



Shire of
Katanning
Heart of the Great Southern

'Together, We're Building Katanning's Future'

**NOTICE OF A
SPECIAL COUNCIL MEETING**

Dear Council Member

A Special Council Meeting of the Shire of Katanning will be held on
Tuesday 29 August 2017, in the Shire of Katanning Council Chambers,
14 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 24 August 2017

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 _____



Table of Contents

Item No.	Item Heading	Page No.
1	Declaration of Opening/Announcement of Visitors	3
2	Record of Attendance	3
3	Response to Previous Public Questions Taken on Notice	4
4	Disclosure of Financial/Impartiality Interest	4
5	Public Question/Statement Time	4
6	Applications for Leave of Absence	4
7	Petitions/Deputations/Presentations	4
8	Confirmation of Minutes of Previous Meetings	4
9	Announcements by Presiding Member Without Discussion	4
10	Reports of Committees and Officers	4
10.1	Executive Manager Infrastructure & Development Reports	5
10.2	Executive Manager Finance & Administration Reports	11
10.2.3	Adoption of the 2017/18 Budget	14
10.3	Executive Manager, Projects and Community Building	21
10.4	Executive Manager, Property & Assets Reports	25
10.5	Deputy Chief Executive Officer Reports	26
10.6	Chief Executive Officer's Reports	28
10.7	Advisory Committee Meeting Minutes	38
11	Elected Members Motions	38
12	New Business of an Urgent Nature	38
13	Confidential Item	38
14	Closure of Meeting	38

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Presiding Member declared the meeting open at ____ pm.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr Craig McKinley - Deputy President
Cr Danny McGrath
Cr Serena Sandwell
Cr Martin Van Koldenhoven
Cr John Goodheart
Cr Alep Mydie
Cr Richard Kowald
Cr Owen Boxall

Council Officers: Julian Murphy, Chief Executive Officer
Uwe Striepe, Director Engineering & Development Services
Sam Davis, Executive Manager, Projects and Community Building
Andrus Budrikis, Executive Manager Property & Assets
Libby French, Manager Finance
Taryn Human, Governance Executive Officer

Gallery:

Media:

Apologies:

Leave of Absence:

3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

5. PUBLIC QUESTION/STATEMENT TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10. REPORTS OF COMMITTEES AND OFFICERS

DRAFT

10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS

Nil.

10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

10.2.1 Adoption of the 2017/18 Budget

File Ref: FM.BU.1
Reporting Officer: Libby French, Manager Finance
Date Report Prepared: 25 August 2017

Issue:

To consider adopting the 2017/18 Budget for the Shire of Katanning.

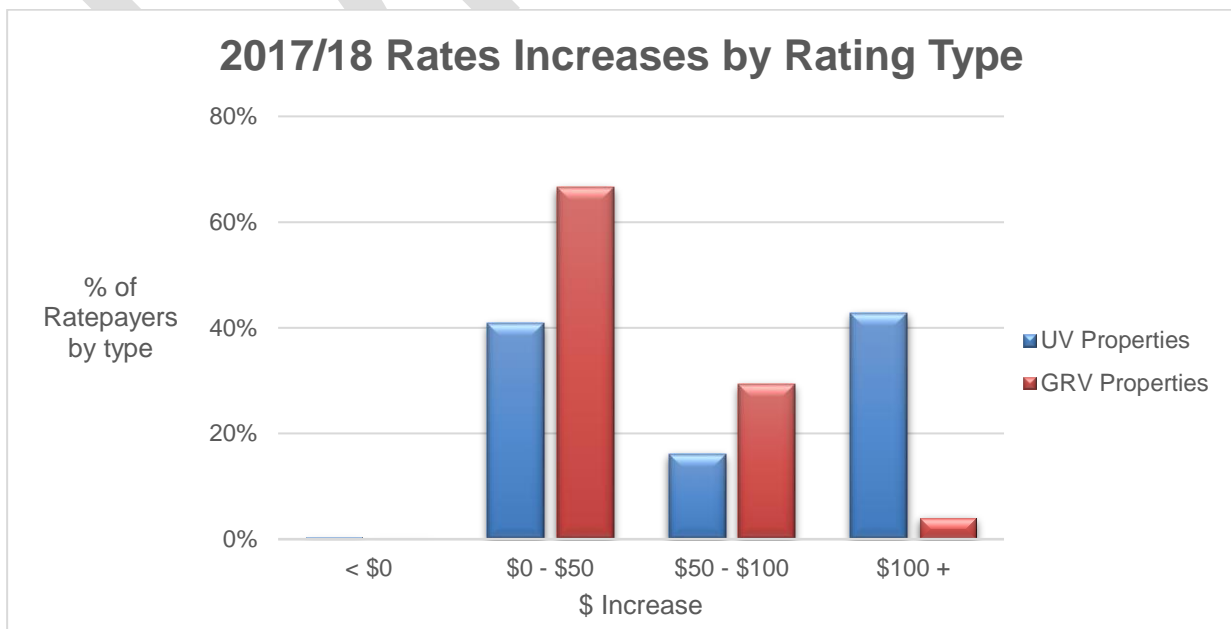
Body/Background:

The Local Government Act 1995, section 6.2 requires a Local Government to prepare and adopt a budget before 31 August.

Commentary is provided supporting the recommendations.

1 & 2: Rating Information

The 2017/18 Annual Budget shows a 4.63% increase in rate revenue. After extensive modelling, officers have determined that the rates model as recommended in this report is the most equitable for Katanning ratepayers. The following graph shows the percentage increase in dollars of each rating type – gross rental value (GRV) and unimproved value (UV). The model as presented has the majority of ratepayers receiving increases from 2016/17 not greater than \$100; GRV Properties 96% and UV Properties 57%. The higher percentage of UV properties receiving increases greater than \$100 is a result of some ratepayers grouping multiple parcels of rural land into one assessment. If each of these land parcels were rated individually, each property's increase would be more consistent with the general trend, which on average is approximately \$50 per assessment dependent upon valuation.



Revaluation of Gross Rental Value (GRV) properties last took effect on 1 July 2014. As Katanning sits within a 5-year revaluation cycle, with the exception of one-off revaluations (due to building development, demolition, or objections) no major changes to GRV valuations will occur until 1 July 2019. Those properties rated on the basis of Unimproved Valuation (UV) are revalued annually by the Valuer General. The current year's revaluation resulted in an average increase of 0.12%, compared with 0.09% increase in 2016. Revaluations do not impact on the amount of rates to raise, but do affect the distribution of how rates are distributed across properties.

3: Discount

For a number of years, Council has offered a 2% discount to ratepayers who pay all rates outstanding in full within 35 days of the rates notice being issued. This is to encourage the prompt payment of rates for cashflow purposes and to maximise investment of available funds. This action assists to minimise rate increases by the inflow of interest from investments, while also aiming to minimise the extent of legal action taken on ratepayers. Section 6.46 of the *Local Government Act 1995* allows for a local government to grant a discount for early payment of rates. The 2017/18 budget forecasts a loss in revenue of \$43,000 by offering the 2% discount.

4: Payment options

Section 6.50 of the *Local Government Act 1995* states that the due date on the rate notice is not to be less than 35 days from the date of issue. Section 6.45 of the *Local Government Act 1995* allows for a local government to provide payment options to ratepayers for the payment of rates. Consistent with prior financial year, ratepayers are offered three options to pay their outstanding rates; in full by the due date, by two instalments, or by four instalments.

5 & 6: Interest and Administration Charges for Instalment Options, and Penalty Interest

Where ratepayers choose to pay their rates by instalments Council is required to adopt a rate of interest to be charged for this option and to determine an administrative charge for this service. Similarly, Council is required to adopt the rate of penalty interest to be imposed on outstanding rates. These charges are consistent with prior years, and are as prescribed by the *Local Government Act 1995*.

7 & 8: Refuse, Recycling Charges and Waste Rate

These charges reflect the requirement for Council to recover the costs of waste disposal and treatment through corresponding revenue. While some operational expenditure has increase, this has been offset by the reduction of contractor charges as a result of renegotiated fees. The result has been no change to the collection and disposal charges from 2016/17 to 2017/18.

9: Schedule of Fees and Charges

The Schedule of Fees and Charges has been reviewed and is included in the budget document. Officers have reviewed the fees and charges based on factors such as the consumer price index (CPI) (Perth CPI from March 2016 to March 2017 of 1.02% has been applied), the cost of providing services compared with the associated fee or charge, comparison with neighbouring Councils, and the practicality and affordability for customers. Noteworthy changes from the 2016/17 fees and charges include the decrease of adult entry to the Katanning Aquatic Centre from \$5.50 to \$5.00, introduction of new planning fees, introduction of a new membership at Katanning Leisure Centre (indoor sports membership), CPI increase of sporting ground fees and advertising fees, and increase of Amherst Village weekly service fee in line with the cost

of operation. Statutory changes to building fees applied from 1 July 2017, which Council has no control over.

10: Material Variances

The monthly reporting for 2017/18 is proposed constant with 2016/17 and prior financial years reporting: a variance of 10% or greater of the annual budget for each program area in the budget, as a level which requires an explanation or report, with a minimum dollar value of \$10,000.

11, 12 & 13: Elected Members fees and allowances

Section 7B(2) of the *Salaries and Allowances Act 1975* requires the Salaries and Allowances Tribunal, at intervals of not more than 12 months, to inquire into and determine the amount of: fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings; expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members. The latest determination was made on 11 April 2017.

In accordance with the Local Government Act 1995 section 5.99- Annual fee for council members in lieu for attending meetings, a Local Government may decide that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings –

- The annual fee determined by the Salaries and Allowance Tribunal under Salaries and Allowance Act 1975 section 7B; or
- Where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee. In accordance with the Local Government Act 1995 section 5.98(5) Fees etc for Council members. The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid –
- The annual local government allowance determined for mayors or presidents; or
- Where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents that allowance.

In accordance with the Local Government Act 1995 section 5.98A – Allowance for deputy mayor or deputy president, a local government may decide to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowance Tribunal under the Salaries and Allowance Act 1975 section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

In accordance with section 7B (2) of the Salaries and Allowance Act 1975 the Salaries and Allowances Tribunal is required to “inquire into and determine –

- The amount of fees, or the minimum and maximum amount of fees, to be paid under the Local Government Act to elected council members for attendance at meetings, and
- The amount of expenses, or the minimum and maximum of expenses, to be reimbursed under the Local Government Act 1995 to elected council members; and

- The amount of allowances or the minimum and maximum amounts of allowances, to be paid under the Local Government Act 1995 to elected council members.”

It has been determined that the Shire of Katanning is a Band 3 in the Tribunal’s local government banding model.

For a council member who holds the office of mayor or president, the annual fee range is:

Minimum	Maximum
\$7,612	\$25,091

For a council member other than the mayor or president, the annual fee range is:

Minimum	Maximum
\$7,612	\$16,205

The fee range for an annual allowance for a Mayor, President or Chairman is:

Minimum	Maximum
\$1,015	\$36,591

The fee range for an annual allowance for ICT expenses is:

Minimum	Maximum
\$500	\$3,500

Officer’s Comment:

The draft budget was presented to Councillors’ and reviewed at the budget workshops held on 31 July 2017 and 16 August 2017, with amendments included in the final draft budget. The draft budget was presented to Council at the Ordinary Council Meeting on 22 August 2017, however the motion lapsed for want of a seconder. Council moved to hold a special Council meeting on 29 August 2017 to consider the annual budget. A workshop was held with Councillors on 24 August 2017 to address concerns.

As a result of this process, some minor adjustments were made to the operating budgets. Expenditure on Gallery lighting was reduced by \$4,500, and the Community Outreach Program was removed (\$4,000) from the sub-program Other Culture; motor vehicle expenditure under the sub-program Plant Operation Costs was reduced by \$4,000 due to a double-up; and the Community Financial Assistance Program (under Elected Members) was increased by \$6,000. Expenditure allocated to the decommissioning of the old Saleyards is now funded from the old saleyards reserve. The net effect of these changes allowed for \$130,056 to be reallocated. Council proposed to create three new reserve funds; \$25,000 to gross rental valuation reserve (every 5 years, the Valuer General revalues all GRV rated land within the Shire of Katanning; the next revaluation is June 2019 and estimated to cost \$50,000. This reserve will ease the cost pressure in the 2018/19 budget, and an appropriate figure will be budgeted to this reserve in subsequent budgets), \$52,528 to Quartermaine Oval reserve (to be used to fund future maintenance and upgrades), and \$52,528 to Katanning Leisure Centre reserve (to be used to fund future maintenance and upgrades).

As presented the draft budget allows for an increase in rates raised of 4.63% from the 2016/17 budget. Significant changes beyond Council’s control impact this year’s budget and

4. Payment Options – that Council adopts the following options for the payment of rates and charges for 2017/18:

Option 1 (Full Payment)

- Full amount, less any entitled discount, of rates and charges including arrears to be paid on or before 35 days after the date of service appearing on the rate notice. Granting a 2% discount on this option.

Option 2 (2 Instalments)

- The first instalment of 50% of the total current rates and charges, instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.
- The second instalment of 50% of the total current rates and charges and instalment charges, payable 4 months from the due date of the first instalment.

Option 3 (4 Instalments)

- The first instalment of 25% of the total current rates and charges and instalment charges plus the total outstanding arrears payable, within 35 days from the date of issue of the rate notice.
- The second, third and fourth instalments, each of 25% of the current rates and charges and instalment charges, payable at two monthly intervals after the due date of the first instalment.

5. Interest and Administration Charges for Instalment Options – that Council in accordance with 6.45 of the Local Government Act 1995 imposes the following charges:

- a) An administrative charge of \$10 per instalment notice; and
- b) Interest of 5.5% per annum on rates paid by instalments in 2017/18.

6. Penalty Interest on Overdue Rates – that Council imposes a penalty interest rate of 11% per annum to be imposed on outstanding rates in 2017/18 in accordance with 6.51 of the Local Government Act 1995.

7. Refuse and Recycling Charges – That Council in accordance with section 67 of the Waste Avoidance and Resource Recovery Act 2007, imposes the following charges for 2017/18 for the collection and disposal of refuse:

- Domestic service 240 litre bin, per bin per year \$350
- Domestic Service (additional 240 litre bin) \$350
- Domestic Service 120 litre bin, per bin per year \$265
- Commercial service 240 litre bin. Per bin per year \$350
- Commercial service (additional 240 litre bin) \$350

- Commercial Service 120 litre, per bin per year \$265
 - Street Bin Collection, per bin per year \$165
 - Commercial waste management charge \$97
8. **Waste Rate – That Council in accordance with section 66 of the Waste Avoidance and Resource Recovery Act 2007, imposes a waste rate for 2017/18 for the provision of waste services in Katanning. This includes the provision of a local refuse site and street sweeping.**
- Waste Rate:**
- Unimproved Values (UV) \$0.0001
 - Gross Rental Values (GRV) \$0.0001
- Minimum Waste Rate:**
- Unimproved Values (UV) \$31.00
 - Gross Rental Values (GRV) \$31.00
9. **Fees and Charges – adopts the Schedule of Fees and Charges as detailed for 2017/18 in accordance with section 6.16 of the Local Governments Act 1995.**
10. **Material Variances – In relation to financial reporting in 2017/18, adopt a variance of 10% or greater of the annual budget for each program area in the budget, as a level which requires an explanation or report, with a minimum dollar value of \$10,000.**
11. **Elected Members Meeting Attendance Fees - adopts the annual sitting fee option and the fee for 2017/18 be set at:**
- Councillors \$10,000 per Councillor
 - President \$10,000 President
12. **President and Deputy President Allowances – for 2017/18 adopts the annual allowance for the President of \$20,000 and for the Deputy President \$5,000.**
13. **Information and Communication Technology Allowance – for 2017/18 adopts an annual information and communications technology allowance of \$1,100 per elected member.**
14. **Adoption of Annual Budget – that Council adopts the annual budget for 2017/18.**

Voting Requirement: Absolute Majority

CARRIED/LOST:

10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS

Nil.

10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS

Nil.

10.5 DEPUTY CHIEF EXECUTIVE OFFICER

Nil.

10.6 CHIEF EXECUTIVE OFFICER'S REPORTS

Nil.

10.7 ADVISORY COMMITTEE MEETING

Nil.

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 ITEM

Nil.

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ___ pm