



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  
Thursday 19 October 2023 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6.00 pm.

Dale Putland  
**ACTING CHIEF EXECUTIVE OFFICER**  
Friday 13 October 2023

**DISCLAIMER**

The Council of the Shire of Katanning hereby  
advises that before taking any action on an application or a  
decision of the Council, any applicant or members of the  
public should wait for written advice from the Council.

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 Liz Guidera - President

Members: Cr John Goodheart – Deputy President  
Cr Kristy D’Aprile  
Cr Matt Collis  
Cr Michelle Salter  
Cr Serena Sandwell

Council Officers: Dale Putland, Acting Chief Executive Officer  
Samuel Bryce, Executive Manager Infrastructure & Assets  
Grace French, Acting Executive Manager Corporate & Community  
Taryn Human, Executive Assistant Governance

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 – Thursday 21 September 2023**  
(SEE ATTACHED MINUTES)

**Voting Requirement:** Simple Majority

**OC/23** That the minutes of the Ordinary Council Meeting held on Thursday 21 September 2023 confirmed as a true record of proceedings.

CARRIED/LOST:  
FOR:  
AGAINST:

**9.2 Special Council Meeting – Thursday 28 September 2023**  
(SEE ATTACHED MINUTES)

**Voting Requirement:** Simple Majority

**OC/23** That the minutes of the Special Council Meeting held on Thursday 28 September 2023 confirmed as a true record of proceedings.

CARRIED/LOST:  
FOR:  
AGAINST:

**10. REPORTS OF COMMITTEES AND OFFICERS**

## 10.1 EXECUTIVE MANAGER INFRASTRUCTURE AND ASSETS

Nil.

## 10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

### 10.2.1 Schedule of Accounts – September 2023 (ATTACHMENT)

**File Ref:** FM.FI.4  
**Reporting Officer:** Grace French, Executive Manager Corporate & Community  
**Date Report Prepared:** 12 October 2023  
**Disclosure of Interest:** No Interest to disclose.

**Issue:**

To receive the Schedule of Accounts Paid for the period ending 30 September 2023.

**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 2023/24	EFT Payments 2023/24	Direct Debits 2023/24	Credit Card 2023/24	Payroll 2023/24	Total Payments 2023/24
July	1,066.49	625,026.09	49,889.12	4,494.65	222,508.55	902,984.90
August	4,102.82	1,566,583.44	90,318.77	5,982.97	401,226.60	2,068,214.60
September	927.15	307,470.43	40,139.94	6,253.23	223,849.39	578,640.14
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Total</b>	<b>1,066.49</b>	<b>625,026.09</b>	<b>49,889.12</b>	<b>4,494.65</b>	<b>222,508.55</b>	<b>902,984.90</b>

**Officer's Comment:**

The schedule of accounts for the month of September 2023 is attached.

The Finance Forum held on 13 October 2023 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

**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/23** That Council endorses the Schedule of Accounts as presented, being Cheque 42458 - 42460, totalling \$927.15, EFT payments 36614 – 36699 totalling \$307,470.43, payroll payments totalling \$223,849.39, direct payments totalling \$40,139.94 and credit card payments \$6,253.23, totalling \$578,640.14 authorised and paid in September 2023.

CARRIED/LOST:

FOR:

AGAINST:

**10.2.2      Monthly Financial Report – September 2023**  
(ATTACHMENT)

**File Ref:** FM.FI.4  
**Reporting Officer:** Grace French, Executive Manager Corporate & Community  
**Report Prepared:** 12 October 2023  
**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 2023.

Section 6.4 of the Local Government Act 1995 requires a local government to prepare financial reports.

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.

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 Note 17 of the Monthly Financial Report.

**Officer's Comment:**

A variance report is included with the monthly financial statement's attachment.

This month's financials indicated that Grants and Contributions is less than expected for, this reporting period, as RRG grants are yet to be claimed.

Expenditure of materials and contracts costs were less than anticipated, utility accounts were received later and entered for next month's account.

Depreciation is still to be completed pending on revaluations report.

The Finance Forum held on 14 September 2023 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

The monthly reporting schedule for the month of September 2023 displays original budget, YTD Budget, YTD Actual and YTD Variance.

**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)

**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 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/23** 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 2023, as presented.

CARRIED/LOST:

FOR:

AGAINST:



### 10.2.3 Katanning Harmony Festival Stage

**File Ref:** ED.ET.4  
**Reporting Officer:** Denise Gallanagh-Wood, Manager Community Development  
**Date Report Prepared:** 10 October 2023  
**Disclosure of Interest:** No interest to disclose.

**Issue:**

To consider purchasing a new stage to be used for the Katanning Harmony Festival.

**Body/Background:**

The Katanning Harmony Festival is the Shire of Katanning's key public event. The event which attracts over 5000 visitors and the main stage is the focal point of the event. The stage is also used for other events such as Australia Day and the Katanning Agricultural Show.

The current stage was purchased over 10 years ago and is becoming unsafe due to wear and tear on a number of components on the stage. The stage needs to be replaced as it is a vital piece of equipment which is required for a number of important community events. The risk of injury to a member of the community is high if the stage collapse during a performance.

**Officer's Comment:**

The request is for council to consider allocating a total of \$25,000.00 from The Community & Economic Development Reserve GL130410 for the purchase of a stage.

**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.*

- (1a) In subsection (1) —

**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.

- (2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

A total of \$25,000.00 is requested for the purchase of a stage to be allocated from The Community & Economic Development Reserve GL130410.

**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 "High" risk. If the stage collapse due to being unsafe the likelihood of serious injury is high.

**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 support and encourage community events that bring us together.

**Voting Requirement:** Absolute Majority

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

**OC/23** That Council allocate a total of \$25,000.00 from The Community & Economic Development Reserve GL130410 for the purchase of a stage.

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:** Dale Putland, Acting Chief Executive Officer  
**Date Report Prepared:** 11 October 2023  
**Disclosure of Interest:** No interest to disclose.

**Issue:**

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

**Body/Background:**

In previous years Council has approved the variation of the Shire's normal operating hours during the Christmas/New Year period to close from lunchtime on the last business day before Christmas until the morning of the first business day following New Year's Day. The following public holidays fall during this period:

Christmas Day holiday	Monday	25 December 2023
Boxing Day holiday	Tuesday	26 December 2023
New Year's Day	Monday	1 January 2024

**Officer's Comment:**

It is recommended that the closure period for the coming Christmas/New Year period should be from 5.00pm Friday 22 December 2023 until Monday 1 January 2024, reopening for business on Tuesday 2 January 2024.

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec 2023	25	26	27	28	29	30	31
Jan 2024	1	2	3	4	5	6	7

A small number of Works Crew and other staff will be on-call throughout the closure. Most staff will be required to take some form of accrued leave during the closure.

**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 types during the closure. There will be minor reductions in overheads due to offices not being open.

**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" and can be managed by routine procedures within current resources.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2022 – 2023

**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/23**

**That Council:**

1. **Authorises a variation to normal opening hours for Council facilities during the 2023/24 Christmas/New Year period as follows:**
  - **Wednesday 27 December 2023 – closed**
  - **Thursday 28 December 2023 – closed**
  - **Friday 29 December 2023 – closed**
2. **Advertises the modified opening hours in the lead up to the Christmas closure.**

CARRIED/LOST:

FOR:

AGAINST:

### 10.3.2 Christmas/New Year Retail Trading Extension

**File Ref:** ED.PG.1  
**Reporting Officer:** Dale Putland, Acting Chief Executive Officer  
**Date Report Prepared:** 11 October 2022  
**Disclosure of Interest:** No interest to disclose.

**Issue:**

To consider extended trading hours for the 2023-2024 Christmas/New Year period.

**Body/Background:**

Retail trading hours in Katanning for general retail shops are regulated by the *Retail Trading Hours Act 1987*. The Shire of Katanning has permanently extended retail trading on public holidays or half-holiday from 10am to 5pm. Trading on Christmas Day, Good Friday and until 12.00pm on ANZAC Day is not permitted unless an application to vary retail trading hours on public holidays is submitted to the Department of Mines, Industry Regulation and Safety – Consumer Protection Division (Consumer Protection).

Council has not received any applications from local businesses seeking extended hours for the Boxing Day public holiday, but in previous years have sent through their requests.

Boxing Day public holiday this year is, Tuesday 26 December 2023.

**Officer’s Comment:**

Local traders have the right to exercise individual discretion whether to open or not during the proposed trading extension.

It is recommended that Council seek an extension to Retail Trading Hours in the Shire of Katanning for the 2023-2024 Christmas New Year period.

**Statutory Environment:**

Retail Trading Hours Act 1987

12. Trading hours for some general retail shops

- (1) Subject to this Act and any order made under section 12E(1) that affects the trading hours of the general retail shop, a general retail shop that is not in the metropolitan area shall be closed —
  - (a) on Monday, Tuesday, Wednesday and Friday in each week until 8 a.m. and from and after 6 p.m.; and
  - (b) on Thursday in each week, until 8 a.m. and from and after 9 p.m.; and
  - (c) on Saturday in each week, until 8 a.m. and from and after 5 p.m.; and
  - (d) on Sunday in each week; and
  - (e) on each public holiday and public half-holiday.

The Shire of Katanning has permanently extended retail trading on Sundays 10am to 5pm.

The Shire of Katanning has permanently extended retail trading on public holidays or half-holiday from 10am to 5pm. Trading on Christmas Day, Good Friday and until 12.00pm on ANZAC Day is not permitted unless an application to vary retail trading hours on public holidays is submitted to the Department of Mines, Industry Regulation and Safety – Consumer Protection Division (Consumer Protection).

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**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 work alongside local businesses to facilitate employment, growth and development.

**Voting Requirement:** Simple Majority

**Officer's Recommendation/Council Motion:****OC/23 That Council:**

1. **Makes an application to the Department of Mines, Industry Regulation and Safety – Consumer Protection Division (Consumer Protection) seeking an extension to Retail Trading Hours in the Shire of Katanning for Boxing Day public holiday, Tuesday 26 December 2023; and**
2. **Notes, that should approval be granted, that Local traders have the right to exercise individual discretion whether to open or not during the proposed trading extension.**

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****PROCEDURAL MOTION****MOVED:****SECONDED:****OC/23**

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

- **RFT 02/2023 All Ages Playground & Lions Park Turf and Garden Maintenance; and**
- **Piesse Lake Subdivision.**

**CARRIED/LOST:****FOR:****AGAINST:****13.1 RFT 02/2023 All Ages Playground & Lions Park Turf and Garden Maintenance****File Ref:** CP.TE.3**Reporting Officer:** Samuel Bryce, Executive Manager Infrastructure & Assets**Date Report Prepared:** 2 October 2023**Disclosure of Interest:** No interest to disclose.**Reasons For Confidentiality**

The officer's report is confidential because it deals with a matter relating to a contract that may be entered into by Council in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*.

**Voting Requirement:** Simple Majority**Officer's Recommendation:****OC/23****That Council:**

- Accepts the tender from BGL Solutions Pty Ltd for the "All Ages Playground and Lions Park Turf & Garden Maintenance" in response to RFT 02/2023 for the period of supply up to 31 October 2026; and**
- Accepts the tendered price of \$300,744 over the three years of the contract, or \$100,248 per year.**

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

**13.2**            **Piesse Lake Subdivision**

**File Ref:** CP.RP.4  
**Reporting Officers:** Dale Putland, Acting Chief Executive Officer  
**Date Report Prepared:** 5 October 2023  
**Disclosure of Interest:** No interest to disclose.

**Reason For Confidentiality**

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

**Voting Requirement:** Simple Majority

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

**OC/23 That Council:**

1. Authorise the Acting CEO to list the remaining lots in the Piesse Lake Estate for sale with local real estate agents on a non-exclusive basis and advise the agents that Council will consider offers in the \$55,000 to \$60,000 range for lots 7, 9, 11, 15 and 17 Kaatanup Loop and will consider offers based on \$60/m<sup>2</sup> for the remaining smaller lots (lots 6/1, 6/2, 6/3, 6/4, 25/1, 25/2, 25/3 and 25/4 4 Kaatanup Loop), with potential discount if all 4 lots in a group are purchased.
2. Advise the real estate agents that a caveat will be placed on each lot title at the point of sale to the effect that construction of a dwelling must commence within 3 years of the date of purchase, with purchasers able to apply for an extension due to exceptional circumstances.
3. Note that any funds from the sale of these lots will be placed in the Land and Building Reserve.

CARRIED/LOST:

FOR:

AGAINST:

**PROCEDURAL MOTION**

**MOVED:**

**SECONDED:**

**Voting Requirement:** Simple Majority

**OC/23**            **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.