



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 24 August 2023 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning, commencing at 6.00 pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 17 August 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 Serena Sandwell
Cr Matt Collis
Cr Michelle Salter

Council Officers: Julian Murphy, Chief Executive Officer
Denise Gobbart, Executive Manager Corporate & Community
Sam Bryce, Executive Manager Infrastructure & Assets
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 27 July 2023**
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/23 That the minutes of the Ordinary Council Meeting held on Thursday 27 July 2023 confirmed as a true record of proceedings.

CARRIED/LOST:
FOR:
AGAINST:

9.2 Special Council Meeting – Thursday 10 August 2023
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/23 That the minutes of the Special Council Meeting held on Thursday 10 August 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

10.1.1 Local Roads and Community Infrastructure Program (Phase 4 Part A and B) (ATTACHMENT) – Footpath to WAMMCO

File Ref: RD.PG.1
Reporting Officer: Samuel Bryce, Executive Manager Infrastructure & Assets
Date Report Prepared: 11 August 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To consider the allocation of Local Roads and Community Infrastructure Program phase 4 part to upgrade of the town cemetery and Prosser Park playground and part B to development of shared pathway on Great Southern Highway.

Body/Background:

The Shire of Katanning has received a further \$554,745 funding from the Commonwealth Government's Local Roads and Community Infrastructure Program Phase 4A and 4B. The combined funding being made up from Part A \$351,812 and Part B \$202,933. Guidelines for the grant program were recently released and provide for spending of Part A approved Local Roads and Community Infrastructure Projects and Part B approved Road Projects in regional, rural, and outer-urban areas.

The projects listed below are for consideration as part of the Shire of Katanning project deliver 23/24 programme.

Proposed funding allocation Phase 4 Part A:

Project	Details	Budget
Cemetery	Town cemetery infrastructure upgrade	\$ 250,000
Prosser Park	Upgrade Community Playground	\$ 101,812
	Total	\$ 351,812

The Part B portion of the grant (\$202,933) will need to be allocated and included in the funding schedule for approval or Council risks losing the unallocated portion of the grant under the 'use it or lose it' principle.

Project Priorities

The Following priorities are proposed for consideration for the remaining portion of the LRCI grant Phase 4 Part B:

Project	Details	Budget
Great Southern Hwy	To develop, design and install a 3km shared path	\$ 202,933
	Total	\$ 202,933

In the last few months, the Shire has received support letters indicating the need to have a foot pathway that connects the Shire of Katanning town site with WAMMCO International industrial site. The site sits on the Great Southern Highway northwest of the town proper. It must be

noted that WAMMCO International is the largest employer of labour in town employing over three hundred staff.

Officer's Comment:

The project shall be run using best Project Management practice Initiation, Planning, Execution, Close out and lessons learnt. Understanding that the associated highway is managed by Main Roads WA it will form essential communications and partnership prior to undertaking the works. The project also integrates well into the Shire of Katanning Bike Plan and linking users with an end of trip functionality.

Statutory Environment:

Nil.

Policy Implications:

There are no Shire of Katanning policy implications for this report.

Financial Implications:

The cost estimate for Local Roads and Community Infrastructure Program phase 4 A and B including design, construction, and implementation to provide safe, secure public conveyance.

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". The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2032

Focus Area	Built Environment
Aspiration	Katanning is a beautiful, well serviced place that invites people to stay.
Objective	To provide infrastructure that enables safe movement through our community.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/23 That Council supports the following funding allocation for the Local Roads and Community Infrastructure Program phase 4:

1. Part A Katanning Cemetery infrastructure upgrade \$250,000 and Prosser Park community upgrade \$101,812.
2. Part B Shared pathway development and design to Great Southern Highway \$202,933.

CARRIED/LOST:

FOR:

AGAINST:

10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

10.2.1 Schedule of Accounts – July 2023 (ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: Denise Gobbart, Executive Manager Corporate & Community
Date Report Prepared: 16 August 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 31 July 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						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
Total	1,066.49	625,026.09	49,889.12	4,494.65	222,508.55	902,984.90

Officer's Comment:

The schedule of accounts for the month of July 2023 are attached.

The Finance Forum held on 10 August 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 42453 - 42454, totalling \$1,066.49, EFT payments 36287 – 36410 totalling \$625,026.09, payroll payments totalling \$222,508.55, direct payments totalling \$49,889.12 and credit card payments totalling \$4,494.65 authorised and paid in July 2023.

CARRIED/LOST:

FOR:

AGAINST:

10.2.2 Pensioner Rebate Write Off

File Ref: RV.RP.7
Reporting Officer: Denise Gobbart, Executive Manager Corporate & Community
Date Report Prepared: 07 August 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To consider the writing off unrecoverable Pensioner Rebates totalling \$90,672.46, being general rate rebate of \$83,904.37 and emergency services levy rebate of \$6,768.09.

Body/Background:

For many years there has been many pensioner rebates that have not claimed. These are reflected in the following table:

Outstanding Pensioner Rebate Claims			
Year	ESL	Rates	Total
2022/23	\$ 7,000.59	\$ 92,825.96	\$ 99,826.55
2021/22	\$ 12,572.29	\$ 176,063.49	\$ 188,635.78
2020/21	\$ 15,853.22	\$ 180,323.88	\$ 196,177.10
2019/20	\$ 11,207.40	\$ 158,179.67	\$ 169,387.07
2018/19	\$ 10,494.29	\$ 147,376.48	\$ 157,870.77
2017/18	\$ 6,342.95	\$ 90,729.69	\$ 97,072.64
2016/17	\$ 5,770.09	\$ 82,571.35	\$ 88,341.44
2015/16	\$ 3,157.49	\$ 32,504.79	\$ 35,662.28
2014/15	\$ 1,780.25	\$ 25,930.96	\$ 27,711.21
2013/14	\$ 900.49	\$ 13,391.36	\$ 14,291.85
2012/13	\$ 1,064.89	\$ 15,563.73	\$ 16,628.62
2011/12	\$ 809.42	\$ 12,013.91	\$ 12,823.33
2010/11	\$ 1,177.41	\$ 15,200.37	\$ 16,377.78

During the 2022/23 financial year we have made a concerted effort to recover these outstanding balances. Belinda Knight was contracted to manage our rating services during a period of parental leave, was engaged to review outstanding claims and attempt recovery of the outstanding balances from State Revenue. During this recovery process Belinda has been able to recover \$104,872.02.

Officer's Comment:

Generally, the process of claiming pensioner rebates is relatively straight forward, a report is processed through Synergy Soft then presented to State Revenue for validation and payment. There may be occasions when a claim is rejected when that occurs a reason is given. The Rates Officer then follows up with the ratepayer to obtain further information and resubmit the claim or reverses the claim as the ratepayer is no longer eligible for a pensioner rebate.

In attempt to recover the outstanding balances, individual claims were required to be lodged for each year each property had an unpaid rebate. Throughout the process all the outstanding balances claimed prior to 30 June 2016 and in 2019/20 were all rejected. This identifies that the final process of reversing the unpaid claims and allocating the debt back to the ratepayer was not done at the time the claim was rejected. All other years some funds were able to be recovered.

The rejections from State Revenue were due to the following:

- Pensioner not eligible
- Incorrect rebate amount – particularly Seniors (resubmitted with the correct amount, with balance remaining)
- Cannot confirm ownership, names didn't match landowners.
- Properties had changed ownership.

To endeavour to reinstate any debt against the properties after the delay in time would lead to reputational damage. Given the issues have arisen due to administrative processes having failed, it is recommended that the balance of the denied claims be written off.

Statutory Environment:

Local Government Act 1995

Section 6.12 Power to defer, grant discount, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

Policy Implications:

There are no policy implications for this report.

Financial Implications:

The write-off of unrecoverable pensioner rebates would incur a loss of revenue up to \$90,672.46.

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.

Officer's Recommendation/Council Motion:

Voting Requirement: Simple Majority

OC/23 That Council approves the write-off of unrecoverable pensioner rebates totalling \$90,672.46.

CARRIED/LOST:

FOR:

AGAINST:

10.2.3 KLC Master Plan and Concept Design **(ATTACHMENT)**

File Ref: CP.PL.4
Reporting Officer: Denise Gobbart, Executive Manager Corporate & Community
Date Report Prepared: 08 August 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To endorse the Katanning Leisure Centre (KLC) Master Plan, Concept Design Report and prioritising the Quartermaine Oval Upgrade in Element 1.

Body/Background:

The Katanning Leisure Centre Master Plan was originally developed by A Balanced View (ABV) Leisure Consultancy Services in 2016. The Shire updated this plan in 2021 in consultation with the community user groups.

The focus of the Master Plan is the Katanning Leisure Centre, community sport and recreation hub of the Shire. The KLC has a wide range of facilities that are at different levels in terms of adequacy for the current and future needs of the Shire and surrounding communities. Upgrades, new facilities, and relocations have all been considered within the Master Plan to ensure an optimal mix of facilities can be provided efficiently and effectively, making best use of the excellent facilities that have already been provided.

The report provides Council with a detailed plan supported by sound rationale to enable informed decision making that achieves strategic and sustainable outcomes.

Officer's Comment:

To progress the redevelopment of the Katanning Leisure Centre facilities, Council endorsement of the Master Plan is required. This is to show support and a commitment to the redevelopment of the facilities, a critical element to obtain funding.

The Quartermaine Oval Upgrade has been identified as the highest priority for redevelopment, through the community user's consultation process.

Using a staged process, the oval upgrade is the first project that needs to be progressed. This portion of the upgrade was costed at \$2,300,000 in January 2023 and consists of the following:

- Strip and raise level of existing oval by 500mm (inc. run-off areas)
- Civil drainage (perimeter drainage channel)
- Turf and irrigation (inc. run-off areas)
- Allowance for trees
- Natural turf pitches (x3)
- New goal posts
- New cricket practise nets (x2)
- Coaches boxes (x2)
- Interchange benches (x2)
- Interchange / umpires / official box
- Relocation of scoreboard
- Oval boundary fencing
- Oval floodlighting.

All funding sources will be identified, to assist with achieving the intended outcomes.

It is recommended that Council endorses the KLC Master Plan and Concept Designs.

Statutory Environment:

Local Government Act 1995

Policy Implications:

There are no policy implications for this report.

Financial Implications:

The proposed redevelopment of the Katanning Leisure Centre was costed in January 2023. The entire redevelopment is costed at \$35,000,000. Undertaking the entire redevelopment is not within the Shire's financial capacity.

A staged process will enable the Shire to undertake an area of need when funding is available. Element 1 has a Gross Project Cost of \$10,220,000, of this the Oval Upgrade is \$2,300,000.

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 "Medium" and will require the allocation of additional funding to address the lack of investment in Shire assets. This lack of investment is contributing to the issues with the Asset Sustainability Ratio.

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.

Focus Area Built Environment

Aspiration Katanning is a beautiful, well serviced place that invites people to stay.

Objective To provide well maintained public and open spaces that facilitate active and passive recreation.

Officer's Recommendation/Council Motion:

Voting Requirement: Simple Majority

OC/23

That Council:

- 1. Endorses the Katanning Leisure Centre Master Plan and Concept Design Report; and**
- 2. Supports prioritising the Quartermaine Oval Upgrade detailed in element one of the Concept Design Report as stage one of the project.**

CARRIED/LOST:

FOR:

AGAINST:

10.2.4 KAARL Yarning Place – Lotterywest Application (ATTACHMENT)

File Ref: GS.AE.3
Reporting Officer: Denise Gallanagh-Wood, Manager Community Development
Date Report Prepared: 16 August 2023
Disclosure of Interest: No Interest to disclose.

Issue:

To consider a Lotterywest funding application for the KAARL Yarning Place project.

Body/Background:

Members of the Noongar community, including the Katanning Noongar Leadership Group (KNLG), expressed their desire for a place of their own, where Noongar people can meet, yarn, share culture, remember their past and talk about their future. The KAARL Yarning Place will promote sharing, collaboration and healing. Bringing together all groups, in a neutral space to enjoy and share their culture.

It will also provide a place for ceremonies, performances and sharing of culture with a wider audience as part of cultural events and festivals. The KAARL Yarning Place will be accessible and able to be shared by all groups. No single group or individual will 'own' this space; it is for all Noongar people in Katanning.

The design of the meeting space was determined by the Noongar community through a co design process. Realm Studios were engaged to develop the design concept and costings. See attachment 1 and 2.

The original concept considerations assumed the design would be led by the community and the meeting space was likely to include:

- A sealed or maintained surface area (e.g. pavers, bitumen, stabilised gravel, compacted clay);
- A roof for shelter from the weather;
- An arrangement for a fire pit; and
- Sufficient square metreage to allow a group to gather – approximately 6m x 8m = 48 m².

Through the codesign consultation landscaping, pathways to improve access and fencing of the creek line, which are additional to the original proposal, were considered imperative so that the new build was aesthetically pleasing, safe and accessible. The allocation of \$92,000 from the Katanning Heritage Centre Project interest will cover the construction of the pavilion. It is proposed to meet the additional costs of the project through making a grant submission to Lotterywest.

Meeting Space and Fire Pit Value to the Community and Economy

The delivery of a yarning meeting space for the Noongar community is consistent with the scope and intent of the Heritage Centre project. The Heritage Centre project was intended to achieve improved amenity and recreation facilities, support the tourism sector, stimulate community pride and participation, improve town amenity and celebrate Katanning's heritage.

The Shire, Australia's South West, WAITOC and Great Southern Development Commission have been working with local Aboriginal Corporations to support their business development,

strengthen their tourism offering and promote them to a wider audience. As these Corporations continue to develop, Noongar tourism offerings in Katanning will include art displays and art sales, tours, cultural guides and storytelling, and gastronomy. Although the meeting space must be first and foremost for the community, it will offer another location in Katanning for tourism and cultural celebration activities to take place within the community.

This is an exciting time for the Katanning Noongar community and Katanning in general; there is significant momentum created by the Katanning Town Heritage Centre project, the Regional Economic Development grants for tourism development, and the efforts of many talented local people. The KAARL Yarning Place is an important opportunity to maintain the goodwill and optimism felt amongst the community and deliver a meaningful item of infrastructure for the Noongar people.

Budget:

A total of \$268,000 to be considered for budget 2023 – 2024 as per below:

DIPRD Grant (Heritage Centre Interest)	\$ 92,000
Lotterywest Application	\$164,736
Shire of Katanning – In Kind	\$ 5,364
Badgebup Aboriginal Corporation – In Kind	\$ 7,000

Officer’s Comment:

This project aims to strengthen Katanning’s ability to meet its commitment to acknowledging and respecting the past, present and future Aboriginal and Torres Strait Islander Community. In addition it addresses one of the proposed artworks outlined in the Katanning Public Art Trail strategy.

Statutory Environment:

Local Government Act 1995

Policy Implications:

There are no policy implications for this report.

Financial Implications:

Projected income of \$255,736.00

Projected costs of \$268,000.00

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Culture

Aspiration Katanning is a safe place for everyone from all walks of life.

Objective To acknowledge and respect the past, present and future Aboriginal and Torres Strait Islander Community.

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

- 1. Agrees to the submission of the proposed grant application to Lotterywest; and**
- 2. Agrees to include the project in the 2023/24 Budget to the value of \$268,100.**

CARRIED/LOST:

FOR:

AGAINST:

10.2.5 Adoption of the 2023/2024 Budget (ATTACHMENTS)

File Ref: FM.BU.6
Reporting Officer: Denise Gobbart, Executive Manager Corporate & Community
Date Report Prepared: 15 August 2023
Disclosure of Interest: Nil

Issue:

To consider and adopt the Municipal Fund Budget for the 2023/2024 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.

Body/Background:

The draft 2023/2024 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 6.85% increase in rate revenue.

With the Gross Rental Valuations (GRV) the impact will be a direct 6.85% increase as the valuations have not changed.

Landgate completed the annual valuation of Unimproved Valuations (UV) on the 1 August 2022. There was an overall increase in valuations of 22.79%. Comments provided by Landgate are:

The market for broadacre rural properties has continued to firm on the back of continued good seasonal conditions, and strong commodity prices. The increases to unimproved values are relatively consistent across the shire this year.

Some variations to individual assessments may have occurred either as a product of the valuation process and/or inclusion of updated information such as soil types.

With the increase in valuations the rate in the dollar has been reduced in 2023/2024. With the proposed 6.85% rate increase, this will mean that there will be variations in the rate increase or decrease on each property. These variations range from a 3.33% decrease to a 9.11% increase in rates payable. With one exception having a 11.98% decrease 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 6.86% to \$1,152.

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 2023/2024 draft budget for the Rates Incentive Prize.

Salaries and Wages:

The budget for Salaries and Wages has been prepared using a 3.5% wage increase. Some positions have had minor adjustments during the year to assist with the retention of key staff. For staff on minimum wages increases of 5.75% has been allocated. The impact of these increases is estimated to be \$168,000.

There has been an increase in part time staffing levels due to grant funded positions related to the Community Capacity Building and Club Development Projects provided in the proposed budget. Actual numbers have reduced by one due to the Building Surveyor position being outsourced with contractors. This has been necessary due to the inability to attract suitably qualified people into the position. This change has transferred \$67,500 in Salaries to Contracts and Services.

The overall all impact shows Gross Salaries & Wages has increased by \$158,161.

From 1 July Superannuation Guarantee has increased from 10.5% to 11%, this increase is provided for in the draft budget. This statutory requirement increased superannuation requirements by \$19,769.

Insurance:

Another significant increase of \$76,408 has occurred in insurance premiums. Motor Fleet has increased \$7,004, Property increased \$38,523, Liability has increased \$6,034 and WorkCare has increased \$23,851. This equates to an 15.11% increase in insurance costs.

Total Insurance costs have risen \$187,407 over the past three years.

General Purpose Funding:

The WA Local Government Grants Commission (WALGGC) have advised 2023/2024 advanced funding is as follows:

General Purpose Grant	\$1,981,658	(increase of \$122,339 from 2022/2023)
Local Road Grant	\$ 623,357	(increase of \$39,338 from 2022/2023)

The General Purpose Grant increased by 6.58% and the Local Road Grant increased 6.74%.

An early payment of the 2023/2024 General Purpose Funding totalling \$2,605,015 was received in June 2023.

Road Funding:

The 2023/2024 road funding sources are as follows:

Grants Commission – Local Roads	\$ 623,357
MRWA – Direct Grant	\$ 153,378
MRWA – Regional Road Group	\$ 268,817
Roads to Recovery	<u>\$ 189,623</u>
	\$1,235,175

There is a decrease in road funding of \$250,710 from the 2022/2023 financial year.

It is noted that Regional Road Group funding has \$62,151 carried forward from the 2022/2023 financial year.

Fees & Charges:

The fees and charges are predominately increased by CPI of 5.1%. There have been minor adjustments to statutory charges.

New charges have been included for an

- Venue Cleaning \$71.00 per hour.
- Licence Fee – Including Food Vans \$17.00 per day.
- Retractable Seating – Set up \$27.50 per booking.
- KAC Concession Booklet Entrances (Family Day Entry – 10) \$139.50
- KAC Concession Booklet Entrances (Seniors Entry – 10) \$36.00
- KAC Concession Booklet Entrances (Pension Card Entry – 10) \$40.50
- Personal Training – Member \$30.00 per half hour.
- Personal Training – Non-Member (includes gym entry) \$41.50 per half hour.
- Term Sport Nomination Fee \$25.00 per team.

Recreation and Culture fees have generally remained the same as last year, to encourage community use of these facilities.

Cemetery charges have generally increased by 2.0%. Waste and private works charges have generally increased by 6.9% due to the increased costs to wages and plant. Saleyards yarding, agistment and wash bay fees are comparative to other facilities.

Standpipe water charges have increased generally by 2.5% to reflect the increased cost of water.

Elected Member Attendance Fees, Allowances & Reimbursement of Costs:

The recommendations include the setting of meeting attendance fees and allowances for members. The fees and allowances are proposed to remain at the same levels as last year and to continue the method of paying annual attendance fees; the fee proposed for the President and elected members is \$15,000.

The 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 07 April 2022.

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 2023/2024 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 2023/2024 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 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.

Officer's Recommendation/Council Motion:**Voting Requirement:** Absolute and Simple Majority**Voting Requirement:** Absolute Majority**OC/23****PART A – MUNICIPAL FUND BUDGET FOR 2023/2024**

That Council, pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 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 2023/2024 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 (\$6,095,612).
- Statement of Cash Flows on page 3.
- Statement of Financial Activity on page 4 showing an amount required to be raised from rates of \$5,020,494.
- Statement of Comprehensive Income by Program on page 23 showing a net result for that year of (\$6,095,612).
- Notes to and Forming Part of the Budget on pages 6 to 29.
- Budget schedules as details in pages 31 to 87.
- Transfers to/from Reserve accounts as detailed on page 20.

CARRIED/LOST:

FOR:

AGAINST:

Voting Requirement: Absolute Majority**OC/23 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)	0.119201 cents in the dollar
Unimproved (UV)	0.007540 cents in the dollar

Minimum Rates

Gross Rental Value (GRV)	\$1,152
Unimproved (UV)	\$1,152

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 1st instalment due date 13 October 2023
 - 2nd quarterly instalment due date 13 December 2023
 - 2nd half instalment due date 13 February 2024
 - 3rd quarterly instalment due date 13 February 2024
 - 4th quarterly & final instalment due date 15 April 2024
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/LOST:

FOR:

AGAINST:

Voting Requirement: Absolute Majority

OC/23

PART C – GENERAL FEES AND CHARGES FOR 2023/2024

That Council, pursuant to section 6.16 of the *Local Government Act 1995*, adopts the fees and charges included at pages 88 to 109 inclusive of the draft 2023/2024 budget as attached.

CARRIED/LOST:

FOR:

AGAINST:

Voting Requirement: Simple Majority

OC/23

PART D – OTHER STATUTORY FEES FOR 2023/2024

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 94 to 96 of the draft 2023/2024 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 pages 96 to 97 of the draft 2023/2024 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 2023/2024 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) | \$0.0001 |
| • | Gross Rental Values (GRV) | \$0.0001 |

Minimum Waste Rate:

- | | | |
|---|---------------------------|---------|
| • | Unimproved Values (UV) | \$36.50 |
| • | Gross Rental Values (GRV) | \$36.50 |

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 92 to 93 of the draft 2023/2024 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/LOST:

FOR:

AGAINST:

Voting Requirement: Absolute Majority

OC/23

PART E – ELECTED MEMBERS FEES AND ALLOWANCES FOR 2023/2024

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/LOST:

FOR:

AGAINST:

Voting Requirement: Simple Majority

OC/23

PART F – MATERIAL VARIANCE REPORTING FOR 2023/2024

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 2023/2024 for reporting material variances shall be a percentage of ten (10) or a minimum of \$10,000, whichever is the greater.

CARRIED/LOST:

FOR:

AGAINST:

10.3 CHIEF EXECUTIVE OFFICER’S REPORTS

10.3.1 Shire of Katanning Corporate Business Plan 2023 - 2027
(ATTACHMENT)

File Ref: CM.PL.1
Reporting Officers: Julian Murphy, Chief Executive Officer
Date Report Prepared: 15 August 2023
Disclosure of Interest: No interest to disclose.

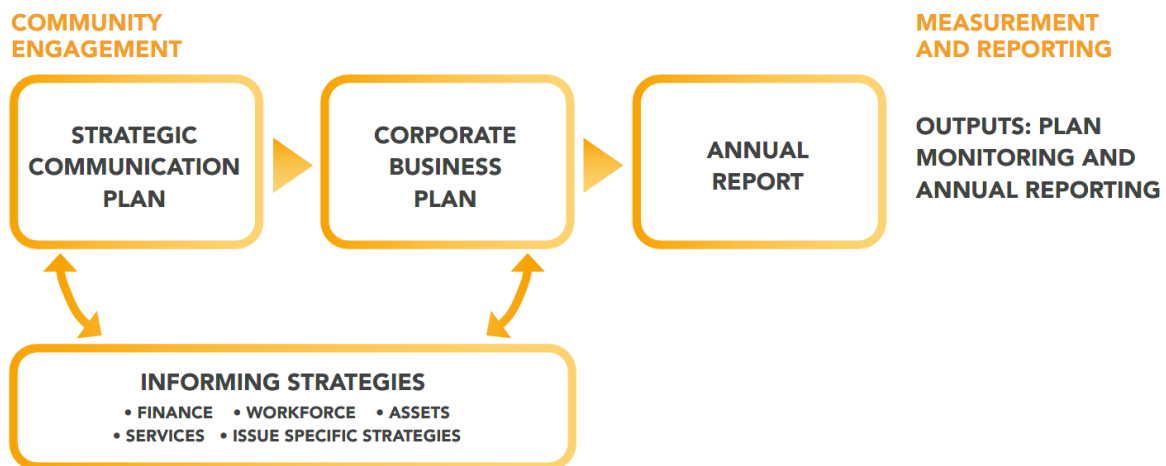
Issue:
 To consider the Shire of Katanning Corporate Business Plan 2023 - 2027.

Body/Background:
 Section 5.56 of the *Local Government Act 1995* requires local governments to make a plan for the future.

In accordance with the *Local Government (Administration) Regulations 1996*; Regulation 19DA, local governments are required to make a Corporate Business Plan for the district for a minimum of 4 years. The Corporate Business Plan is required to:

- Identify and prioritise the principal strategies and activities the Council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan.
- State the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost.

These documents are delivered through Integrated Planning and Reporting Framework to ensure greater level of community input and effective delivery of the local government’s strategic intentions. This framework is outlined below.



Council adopted the Strategic Community Plan 2022-2032 in March 2022. The Corporate Business Plan outlines the services the Shire of Katanning intends to deliver over the term of the plan. It sets out how the Shire proposes to deliver these priorities and what the expected cost of providing these services will be. A copy of the Shire of Katanning Corporate Business Plan 2023 – 2027 is attached.

Officer's Comment:

The Corporate Business Plan is to be reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Statutory Environment:

Local Government Act 1995, s 5.56 Planning for the future

Local Government (Administration) Regulations 1996; Regulation 19DA Corporate Business Plan

Financial Implications:

The Corporate Business Plan informs the development of the Annual Budget.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2032

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

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

OC/23 **That Council adopts the Shire of Katanning Corporate Business Plan 2023 – 2027, as presented.**

CARRIED/LOST:

FOR:

AGAINST:

10.3.2 Shire of Katanning Workforce Plan 2023 (ATTACHMENT)

File Ref: CM.PL.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 15 August 2023
Disclosure of Interest: No interest to disclose.

Issue:
 To consider the Shire of Katanning Workforce Plan 2023.

Body/Background:

Workforce planning is undertaken to ensure that the Shire workforce is able to deliver Council's current and future objectives. The Workforce Plan is a strategic informing document that addresses the requirements of the integrated planning and reporting framework outlined in the Local Government Act 1995.



Integrated Planning and Reporting Process

The Shire of Katanning Workforce Plan 2023 has been developed to support the delivery of the Corporate Business Plan. A copy of the Workforce Plan is attached.

Officer's Comment:

The Workforce Plan includes data collected from staff satisfaction surveys undertaken each year. Staff feedback assists to identify structural and cultural issues which have been addressed and the current plan reflects the existing workforce situation.

The plan will be reviewed on an ongoing basis to ensure that the workforce is able to meet Council's objectives.

Statutory Environment:

Local Government Act 1995

- S5.56 – Planning for the future.
- S5.37 – Senior employees

Policy Implications:

Nil

Financial Implications:

The Shire of Katanning Workforce Plan 2023 was developed within current budget and resource provisions.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is a safe, sustainable, and prosperous 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. Receives the Shire of Katanning Workforce Plan 2023;**
- 2. Endorses the Organisational Structure contained within the plan; and**
- 3. Cancels all previous designations of senior employee positions under section 5.37 of the *Local Government Act 1995*.**

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.