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

The next Ordinary Council Meeting of the Shire of Katanning will be held on Tuesday 27 October 2026 at the Shire of Katanning's Council Chamber, 52 Austral Terrace, Katanning commencing at 6.00pm.

Peter Klein
CHIEF EXECUTIVE OFFICER
Thursday 22 October 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 – Deputy Shire President
Cr Matt Collis
Cr Gemma Trolove
Cr Danny McGrath
Cr Paul Totino

Council Officers: Peter Klein, Chief Executive Officer
Lisa Smith, Acting Operations Manager
David Blurton, Executive Manager Corporate Services
Taryn Human, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence: Cr John Goodheart

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

6. PUBLIC QUESTION/STATEMENT TIME

7. APPLICATIONS FOR LEAVE OF ABSENCE

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9.1 **Ordinary Council Meeting – Tuesday 22 September 2026**
(See Attached Minutes)

Voting Requirement: Simple Majority

MOVED: CR **SECONDED: CR**

OC/26 **That the minutes of the Ordinary Council Meeting held on Tuesday 22 September 2026 are confirmed as a true record of proceedings.**

CARRIED/LOST:
FOR:
AGAINST:

9.2 **Special Council Meeting – Thursday 1 October 2026**
(See Attached Minutes)

Voting Requirement: Simple Majority

MOVED: CR **SECONDED: CR**

OC/26 **That the minutes of the Special Council Meeting held on Thursday 1 October 2026 are confirmed as a true record of proceedings.**

CARRIED/LOST:
FOR:
AGAINST:

9.3 **Special Council Meeting – Tuesday 20 October 2026**
(See Attached Minutes)

Voting Requirement: Simple Majority

MOVED: CR **SECONDED: CR**

OC/26 **That the minutes of the Special Council Meeting held on Tuesday 20 October 2026 are confirmed as a true record of proceedings.**

CARRIED/LOST:
FOR:
AGAINST:

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 ACTING MANAGER GENERAL OPERATIONS

10.1.1 Signage on Road Reserves Policy
(Attachment)

File Ref: GV.PO.1
Reporting Officer: Graham Barnes, General Manager Operations
Date Report Prepared: 06 October 2026
Disclosure of Interest: No Interest to disclose

Issue:
Shire of Katanning Policy 7.3 (Signage on Road Reserves) has not had a comprehensive review for some years and currently does not align to Mainroads WA requirements. Specifically, it does not align with Mainroads WA Policy and Assessment Guidelines for Static Advertising Signs.

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 to work across the organisation that is compliant with required legislation, regulations, standards and codes of practice.

In conjunction with WALGA's RoadWise Road Safety Advisor the Shire undertook an informal review of the Signage on Road Reserves Policy to ensure that the policy was still relevant and addressed requirements for the management of signage in road reserves. The informal review identified areas for improvement and change within the policy. A more formal and comprehensive review of the policy was undertaken.

Officer's Comment:
An amended Signage on Road Reserves Policy has been completed following the completion of a comprehensive review. A summary of the key amendments is listed below:

- Shire of Katanning Local Planning Scheme No. 5 referenced in Policy Subject section
- Revised Policy Statement (removal of outdated information, reference to Shire of Katanning Town Planning Scheme No. 4)
- Inclusion of Assessment Principles section (this acts as the decision-making framework for the entire policy. It addresses Mainroads WA (MRWA) safety and assessment criteria and provides Council with a rationale should signage application need to be refused.
- Number of objectives reduced from five (5) to four (4) and reworded to align more closely with MRWA Policy and Guidelines for Static Advertising Signs
- Added the words 'accidental damage' to dot point 5 (Part A - Road/Street Name Plate and Advisory Signs Guidelines)
- Replaced 'Director of Engineering Services' with the words 'General Manager Operations' throughout the document.
- Re-wording of dot points 1 and 2 (Part B – directional Signs Guidelines).
- Improved formatting (Page 2 of 14)

- Included two headings under Part C – Advertising Signs within Road Reserves (Advertising Signs within Road Reserves Approval and Advertising Signs within Road Reserves Guidelines**)**
- Removed reference to categories of signs (Category 1, 2 ,3 and 4) (Part C – Advertising Signs within Road Reserves). The previous policy is still based on the older Main Roads categorisation system, which has been superseded. The current Policy and Assessment Guidelines for Static Advertising Signs does not define those categories, so wording to mirror the new Main Roads terminology has been completed
- Reworded dot points under Part C to better align with MRWA Policy and Guidelines
- Re-word and re-format Appendix B to better align with MRWA Policy and Guidelines and better reflect Fees and Charges and insurance requirements
- All redundant MRWA links have been removed

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:
There are no financial implications relevant to the policy amendments

Risk Implications:
Low.

Strategic Implications:
Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Built Environment
Aspiration	We will work to provide our community with the services, infrastructure and facilities that meet its needs.
Objective	To provide infrastructure that enables safe movement through our community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/26 That Council approves the amended Signage on Road Reserves Policy

CARRIED/LOST:
FOR:
AGAINST:

10.2 EXECUTIVE MANAGER CORPORATE SERVICES

10.2.1 Schedule of Accounts – September 2026
(Attachment)

File Ref: FM.FI.4
Reporting Officer: Patrick Kennedy, Manager Finance
Date Report Prepared: 7 October 2026
Disclosure of Interest: No Interest to disclose.

Issue:
To receive the Schedule of Accounts Paid for the period ending 30 September 2026.

Body/Background:
This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	EFT Payments 2026/27	Cheques 2026/27	Payroll 2026/27	Direct Debit 2026/27	Credit Cards 2026/27	Total Payments 2026/27
July	$1,793,223.82	$564.00	$404,101.90	$107,899.12	$16,236.22	$2,322,025.06
August	$1,893,360.33	$2,666.65	$277,865.18	$138,046.02	$7,028.77	$2,318,966.95
September	$1,482,165.77	$554.00	$277,649.25	$94,439.96	$9,301.71	$1,864,110.69
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	$5,168,749.92	$3,784.65	$959,616.33	$340,385.10	$32,566.70	$6,505,102.70

Officer's Comment:
The schedule of accounts for the month of September 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:

OC/26 **That Council endorses the Schedule of Accounts as presented, being EFT payments 42133-42294 totalling $1,482,165.77, Cheques 42551-42553 totalling $554.00, Payroll payments totalling $277,649.25, Direct Debit payments totalling $94,439.96, Credit Cards (August) totalling $9,301.71, all totalling $1,864,110.69, authorised and paid in September 2026.**

CARRIED/LOST:
FOR:
AGAINST:

10.2.2 Monthly Financial Report – September 2026
(ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: David Blurton, Executive Manager Corporate Services
Report Prepared: 20 October 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 30 September 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

- Rates are $48,568 less than Year to Date budget which relates to adjustments required to be made to nine properties because of subdivisions, amalgamations and changes in rating status. Some of these adjustments relate to prior financial years.
- Operating Grants and Subsidies are $330,835 less than budgeted for the following reasons;
    - 80% of Federal Assistant and untied road Grants allocation has been prepaid in 25/26. This amount is paid quarterly, and YTD budget needs to be adjusted to reflect this.
    - CESM contribution is $31,374 less than budgeted reflecting a delayed commencement of the new CESM officer.
    - Shire has received $23,690 grant for Bush Fire Mitigation, which is unbudgeted
    - Debt collection reimbursements are $26,133 under budget as collection process for unpaid rates in 26/27 has yet to be processed.
- Fees and Charges are $93,033 more than budget for the following reasons;
    - KLC kiosk income is $10,295 more than YTD budget
    - Building licence fees are $49,768 more than YTD budget
    - Property Lease fees are $26,172 more than YTD budget
- Interest revenue is $35,054 less than budget relating to timing of term deposits maturing.
- Profit on asset disposal is $41,016 less than budget as no assets have been disposed yet.

Expenditure from Operating Activities

- Employee costs are $175,903 less than YTD budget reflecting

  - Delay in CESM commencing - $30,021
  - Workers compensation premium second instalment not paid as yet $67,770
  - Salary costs Admin - $31,876 under budget
  - PWO public holidays $14,652 under budget (required YTD budget timing adjusted)
- Materials and Contracts is $113,532 less than budget. The following variances from budget are noted
  - Debt collection expenses are $22,319 under budget
  - Audit Fees are $76,900 under budget however an accrued expense journal has been processed to transfer expected audit fees in 26/27 to 25/26 as was the case in previous financial year.
  - Works program – fire prevention is $12,308 under budget
  - Building Program – Town Hall is $15,270 under budget relating to timing of gutter replacements
  - Works program – other reserves is $14,089 under budget
  - Works Program – Road Maintenance material is $91,815 over YTD budget
  - Works Program – Rural Services materials is $37,893 over YTD budget
  - Expensed minor asset purchases is $12,498 under budget
  - Works program – airport maintenance is $10,900 under budget
  - Amherst management fees are $15,671 over budget
  - Building program -KLC is $15,478 under budget
  - Fuel and Oil is $11,980 under YTD budget
  - Decommmissioning old saleyards is $41,077 over YTD budget
- Finance Costs are $14,461 more than budget due to interest accruals to 25/26 FY.
- Insurance costs are $107,450 less than budget as the second insurance payment was expected to be paid in September but was paid October.
- Proceeds from capital grants, subsidies and contributions are $702,909 under budget relating to
  - Katanning Early Childhood Hub Project grants are $721,129 less than budget. Final grants funds expected to be paid in October.
  - Regional Road Group Grant is $334,065 more than YTD budget.
  - Roads to Recovery is $162,890 less than budget
  - Airport runway grants is $152,955 less than budget.
- Acquisition of Property, Plant and Equipment and infrastructure is $386,230 more than expected for the following reasons;
  - Hockey building upgrades is $90,467 less than budget
  - Katanning BFB shed apron is $25,000 less than budget.
  - Amherst Village buildi;ng upgardes $30,000 less than budget
  - Amherst capital refundable deposits paid are $56,059 under budget.
  - Early Childhood Project is $650,964 more than YTD budget. One extra contractual payment was expected to be made in June 2026 when developing the 26/27 budget. This will require a budget adjustment at mid-year review. Overall the project is under budget.
  - Noongar Artwork is $90,465 less than budget
  - Road construction is $136,476 less than budget.
  - Foothpath Construction is $25,000 less than budget, works yet to commence
  - Saleyards buildings (ramps) is $67,306 less than budget
  - KLC gym upgrade $12,500 under budget – yet to commence

- KLC Pioneer room upgrades is $58,254 under budget – yet to commence

Surplus after imposition of rates is $2,136,049 more than budget mainly due to the prepayment of 80% of Federal Assistance Grants at year end 25/26. Only 50% was expected to be prepaid but 80% was received. Final audit is still being assessed

Statutory Environment:
Local Government Act 1995
Section 6.4 Financial Report

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

Local Government (Financial Management) Regulations 1996.
Regulation 34 Financial activity statement required each month (Act s.6.4)

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

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

Financial Implications:
There are no financial implications for this report.

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

Strategic Implications:
Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/26 That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 30 September 2026, as presented.

CARRIED/LOST:
FOR:
AGAINST:

10.2.3 Childcare Services - 84 Conroy Street

File Ref: LS.AA.3
Reporting Officer: David Blurton, Executive Manager Corporate Services
Date Report Prepared: 14 October 2026
Disclosure of Interest: No interest to disclose

Issue:
To consider competing requests concerning the future use of the Shire-owned facility at 84 Conroy Street, Katanning, comprising a request from Bright Start to continue childcare services from the premises and a request from Uplyft Inc. to continue using the facility temporarily for community service programs until no later than 30 June 2027.

Body/Background:
The premises at 84 Conroy Street is currently leased to Uplyft Inc. The lease commenced on 17 March 2022 and expired on 16 March 2025. The lease included an option for a further term of 3 years, however Uplyft did not exercise this option by the due date and are therefore now in a month to month holding over tenure.

Uplyft has advised that its Board resolved on 2 October 2026 to cease operating the Katanning Early Learning and Development Centre from 84 Conroy Street no later than 31 December 2026, subject to an orderly transition process. Uplyft has stated that the decision follows confirmation that it was unsuccessful in its proposal to operate the Shire's new Early Learning and Development Centre and its consideration of the sustainability of continuing childcare operations from the existing premises after the new facility becomes operational.

Although Uplyft intends to cease childcare operations, it has advised that the community programs You with Me, My Time, Volunteer Connect and Parenting Connections currently operate from the premises under the permitted use provisions of the lease. Uplyft has requested to continue these programs at 84 Conroy Street on an interim basis while suitable alternative accommodation is identified. Officers consider that the newly constructed Family Centre at 33 Daping Street, would make a good alternative venue.

Uplyft has formally requested that the Shire negotiate an early termination and surrender of the lease, with vacant possession to be provided no later than 30 June 2027. Uplyft has also requested discussions regarding the transition process, a Deed of Surrender, make-good and reinstatement obligations, the return of keys and security devices, and a joint condition inspection.

Bright Start, which is another local for profit childcare provider, has separately expressed interest in taking over the existing childcare service at 84 Conroy Street. Bright Start has advised that it has contacted Uplyft regarding a possible transfer of the current service approval and has asked whether the Shire would support a transfer of the existing lease if the proposal proceeds. Bright Start has also indicated that continued childcare operations at the site could allow it to offer before and after school care without requiring additional space in the new community centre.

Bright Start's motivation is to ensure that there is no impact on childcare services to the community between Uplyft ceasing operations in late December 2026 and Gowrie commencing operations from the new Childcare facility at 33 Daping Street which is expected to commence in the new year, subject to issue of certificate of occupancy, finalization and execution of lease,

assessment by Education and Care Regulatory Unit (ECRU) approvals which can take up to 90 days.

The correspondence from Bright Start is an expression of interest and does not provide detailed proposed lease terms, evidence of regulatory approval, a transition agreement with Uplyft, or a complete operational and financial proposal for Council assessment. Any assignment, novation, surrender and re-leasing arrangement would need to be considered against the existing lease, the Shire's disposal obligations, applicable approvals and Council policy.

Officers conducted an inspection of the facility at 84 Conroy Street, Katanning on 15 October 2026 and generally consider the building in reasonable condition.

The currently childcare premises at 84 Conroy Street is part of lot 412 on DP 222683 and is owned freehold by the Shire of Katanning. It is 1.3189 h.a. in size and comprises two buildings, the Playgroup Building, currently used by Smart Start and the childcare building currently occupied by Uplyft.



Options:
Council may consider the following broad options:

- Support Uplyft's continued community use of the premises until 30 June 2027 and negotiate an orderly early surrender of the existing lease.
- Encourage Uplyft to operate its community programs from the new Family Centre at 33 Daping Street either now or after 30 June 2027 subject to building availability.
- Support Bright Start's proposal to continue childcare services from the premises, subject to interim lease negotiations and all required legal, statutory, regulatory and Council approvals being in place.

- Seek an alternative arrangement for the premises after Uplyft ceases childcare operations post 30 June 2027, including a separate expression of interest or disposal process if required.

Officer's Comment:
Both requests identify a potential community benefit. Bright Start's proposal may preserve an additional childcare service and could provide before and after school care. However, it is preliminary and depends on matters that are not yet settled, including the status and transferability of service approvals, suitable lease arrangements, regulatory compliance and any statutory disposal process required for the Shire property.

Uplyft's request provides a defined transition period and allows established community programs currently delivered from the building to continue while alternative accommodation is identified. It also enables the existing childcare service to close in an orderly manner and provides time for the parties to document the early surrender, inspect the premises and resolve make-good and handover requirements.

Supporting Uplyft's continued community use until 30 June 2027 does not prevent Council from considering the longer-term use of 84 Conroy Street. It provides a clear interim position while allowing the Shire to undertake due diligence and consider future community needs, asset requirements and any disposal process before committing the property to a new operator.

On balance, it is recommended that Council support Uplyft's request to continue its community programs from the premises until 30 June 2027 and authorise negotiations for an early surrender of the lease. Bright Start should be advised that Council is not supporting a transfer of the lease at this time, without prejudice to Bright Start participating in any future process concerning the property.

Concurrently, officers will work with new Childcare operators Gowrie Inc to expedite the commencement of the new childcare operation as part of the Katanning Early Childhood Hub. Longer term, it is unclear if the Katanning childcare market can support three services.

Statutory Environment:
Local Government Act 1995, including section 3.58 relating to the disposal of property.
Local Government (Functions and General) Regulations 1996, including any applicable exemption from the disposal requirements.

The existing lease for 84 Conroy Street and the legal requirements applying to any assignment, variation, surrender or replacement lease.

Any childcare service operating from the premises would remain subject to all applicable service approvals, licensing, planning, building, health and safety requirements. These matters would require verification before any future childcare use was approved or commenced.

Policy Implications:
Shire of Katanning Policy 2.10, Lease / Licence of Community Assets, is relevant to the assessment and management of occupation arrangements for Council assets. Any future lease or licence proposal should be assessed consistently with the policy and the requirements of the Local Government Act 1995.

Financial Implications:
The financial implications of the finalization of Uplyft's lease have not yet been fully determined. Negotiations should address rent and outgoings to the surrender date, legal and documentation costs, inspection and condition reporting, make-good and reinstatement obligations, utilities, security arrangements and any costs associated with preparing the facility for its future use.

Any material financial concession, unbudgeted expenditure or variation outside existing delegations should be referred to Council.

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". The principal risks relate to service continuity, asset condition, lease compliance, regulatory approvals, financial exposure and stakeholder expectations.

The risks can be managed by documenting the transition through an appropriately prepared Deed of Surrender, undertaking a joint condition inspection, confirming all financial and make-good obligations, maintaining required insurance and approvals during the transition, and ensuring that no alternative occupation or childcare service commences without the necessary Council, legal and regulatory approvals.

There is a risk that Childcare Services in Katanning will be impacted between the period that Uplyft ceases operating and the Gowrie commence operation. This may be unavoidable; however, officers will work with the Gowrie to expedite the commencement of their service.

Strategic Implications:
Shire of Katanning Strategic Community Plan 2022 - 2032

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/26 That Council:

1. **Supports Uplyft Limited continuing to use the facility at 84 Conroy Street, Katanning, for its existing community service programs until 30 June 2027 and investigate the longer-term option of operating the existing community programs from the new Family Centre Facility**
2. **Advises Bright Start that Council's decision is without prejudice to its ability to participate in any future process undertaken by the Shire concerning the use or disposal of the property after 30 June 2027.**

CARRIED/LOST:
FOR:
AGAINST:

10.2.4 Sale of Land for Unpaid Rates – Assessments A1048, A1347 and A1458 (Attachment)

File Ref:
Reporting Officer: Michelle Hopkirk, Finance Officer - Rates
Date Report Prepared: 20 October 2026
Disclosure of Interest: No Interest to disclose

Issue:
To seek Council approval to proceed with recovery action under section 6.64 of the Local Government Act 1995 in respect of three properties for which rates and charges remain unpaid.

Body/Background:
The Shire has outstanding rates and charges owing on the following assessments:

Assessment	Property address	Current balance outstanding
A1048	30 Arbour Street, Katanning	$48,141.73
A1347	21 Round Drive, Katanning	$107,415.41
A1458	131 Conroy Street, Katanning	$49,760.77

The Shire has engaged Cloud Payment Group to undertake the statutory debt recovery process associated with the proposed sale of the properties under Part 6, Division 6, Subdivision 6 of the Local Government Act 1995.

Cloud Payment Group has advised that preparations may now commence for the auction and sale process. The anticipated work includes preparation and service of the prescribed forms, advertising, registration of a memorial, auction arrangements, preparation of the contract of sale and settlement.

For Assessment A1048, Cloud Payment Group has confirmed that the Form 4 process was completed and served in January 2026.

Council approval is sought to continue the statutory sale process for the three properties and to authorise the Chief Executive Officer to execute the necessary documentation on behalf of the Shire.

Officer's Comment:
Rates are an important source of revenue used by the Shire to provide services and infrastructure to the community. It is therefore necessary for the Shire to actively manage outstanding rates and use the recovery mechanisms available under the Local Government Act 1995 where appropriate.

The sale of land process is a significant recovery action. However, the rates and charges relating to the properties identified in this report have remained unpaid despite previous recovery action.

Progressing the statutory process is considered appropriate to protect the Shire's financial interests and ensure that long-outstanding rates debts are managed consistently and equitably. The three matters have been referred to Cloud Payment Group and have progressed to the stage at which further authority is required to prepare for auction and sale.

Council approval will allow the Chief Executive Officer to execute the required documentation and enable Cloud Payment Group to undertake the remaining statutory and administrative actions associated with the proposed sales.

It is recommended that Council adjust Delegated Authority DA11 to grant authority to the CEO to progress the recovery of rates under section 6.64 of the act in future to expedite the recovery process.

Statutory Environment:
Local Government Act 1995
Section 6.64 - Actions to be taken
Section 6.64 provides that if rates or service charges due to a local government in respect of rateable land have remained unpaid for at least three years, the local government may, in accordance with the applicable provisions of the Act:

- take possession of the land;
- lease the land;
- sell the land;
- cause the land to be transferred to the Crown; or
- cause the land to be transferred to the local government.

The section also prescribes requirements relating to notification of the owner and the placement of a prescribed notice on the land.

The proposed sale of each property must be undertaken in accordance with the applicable provisions of the Local Government Act 1995 and the prescribed statutory notice, advertising and procedural requirements.

Policy Implications:
There are no identified policy implications.

Financial Implications:
Progression of the sale process will incur expenditure associated with statutory notices, service of documents, advertising, registration, auction arrangements, preparation of contracts and settlement.

Cloud Payment Group has provided the following indicative costs, which apply separately to each of Assessments A1048, A1347 and A1458:

Activity	A1048	A1347	A1458
Prepare Form 5	$145	$145	$145
Serve Form 5	$185	$185	$185
Statewide advertising	$990	$990	$990
Local advertising	$550	$550	$550
Register memorial	$450	$450	$450
Auctioneer	$990	$990	$990
Real estate selling fee	$2,500	$2,500	$2,500
Optional online real estate advertising	$1,650	$1,650	$1,650

Contract of sale	$450	$450	$450
Settlement	$1,450	$1,450	$1,450

Assessment A1048: The indicative costs shown apply to this property.
Assessment A1347: The same indicative costs apply to this property.
Assessment A1458: The same indicative costs apply to this property.

The purpose of progressing the sale process is to recover the outstanding rates, interest, applicable fees and recoverable costs owing to the Shire.

Failure to pursue the recovery options available to the Shire may reduce its ability to recover long-outstanding debts.

Depending upon the sale price received at auction, the Council may have to write off some of the outstanding rate's balance, in particular with assessment A1347.

Risk Implications:

- **Legal and compliance risk:** Failure to comply with the statutory process may expose the Shire to a legal challenge or delay the proposed sales.
- **Financial risk:** If recovery action does not proceed, the outstanding balances and associated costs may continue to increase.
- **Reputational risk:** Sale of land for unpaid rates is a significant action and must be undertaken consistently, fairly and in strict accordance with the legislation.
- **Operational risk:** Incomplete or incorrectly executed notices, forms or other documentation may delay the recovery process.

These risks will be managed by complying with the statutory requirements and using Cloud Payment Group to prepare and undertake the relevant recovery and sale processes.
Proposed risk rating: Medium.

Strategic Implications:
Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area	Leadership
Aspiration	Katanning is an inclusive and respectful community.
Objective	To facilitate diversity and representation within the decision-making process.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/26 That Council

1. **Approves the continuation of recovery action, including preparation for the sale of land under section 6.64 of the Local Government Act 1995, in respect of the following properties:**
   a. **Assessment A1048, 30 Arbour Street, Katanning, with a current balance outstanding of $48,141.73;**
   b. **Assessment A1347, 21 Round Drive, Katanning, with a current balance outstanding of $107,415.41; and**
   c. **Assessment A1458, 131 Conroy Street, Katanning, with a current balance outstanding of $49,760.77.**
2. **Authorises the Chief Executive Officer to execute the notices, agreements, forms and other documentation required to progress the sale of land process for Assessments A1048, A1347 and A1458.**
3. **Authorises the Chief Executive Officer to engage Cloud Payment Group to undertake the applicable statutory, advertising, auction, contractual and settlement actions required to progress the sale process.**
4. **Authorises the Chief Executive Officer to take all other actions necessary to give effect to this resolution, subject to compliance with the Local Government Act 1995 and associated regulations.**
5. **Grant delegated authority to the Chief Executive Officer to authorize future action to recover rates under section 6.64 of the Local Government Act 1995.**

CARRIED:
FOR:
AGAINST:

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

10.3.1 Council Meeting Dates 2027
(Attachment)

File Ref: GV.CM.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 7 September 2026
Disclosure of Interest: No Interest to disclose

Issue:
To confirm the dates for Ordinary Council Meetings for the 2026/27 calendar year.

Body/Background:
As Council is required to give public notice of its meeting schedule at least once each year, please note that the 2027 Ordinary Council Meetings will generally be held on the fourth Tuesday of each month, commencing at 6:00pm. Due to public holidays, the April Council Meeting will be held on the third Tuesday of the Monday and December Council Meeting will be held on the second Tuesday of the month.

Officer's Comment:
The following meeting dates and times are proposed for 2027:

Tuesday	23 February 2027	6:00pm
Tuesday	23 March 2027	6:00pm
Tuesday	20 April 2027	6:00pm
Tuesday	25 May 2027	6:00pm
Tuesday	22 June 2027	6:00pm
Tuesday	27 July 2027	6:00pm
Tuesday	24 August 2027	6:00pm
Tuesday	28 September 2027	6:00pm
Tuesday	26 October 2027	6:00pm
Tuesday	23 November 2027	6:00pm
Tuesday	14 December 2027	6:00pm

Council meetings are open to the public and held in the Shire of Katanning Administration and Civic Centre, Council Chambers, 52 Austral Terrace Katanning.

Statutory Environment:
Local Government Act 1995, section 5.3(2) Ordinary and Special Council Meetings - Ordinary meetings are to be held not more than 3 months apart.

Local Government (Administration) Regulations, Regulation 12(1) Meetings, public notice of - at least once each year a local government is to give local public notice of the dates on which and the time and place at which the Ordinary Council Meetings.

Policy Implications:
There are no policy implications in relation to this matter.

Financial Implications:
There are no financial implications in relation to this matter.

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 facilitate diversity and representation within the decision-making process.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/26 **That Council:**

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

Tuesday	**23 February 2027**	**6:00pm**
Tuesday	**23 March 2027**	**6:00pm**
Tuesday	**20 April 2027**	**6:00pm**
Tuesday	**25 May 2027**	**6:00pm**
Tuesday	**22 June 2027**	**6:00pm**
Tuesday	**27 July 2027**	**6:00pm**
Tuesday	**24 August 2027**	**6:00pm**
Tuesday	**28 September 2027**	**6:00pm**
Tuesday	**26 October 2027**	**6:00pm**
Tuesday	**23 November 2027**	**6:00pm**
Tuesday	**14 December 2027**	**6:00pm**

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

CARRIED/LOST:
FOR:
AGAINST:

10.3.2 Policy Review
(Attachment)

File Ref: GV.PO.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 8 September 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 and ensure a consistent approach across the organisation to solving problems.

The Katanning Shire Council policies are required to be reviewed annually.

To make this process manageable, several policies are presented to each Forum/Council meeting.

This month we're doing some catch up with the following eight policies presented for review;

1) 2.1 Staff Discount on Leisure Centre & Aquatic Centre Memberships
2) 2.5 Purchasing Policy
3) 2.7 Buy Locally – Regional Price Preference
4) 7.6 Private Works – Local Clubs Organisations
5) 7.4 Street Trees
6) 2.9 Community Grants Program

Officer's Comment:
Management has reviewed these policies and recommended changes are marked up in the attached drafts of these policies.

Statutory Environment:
Section 2.7 of the *Local Government Act 1995 (WA)* recognises the council as the governing body of the local government and is responsible for the performance of the local government's functions which includes the determination of the local government's policies.

Policy Implications:
Subject to council approval the current policies will be updated & replaced.

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:

OC/26 **That Council approves the following policies, as amended;**

1) **2.1 Staff Discount on Leisure Centre & Aquatic Centre Memberships**
2) **2.5 Purchasing Policy**
3) **2.7 Buy Locally – Regional Price Preference**
4) **7.6 Private Works – Local Clubs Organisations**
5) **7.4 Street Trees**
6) **2.9 Community Grants Program**

CARRIED/LOST:
FOR:
AGAINST:

10.3.3 Data Centres Consultation Paper - WALGA

(Attachment 1 – Draft Council Submission)
(Attachment 2 – WALGA Consultation Paper)

File Ref:
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 12 October 2026
Disclosure of Interest: No Interest to disclose

Issue:
To consider a draft Council submission (refer attachment 1) responding to a consultation paper prepared by WALGA regarding the planning and regulation of data centre developments in Western Australia.

Background:
WALGA has released a consultation paper (refer attachment 2) and is seeking feedback on planning, infrastructure and community issues associated with data centre developments. Feedback is due by 30 October 2026.

Officer's Comment:
The issues raised in the WALGA paper are relevant to local governments as they deal with planning, infrastructure capacity, land use compatibility and community amenity. A draft response has been prepared by officers for Council's consideration.

Statutory Environment:
The Local Government Act 1995 provides Council with a governance role in representing community interests and participating in policy development and advocacy matters.

Policy Implications:
There are no direct policy implications arising from consideration of the consultation paper.

Financial Implications:
There are no financial implications associated with this report.

Risk Implications:
The reputational risk to Council in respect to this matter & the recommendation is assessed as low.

Strategic Implications:
Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership
Aspiration Katanning is an inclusive and respectful community.
Objective To facilitate diversity and representation within the decision-making process.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/26 That Council

1. **receives the WALGA Planning for Data Centres Consultation Paper, and**
2. **authorises the CEO to submit the draft Council submission.**

CARRIED/LOST:
FOR:
AGAINST:

10.3.4 Retail Trading Hours

File Ref: ED.PG.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 15 October 2026
Disclosure of Interest: No interest to disclose.

Issue:
Determine a position on an offer from the Minister for Commerce to extend trading hours over the 2026 Christmas period and for public holidays in 2027.

Body/Background:
On 2 October Council received a group email, sent on behalf of the Minister for Commerce, giving all regional local governments the opportunity to accept an extended trading hours offer. The offer is summarised in the following table.

Date Range	Days Covered	Current Permitted Opening Hours	Proposed Opening Hours	Difference
5/12, 12/12, 19/12, 26/12	Saturdays (Boxing Day included)	8am – 5pm	8am to 6pm	+1hr/day
6/12, 13/12, 20/12, 27/12	Sundays	10am – 5pm	8am to 6pm	+3hrs/day
7/12 to 11/12	Weekdays	8am – 6pm	8am to 9pm	+3hrs/day
14/12 to 24/12	Weekdays	8am – 6pm	7am to 9pm	+4hrs/day
25/12	Christmas Day	Closed	Closed	-
28/12	Deferred Boxing Day Public Holiday	8am – 6pm	8am – 6pm	0 hrs
29/12 - 31/12	Weekdays	8am – 6pm	8am to 9pm	+3hrs/day
Public Holidays	Easter Sunday	Closed	Closed	-
	ANZAC Day	Noon – 5pm	8am – 6pm	+5hrs/day
	Boxing Day'27, New Years Day, Australia Day, Labour Day (01/03), Easter Monday (29/03), ANZAC Day (26/04), WA Day (07/06) & King's Birthday (27/09).	10am – 5pm	8am to 6pm	+3hrs/day

If the above hours are acceptable, management will confirm the Shire of Katanning's acceptance of these extended trading hours in writing to the Department of Commerce.

In May 2023, the Council was granted approval to permanently allow retail trading on public holidays (other than Christmas Day & Good Friday) between 10.00am and 5.00pm and on ANZAC Day from 12.00pm to 5.00pm.

Retail Trading Hours apply to all retail shops except those that have;

1. applied for & received a Small Retail Shop Certificate which exempts them from trading hours, or
2. applied for & received a Special Retail Shop Certificate that allows opening hours 6am to 11pm.

Cafes and restaurants are automatically exempt from retail trading hours restrictions.

Officer's Comment:
As is the case with all extended trading variations, the decision as to whether a retailer opens or not during the additional hours provided is at the discretion of individual retailer.

Although retail hour restrictions are likely to apply to only a few local businesses in Katanning, extended hours has the potential to better serve the needs of our immediate and surrounding community.

Statutory Environment:
Retail Trading Hours Act 1987

Policy Implications:
Nil

Financial Implications:
Nil

Risk Implications:
The level of risk is "Low".

Strategic Implications:
Shire of Katanning Strategic Community Plan 2022 – 2032

Focus Area	Economic
Aspiration	Katanning is an economic hub of the Great Southern region, offering a range of employment and business opportunities.
Objective	To enable more businesses to locate in Katanning to support the needs of the local population.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/26 **That Council accepts the temporary amendment to trading hours as proposed by the Minister for Commerce for the 2026 Christmas period and for the 2027 public holidays.**

CARRIED/LOST:
FOR:
AGAINST:

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

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

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at pm.