



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 25 November 2025 at the Shire of Katanning’s Council Chamber,
52 Austral Terrace, Katanning commencing at 5.30pm.

Peter Klein

CHIEF EXECUTIVE OFFICER

Thursday 20 November 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 _____

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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 Ian Hanna
Cr Matt Collis
Cr John Goodheart
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 – Wednesday 29 October 2025
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/25 That the minutes of the Ordinary Council Meeting held on Wednesday 29 October 2025 are confirmed as a true record of proceedings.

CARRIED/LOST:

FOR:

AGAINST:

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 GENERAL MANAGER OPERATIONS

10.1.1 Trading In Public Places Policy

(Attachment 1 – Local Planning Policy – Trading in Public Places)

(Attachment 2 - Local Law – Trading in Public Places)

File Ref: GV.PO.1
Reporting Officer: Adrian Nicoll, Town Planner
Date Report Prepared: 26 November 2025
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, trading under a market operators licence and alfresco dining on the footpath adjacent to an established café/restaurant.

Trading in public places is administered by the Shire's Local Law – Trading in Public Places (see attachment). The Shire's Local Law – Trading in Public Places states:

- *The Council may grant the licence...having regard to...the **location** of the proposed activity...whether the **needs of the District** or the portion thereof for which the licence is sought are adequately catered for by established shops.*

The local law does not adequately identify suitable locations for public traders, nor does it establish suitable criteria for operations or consider the impact that public trading may have on established shops and cafes.

The Shire has developed a draft Local Planning Policy – Trading in Public Places. The purpose of the draft policy is to outline conditions associated with fixed location trading (e.g. food vans in public places), market operators and alfresco dining.

The Council is requested to agree to advertise the draft policy. Advertising of the policy is expected to confirm if the conditions for trading are satisfactory. Its proposed that the advertising targets established businesses, to understand the potential impact on their commercial viability.

Background:

Trading permits authorize persons to conduct trading activities at specified locations, subject to conditions such as:

- Operating within specified locations, days and times
- Agreeing to indemnify the Shire against any claims for any loss, damage or injury arising from the operation of the trading area
- Displaying a permit while trading
- Containing and removing all waste arising from operations

- Complying with all reasonable direction, from any person or body authorized, to request a trader to depart from the location for the duration of any required civil works
- Limiting the use of portable advertising signs during operating hours

Operating conditions are not fully identified in the Shire's Local Law – Trading in Public Places. The Shire believes that a policy would help to clarify conditions and public sentiment for trading in public places.

Comment:

The draft Local Planning Policy – Trading in Public Places 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 draft Local Planning Policy – Trading in Public Places 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.

Alfresco Dining

1. Applications for alfresco dining may only 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 draft policy includes an application form and permit application fees.

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

- Sites at Austral Terrace West and East
- 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.

The Council is recommended to approve the proposed new Local Planning Policy – Trading in Public Places for advertising purposes. The purpose of the draft policy is to outline conditions associated with fixed location trading (e.g. food vans in public places), market operators and alfresco dining.

Advertising is to be undertaken for a minimum period of 21 days and is expected to include a notice on the Shire's website, inviting businesses and the public to make comment. Its proposed that the advertising targets established businesses, to understand the potential impact on their commercial viability. An officer will be available to answer any queries.

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.

Should Council resolve to adopt a Local Planning 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 advertise the draft Local Planning Policy – Trading in Public Places. The proposed fixed trading sites on Austral Terrace are Crown reserves vested to the Public Transport Authority (PTA). Should the Council agree to advertise the draft policy, the PTA is to be consulted.

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 advertising the draft Local Planning Policy – Trading in Public Places.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is "medium" 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 draft Local Planning Policy – Trading in Public Places.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council

1. **Agree to the advertising of the draft Local Planning Policy – Trading in Public Places, pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

CARRIED/LOST:

FOR:

AGAINST:

10.1.2 New Updated Temporary Accommodation Policy - No 8.5

(Attachment 1 – Track Change Policy – Post Advertising)

(Attachment 2 – Temporary Accommodation Policy (as amended))

(Attachment 3 – Schedule of Submissions)

(Attachment 4 – Submission)

File Ref: GV.PO.1
Reporting Officer: Adrian Nicoll, Town Planner
Date Report Prepared: 26 November 2025
Disclosure of Interest: No Interest to disclose

Issue:

The Shire has an existing ‘Temporary Accommodation’ policy, which gives a landholder the opportunity to live in a caravan for 12 months, whilst building their home.

The Shire’s existing ‘Temporary Accommodation’ policy varies from the *Caravan Parks and Camping Grounds Regulations 1997* (Regulations), which allows a temporary accommodation timeframe of 24 months. The 24-month timeframe is considered reasonable, given the need to make financial savings, to get the various planning, building and health approvals completed and to build a home for occupation.

The purpose of this report item is to request that the Council agree to amend their current ‘Temporary Accommodation’ policy, to allow a landholder to live in their caravan, for up-to 24 months, whilst building their home.

Background:

In 2024, the state government amended the *Caravan Parks and Camping Grounds Regulations 1997* by extending the period that local governments can approve temporary accommodation arrangements on private land, to 24 months.

The changes were introduced to reduce the administrative and financial burden for applicants, who are often focused on recovering from a natural disaster or building a new home.

At the July 2025 Council meeting, the Council resolved to advertise an amended draft ‘Temporary Accommodation’ policy, which seeks to introduce new guidelines around living in a caravan, whilst building a dwelling.

The draft policy was advertised in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, for a period not less than 21 days. Advertising involved sending a letter to approximately 150 landholders requesting comment. Advertising also included notification via the Shire office, the Shire’s website and on Facebook.

At the close of advertising, we received one submission outlining the following:

1. Remove the requirement to fit septic tank or other approved disposal systems until the home is built. Instead, allow cassette toilets to be emptied at a designated point daily or as required.
2. Remove the requirement for a water tank if the property is connected to mains water supply from Water-Corp.

3. The draft policy is so unreasonable. Very few people will bother to build new homes, resulting in a worsening of the town housing crisis.

As per the Attachment 3 (Schedule of Submissions), it is proposed that the comments received are upheld, except for the request to remove the requirement for the development of an effluent disposal system.

Shire staff believe that an effluent disposal system is considered necessary, to manage effluent whilst living in a caravan for the lengthy period - up to 24 months. The use of a cassette toilet and dump point, for a lengthy period is an unhealthy option. An appropriately developed effluent disposal system is required nevertheless, to support the eventual development of a dwelling.

The Attachment 1 (Track Change Policy) shows proposed amendments, to address comments received and to make some minor sentence structure improvements.

Officer's Comment:

Measures imposed by the Shire's current 'Temporary Accommodation' policy, are not in-keeping with the *Caravan Parks and Camping Grounds Regulations 1997* (Regulations). It is therefore considered appropriate to amend the Shire's 'Temporary Accommodation' policy, to make compatible with the Regulations.

The following key amendments are proposed for the Shire's current 'Temporary Accommodation' policy:

- Prior to obtaining Temporary Accommodation approval to live in a caravan on private land, the proponent is to ensure that Planning, Building and Environmental Health approvals have been granted for a dwelling, an outbuilding, connection to potable water and an effluent disposal system.
- The outbuilding, potable water connection and effluent disposal system, may be constructed prior to the dwelling.
- Living in a caravan can then be supported for up to 24-months. Within this period, the landowner is to undertake the development of the dwelling, in accordance with the planning and building approval process.

As discussed in the background section of this report, during advertising, we received a request to allow the use of cassette toilets and the development of an effluent dump-point, rather than a septic system, and to remove the requirement for a water tank if the property is connected to mains water supply. Shire staff agree that a water tank is not necessary if mains water is available. Shire staff believe that the use of an effluent dump-point is not practical, especially considering its use for up-to 24 months. See the Attachments 1 and 3 for further explanation, recommendations and proposed changes.

The new policy is expected to give clear guidance to Shire staff and landholders, regarding the development of temporary accommodation, whilst building a dwelling. The policy is expected to give the landholder an affordable living option, whilst preparing to build a home on their property. The new amended policy is also expected to reduce the number of private properties illegally used for camping and to ultimately get persons living in an approved dwelling.

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 Temporary Accommodation Policy was advertised in accordance with requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Should Council resolve to adopt a Local Planning 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 updated – Shire of Katanning ‘Temporary Accommodation’ policy.

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 updated – Shire of Katanning Temporary Accommodation 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 updated ‘Temporary Accommodation’ policy.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council

- 1. Adopt the updated – Shire of Katanning 'Temporary Accommodation' 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:

10.1.3 New Updated Outbuilding Policy – No.1

(Attachment 1 – Track Change Policy – Post Advertising)

(Attachment 2 – Outbuilding Policy (as amended))

File Ref: GV.PO.1
Reporting Officer: Adrian Nicoll, Town Planner
Date Report Prepared: 26 November 2025
Disclosure of Interest: No Interest to disclose

Issue:

The Shire of Katanning's current outbuilding policy is not up to date with legislative changes undertaken for the *Planning and Development (Local Planning Schemes) Regulations*, the *Residential Design Codes* and the Shire's *Local Planning Scheme No.5*.

The purpose of this report item is to request that the Council agree to amend their current 'Outbuilding' policy, to include:

- Correct referencing with Scheme zone classifications
- Development approval exemptions under certain circumstances
- Standards for shipping containers
- Standards for maximum floor area and building heights

Background:

The Shire's current outbuilding policy was adopted in association with the Shire's previous Local Planning Scheme No.4. The Local Planning Scheme No.4. has been replaced by the Local Planning Scheme No.5, which will need to be amended if the Outbuilding Policy, is adopted.

Since the adoption of the current outbuilding policy, the state government has introduced legislative changes to cut-red- tape, including exempting the need for a development application, for compliant outbuildings. The changes were adopted under the *Planning and Development (Local Planning Schemes) Regulations* and the *Residential Design Codes*. The Shire's current outbuilding policy does not outline exemptions that may apply in accordance with the *Planning and Development (Local Planning Schemes) Regulations* and the *Residential Design Codes*.

The Shire's current outbuilding policy also lacks guidance, on the development of shipping containers, which technically fall under the definition of an outbuilding, and which require safety standards associated with anchoring to the ground.

At the July 2025 Council meeting, the Council resolved to advertise an updated draft 'Outbuilding' policy, which seeks to introduce new standards, to comply with the Shire's Scheme, the *Planning and Development (Local Planning Schemes) Regulations* and the *Residential Design Codes*.

The draft policy was advertised in accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, for a period not less than 21 days. Advertising involved sending a letter to approximately 150 landholders requesting comment. Advertising also included notification via the Shire office, the Shire's website and on Facebook.

At the close of advertising, no submissions were received.

Comment:

It is considered appropriate to amend the Shire's 'Outbuilding Policy', to make compatible with new updated regulations and to ensure shipping containers are appropriately developed.

The following key amendments are proposed for the Shire's current 'Outbuilding' policy:

- Exempt the need for planning approval for outbuildings where the Residential Design Codes apply, subject to complying with specified design criteria.
- Introducing standards for shipping containers.
- Include standards for maximum floor area and building height.
- The current policy allows the development of an outbuilding on a vacant lot, without the construction of a dwelling. The new proposed outbuilding policy also allows the development of an outbuilding on a vacant lot; however, development of the outbuilding needs to be in association with the construction of an approved dwelling. This requirement aligns with the policy outbuilding definition, which states:

“An enclosed non-habitable structure that is detached from any dwelling.”

At the July Council meeting, Councillors queried whether or not a shed is needed on a vacant lot, to store materials in association with farm management practices (e.g. storage of livestock feed). In accordance with the Shire's scheme, we can consider a shed on a vacant 'Rural' or 'Rural Residential' lot, as long as the shed is developed in relation to a 'Rural Pursuit'. A 'Rural Pursuit' is defined as:

Rural pursuit means any premises, other than premises used for agriculture - extensive or agriculture - intensive, that are used by an occupier of the premises to carry out any of the following activities if carrying out of the activity does not involve permanently employing a person who is not a member of the occupier's household –

a) the rearing, agistment, stabling or training of animals.

b) the keeping of bees.

c) the sale of produce grown solely on the premises.

The policy has been updated to bring about consistency with state legislation and is expected to allow for flexibility in the approval process and to expedite approvals for outbuildings. The updated policy is also expected to improve the safety standards associated with the development of shipping containers which are required to be suitably secured to the ground to ensure against uplift forces in cyclonic conditions.

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 Outbuilding Policy was advertised in accordance with requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Should Council resolve to adopt a Local Planning 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 adopt the updated – Shire of Katanning ‘Outbuilding Policy’.

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 adopting the updated – Shire of Katanning Outbuilding 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 updated ‘Outbuilding Policy’.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council

- 1. Adopt the updated – Shire of Katanning 'Outbuilding' 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:

10.1.4 KLC Top Oval Amenities Building Interim Upgrade

File Ref:**Reporting Officer:** Graham Barnes, General Manager Operations**Date Report Prepared:** 03 November 2025**Issue:**

The amenities building adjacent to the 'Top Oval' at the Katanning Leisure Centre (KLC) complex does not have an onsite toilet or shower facility. There is also limited sheltered viewing areas. Top Oval users currently rely on the KLC building for toilet and shower facilities. Community sporting groups who utilise the Top Oval have requested an upgrade to the current facilities.

Body/Background:

In April 2025, a planning meeting was held with Top Oval user groups, including representatives from Australs North Cricket Club, Katanning Cougars Hockey Club, Katanning Soccer Association, and the Katanning Equestrian Association.

Following this meeting, the user groups submitted a joint letter outlining their shared priorities and vision for improving the Top Oval facilities. Key themes from the consultation and correspondence included:

- Safety, Accessibility & Inclusion
 - All clubs expressed concern for player and spectator safety, particularly for children crossing to the KLC to access toilets, and for people with a disability due to the absence of accessible amenities.
 - Female players currently change in the open, creating gender equity issues and cultural barriers. As one participant noted: "Women having to change in public is a two-fold issue — it's not fair on them, and it creates cultural barriers for men from some backgrounds."
 - Families highlighted the need for accessible toilets, a parent room, and safe change areas to create an inclusive, family-friendly environment.
- Membership, Belonging & Club Sustainability
 - Clubs reported difficulty attracting and retaining members compared to neighbouring towns due to inadequate facilities. "It's difficult to entice new members when other towns can offer basic facilities we don't have."
 - Groups emphasised that improved facilities would help create a sense of belonging and club pride, as well as the ability to host regular events such as registration days, windups, and fundraisers.
 - The lack of suitable space currently limits social interaction, which weakens clubs' ability to foster connection and retain volunteers.
- Health, Wellbeing & Community Connection
 - Clubs noted that the absence of shelter, changerooms, and indoor space during extreme weather discourages families and affects participation. "It's very hard to develop a club when you've got nowhere safe or comfortable for players and families to be."
 - Clubs noted there is a knock-on effect for mental health and community wellbeing, contrary to the aims of every club's vision and mission framework.
- Immediate Priorities Identified by Clubs
 - Portable or fixed toilet/ablution facilities as a short-term priority.

- Extension of the existing building to include covered outdoor space with café blinds for all-weather use.
- Kitchen upgrades (oven, rangehood, improved layout, external power points, compliance with food safety standards).
- Outdoor drinking water/bubbler, shelving for storerooms, and shared amenities such as BBQ facilities.
- Strategic Alignment & Funding Readiness
 - The user groups have committed to developing strategic plans with the support of the Shire's Community Development Officer.
 - Aligning these plans with the KLC Masterplan will strengthen grant applications and demonstrate a coordinated approach.

Officer's Comment:

Shire consultation with Top Oval user groups has confirmed strong, consistent support for a staged approach: addressing urgent safety and amenity issues immediately, while continuing to plan for a future purpose-built multi-sport facility. It is proposed that key interim upgrade measures include the following:

- Provision of safe and accessible toilet facilities for users of the Top Oval.
- Enhanced spectator experience through increased covered viewing space and weather protection.
- Delivery of incremental kitchen upgrades to support events and community use.
- Implement scalable, staged improvements while deferring significant capital investment until a permanent facility can be delivered.
- Support Council's Disability Access and Inclusion Plan (DAIP) and Strategic Community Plan outcomes for recreation and community wellbeing.

In considering the requests from the Top Oval user groups a number of options are proposed for consideration:

Option 1 – Do Nothing**Scope**

- Continue with current arrangement (users cross to Leisure Centre).

Costs

- Nil.

Advantages

- Zero cost implication

Disadvantages

- Ongoing safety risks.
- Poor user experience, accessibility issues, and reputational damage.
- Negative impact on clubs' ability to host events.

Option 2 – Temporary Toilet Facilities (Preferred Interim Solution)**Scope**

- 1 standard single toilet and 1 ambulant toilet block.

- Sewer upgrade and grease trap.
- Septic monitoring/alarm system.
- Electrical connection for monitoring/alarm system.
- Toilets installed on appropriate footings.

Costs

- Sewer upgrade & grease trap: \$25,000
- Temporary toilets: \$15,000
- Septic monitor/alarm: \$3,500
- Electrical connection: \$2,000
- Footings/installation: \$5,000–\$10,000 (approx., dependent on structure)
- Total: \$50,000–\$55,500 (ex. GST)

Advantages

- Immediate safety improvement.
- DAIP compliant.
- Relocatable for future projects.
- Improved user experience
- Commitment by Shire to deliver on Top Oval user request

Disadvantages

- Portable/temporary solution only.
- No showers or change rooms.
- Limited amenity.

Option 3 – Permanent Toilet & Shower Facility (Fixed Build)**Scope**

- Construction of a permanent, fixed toilet – single WC and Disability accessible toilet x 1 (no change rooms).
- Includes sewer upgrade, grease trap, septic monitor/alarm, and electrical works.

Costs

- Building unit: \$90,000 + GST
- Installation/site works: \$75,000 + GST
- Sewer upgrade & grease trap: \$25,000
- Septic monitor/alarm: \$3,500
- Electrical connection: \$2,000
- Total: \$195,500 + GST**

Advantages

- Permanent fixed solution.
- More durable and higher quality than a temporary option.
- Increases amenity for events.

Disadvantages

- High upfront cost.
- Longer lead time
- Still does not resolve the lack of showers and change rooms or full spectator facilities.
- May be superseded by the future purpose-built redevelopment and does not currently align with initial concept designs developed by MCG Architects.

Option 4 – Amenity Enhancements (Spectator Space & Kitchen Upgrades)

Scope

- Increase covered spectator viewing area.
- Install shutters to enclose outdoor space for all-weather use.
- Minor kitchen upgrades: replacement oven and rangehood.

Costs

- Covered viewing area: \$60,000 (plans and quotes attached).
- Oven: \$2,790
- Rangehood: \$1,450
- Shutters: \$3,000 (approx.)
- Total: \$67,000–\$70,000**

Advantages

- Immediate improvement to spectator amenity.
- Enhances all-weather usability.
- Supports clubs in running events.
- Complements toilet upgrades as part of staged development.
- Commitment by Shire to deliver on Top Oval user request

Disadvantages

- Incremental improvement only.
- Does not address lack of permanent change rooms.
- Adds to short-term capital spend.

Combined Staged Approach

The Shire may consider a blended pathway. For example:

- Implementing **Option 2 (Temporary Toilets)** and **Option 4 (Amenity Enhancements)** now, while continuing to plan for the **future purpose-built multi-use facility**.

Option 3 provides a permanent fixed solution for toilets but does not address the full range of needs (e.g. change rooms, expanded spectator areas, kiosk). It represents a higher capital investment that may not align with Council's long-term redevelopment plans.

This staged approach:

- Immediately improves safety, accessibility, and user experience.
- Provides flexibility to redeploy temporary assets later.

- Allows Council time to allocate funding and apply for external grants for the purpose-built redevelopment.

Approving **Option 2 (Temporary Toilets)** and giving due consideration to **Option 4 (Amenity Enhancements)** provides a cost-effective interim solution prior to implementation of longer-term improvements as outlined in the MCG architects design concept for the Top Oval building.



Exterior existing club facilities



Interior kitchen

Statutory Environment:

The *Local Government Act 1995* Section 2.7(2)(b) states that the Council is to determine the local government's policies.

Policy Implications:

Not applicable

Financial Implications:

Approximate costs relevant to the interim upgrade have been listed under the listed upgrade options

Risk Implications:

The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:**Shire of Katanning Strategic Community Plan 2022 – 2023****Focus Area** 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:** Absolute Majority**Officer's Recommendation/Council Motion:****OC/25****That Council:**

- 1. Adopts the delivery of Options 2 and 4 as part of the KLC Top Oval interim upgrade project;**
- 2. That Option 2 and 4 be delivered during FY26 drawing on up to \$135,000 from the KLC Facilities Reserve.**

CARRIED/LOST:

FOR:

AGAINST:

10.1.5 Engineering Services-Sea Containers (Attachment)

File Ref:**Reporting Officer:** Graham Barnes, General Manager Operations**Date Report Prepared:** 03 November 2025**Issue:**

Members of the public intending to erect a sea container on their property are required to obtain specific certification as part of the planning and building requirements.

Body/Background:

Typically, people within the community have experienced difficulty in sourcing and obtaining drafting and structural engineering services. This has been a particular source of frustration relevant to tie-down requirements for sea containers.

During the tenure of the Shire's Building Surveyor (Building Certifier Contractor) they have noted there has been a number of discussions, together with Building Permit Applications for sea-container storage facilities. These structures are considered a building and are therefore subject to a Building Permit. Relevant discussions clearly noted that the local community has had difficulty engaging with consultants (drafting/ energy/ engineering/ BAL) etc. and has often requested advice on who can assist with compliance requirements with their project(s).

A sea container is considered an outbuilding. The Shire's current outbuilding policy lacks guidance on the development of shipping containers, which technically fall under the definition of an outbuilding, and which require safety standards associated with anchoring to the ground. This matter will largely be addressed through proposed amendments to the current Outbuilding Policy (8.7), however there still remains the need for those intending to erect a sea container that appropriate engineering certification is obtained for the tie-down requirement.

The Outbuilding Policy clearly states (under the Building Approval heading) the following:

- 1) Other than for an outbuilding which is free standing with a floor area not exceeding 10m² and 2.4m in height, all outbuildings require a Building Permit.
- 2) Wind forces are a critical consideration in the construction of these structures. The construction should ensure an adequate safety margin to prevent the building being lifted off its supporting foundations. To resist these forces, it is necessary to have an anchorage system. The structural adequacy of these structures is generally proven by calculation verified by a qualified structural engineer.

Officer's Comment:

Following several discussions conducted during recent Regulatory Services meetings it was decided that the Shire look to engage an external source (company/individual) to provide engineering services for the specific purpose of sea container tie-down certification.

The Shire's Building Surveyor contacted several qualified structural engineers with the intention to provide standard engineering detail for the local community to utilise. The required contract scope included:

- Three different tie-down details for a standard steel sea-container:

- Width 8 feet [2.44m]
 - Height 8 feet 6 inch [2.6m]
 - 10 feet [3.1m], irrelevant of material stored.
 - 20 feet [6.06m] irrelevant of material stored.
 - 40 feet [12.2m] irrelevant of material stored.
- The need to consider soil conditions. [A, S, M & P]
- Consideration given to the Wind Region and Terrain Category (worst case scenario -N3)
- Suggestion of a nominal 12-month date range, to ensure its validity.

Two fee proposals were received from the expression of interest sent out.

- Nino Llapi: Australian Building Specialist - \$2,000.00 + GST. (12 Month Fee)
- Faiz Shaikh: FS Consulting Engineers - \$7,500.00 + GST. (12 Month Fee)

The initial cost/ outlay for the engineering services to be provided will be borne by the Shire. This can be recouped as a cost to the applicant. For example, an expected fee charge to the applicant would be approximately \$500.00 + GST.

The engineering service to be made available has a number of advantages. These include but are not limited to:

- Alignment to the Shire Outbuilding Policy (8.7)
- Immediate engineering solution available to members of the local community
- Improved 'turnaround' times for Building Permit Applications
- Available process to ensure building compliance requirement(s) are appropriately addressed.
- Available solution that can be offered by the Shire to what has typically been a difficult matter for people to navigate and address.
- An engineering solution that can be delivered by Shire staff

Statutory Environment:

Building Services Act 2011 (WA).

National Construction Code (NCC)

Building Code of Australia (BCA)

Shire of Katanning Local Planning Scheme No. 5

Policy Implications:

Alignment to Shire Policy (8.7) - Outbuildings

Financial Implications:

Upfront cost for service delivery, however an opportunity for cost recovery via the Shire Fees and Charges Schedule

Risk Implications:

The perceived level of risk is considered to be "Low" risk and can be managed by routine procedures and with current resources.

Strategic Implications:**Shire of Katanning Strategic Community Plan 2022 – 2023****Focus Area** 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/25****That Council:**

1. Approve the engagement of a structural engineer at a cost of \$2,000 (per year) to provide a certified sea container tie down design.
2. Council to approve a fee of \$500 to be charged to an applicant seeking an approval for the installation of a sea container.

CARRIED/LOST:

FOR:

AGAINST:

10.2 EXECUTIVE MANAGER CORPORATE SERVICES

10.2.1 Schedule of Accounts – October 2025

(Attachment)

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

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 October 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 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						
December						
January						
February						
March						
April						
May						
June						
Total	\$6,102.55	\$5,274,827.23	\$614,839.08	\$26,237.71	\$1,128,314.10	\$7,050,320.67

Officer's Comment:

The schedule of accounts for the month of October 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 40412 - 40563 totalling \$1,537,396.75, Cheques 42521-42524 totalling \$1,418.50, Payroll payments totalling \$260,790.25 Direct Debit payments totalling \$102,701.30, Credit Cards (September) totalling \$7,073.10, all totalling \$1,909,379.90 authorised and paid in October 2025.

CARRIED/LOST:

FOR:

AGAINST:

10.2.2 Monthly Financial Report – October 2025 (Attachment)

File Ref: FM.FI.4
Reporting Officer: David Blurton, Executive Manager Corporate Services
Report Prepared: 17 November 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 October 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 \$50,969 more than budgeted at 31 October 2025. 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 \$2,830,874 more than budgeted which relates to the following;
 - Minderoo grant for Early Childhood project (\$2,250,000) has been incorrectly raised as operating grant rather than non-operating grant. Officers will correct this by journal next month.
 - Direct Grants received \$9,337 less than budget,
 - Harmony festival grants \$23,332 less than budget
 - General Purpose Grants and Untied Road Grants are \$279,498 more than budget as a result of the WA Grants Commission prepaying 50% grant entitlements in 24/25 rather than 75% as anticipated.
 - Bush Fire Brigade grants scheme is \$12,645 less than budgeted
 - CESM contributions are \$61,895 more than budgeted.
 - Council's decision to write off amounts owing to debtor o267 has been processed against debt collection legal expenses incorrectly, however this should be processed against provision for doubtful debts
- Fees and Charges are \$180,395 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 yarding fees to end of the month are also \$80,543 more than budgeted. Refuse site disposal fees are \$15,327 less than budgeted.
- KLC Fees are \$33,580 more than YTD budget
- Waste site fees are \$17,652 below budget
- Key worker housing rental income is \$10,393 more than YTD budget
- Other revenue is \$24,564 less than budget due to
 - Workers compensation reimbursements is \$10,983 under budget
 - Shared EHO reimbursement is \$10,371 under budget
 - Planning charges and reimbursements are \$6,851 under budget.
- Profit on Asset Disposal is \$30,083 less than budget as no plant or vehicles have been traded yet.

Expenditure from Operating Activities

- Employee costs are \$225,850 less than budgeted which relates mainly to
 - salary costs for Administration staff \$41,735 under budget
 - superannuation for PWO employees \$12,505 under budget
 - KLC wages \$18,124 under budget
 - Town planning Salaries \$11,150 under budget
 - Public Works Overhead staff \$24,097 below budget.
 - Labour component of road maintenance is \$19,378 less than budget
 - Public holiday cost is \$12,117 less than budget
 - An accrued salaries journal of \$18,511 was processed in early July transferring expense to 24/25 financial year.
- Materials and Contracts is \$424,846 less than budget. The following variances from budget are noted
 - Fuel and oil purchases \$10,496 less than budget.
 - Regional Council expense \$10,938 less than budget.
 - KAC Maintenance expense is \$39,872 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.
 - Fire mitigation expenses is \$16,030 under budget
 - Road Maintenance Materials \$11,093 under budget
 - Plant costs from hard waste pickup are \$19,323 more than budget
 - Works program – other reserves is \$54,530 under budget
 - Grant expenditure – community development is \$21,696 under budget
 - CCTV maintenance costs are \$13,626 under budget
 - Housing business Planning \$10,000 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 \$38,818 under budget. This service has only just commenced in earnest for 25/26.
 - Subscriptions and memberships are \$35,677 under budget relating to timing of payment.
 - Computer software subscriptions are \$50,977 under budget relating to timing
 - IT Hardware is \$13,570 under budget.
 - IT support is \$19,483 under budget.
 - Minor Asset purchases are \$10,000 under budget
 - Utility charges are \$38,879 under budget relating to the timing of payments for accounts.
 - Depreciation expense is \$44,100 more than budget.
 - Proceeds from capital grants, subsidies and contributions are \$2,612,219 less than expected at end of October 25, relating to
 - Minderoo grant for Katanning Early Childhood Centre (\$2,250,000) incorrectly recorded as operating – refer above.
 - Airport runway grant \$152,954 under budget
 - Regional Road Group Grants is \$21,735 more than budgeted.
 - Roads to Recovery Grants is \$150,000 less than budget.
 - Acquisition of Property, Plant and Equipment is \$2,129,592 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 \$15,000 under budget
 - Amherst Village Deposits \$95,997 more than anticipated relating to contractual arrangements in refunding share of profit for outgoing tenants.
 - Road infrastructure \$26,213 under budget
 - Early Childhood hub \$1,395,186 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 \$133,000 underbudget due to timing.
 - Cat pound \$10,000 underbudget as the project yet to commence.
 - 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/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 October 2025, as presented.

CARRIED/LOST:

FOR:

AGAINST:

10.2.3 Katanning Dramatic Society Inc – Licence to Occupy Town Hall

File Ref: LS.AA.1
Reporting Officer: David Blurton, Executive Manager of Corporate Services
Date Report Prepared: 3 November 2025
Disclosure of Interest: No Interest to disclose

Issue:

To consider the renewal of a licence agreement with the Katanning Dramatic Society Inc. for the use of the town hall.

Body/Background:

The previous license to occupy agreement with the Katanning Dramatic Society Inc. (The Group) for the use of the Katanning Town Hall has expired and officers have been in discussion with the Group regarding executing a new agreement.

Feedback from the group indicates that the only change they would like to the current agreement is as follows;

“The only potential addition I see, would be under Schedule 10. AGREED HOURS. ... to include our hall usage for the adult play rehearsals twice weekly between 6pm & 10pm.

We start our planning, casting & rehearsing towards the end of February each year. Once we have our cast, our rehearsals are 2 nights a week, generally from 6pm-10pm on Mondays & Thursdays.

From start to finish, our hall usage timeframe is usually March – September”

Details of the current arrangement are as follows.

- Licensed area includes all buildings, structures, alterations additions and improvements at the Katanning Town Hall
- Previous licence was for 3 years with 2-year term.
- Licence fee was minimum rate plus GST payable annually
- Agreed hours was 24hr access during performance periods plus 4 weeks prior to performance periods up to a maximum of four performance periods in a calendar year.
- As the land is a reserve, the agreement requires sign off by the Minister for Lands.

As the land is a crown grant in trust with the Shire of Katanning nominated as proprietor, it is recommended that McLeod’s Lawyers be engaged to prepare the licence.

Officer’s Comment:

Officers have considered the previous licence agreement and Council’s existing policy 2.10 Lease of licence to occupy community assets to develop the new draft agreement. Key terms in the new agreement are as follows:

	Draft lease
Term	3 years with additional term of 3 years commencing 1/1/26
Annual Fee	75% of Minimum rates as per policy

Lease area	Town Hall
Agreed hours	24hr access during performance periods plus 4 weeks prior to performance periods up to a maximum of four performance periods in a calendar year. Plus <i>hall usage for the adult play rehearsals twice weekly between 6pm & 10pm during adult play rehearsals.</i>
Other conditions	As per previous agreement

Statutory Environment:

Local Government Act 1995 S3.58 – Disposal of Property requires any disposal of property (including leases) to undergo a process including either disposal by highest bidder at public auction (2a) or tender (2b), or by giving public notice in prescribed form (3a).

However, as the group does not have sole use of the hall, the above section does not apply.

Policy Implications:

As per Council policy 2.10, the annual fee will be equivalent to 75% of the minimum rate as adopted by Council in each year plus GST, and is to be paid in three instalments during the season being April, June and September. The 25/26 minimum rates is \$1245, so the amount payable by the club will be \$934.

Financial Implications:

\$934 lease fee payable per annum.

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

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/25 **That Council subject to approval by the Minister for Lands, execute a Town Hall Access Licence with the Katanning Dramatic Society Inc on the following key terms;**

- 1. 5 year term**
- 2. Annual Licence Fee to be 75% of Minimum rates**
- 3. Hall access during performance periods including rehearsal periods up to a maximum of four performance periods in a calendar year**
- 4. Other conditions as per previous agreement**
- 5. Other matters as per Council policy.**

CARRIED/LOST:

FOR:

AGAINST:

10.2.4 Friends of Piesse Lake Inc. Lease of 19 Charles Street, Katanning

File Ref: LS.AA.1
Reporting Officer: David Blurton, Executive Manager of Corporate Services
Date Report Prepared: 3 November 2025
Disclosure of Interest: No Interest to disclose

Issue

At its meeting on 23 February 2021, Council approved the lease of 19 Charles Street, Katanning to the Friends of Piesse Park Inc. However, it appears that no lease was ever finalised and executed.

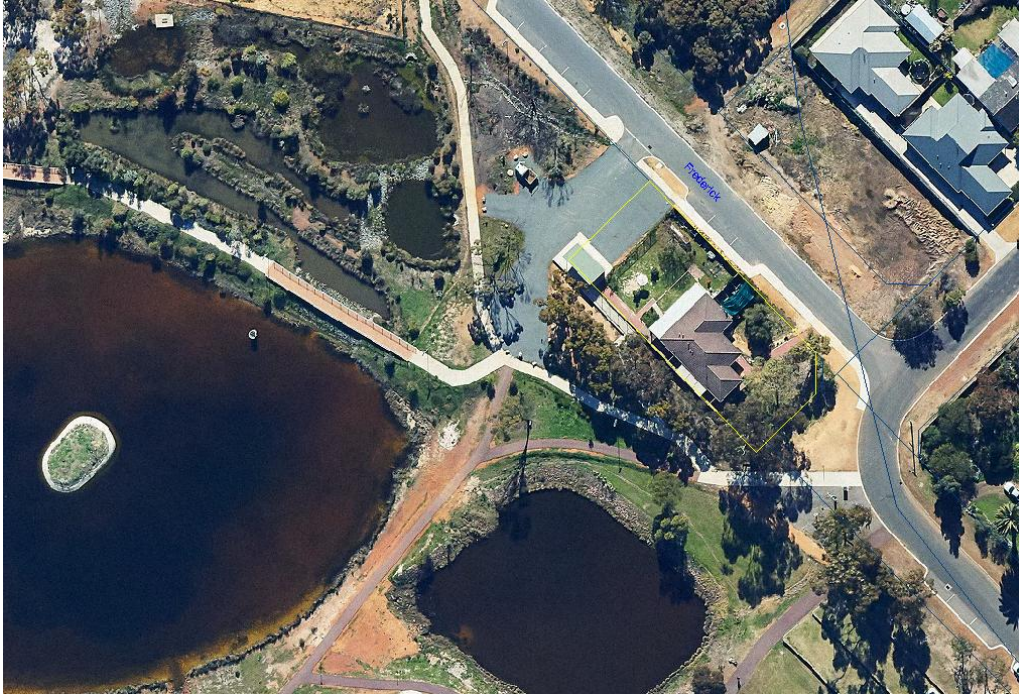
Body/Background:

The original decision of Council in 2021 was as follows.

MOVED: CR SERENA SANDWELL SECONDED: CR OWEN BOXALL	
OC16/21	That Council: 1. Agrees to lease the property at 19 Charles Street, Katanning to Katanning's Piesse Park Community Inc (Friends of Piesse Park); and 2. Authorises the Chief Executive Officer to negotiate a lease agreement with a term not exceeding ten years at nominal rental.
Voting Requirement: Simple Majority	
Cr Serena Sandwell spoke for the motion.	
CARRIED 9/0	

The location of 19 Charles Street Katanning is depicted in the image below. The property is currently operating as the Katanning Lakeside Eco Café and Ice Creamery, which is an arrangement between the Friends of Piesse Lake and a Café operator, the terms of which are unknown.

Council's standard lease terms require a lessee to obtain Council approval before entering a sub-lease arrangement with a third party.


Officer's Comment:

Given the passage of time, it is suggested that Council reconsider the decision from 2021 and use policy 2.10 to guide the terms and conditions.

Suggested lease terms are as follows:

Element	Details
Term	5 years commencing 1/1/26
Annual Rental	75% of minimum rates
Sub leasing	With the approval of Council
Permitted Purpose	To support Eco Tourism & Conservation activities.
Outgoings	Lessee to pay all outgoings and maintenance of leased area as identified in lease

Statutory Environment:

Local Government Act 1995 S3.58 – Disposal of Property requires any disposal of property (including leases) to undergo a process including either disposal by highest bidder at public auction (2a) or tender (2b), or by giving public notice in prescribed form (3a).

However, exemptions apply as per regulation 30 of Local Government Act (Functions and General) Regulations

(2)A disposition of land is an exempt disposition if —

(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;*

In this case, Regulation 30(2)(b) would apply.

As this land is owned freehold by the Shire of Katanning, Ministerial consent is not required.

Policy Implications:

As per Council policy 2.10, the annual fee will be equivalent to 75% of the minimum rate as adopted by Council in each year plus GST, and is to be paid in three instalments during the season being April, June and September. The 25/26 minimum rates is \$1,245, so the amount payable will be \$934.

Financial Implications:

\$934 lease fee payable per annum.

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 – 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/25** **That Council authorise the use of the common seal to lease 19 Charles Street, Katanning to the Friends of Piesse Park Inc. for the purposes of Eco Tourism and Conservation with the following key terms**
- 1. 5 year term;**
 - 2. Annual Fee to be 75% of Minimum rates (\$934.00);**
 - 3. Other matters as per the Council policy 2.10 Lease / Licence of Community Assets.**

CARRIED/LOST:
FOR:
AGAINST:

10.2.5 Katanning Art Centre Group Terms of Reference (Attachment)

File Ref:**Reporting Officer:** Corry Why, Library & Gallery Coordinator**Date Report Prepared:** 7 November 2025**Disclosure of Interest:** No interest to disclose**Issue:**

Adopt the Terms of Reference for Katanning Art Centre Working Group.

Body/Background:

The Katanning Art Centre Group has been created to:

- Promote Art and Artists within the town of Katanning and the surrounding regions.
- Support and assist the running of the Katanning Gallery, in form of setting up and packing down Gallery exhibitions where applicable.
- Correspond with, advise and support the Gallery Coordinator in the operational and strategic activities of the Katanning Gallery.
- Maintain a custodial watch over the Katanning Shire Collection.

Officers Comment:

That Council adopt the Terms of Reference for the Katanning Art Centre Working Group.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

There are no direct financial implications in relation to this item.

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 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: Absolute Majority

Officer's Recommendation/Council Motion:

OC/25 Council approves the Katanning Art Centre Working Group Terms of Reference and nominates an elected member to the working group.

CARRIED/LOST:

FOR:

AGAINST:

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

File Ref: GV.CM.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 3 November 2025
Disclosure of Interest: No interest to disclose.

Issue:

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

Body/Background:

Council is required to approve changes to the Shire's normal operating hours during the Christmas / New Year period.

Officer's Comment:

It is recommended that the closure period for this Christmas/New Year period be from COB Tuesday 23 December 2025 until Friday 2 January 2026, reopening for business on Monday 5 January 2026.

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 2025	22	23	24	25	26	27	28
Jan 2026	29	30	31	1	2	3	4

A small number of Works Crew and other staff will be on-call throughout the closure.

The following public holidays fall during this period:

Christmas Day Holiday	Thursday	25 December 2025
Boxing Day Holiday	Friday	26 December 2025
New Year's Day	Thursday	1 January 2026

Statutory Environment:

Local Government Act 1995

Policy Implications:

There are no policy implications for this report.

Financial Implications:

Staff (except for skeleton or called out support) will be accessing approved leave during the closure.

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 within 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:**

1. Authorises a variation to normal opening hours for Council facilities during the 2025/26 Christmas / New Year period as follows:
 - Wednesday 24 December 2025 – closed
 - Monday 29 December 2025 – closed
 - Tuesday 30 December 2025 – closed
 - Wednesday 31 December 2025 – closed
 - Friday 2 January 2026 – closed
2. Advertise the modified opening hours in the lead up to the Christmas closure.

CARRIED/LOST:

FOR:

AGAINST:

10.3.2 Vacant Land Sales

File Ref: LS.AA.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 4 September 2025
Disclosure of Interest: Nil

Issue:

To obtain Council approval to sell vacant housing blocks, owned freehold by the Shire of Katanning.

Body/Background:

The Shire's Town Planner has produced the attached, Land Ownership Audit which identifies all properties (vacant land, public buildings & homes) owned freehold by the Shire of Katanning. The following list shows those properties within the town site which are vacant, suitable for housing and which are therefore ready to be offered for sale;

Address	Lot	Plan	Zoning	Size (m ²)
82 Avon Street	7	18577	Residential	2006
59 Daping St	11	35271	Residential	1012
53 Annie St	988	38012	Residential	1196
20 Cullen Street	9	3728	Residential	1138
18 Cullen Street	10	3728	Residential	1136
125 Conroy St	15	3728	Residential	1136
92 Piesse St	694	224134	Enterprise	1033

Officer's Comment:

Demand for housing in Katanning is strong and there is limited housing stock available. A barrier to new home construction is the availability of serviced house blocks and yet Council has a supply of vacant blocks, adjacent to services which are suitable for home construction.

Sale of the blocks will create the opportunity to expand housing stocks, create local jobs and by facilitating population growth contribute positively to the town's economy.

In addition, Council currently incurs the annual cost and responsibility of controlling vegetation on these blocks. Sale of these blocks eliminates this cost and responsibility and converts them to rateable properties.

There is the potential for the local housing market to get stronger if the Ausgold project achieves start up. However, this outcome is still uncertain.

The selection of a real estate agent, in compliance with our purchasing policy, to list the properties and the progressive sale of these blocks is recommended to spread the sale risk and/or capitalise on the future upside opportunity.

Statutory Environment:

The *Local Government Act 1995*, section 3.58 prescribes arrangements for the disposition of property.

This permits the sale of these properties by private treaty, utilising the services of a local real estate agent. However, the sale process must comply with the public notice provisions as outlined in the Local Government (Administration) Regulations 1996, section 3A. Under these provisions, if an acceptable offer is made, Council must issue a public notice advising who has made the offer and the amount of that offer and give other potential bidders the opportunity to put in an alternate offer. Alternate offers will then need to be considered.

Policy Implications:

The Council's delegation register has only given the CEO the delegated authority to sell property which is specifically identified within the Budget with a value of up to \$1M. The sale of these properties is not specifically identified in the FY26 budget and therefore a budget amendment will be presented to Council once property valuations are received.

Financial Implications:

Agent fees & conveyancing costs will be incurred but will be off-set by sale proceeds. It is intended that the successful agent will

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 is considered manageable using existing procedures and current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Social

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

Objective To provide support for the physical and mental health and wellbeing of our community.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council approves:

- a) the sale of the following Shire owned vacant housing blocks in compliance with s3.58 of the *Local Government Act 1995*;

Address	Lot	Plan	Zoning	Size (m ²)
82 Avon Street	7	18577	Residential	2006
59 Daping St	11	35271	Residential	1012
53 Annie St	988	38012	Residential	1196
20 Cullen Street	9	3728	Residential	1138
18 Cullen Street	10	3728	Residential	1136
125 Conroy St	15	3728	Residential	1136
92 Piesse St	694	224134	Enterprise	1033

- b) initiating a RFQ process for selection of a local real estate agent to manage the sale of these properties: and
- c) management presenting a FY26 budget amendment once a reasonable estimate of net proceeds can be made.

CARRIED/LOST:

FOR:

AGAINST:

10.3.3 Appointment of Members to Committees of Council

File Ref: GV.CM.2
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 3 November 2025
Disclosure of Interest: No interest to disclose

Issue:

Following the Council election held on 18 October 2025, Council is required to appoint elected members to committees of Council.

Body/Background:

In accordance with section 5.8, 5.9 and 5.10 of the *Local Government Act 1995* Council has established the following Committees and has previously appointed the following persons as members:

Audit & Risk Committee

Cr John Goodheart – Presiding Member
Cr Paul Totino – Deputy Presiding Member
Cr Kristy D’Aprile
Cr Ian Hanna
Cr Michelle Salter
Cr Liz Guidera
Cr Matt Collis
Alan McFarland (Independent Member)

Behaviour Complaints Committee

Cr Liz Guidera – Presiding Member
Cr Ian Hanna – Deputy Presiding Member
Cr John Goodheart
Cr Matt Collis
Cr Michelle Salter (Proxy)

The tenure of members of Council Committees expires on the date of the Local Government elections, 22 October 2025.

Council Committees have been established under Terms of Reference which are attached.

Officer’s Comment:

It is recommended that Council review the Terms of Reference for its committees and appoint new members to the committees for the new term of Council.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

There are no direct financial implications in relation to this item.

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 will 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: Absolute Majority

Officer's Recommendation/Council Motion:

OC/25 That Council, in accordance with section 5.10 of the *Local Government Act 1995* and the committees' Terms of Reference, appoints the following members to the following Committees of Council:

1. **Audit & Risk Committee:** all Councillors and one independent member.
2. **Behaviour Complaints Committee -** three members and two deputy members.

CARRIED/LOST:

FOR:

AGAINST:

10.3.4 Appointment of Members to Advisory Committees

File Ref: GV.CM.2
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 3 November 2025
Disclosure of Interest: No interest to disclose

Issue:

Following the Council election held on 18 October 2025 Council is required to appoint elected members to advisory committees.

Body/Background:

Council has established the following advisory committees and has previously appointed the following members to the committees:

Katanning Bushfire Advisory Committee

Cr Ian Hanna

Local Emergency Management Committee

Cr Kristy D'Aprile

The tenure of members of Council Advisory Committees expires on the date of the Local Government elections, 22 October 2025.

Council Committees have been established under Terms of Reference which are attached.

Officer's Comment:

It is recommended that Council review the Terms of Reference for its committees and appoint new members to the committees for the new term of Council.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

There are no direct financial implications in relation to this item.

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 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 the committees Terms of Reference, appoints the following elected members to the following Advisory Committees of Council:

1. Katanning Bushfire Advisory Committee - one Councillor
2. Local Emergency Management Committee - one Councillor

CARRIED/LOST:

FOR:

AGAINST:

10.3.5 Appointment of Members to Working Groups

File Ref: GV.CM.2
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 3 November 2025
Disclosure of Interest: No interest to disclose

Issue:

Following the Council election held on 18 October 2025 Council is required to appoint elected members to working groups.

Body/Background:

Council has established the following working groups and has previously appointed the following members to the working groups:

Katanning Recreation Facilities User Group

Cr Kristy D'Aprile
Cr Michelle Salter

Community Grants Program Working Group

Cr John Goodheart
Cr Matt Collis
Cr Michelle Salter

Citizen of the Year Working Group

Cr Kristy D'Aprile
Cr Matt Collis
Cr Michelle Salter

Saleyards Management Working Group

Cr Kristy D'Aprile
Cr Ian Hanna
Cr John Goodheart

The tenure of members of working groups expires on the date of the Local Government elections, 22 October 2025.

Officer's Comment:

It is recommended that Council appoint new members to working groups for the new term of Council.

Statutory Environment:

Local Government Act 1995

- Section 5.8 Establishment of committees
- Section 5.9 Committees, types of
- Section 5.10 Committee members, appointment of

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

There are no direct financial implications in relation to this item.

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 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 the committees Terms of Reference, appoints the following elected members to the following working groups of Council:

1. **Katanning Recreation Facilities User Group** - two Councillors
2. **Community Grants Program Working Group** - three Councillors
3. **Citizen of the Year Working Group** - three Councillors
4. **Saleyards Management Working Group** - three Councillors

CARRIED/LOST:
FOR:
AGAINST:

10.3.6 Appointment of Members to Non-Council Committees

File Ref: GV.CM.2
Reporting Officer: Peter Klein Chief Executive Officer
Date Report Prepared: 10 October 2023
Disclosure of Interest: No interest to disclose

Issue:

Following the Council election held on 22 October 2025 Council is required to appoint elected members to represent Council on Non-Council Committees.

Body/Background:

Council has previously appointed the following members to the Non-Council committees:

WALGA Great Southern Country Zone

Cr Kristy D'Aprile
Cr John Goodheart
Cr Liz Guidera (Proxy)

Great Southern Regional Road Group

Cr Kristy D'Aprile
Cr Liz Guidera (Proxy)

Katanning LCDC

Cr Matt Collis

Great Southern Regional Recreation Advisory Committee

Cr Michelle Salter
Cr Kristy D'Aprile (Proxy)

Great Southern Treasures

Cr Liz Guidera

Development Assessment Panel

Cr Kristy D'Aprile
Cr John Goodheart
Cr Paul Totino (Proxy)
Cr Matt Collis (Proxy)

The tenure of representatives of Council to Non-Committees expires on the date of the Local Government elections, 22 October 2025.

Officer's Comment:

It is recommended that Council appoint new members to Non-Council for the new term of Council.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

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 appoints the following elected members to represent Council on the following Non-Council Committees:

1. **WALGA Great Southern Country Zone - two Councillors and one proxy**
2. **Katanning LCDCC- one Councillor**
3. **Great Southern Regional Road Group - one Councillor and one proxy**
4. **Great Southern Sport and Recreation Group (GSSRG) - one Councillor and one proxy**
5. **Great Southern Treasures - one Councillor**
6. **Development Assessment Panel - two Councillors and two proxies**

CARRIED/LOST:

FOR:

AGAINST:

10.3.7 **Workforce Plan 2025–2029** (Attachment)

File Ref:**Reporting Officer:** Peter Klein, Chief Executive Officer**Date Report Prepared:** 5 November 2025**Disclosure of Interest:** No interest to disclose**Issue:**

To present the draft *Shire of Katanning Workforce Plan 2025–2029* for Council’s consideration and endorsement as part of the Integrated Planning and Reporting (IPR) Framework.

Body/Background:

The Workforce Plan is a key component of the Shire’s Integrated Planning and Reporting Framework and provides a strategic approach to developing and managing the Shire’s workforce to ensure the organisation has the capacity and capability to deliver services and achieve the objectives of the *Strategic Community Plan 2022–2032* and *Corporate Business Plan 2029-2029*.

The previous *Workforce Plan 2020-2024* has reached the end of its term. The new *Workforce Plan 2025–2029* was developed following a comprehensive review of workforce data, organisational structure, employee engagement results, and consultation with managers and staff.

Key contextual factors influencing the plan include:

- Statewide skill shortages and competition for talent in regional areas
- Population growth trends (ABS 2021 Census data indicates 4,000 residents in Katanning, with 48% of the population in the working-age bracket)
- An ageing workforce and limited succession in some operational areas
- Increasing demand for digital capability and compliance functions
- The Shire’s commitment to employee wellbeing, diversity, and development

Officer’s Comment:

The *Workforce Plan 2025–2029* sets out a four-year roadmap to strengthen organisational capability, workforce sustainability, and staff engagement.

Key Focus Areas:

1. **Attraction and Retention:** Strengthen employer branding, review remuneration structures, and promote Katanning as an employer of choice.
2. **Capability Development:** Implement structured learning, leadership, and mentoring programs.
3. **Workforce Diversity and Inclusion:** Encourage a workplace that values gender balance, cultural diversity, and flexibility.
4. **Health, Safety, and Wellbeing:** Continue investment in workplace health, safety systems, and wellbeing initiatives.
5. **Succession Planning:** Identify and develop internal talent for key roles to ensure business continuity.

Workforce Snapshot (2025):

- Total Employees: 80
- Full-Time Equivalent (FTE): 69

- Average Tenure: 7.8 years
- Gender Profile: 48% female, 56% male
- Key Challenges: attraction of skilled professionals, ageing workforce, limited local labour pool

External Context:

According to the Department of Treasury's *Highlights of the WA Economy (September 2025)*:

- WA employment reached 1.66 million people (up from 1.51 million last year)
- Unemployment rate at 4.2%, the lowest in the country
- Population growth at 2.4% in 2024, averaging 1.3% over the past decade

These trends indicate strong demand for skilled labour across all sectors, increasing competition for local governments in attracting and retaining qualified staff.

The Workforce Plan aligns workforce priorities with community needs, ensuring the Shire remains a capable, customer-focused, and sustainable organisation.

Statutory Environment:

Local Government Act 1995

Local Government (Administration) Regulations 1996 — Regulation 19DA (Integrated Planning and Reporting Framework)

Policy Implications:

There are no direct policy implications arising from this report. The Workforce Plan provides strategic direction and may inform future policy development related to staff management and development.

Financial Implications:

Implementation of the Workforce Plan will occur within existing operational budgets. Specific initiatives, such as leadership development and training, will be costed and incorporated into future budget considerations.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The level of risk is considered to be "Low" risk and can be managed by routine procedures and with currently available 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:

- 1. Adopts the *Shire of Katanning Workforce Plan 2025–2029* as presented.**
- 2. Authorises the Chief Executive Officer to implement the Workforce Plan strategies, and**
- 3. Notes that progress on the Workforce Plan will be reviewed annually and reported as part of the Integrated Planning and Reporting framework.**

CARRIED/LOST:

FOR:

AGAINST:

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

Nil.

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

Nil.

13. CONFIDENTIAL ITEMS

PROCEDURAL MOTION**MOVED:****SECONDED:****OC/25**

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

- **Katanning Early Childhood Hub – Landscaping Component**
- **Industrial Land Lease**

CARRIED/LOST:**FOR:****AGAINST:**

13.1 Katanning Early Childhood Hub – Landscaping Component
(Attachments)

File Ref: CP.TE.7
Reporting Officer: David Blurton, Executive Manager of Corporate Services
Date Report Prepared: 11 November 2025
Disclosure of Interest: No Interest to disclose

Reason for Confidentiality

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

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

- OC/25 That Council:-**
- 1. Endorse the revised landscaping plan and funding strategy for the Katanning Early Childhood Hub project as presented in this report.**
 - 2. In compliance with Regulation 11 (2) (f) of the *Local Government (Functions and General) Regulations 1996*, Authorise the CEO to negotiate a contract variation for revised landscaping design to the building contract in accordance with the revised funding strategy identified in this report.**
 - 3. Note a budget amendment for the project to reflect delivery of revised landscaping plan**
 - 4. Officers continue to investigate alternative funding sources for delivery of revised landscaping plan including exploring potential partnerships with local organisations to assist in delivery of the plan.**

CARRIED/LOST:

FOR:

AGAINST:

13.2 Industrial Land Lease
(Attachments)

File Ref: LS.AA.1
Reporting Officer: David Blurton, Executive Manager of Corporate Services
Date Report Prepared: 20 November 2025
Disclosure of Interest: No Interest to disclose

Reason for Confidentiality

The Officer's Report is confidential in accordance with section 5.23 (2) (e) (iii) of the Local Government Act because it deals with a matter if disclosed, would reveal information about a business, professional, commercial or financial affairs of a person.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

- OC/25 That Council, in relation to its intention to lease Lot 101 Crosby Street and a portion of Lot 9000 Henry Street Katanning to Ausgold Exploration Pty Ltd;**
- 1. Note the submissions received in response to the public notice of the Council's intention to lease**
 - 2. Execute the lease agreement with Ausgold Exploration Pty Ltd in accordance with section 3.58 of the Local Government Act 1995 and in on the terms and conditions were included in the public notice, being**
 - a. Term of twelve years (plus two x Five year options)**
 - b. Commencing 1 January 2026**
 - c. Initial rent of \$122,436 excluding GST**

CARRIED/LOST:
FOR:
AGAINST:

PROCEDURAL MOTION**MOVED:****SECONDED:****Officer's Recommendation/Council Motion:****Voting Requirement:** Simple Majority**OC/25 That Council reopens the meeting to the public.****CARRIED/LOST:****FOR:****AGAINST:**

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ____ pm.