



Shire of  
**Katanning**  
Heart of the Great Southern

'A prosperous, vibrant and diverse community working together.'

**MINUTES OF  
SPECIAL COUNCIL MEETING**

Dear Council Member

Minutes of the Special Council Meeting of the Shire of Katanning held on  
Tuesday 31 August 2021 in the Shire of Katanning Council Chambers,  
52 Austral Terrace.

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/ ANNOUNCEMENT OF VISTORS**

The Presiding Member declared the meeting open at 5.15 pm.

**2. RECORD OF ATTENDANCE****PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart – Deputy President  
Cr Danny McGrath  
Cr Serena Sandwell  
Cr Martin van Koldenhoven  
Cr Owen Boxall  
Cr Kristy D’Aprile

Council Officers: Julian Murphy, Chief Executive Officer  
Denise Gobbart, Executive Manager Corporate & Community  
Sam Bryce, Executive Manager Infrastructure & Assets

Gallery:

Media:

Apologies: Cr Mark Stephens  
Cr Ernie Menghini

Leave of Absence:

**3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

President Liz Guidera acknowledged Denise Gobbart's tireless work to bring Councillors the budget, Councillors really wanted to acknowledge that they understand there has been a lot of challenges in the process.

**4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS**

Nil.

**6. PUBLIC QUESTION/STATEMENT TIME**

Nil.

**7. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Nil

**10. REPORTS OF COMMITTEES AND OFFICERS**

Nil.

**PROCEDURAL MOTION:**

**Voting Requirement:** Simple Majority

**MOVED: CR MARTIN VAN KOLDENHOVEN SECONDED: CR OWEN BOXALL**

**OC96/21 That Council suspends standing orders.**

CARRIED 6/0

Cr Serena Sandwell entered the meeting at 5.55pm.

**Voting Requirement:** Simple Majority

**MOVED: CR DANNY MCGRATH SECONDED: CR SERENA SANDWELL**

**OC97/21 That Council resumes standing orders.**

CARRIED 7/0

## **10.1 Organisational Structure**

**File Ref:**

**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 27 August 2021  
**Disclosure of Interest:** No Interest to disclose

**Issue:**

To consider the organisational structure provided for in the 2021/22 Budget.

**Body/Background:**

Section 5.36 of the *Local Government Act 1995* provides that a local government is to employ the number of persons that it believes is necessary to carry out the functions of the council.

The organisational structure outlined in the table below reflects the current staffing arrangements provided for in the 2021/22 Budget.

**Officer's Comment:**

The proposed organisational structure includes a new Manager Projects & Assets position to ensure the improved management of Council's project management and asset management functions.

The Department of Local Government, Sport and Cultural Industries (DLGSC) website outlines that integrated planning and reporting (IPR) gives local governments a framework for establishing local priorities and to link this information to operational functions.

The IPR framework highlights the need for local governments to undertake sound asset management planning to ensure that Council develops and maintains its assets in a sustainable manner that meets the needs and expectations of the community.

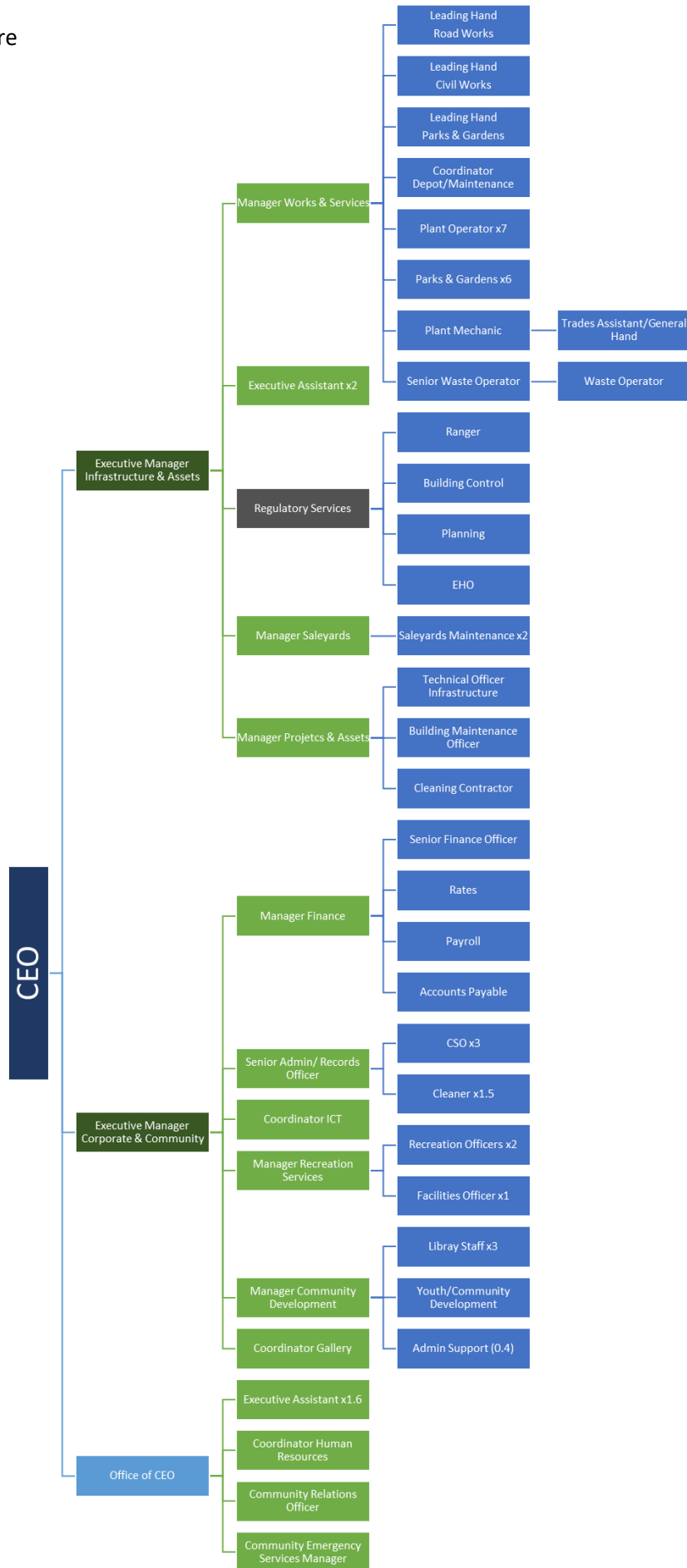
The Manager Projects & Assets position will be responsible for the following areas:

- Project planning and design
- Project procurement
- Project management
- Asset management

The proposed new position will be offered a remuneration package commensurate with qualifications and experience and the senior nature of the position.

The organisational structure establishes a teams approach to the allocation of tasks based on each position's functions and responsibilities. The structure establishes defined position responsibilities and reporting structures.

# Organisational Structure



The organisational structure also provides for the redesignation of the Coordinator Community Development position to Manger Community Development to recognise the increased responsibility of the position following the restructure of the Executive Management positions, implemented in December 2019, at which time Council reduced the number of Executive Management positions from four to two.

**Statutory Environment:**

*Local Government Act 1995*, Section 5.36 Local government employees

(1) A local government is to employ —

- (a) a person to be the CEO of the local government; and
- (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

**Policy Implications:**

Council does not have a policy in relation to this matter

**Financial Implications:**

The 2021/20 Budget provides for the proposed organisational structure

**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 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

**Voting Requirement:** Simple Majority

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

**MOVED: CR MARTIN VAN KOLDENHOVEN SECONDED: CR SERENA SANDWELL**

**OC98/21 That Council endorses the organisational structure provided for in the 2021/22 budget, as proposed.**

CARRIED 7/0



## 10.2 Adoption of the 2021/2022 Budget (ATTACHMENT)

**File Ref:** FM.BU.6  
**Reporting Officer:** Denise Gobbart, Executive Manager Corporate & Community  
**Date Report Prepared:** 27 August 2021  
**Disclosure of Interest:** No Interest to disclose

### **Issue:**

To consider and adopt the Municipal Fund Budget for the 2021/2022 financial year together with supporting schedules, including striking of the municipal fund rates, establishment of new reserve funds, setting of elected members fees for the year and other consequential matters arising from the budget papers.

### **Background:**

The draft 2021/2022 budget has been compiled based on the parameters established in the integrated planning documents including long term financial plan, corporate business plan and strategic community plan.

Council considered the detail within the budget via workshops held in July and August.

### **Officer's Comment:**

The budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. The main features of the draft budget include:

### **Rating:**

The draft budget includes a 4% increase in rate revenue.

With the Gross Rental Valuations (GRV) the impact will be a direct 4% increase as the valuations have not changed.

Landgate completed the annual valuation of Unimproved Valuations (UV) on the 1 August 2020. There was an overall increase in valuations of 14.97%. Comments provided by Landgate are:

*Broadacre farmland values have risen in the back of strong commodity prices and a smaller supply of farms on the market. The overall change percentage in values is not uniform across the Shire and increases range from 15% to 20% in the eastern part of the Shire and 8% to 12% in the western part.*

With the increase in valuations the rate in the dollar has been reduced in 2021/2022. With the proposed 4% rate increase, this will mean that there will be variations in the rate increase or decrease on each property. These variations range from a 12% decrease to a 13% increase in rates payable.

Minimum Rates - Fairness and equity are often linked to individual benefit, being the relationship between the level of rates contributed and the benefits returned to the ratepayer. Rates are a tax, not a fee for service and the direct benefit received is unlikely to be equal to the level of the ratepayer's contributions in all cases. Rates contribute to the general benefit of the community and, as such, it is acknowledged different ratepayers will receive different levels

of benefit depending on their location and individual circumstances.

Unrestricted 'public goods' are of benefit to all ratepayers, and often required by legislation to be provided by the local government, such as emergency management, environmental health, building and planning services, roads, pathways and drainage. The existence of such 'public good' services justifies the establishment of a minimum payment.

It is proposed that the minimum rate will increase by 4% to \$1,018.

Rates Incentive - Ratepayers who pay all rates outstanding in full within 35 days of the rates notice issued will be in the running to win one of five \$1,000 Katanning Regional Business Association (KRBA) vouchers. An allocation of \$5,000 has been made in the 2021/2022 draft budget for the Rates Incentive Prize.

### **Salaries and Wages:**

The budget for Salaries and Wages has been prepared using a 1% wage increase. Some positions have had minor adjustments during the year to assist with the retention of key staff. For staff on minimum wages an additional wage increase of 2.5% has been allocated.

Additional positions included in the budget are the proposed Manager Projects & Assets as full time (FTE) and a Community Development Administration Officer as a 0.4 FTE. These two positions increase the salaries and wages budget by \$119,000.

With the proposed wage increase and the new positions there is an increase of \$188,689 over last year's actual salaries and wages.

From 1 July Superannuation Guarantee has increased from 9.5% to 10%, this increase is provided for in the draft budget.

### **Insurance:**

A significant increase of \$71,862 has occurred in insurance premiums. Motor Fleet increased \$13,696 due to a total increase in fleet value of \$1Million. Property increased \$12,460; this included the new housing recently constructed. WorkCare increased \$10,665 due to salary and wage increase. It is noted that the salaries and wages were understated in the prior year and this year's budget also includes \$8,903 to fund the prior year adjustment.

In addition to these increases the Scheme Contribution Credit was reduced by \$23,847.

### **General Purpose Funding:**

The WA Local Government Grants Commission (WALGGC) have advised 2021/2022 funding is as follows:

General Purpose Grant	\$1,592,948	(increase of \$77,914 from 2020/2021)
Local Road Grant	\$ 539,595	(increase of \$21,485 from 2020/2021)

In addition to these increases there was an adjustment increase of \$30,675 on last year's allocations.

**Road Funding:**

The 2021/2022 road funding sources are as follows:

Grants Commission – Local Roads	\$ 548,091
MRWA – Direct Grant	\$ 131,070
MRWA – Regional Road Group	\$ 365,660
Roads to Recovery	<u>\$ 314,995</u>
	\$1,359,816

It is noted that Regional Road Group funding has \$80,860 carried forward from the 2020/2021 financial year.

**Fees & Charges:**

The fees and charges are predominately unchanged. There have been minor adjustments to statutory charges. New charges have been included for the Community and Medical Centre Community Meeting Rooms.

GST references have been changed to reflect the charges that are outside the scope of GST, previously they were reported as GST Free. References to Statutory infringements have been removed as they are not fees and charges.

Standpipe water charges have increased to reflect the increase cost of water. The cost of supplying water from standpipes is GST Free, this is now reflected in the Fees and Charges.

**Elected Member Attendance Fees, Allowances & Reimbursement of Costs:**

The recommendations include the setting of meeting attendance fees and allowances for members. It is proposed to continue the method of paying annual attendance fees; the fee proposed for the President and elected members is \$15,000.

The increase in President's allowance of \$30,000 and the Deputy President's allowance of \$7,500 are in accordance with the Salaries and Allowances Tribunal determination.

A \$1,100 ICT Expenses Allowance is included for each member to provide for costs associated with information and communication technology expenses incurred by members in carrying out their functions on behalf of the Shire.

Annual attendance fees and allowances are to be paid quarterly in arrears; this eliminates the need to recoup funds from an elected member who may resign.

Claims such as travel may be submitted as required.

These fees and allowances are in accordance with sections 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* and within the determinations for Band 3 as set by the Salaries and Allowances Tribunal 08 April 2021.

It is recommended that Council adopt the balanced draft budget.

**Statutory Environment:**

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending 30 June on the next year.

Division 5 and 6 of the *Local Government Act 1995* refers to the setting of budgets and the raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2021/2022 budget as presented is considered to meet statutory requirements.

- *Cemeteries Act 1986*
- *Waste Avoidance and Resources Recovery Act 2007*
- *Local Government (Miscellaneous Provisions) Act 1960*
- *Soil and Land Conservation Act 1945*

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

The Budget document establishes activities which the Shire will pursue during the 2021/2022 financial year considering the Shire of Katanning's strategic planning documents.

**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 2017 – 2027**

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.1	Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stakeholders.
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of Shire resources, improve organisational systems.

The following Motions were carried en-bloc.

**Voting Requirement:** Absolute Majority

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

**MOVED: CR MARTIN VAN KOLDENHOVEN    SECONDED: CR OWEN BOXALL**

**OC99/21      PART A – MUNICIPAL FUND BUDGET FOR 2021/2022**

That Council, pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part3 of the Local Government (Financial Management) Regulations 1996, adopts the Municipal Fund Budget as contained in the attachment for the Shire of Katanning for the 2021/2022 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for that year of (\$4,672,850).
- Statement of Comprehensive Income by Program on page 4 showing a net result for that year of (\$4,672,850).
- Statement of Cash Flows on page 6.
- Rate Setting Statement on page 7 showing an amount required to be raised from rates of \$4,404,036.
- Notes to and Forming Part of the Budget on pages 8 to 30.
- Budget schedules as details in pages 31 to 91.
- Transfers to/from Reserve accounts as detailed on page 23.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**Voting Requirement:** Absolute Majority

**MOVED: CR MARTIN VAN KOLDENHOVEN    SECONDED: CR OWEN BOXALL**

**OC100/21      PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. That Council, for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*, imposes the following general and minimum rates on Gross Rental and Unimproved Values.

**General Rates**

Gross Rental Value (GRV)	0.10270 cents in the dollar
Unimproved (UV)	0.00942 cents in the dollar

**Minimum Rates**

Gross Rental Value (GRV)	\$1,018
Unimproved (UV)	\$1,018

2. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management) Regulations 1996*, offers a one, two and four instalment payment option, and nominates the following due dates for payment in full or by instalments:

- Full payment and 1<sup>st</sup> instalment due date 15 October 2021
  - 2<sup>nd</sup> quarterly instalment due date 15 December 2021
  - 2<sup>nd</sup> half instalment due date 15 February 2022
  - 3<sup>rd</sup> quarterly instalment due date 15 February 2022
  - 4<sup>th</sup> quarterly & final instalment due date 15 April 2022
3. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management Regulations 1996)*, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10.00 for each instalment after the initial instalment is paid.
  4. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management Regulations 1996)*, adopts an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.
  5. That Council, pursuant to section 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management Regulations 1996)*, adopts an interest rate of 7.0% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.
  6. That Council offer ratepayers the chance to win one of five \$1,000 Katanning Regional Business Association vouchers subject to the following terms and conditions:
    - That all rates and charges appearing on the rate notice including arrears are paid in full within 35 days of issue of the rates assessment notice: and
    - Councillors and employees of the Shire of Katanning, state government properties and properties that receive a rates exemption are not eligible to be included in the prize draw.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**Voting Requirement:** Absolute Majority

**MOVED:** CR MARTIN VAN KOLDENHOVEN **SECONDED:** CR OWEN BOXALL

**C101/21 PART C – GENERAL FEES AND CHARGES FOR 2021/2022**

That Council, pursuant to section 6.16 of the *Local Government Act 1995*, adopts the fees and charges included at pages 1 to 17 inclusive of the draft 2021/2022 budget as attached.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

**Voting Requirement:** Simple Majority

**MOVED: CR MARTIN VAN KOLDENHOVEN    SECONDED: CR OWEN BOXALL**

**OC102/21    PART D – OTHER STATUTORY FEES FOR 2021/2022**

- 1. That Council, pursuant to Part 7 Local Government Planning Charges *Planning and Development Regulations* adopts the Fees and Charges for Planning Services with the Shire of Katanning as included at pages 92 to 108 of the draft 2021/2022 budget as attached.**
- 2. That Council, pursuant to section 53 of the *Cemeteries Act 1986* adopts the Fees and Charges for Cemeteries within the Shire of Katanning as included at page 98 of the draft 2021/2022 budget as attached.**
- 3. That Council, pursuant to section 245A (8) of the *Local Government (Miscellaneous Provision) Act 1960* adopts the swimming pool inspection fee included at page 106 of the draft 2021/2022 budget as attached.**
- 4. That Council, pursuant to section 66 of the *Waste Avoidance and Resources Recovery Act 2007*, adopts the waste rate for the provision of waste services for Katanning.**

**Waste Rate:**

- |                                  |                 |
|----------------------------------|-----------------|
| •      Unimproved Values (UV)    | <b>\$0.0001</b> |
| •      Gross Rental Values (GRV) | <b>\$0.0001</b> |

**Minimum Waste Rate:**

- |                                  |                |
|----------------------------------|----------------|
| •      Unimproved Values (UV)    | <b>\$32.00</b> |
| •      Gross Rental Values (GRV) | <b>\$32.00</b> |

- 5. That Council, pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, adopts the charges for the removal and deposit of domestic and commercial waste as included at page 96 of the draft 2021/2022 budget as attached.**
- 6. That Council, pursuant to section 25A of the *Soil and Land Conservation Act 1945*, adopts the Soil Conservation Charge of \$35 on each rateable assessment within the Shire of Katanning.**

CARRIED 7/0

**Voting Requirement:** Absolute Majority

**MOVED: CR MARTIN VAN KOLDENHOVEN    SECONDED: CR OWEN BOXALL**

**OC103/20    PART E – ELECTED MEMBERS FEES AND ALLOWANCES FOR 2021/2022**

1. That Council, pursuant to section 5.98 (1)(b) of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual attendance fees for elected members:

President	\$15,000
Councillors	\$15,000

2. That Council, pursuant to section 5.99A of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual Information & Communication Technology (ICT) expenses allowance for elected members:

ICT Expenses Allowance	\$1,100
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3. That Council, pursuant to section 5.98A of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition to the meeting attendance fees:

President	\$30,000
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4. That Council, pursuant to section 5.98A of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following annual local government allowance to be paid in addition to the meeting attendance fees:

Deputy President	\$7,500
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CARRIED BY AN ABSOLUTE MAJORITY 7/0

**Voting Requirement:** Simple Majority

**MOVED: CR MARTIN VAN KOLDENHOVEN    SECONDED: CR OWEN BOXALL**

**OC104/20    PART F – MATERIAL VARIANCE REPORTING FOR 2021/2022**

That Council, in accordance with regulation 34 (5) of the *Local Government (Financial Management Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2021/2022 for reporting material variances shall be a percentage of ten (10) or a minimum of \$10,000, whichever is the greater.

CARRIED 7/0



Cr Kristy D'Aprile spoke for the motion.  
Cr John Goodheart spoke for the motion.  
Cr Liz Guidera spoke for the motion.

**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**

Nil.

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 7.01pm.