strategic partnership that supports improved housing outcomes within the Shire.

Body/Background:

Advance Housing Limited and the Shire of Plantagenet prepared a Memorandum of Understanding that sets out the intent of both parties to work cooperatively on housing-related initiatives. The document outlines the purpose of the relationship, its non-binding status, key understandings between the parties, and supporting communication and dispute resolution protocols. The MOU is intended to provide a framework for collaboration on matters affecting housing supply, diversity and affordability in the Shire of Katanning.

Officer's Comment

Advanced Housing Limited is an Albany based, not-for-profit, community focused housing provider with a portfolio of more than 400 social, affordable and student homes. The organisation's objective is to increase the choice of affordable housing options within the Great Southern region. Advanced Housing Limited has recognised Katanning's current housing shortage and the potential for the Katanning Gold Project to materially add to this housing shortage in the very near future. The organisation has willingly committed their support for our efforts to address this shortage and to expand housing options in Katanning.

This MOU does not commit Council to a specific project, funding allocation or land transaction, but it does provide an agreed basis for collaboration, information sharing and coordinated advocacy. Given the increasing pressure on housing availability and the Council's focus on addressing this challenge, a strategic partnership with Advance Housing Limited is considered timely and appropriate. Entering the MOU may assist Council to progress future housing initiatives, improve engagement with a specialist provider, and strengthen the Shire's ability to respond to local housing needs as opportunities arise.

Statutory Environment:

Local Government Act 1995. The proposed MOU is intended to be non-binding and does not remove the requirement for any future project, agreement, land transaction or expenditure to be separately considered by Council in accordance with applicable legislative and policy requirements.

Policy Implications:

Nil identified at this stage. Any future housing initiative arising from the partnership will be assessed against relevant Council policies and planning frameworks.

Financial Implications:

There are no direct financial implications arising from execution of the MOU itself. Any future financial commitment associated with projects or initiatives pursued under the partnership will be subject to separate Council consideration and budget allocation.

Risk Implications:

This item is considered low risk. The principal risk is stakeholder expectation that the MOU creates in respect to housing delivery. This risk can be managed by clearly communicating the MOU's non-binding nature and ensuring that any subsequent proposals are brought to Council for separate assessment and approval.

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:

MOVED: CR PAUL TOTINO

SECONDED: CR IAN HANNA

OC77/26 That Council authorises the Chief Executive Officer to execute the Memorandum of Understanding between the Shire and Advance Housing Limited to establish a strategic partnership in relation to housing initiatives.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

Cr Paul Totino spoke for the motion.

Cr Ian Hanna spoke for the motion.

10.3.4 Appointment of Independent Presiding Member and Independent Deputy Presiding Member to the Audit, Risk and Improvement Committee

File Ref: GV.CM.2
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 10 June 2026
Disclosure of Interest: No interest to disclose

Issue:

Council is required to appoint independent members to its Audit, Risk and Improvement Committee in response to recent amendments to the *Local Government Act 1995* and associated reforms to committee governance.

Body/Background:

Section 7.1A of the *Local Government Act 1995* establishes the Audit, Risk and Improvement Committee as part of the State's broader governance reforms. These reforms are intended to strengthen the independence, expertise and effectiveness of the committee's oversight of financial management, risk, compliance and organisational improvement.

The Act also requires Council to appoint independent office holders to support the committee's operation, including an independent presiding member, an independent deputy presiding member and an independent member.

While the Act requires the presiding member and any deputy presiding member to be independent of Council, it does not require Council to appoint the second independent member as the deputy presiding member. Council has elected to do so in this instance, so that the two independent appointments will comprise the Independent Presiding Member and the Independent Deputy Presiding Member of the Committee.

It is proposed that Alan McFarland be appointed as the Independent Presiding Member and Robert Godfrey be appointed as Independent Deputy Presiding Member of the Audit, Risk and Improvement Committee. Their appointments will support compliance with the amended legislative requirements and provide additional expertise to the committee.

Officer's Comment:

The recent reforms to the *Local Government Act 1995* and associated regulations require local governments to strengthen the independence of their audit oversight functions. Appointing Alan McFarland and Robert Godfrey will position Council to meet these requirements and support the effective operation of the Audit, Risk and Improvement Committee.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.10 Committee members, appointment of
- Section 7.1A Establishment of audit, risk and improvement committee

Policy Implications:

There are no direct policy implications arising from the proposed appointments.

Financial Implications:

The meeting fees payable to independent members will be met from existing budget allocations.

Risk Implications:

The key risk is non-compliance with the amended legislative framework if Council does not make appropriate independent appointments. This risk is mitigated by appointing suitably qualified independent members to the committee.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR DANNY MCGRATH

SECONDED: CR JOHN GOODHEART

OC78/26 That Council, pursuant to sections 5.8, 5.10 and 7.1A of the *Local Government Act 1995*, appoints Alan McFarland as Independent Presiding Member and Robert Godfrey as Independent Deputy Presiding Member of the Audit, Risk and Improvement Committee.

CARRIED: 7/0

FOR: CR KRISTY D'APRILE, CR IAN HANNA, CR JOHN GOODHEART, CR GEMMA TROLOVE, CR MATT COLLIS, CR PAUL TOTINO, CR DANNY MCGARTH

AGAINST: NIL

Cr Danny McGrath spoke for the motion.

Cr John Goodheart spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

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

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

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at 6:13pm.