



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
Tuesday 16 December 2025 at the Shire of Katanning’s Council Chamber,
52 Austral Terrace, Katanning commencing at 5.30pm.

Peter Klein
CHIEF EXECUTIVE OFFICER
Thursday 11 December 2025

DISCLAIMER

Any applicant or members of the public is advised to wait for written advice from the Council
before taking any action on an application or a Council decision.

PRESIDING MEMBER _____

DATE SIGNED _____

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PLEASE NOTE:

Council Meetings are recorded for accuracy of minute taking.

1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member declared the meeting open at ____ pm.

Acknowledgement of Country

The Shire of Katanning acknowledges the Goreng Noongar people as the traditional custodians of the land that we live and work on. We recognise their cultural heritage, beliefs, and continuing relationship with the land and pay our respects to Elders past and present.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Kristy D'Aprile - President

Members: Cr Ian Hanna
Cr John Goodheart
Cr Matt Collis
Cr Paul Totino
Cr Gemma Trolove
Cr Danny McGrath

Council Officers: Peter Klein, Chief Executive Officer
Graham Barnes, General Manager Operations
David Blurton, Executive Manager Corporate Services
Taryn Human, Executive Assistant to CEO

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 – Tuesday 25 November 2025**
(See Attached Minutes)**Voting Requirement:** Simple Majority**OC/25 That the minutes of the Ordinary Council Meeting held on Tuesday 25 November 2025 are confirmed as a true record of proceedings.**

CARRIED/LOST:
FOR:
AGAINST:

9.2 Special Council Meeting – Monday 1 December 2025
(See Attached Minutes)**Voting Requirement:** Simple Majority**OC/25 That the minutes of the Special Council Meeting held on Monday 1 December 2025 are confirmed as a true record of proceedings.**

CARRIED/LOST:
FOR:
AGAINST:

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 GENERAL MANAGER OPERATIONS

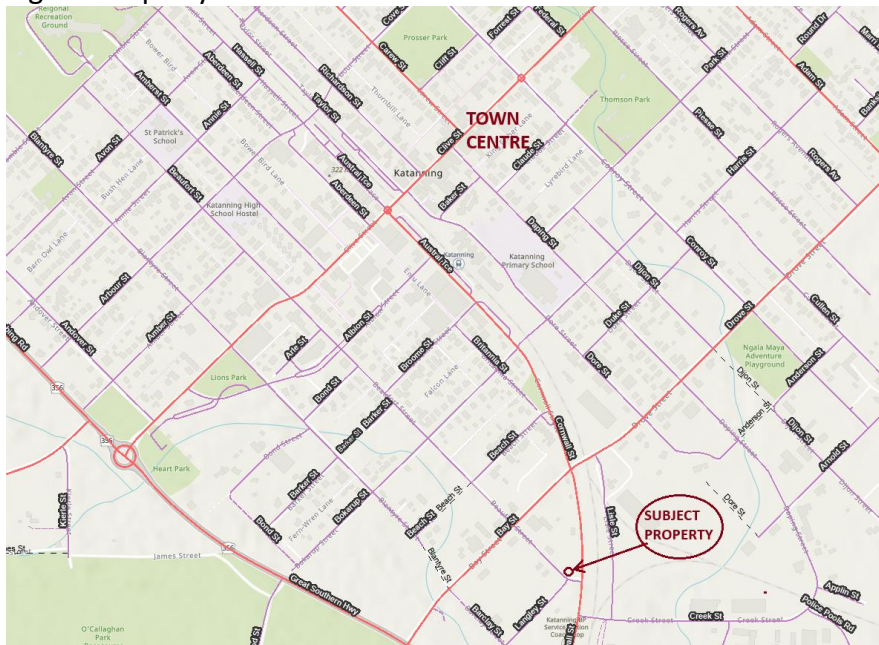
10.1.1 Initiation To Adopt Amendment No.2 To Local Planning Scheme No.5 For Advertising (Attachment 1 – Amendment No.2 Document)

File Ref:**Reporting Officer:** Adrian Nicoll, Town Planner**Date Report Prepared:** 01 December 2025**Disclosure of Interest:** No Interest to disclose**Issue:**

Council is requested to approve the rezoning of Lot 154 Cornwall Street, Katanning from the 'Enterprise' zone to the 'General Industry' zone (proposed scheme map change), for the purpose of advertising.

The current zoning of the subject property restricts the landholders intended use as a farm supply service centre. The change in zone classification will mean a farm supply centre can be considered for development at the subject property.

Fig 1 – Property Location

**Background:**

The Lot 154 Cornwall Street is currently zoned 'Enterprise' in accordance with the Shire's Local Planning Scheme No.5.

The landowner of property would like to develop a 'farm supply centre' (Total Ag dealership) at the Lot 154 Cornwall Street.

In accordance with the Shire's Scheme, 'Farm supply centre' means *premises used for the supply and sale of seeds, fertilisers, agricultural chemicals, stock foods, tractors/farm equipment, implements and/or components and/or irrigation equipment for agriculture/primary production purposes.*

In accordance with the Shire's Scheme, a 'farm supply centre' is not permitted at a property zoned 'Enterprise'.

The landholder has therefore made an application to amend the Scheme zoning for the subject property from the 'Enterprise' zone to the 'General Industry' zone.

In accordance with the Shire's Scheme, a 'farm supply centre' can be considered for approval at a property zoned 'General Industry'.

Officer's Comment

The proposal to rezone the subject property to 'General Industry' is consistent with the zoning for other nearby landholdings. Accordingly, the zoning will complement and not conflict with adjoining and nearby land uses. The Amendment represents a logical and sound planning outcome for the site, which fronts a major public road.

The rezoning will allow an Ag. 'farm supply' land use to be considered at the subject property, in accordance with the Local Planning Scheme No.5.

As part of developing a new Scheme for the Shire (deferrent process to this amendment), the Shire could rezone other surrounding lots to the General industry zone - which aligns with the current Local Planning Strategy (2013). The Strategy foreshadows the consolidation of enterprise/composite industry to the area along Drove Street which the new Scheme could also pick up.

The following figure illustrates the proposed scheme map change from the 'Enterprise' zone to the 'General Industry' zone.



Pursuant to sections 75 of the *Planning and Development Act 2005*, the Council is requested to **RESOLVE** to adopt Scheme Amendment No. 2, to amend Local Planning Scheme No. 5 by rezoning Lot 154 Cornwall Street, Katanning from the 'Enterprise' zone to the 'General Industry' zone.

Statutory Environment:

A local planning scheme is a statutory document that defines the way land can be used and developed. A local planning scheme amendment proposes to modify the scheme text and/or map.

The process undertaken for the scheme amendment includes:

1. The local government resolves to proceed to modify the proposed amendment.
2. The proposed scheme amendment is referred to the Environmental Protection Authority for assessment.
3. The local government seeks the approval of the Commission to advertise the proposed amendment.
4. The Minister grants approval to advertise the amendment. The Minister may require modification to be undertaken prior to advertising.
5. The local government advertises the amendment for a min 42 days.
6. The amendment is referred back to Council for final consideration and then forwarded to the Minister for endorsement.

The key elements of the statutory environment in relation to the proposed Scheme Amendments are set out in the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The proposed scheme amendment has been prepared having regard to the Act, the Regulations and Model Scheme Text and Deemed Provisions contained therein.

The *Planning and Development (Local Planning Schemes) Regulations 2015* identifies three different levels of amendments – basic, standard and complex. The Amendment No.2 is a standard amendment as it would have minimal impact on land in the scheme area.

Policy Implications:

There are no policy implications relating to this item.

Financial Implications:

There are no financial implications to the adoption of the scheme amendment for advertising purposes.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is "low" and can be managed by routine procedures, current resources and well-established regulatory procedures and requirements.

Strategic Implications:

There are no strategic implications. The proposal aligns with the Shire's 2013 Local Planning Strategy.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council

1. Pursuant to sections 75 of the *Planning and Development Act 2005*, RESOLVES to adopt Scheme Amendment No. 2, to amend Local Planning Scheme No. 5 as follows:
 - a. Rezone Lot 154 Cornwall Street, Katanning from the 'Enterprise' zone to the 'General Industry' zone.
2. Pursuant to r. 35 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, that the amendment is 'standard' in accordance with regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as it satisfies the following criteria:
 - (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment.
 - (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
 - (g) it is not considered a complex or basic amendment.
3. REFERS Scheme Amendment No. 2 to the Environmental Protection Authority (EPA), pursuant to s. 81 of the *Planning and Development Act 2005*, by giving to the EPA written notice of this resolution and such written information to enable the EPA to comply with s. 48A of the *Environmental Protection Act 1986*;
4. Pursuant to r. 46A of the *Planning and Development (Local Planning Schemes) 2015*, AUTHORISES the Chief Executive Officer to forward a copy of the amendment to the Western Australian Planning Commission to seek approval from the Minister to advertise the proposed standard amendment in accordance with section 83A of the *Planning and Development Act 2005*;
5. Pursuant to r. 46C of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DELEGATE the Chief Executive Officer to:
 - a) Undertake modifications to Amendment No. 2 as required by the Minister, in accordance with s. 83A (2)(b) of the *Planning and Development Act 2005*;
 - b) Undertake any further referrals of modified Amendment No.2 to the EPA, if required, in accordance with s. 83A(3) and s. 81 and s. 82 of the *Planning and Development Act 2005*; and
 - c) Resubmit the modified amendment to the Minister for approval, in accordance with s. 83A (1) of the *Planning and Development Act 2005*.

6. In accordance with the requirements of r. 47 (1) and (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DELEGATE the Chief Executive Officer to advertise Amendment No. 2 to Local Planning Scheme No. 5, as soon as reasonably practicable after the Minister grants approval in accordance with s. 83A(2)(a) of the *Planning and Development Act 2005*.

CARRIED/LOST:

FOR:

AGAINST:

10.1.2 Referral Of Draft Scheme Text And Mapping To The Department Of Planning, Lands And Heritage For Initial Review And Initial Consultation With Landholders On Proposed Scheme Mapping Changes

File Ref:**Reporting Officer:** Adrian Nicoll, Town Planner**Date Report Prepared:** 01 December 2025**Disclosure of Interest:** No Interest to disclose**Attachments:**

1. Draft Scheme No.5 text document (as amended)
2. Draft new mapping document with zone and reserve classification changes

Issue:

Shire staff have developed a draft:

1. Scheme No.5 text document (as amended); and
2. Mapping document with proposed zone and reserve classification changes

See attachments.

The draft documents need to be reviewed by the Department of Planning, Lands and Heritage (DPLH) prior to being formally presented to the Shire Council for initiation.

This initial review process by the DPLH is expected to take approximately three months. During this DPLH review period, Shire staff believe that it may be an opportunistic time to discuss some of the proposed zone classification changes (map changes) with private landholders.

This report is requesting that the Shire agree to:

1. Refer a draft Scheme No.5 text document (as amended) and a draft mapping document (with proposed zone and reserve classification changes), to the Department of Planning, Lands and Heritage for their initial review; and
2. Consult with landholders on proposed draft zone and reserve classification changes.

Background:

The Shire of Katanning resolved at its 23 July 2025 Council meeting to recommend to the Western Australian Planning Commission that the Shire of Katanning Local Planning Scheme No. 5 be amended.

Subsequent to the above resolution, the Shire requested (email sent end of July) that the Commission notify the Shire on whether the Commission agrees or disagrees with the recommendation to amend its current scheme.

In October 2025, Shire staff and Council undertook a workshop to discuss concerns associated with the current scheme and opportunities associated with the Shire's Scheme, Strategy, Structure Plan areas, land use permissibility's and scheme map zonings. Key outcomes of the workshop included:

- Ensuring land use and development is not overly constrained

- Seek opportunities for housing and industrial growth

Officer's Comment

Subsequent to the October workshop, Shire staff commenced a process to develop a draft Scheme No.5 text document (as amended) and a draft new mapping document, taking on-board outcomes from the October workshop. These documents are provided as attachments to this report item. The documents are in a draft format, meaning they still require further review by the DPLH. The following lists summarise the content of the draft Scheme text and mapping changes:

Scheme Text

Key scheme text changes include:

- Updating the zoning table to comply with the 'Model' scheme
- Modifying 'additional uses' for some properties – see table 3 in the scheme
- Including new 'general development requirements'
- Modifying provisions for the 'Enterprise' zone – can now consider a single dwelling and/or an industrial activity
- Including provisions for outbuildings
- Including provisions for car parking
- Deleting some structure plan requirements – as a result of deleting the 'industrial development' zone and the 'urban development' zone for some properties
- Updating definitions
- Including new development exemptions
- Introducing criteria for advertisements

Mapping changes - zone and reserve classification changes

Key zoning and reserve classification changes include:

- Introducing a new Special Control Area dealing with potential flood areas
- Introducing density codes for 'Commercial' areas
- Transferring properties with the 'industrial development' zone classification to the 'general industry' zone classification – deleting the 'industrial development' zone
- Introducing three new reserve classifications – 'heritage', 'drainage/waterway' and 'environmental conservation'
- Introducing the following new zone classifications 'tourism', 'environmental conservation' and 'private community purpose'
- Transferring properties with a 'special use' zone classification to a zone which better reflects the land use (e.g. tourism)
- Identifying a new Enterprise zone area
- Transferring an 'Urban Development' area to a 'Rural Residential' zone classification
- Transferring some 'Enterprise' zone areas to 'General Industry'

There are approximately 140 map changes - the mapping document attached shows the current scheme zoning or reservation, a proposed change in zoning or reservation and a reference figure.

As identified in the above dot-points, changes include the introduction of some new zone and reserve classifications. Most of the zone and reserve classification changes are to better reflect the land tenure and land use. Some changes are to better facilitate land use and development.

The development of the amended Scheme text considers other Shire Schemes currently being finalised by the Department of Planning, Lands and Heritage (Kojonup, Boyup Brook and Bridgetown).

Prior to the Shire formally initiating an amended Scheme text and mapping for advertising purposes, the Department of Planning, Lands and Heritage (DPLH) suggested that we refer a draft version to the DPLH for review. This initial review process by the DPLH will take about three months and will help progress the scheme at the later stages in the adoption process.

Whilst waiting on a response from the DPLH (three months), it is recommended that the Shire informally consult with the landholders potentially affected by proposed map changes. For example, the Lots on the Kojonup-Katanning Rd – we are recommending a change from ‘Residential’ to ‘Enterprise’.... see below:

Proposed map changes for land adjacent to the Kojonup-Katanning Rd



At a later stage in the development process of the new Scheme, **formal** advertising will need to be undertaken post Council initiation, Environmental Protection Authority consideration and any modifications recommended by the DPLH.

This report is requesting that the Shire agree to:

1. Refer a draft version of the Scheme No.5 text (as amended) and map/zone changes to the Department of Planning, Lands and Heritage for their initial review; and
2. Consult with landholders on draft Scheme map/zone changes.

Statutory Environment:

Policy Implications:

There are no policy implications relating to this item.

Financial Implications:

There are no financial implications relating to this item.

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, current resources and well-established regulatory procedures and requirements.

Strategic Implications:

The proposal is generally consistent with the aims and objectives of the Shire of Katanning Local Planning Strategy 2013 as it applies specifically to economic development and growth and the following elements of the Shire of Katanning Strategic Community Plan 2022 – 2032:

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25 **That Council resolve to:**

- 1. Refer a draft version of the amended Scheme No.5 text document and a document with map/zone changes, to the Department of Planning, Lands and Heritage for their initial review; and**
- 2. Consult with landholders on draft Scheme map/zone changes.**

CARRIED/LOST:

FOR:

AGAINST:

10.1.3 Policy Review

(Attachment 1 – amended Municipal Inventory Heritage Policy (8.9)

(Attachment 2 – amended Undertaking Private Works Policy (7.7))

File Ref: GV.PO.1

Reporting Officer: Graham Barnes, General Manager Operations

Date Report Prepared: 1 December 2025

Issue

The Council's policies direct the values & performance of Council staff and ensure a consistent approach across the organisation to solving relevant problems.

Background

The Katanning Shire Council's policies are periodically reviewed to ensure they are current and reflect the contemporary objectives of Council.

Officer's Comment

The attached policies have been reviewed by senior management and only minor amendments are proposed.

Statutory Environment:

The *Local Government Act 1995* at clause 2.7(2)(b) determines that as the governing body, the Council is responsible for determining the local government's policies.

Policy Implications

On approval, this policy will take effect and replace earlier versions.

Risk Implications

The review of current policies is a risk mitigation tool and is a low-risk activity.

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/25 That Council adopts the amended Municipal Inventory Heritage and Undertaking Private Works Policies.

CARRIED/LOST:

FOR:

AGAINST:

10.2 EXECUTIVE MANAGER CORPORATE SERVICES

10.2.1 Schedule of Accounts – November 2025

(Attachment)

File Ref: FM.FI.4
Reporting Officer: Patrick Kennedy, Manager Finance
Date Report Prepared: 3 December 2025
Disclosure of Interest: No Interest to disclose.

Issue:

To receive the Schedule of Accounts Paid for the period ending 30 November 2025.

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 2025/26	EFT Payments 2025/26	Direct Debits 2025/26	Credit Card 2025/26	Payroll 2025/26	Total Payments 2025/26
July	\$3,479.90	\$1,038,558.66	\$129,657.91	\$9,080.42	\$364,302.86	\$1,545,079.75
August	\$578.00	\$1,596,393.93	\$301,498.65	\$7,885.55	\$253,211.73	\$2,159,567.86
September	\$626.15	\$1,102,477.89	\$80,981.22	\$2,198.64	\$250,009.26	\$1,436,293.16
October	\$1,418.50	\$1,537,396.75	\$102,701.30	\$7,073.10	\$260,790.25	\$1,909,379.90
November	\$386.00	\$1,418,117.99	\$394,104.55	\$13,388.27	\$282,638.90	\$2,108,635.71
December						
January						
February						
March						
April						
May						
June						
Total	\$6,488.55	\$6,692,945.22	\$1,008,943.63	\$39,625.98	\$1,410,953.00	\$9,158,956.38

Officer's Comment:

The schedule of accounts for the month of November 2025 is attached.

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Policy Implications:

There are no direct policy implications in relation to this item.

Financial Implications:

Expenditure in accordance with s6.8 (1) (a) of the Local Government Act 1995.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/25 That Council endorses the Schedule of Accounts as presented, being EFT payments 40564 - 40706 totalling \$1,418,117.99, Cheques 42525-42526 totalling \$386.00, Payroll payments totalling \$282,638.90 Direct Debit payments totalling \$394,104.55, Credit Cards (October) totalling \$13,388.27, all totalling \$2,108,635.71 authorised and paid in November 2025.

CARRIED/LOST:
FOR:
AGAINST:

10.2.2 Monthly Financial Report – November 2025 **(ATTACHMENT)**

File Ref: FM.FI.4
Reporting Officer: David Blurton - EMCS
Report Prepared: 10 December 2025
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 November 2025.

The report includes information which meets the statutory requirements of the Local Government Act and Financial Management Regulations. Other relevant financial information is provided to Elected Members to compare finance performance of the various business functions of the Shire against adopted budgets.

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% with a minimum value of \$10,000. Material variances between budgeted and actual expenditure are reported at Report 3 of the Monthly Financial Report.

Officer's Comment:

Below are the highlights for this reporting period:

Revenue from Operating Activities

- General Rates is \$57,220 more than budgeted at the end of the month. The 25-26 budget includes provision for \$50,000 to be written off in rates during the year none of which has been processed yet.
- Operating Grants and Subsidies are \$638,777 more than budgeted which relates to the following;
 - Direct Grants received \$9,337 less than budget,
 - Harmony festival grants \$29,165 less than budget
 - General Purpose Grants and Untied Road Grants are \$682,824 more than budget as a result of the WA Grants Commission prepaying 50% grant entitlements in 24/25 rather than 75% as anticipated.
 - CESM contributions are \$61,895 more than budgeted.
 - Debt collection legal expense reimbursement is \$49,380 less than budget as debt collection activities that generate expenses have only recently commenced.
- Fees and Charges are \$219,178 more than budget relating to
 - \$61,544 final phase 3 LRCI payment incorrectly being classified as fees rather than grants. This amount was unbudgeted and will be included in Midyear budget review.
 - Saleyard fees to end of the month are also \$112,760 more than budgeted.
 - KLC Fees are \$35,334 more than YTD budget
 - Waste site fees are \$18,150 below budget
 - Key worker housing rental income is \$12,306 more than YTD budget

- Other revenue is \$17,119 mainly due to Workers compensation reimbursements being less than expected.
- Profit on Asset Disposal is \$30,083 less than budget as no plant or vehicles have been disposed yet.

Expenditure from Operating Activities

- Employee costs are \$203,392 less than budgeted which relates mainly to
 - salary costs for Administration staff \$39,871 under budget
 - salary costs for PWO employees is \$21,059 under budget
 - superannuation for PWO employees \$16,935 under budget
 - KLC wages \$21,331 under budget
 - Town planning Salaries \$18,041 under budget
 - Labour component of road maintenance is \$22,508 less than budget
 - Public holiday cost is \$12,117 less than budget (timing issue)
 - An accrued salaries journal of \$18,511 was processed in early July transferring expense to 24/25 financial year.
- Materials and Contracts is \$460,166 less than budget. The following variances from budget are noted
 - Fuel and oil purchases \$14,458 less than budget.
 - KAC Maintenance expense is \$39,872 more than budget. Unfortunately, the budget for refurbishment works on the pool was not carried over into 25/26. This will need to be considered in the 25/26 midyear budget review.
 - Amherst Management Fees re \$12,973 under budget
 - Fire mitigation expenses is \$20,095 under budget
 - Road Maintenance Materials \$26,617 under budget
 - Footpath maintenance materials is \$10,023 under budget
 - Plant costs from hard waste pickup are \$19,323 more than budget
 - Works program – other reserves is \$72,492 under budget
 - Grant expenditure – community development is \$21,696 under budget
 - CCTV maintenance costs are \$12,090 under budget
 - Housing business Planning \$10,000 under budget
 - An accrued expense journal has been processed \$82,940 to transfer expected Audit fees relating to 24-25 financial accounts to the 24-25 financial year as was the case in previous financial year.
 - Debt collection legal costs are \$48,786 under budget. This service has only just commenced in earnest for 25/26.
 - Subscriptions and memberships are \$35,677 under budget relating to timing of payment.
 - Computer software subscriptions are \$52,524 under budget relating to timing. Subscription for synergy soft for 25-26 was paid in 24-25 financial year.
 - IT Hardware is \$15,141 under budget.
 - IT support is \$23,650 under budget.
 - Minor Asset purchases are \$10,000 under budget

-
- Building consultants are \$18,605 less than budget
 - Community Development Grant expenditure is \$21,696 under budget
 - Youth activities expenses are \$14,200 less than budget
 - Utility charges are \$30,933 under budget relating to the timing of payments for accounts.
 - Depreciation expense is \$35,231 more than budget.
 - Proceeds from capital grants, subsidies and contributions are \$462,219 less than expected at end of October 25, relating to
 - Airport runway grant \$152,954 under budget
 - DFES grant for new Fire Shed \$100,000
 - Regional Road Group Grant is \$21,735 more than budgeted.
 - Roads to Recovery Grants is \$150,000 less than budget.
 - Grant Income – other culture is \$27,301 under budget
 - Acquisition of Property, Plant and Equipment and infrastructure is \$2,311,922 less than expected for the following reasons;
 - BFB Shed \$100,000 under budget due to some delays in delivery of the project.
 - CESM Vehicle purchase \$29,000 under budget. Partners in the CESM agreement have elected to continue to lease a vehicle rather than purchase, so this will require a budget amendment in mid-year review
 - Amherst Village improvements \$15,000 under budget
 - Amherst Village Deposits \$20,997 more than anticipated relating to contractual arrangements in refunding share of profit for outgoing tenants.
 - Early Childhood hub \$1,375,055 under budget. First claim was paid in August rather than July as anticipated putting claims one month behind the budgeted payment schedule.
 - Cemetery Improvements \$35,180 under budget due to some delays in project delivery.
 - Plant purchases \$166,250 underbudget due to timing.
 - Cat pound \$10,000 underbudget as the project yet to commence.
 - Noongar Artwork Project \$72,400 under budget and yet to commence
 - Cemetery upgrades \$25,800 under budget
 - Roadworks materials \$368,890 under budget
 - Roadworks employee cost \$72,603 under budget
 - Surplus or deficit at the start of the financial year is \$769,166 below budget reflecting prepayment of 50% of federal assistance grants rather than 75% as budgeted. The final surplus figure will not be known until the audit is complete and the difference between estimated and actual surplus will be considered in the midyear budget review process.

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

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

Local Government (Financial Management) Regulations 1996.

Regulation 34 Financial activity statement required each month (Act s.6.4)

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

Policy Implications:

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

Financial Implications:

There are no financial implications for this report.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To ensure that Shire resources are utilised in a manner that represents the best interest of the whole community.

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/25 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 November 2025, as presented.

CARRIED/LOST:

FOR:

AGAINST:

10.2.3 **2024-25 Annual Report** (Attachment)

File Ref: FM.AU.2
Reporting Officer: David Blurton, Executive Manager of Corporate Services
Date Report Prepared: 1 December 2025
Disclosure of Interest: No Interest to disclose

Issue: For Council to consider the acceptance of the 2024-25 Annual Report including the Annual Financial Report and Auditors Report.

Body/Background: Moore's Australia on behalf of the Office of Auditor General (OAG) undertook its audit site visit during October 2025. The Audit Exit Meeting was held with the Audit and Risk Committee on 1 December 2025 where the committee considered the Audit Concluding Memorandum, Management Letter and draft 24-25 Annual Financial Report.

Officer's Comment: As discussed at the Audit Committee meeting, The Council has received an-unqualified (or un-modified) audit report which represents a "clean" audit. One matter was raised as a moderate rating in relation to a Purchase Order which had no assigned value and management will look to address this in the coming months.

Total comprehensive income is reported as a \$5m loss for the 24/25 financial year and is a significant variation from the budgeted figure of \$5.7m profit. This is due to the delay in receiving capital grants for the Katanning Early Childhood Hub of approximately \$10m. These grants will be brought to account as income in 25/26 financial year.

Cash held at year end is significant (\$15.3m) which comprises reserves of \$8.7m, WATC funds for the Katanning Early Childhood center (\$4.8m) and unrestricted cash of \$1.8m mostly represented as prepayment of 25/26 Federal Assistance Grants.

Employee provisions reduced during the year reflecting the departure of several long-serving employees. Employee costs were less than budgeted for the financial year. Fees and charges were \$400,000 more than expected mainly due to higher fees generated at the Katanning Saleyard facility.

Operating Grants, subsidies and contributions finished the year \$897,241 under budget which relates to the prepayment of 70% of the Council's General Purpose Grants in the 23/24 financial year. Only 50 % of 25-26 General Purpose Grants and Untied Road grants were prepaid into 24-25

The Annual Report itself is a statutory document that recognises and celebrates the Council's achievements of the previous financial year against its strategic objectives and reports on other important information. Whilst the Financial Report and audit report forms an important part of the document, the document should be read in its entirety.

Statutory Environment: *Local Government Act 1995*
Section 5.53 Annual Reports

(1) The local government is to prepare an annual report for each financial year.

- (2) The annual report is to contain —
- (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) *deleted*]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and
 - (ha) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*; and
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
 - (i) the number of complaints recorded in the register of complaints; and
 - (ii) how the recorded complaints were dealt with; and
 - (iii) any other details that the regulations may require;and
 - (i) such other information as may be prescribed.

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

** Absolute majority required.*

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended: No. 49 of 2004 s. 49.]

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

[Section 5.55A inserted: No. 5 of 2017 s. 8.]

19B. Information to be included in annual report (Act s. 5.53(2)(g) and (i))

- (1) In this regulation —
remuneration has the meaning given in the *Salaries and Allowances Act 1975* section 4(1).
- (2) For the purposes of section 5.53(2)(g) and (i), the annual report for a financial year beginning on or after 1 July 2020 must contain the following —
- (a) the number of employees of the local government entitled to an annual salary of \$130 000 or more;
 - (b) the number of employees of the local government entitled to an annual salary that falls within each band of \$10 000 over \$130 000;
 - (c) any remuneration and allowances paid by the local government under Schedule 5.1 clause 9 during the financial year;
 - (d) any amount ordered under section 5.110(6)(b)(iv) to be paid by a person against whom a complaint was made under section 5.107(1), 5.109(1) or 5.114(1) to the local government during the financial year;
 - (e) the remuneration paid or provided to the CEO during the financial year;
 - (f) the number of council and committee meetings attended by each council member during the financial year;
 - (g) if available, the gender, linguistic background and country of birth of council members;
 - (h) if available, the number of council members who are aged —
 - (i) between 18 years and 24 years; and
 - (ii) between 25 years and 34 years; and
 - (iii) between 35 years and 44 years; and
 - (iv) between 45 years and 54 years; and
 - (v) between 55 years and 64 years; and
 - (vi) over the age of 64 years;
 - (i) if available, the number of council members who identify as Aboriginal or Torres Strait Islander;
 - (j) details of any modification made to a local government's strategic community plan during the financial year;
 - (k) details of any significant modification made to a local government's corporate business plan during the financial year.

[Regulation 19B inserted: SL 2020/213 r. 20.]

19BD. Information about fees, expenses and allowances to be included in annual report (Act s. 5.53(2)(i))

For the purposes of section 5.53(2)(i), the annual report for a financial year beginning on or after 1 July 2022 must include, in relation to fees, expenses or allowances paid during the financial year to council members, the mayor or the president, for each person —

- (a) the nature of the fee, expense or allowance; and

- (b) the total amount or value of each class of fee, expense or allowance.

[Regulation 19BD inserted: SL 2023/106 r. 33.]

19BE. Information about capital grants, subsidies and contributions to be included in annual report (Act s. 5.53(2)(i))

- (1) In this regulation —
- renew**, in relation to an asset, means to return the asset to its original state by rebuilding, repairing or restoring the asset;
- replace**, in relation to an asset, does not include to upgrade the asset or to replace the asset with a different version of the asset.
- (2) For the purposes of section 5.53(2)(i), the annual report for a financial year beginning on or after 1 July 2022 must include the amount of all capital grants, subsidies and contributions, for replacing and renewing assets, that were received by the local government during —
- (a) the financial year; and
- (b) the 2 financial years before the financial year.

[Regulation 19BE inserted: SL 2023/106 r. 33.]

[19CA. Deleted: SL 2020/213 r. 20.]

Policy Implications: There are no policy implications for this report.

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

Risk Implications: This matter is considered low risk

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/25

That Council

- 1. Accepts the Annual Report for the 2024-25 financial year; and**
- 2. Authorises the CEO to give public notice of the availability of the 2024-25 Annual Report.**
- 3. That Council hold its Annual Meeting of Electors on 24 February 2026, 5.30pm with the Ordinary Meeting of Council to commence at 6.30pm.**

CARRIED/LOST:

FOR:

AGAINST:

10.2.4 ESL Levy Arrangements

File Ref:

Reporting Officer: David Blurton, Executive Manager of Corporate Services

Date Report Prepared: 1 December 2025

Disclosure of Interest: No Interest to disclose

Issue

To consider the method of reimbursement of the Emergency Services Levy (ESL) to the Department of Fire and Emergency Services (DFES).

Body/Background:

Under the Emergency Service levy Act 2002, the Council is required to levy ratepayers with the ESL. This is collected by the Council and remitted to DFES in one of two ways, summarised in the table below.

The table below summarises the two administrative options:		
	OPTION A	OPTION B
ESL payments to DFES	Monthly, based on the ESL collected in the previous month.	Quarterly or annually based on ESL billed for the levy year.
ESL penalty interest collected by local government	Remitted to DFES monthly.	Retained by local government.
Cashflow implications	Stable cashflow as ESL collected by local government is remitted the following month.	Likely to experience surplus cashflow in the first half of the financial year as, for most, the ESL collected from levy payers will exceed the required payment to DFES.
Delinquent ESL and ESL write-offs	Local government required to pursue delinquent ESL in the same manner as general rates. Costs associated with legal action are to be recovered against the debtor. Where these costs are unable to be recovered, they are to be shared between local government and DFES on an ad valorem basis. Local government can request a write-off of irrecoverable ESL debt by submitting a Form D to DFES. If approved, DFES will assume liability for the write-off. ESL Interest amounts less than \$2.00 per annum per assessment can be written-off at the discretion of local government.	Local government required to pursue delinquent ESL in the same manner as general rates and assumes liability for all unpaid and deferred ESL, ESL write-offs and all costs associated with ESL debt recovery. Must seek approval before writing off outstanding ESL amounts (with the exception of ESL Interest amounts less than \$2.00 per annum per assessment).
Returns required to be submitted to DFES	<ul style="list-style-type: none"> Annual declaration of ESL billing (Form A) Monthly ESL remittance return (Form B) Annual declaration of all ESL billing adjustments (Form C) ESL write-off requests (Form D) as required 	<ul style="list-style-type: none"> Annual declaration of ESL billing (Form A) Annual declaration of ESL billing adjustments relating to the levy year (Annexure A)

Council has traditionally elected for Option B which requires less administrative work; however, the Council then assumes liability for all unpaid and deferred ESL while DFES receives the full amount of amounts levied.

Advice was sought from DFES officers on this matter who advised the following.

The Shire of Katanning can move back to an Option A agreement. The steps to action this change are below:

- 1. As the Option B Agreement was made between the Fire and Emergency Services Commissioner and the Shire by the authority of a Council resolution, a similar resolution would be required to terminate the Option B Agreement and return to Option A. Following this resolution, a written notice will need to be sent to us, addressed to the Fire and Emergency Services Commissioner requesting termination.*
- 2. In line with the Option B transition notice period, the Shire would commence remitting ESL under the Option A arrangements three months from the date DFES receives the termination notice from the Shire.*

Officer's Comment:

Emergency services levies collected by DFES are used to support DFES operations and volunteer bushfire brigades through the local government grants scheme.

While there will be an additional monthly reconciliation for the finance team to perform, moving to option A will improve cash flow for Council as only ESL that is paid via the rates collection process will be remitted to DFES.

Statutory Environment:

Emergency Service levy Act 2002

Policy Implications:

Not Applicable

Financial Implications:

Opening balance of unpaid ESL 1/7/26	\$ 43,456
Plus ESL levied 25/26	\$264,237
Less collected ESL YTD	\$219,578
Balance of ESL owing at 1/12/25	\$ 88,115

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".

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2032

Focus Area Built Environment

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

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council

- 1. Terminate its current agreement with the Fire and Emergency Services Commissioner for option B to collect and remit Emergency Services Levies on an Annual Basis and**
- 2. Authorise the CEO to execute option A of the Agreement with the Fire and Emergency Services Commissioner to collect and remit Emergency Services Levies on a Monthly Basis.**

CARRIED/LOST:

FOR:

AGAINST:

10.3 CHIEF EXECUTIVE OFFICER'S REPORTS

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**PROCEDURAL MOTION**

MOVED: CR

SECONDED: CR

OC/25

That Council considers the urgent business items 12.1.

CARRIED/LOST:

FOR:

AGAINST:

12.1

Disposal of properties for nonpayment of rates

File Ref:

LS.AA.1

Reporting Officer:

Michelle Hopkirk, Rates/Debtors Officer

Date Report Prepared:

15 December 2025

Disclosure of Interest:

Nil

Issue:

To seek Council approval for the application of the three-year ruling under the Local Government Act 1995 for eligible unpaid rate accounts and to authorise Cloud Payments to commence recovery proceedings on behalf of the Shire of Katanning.

Body/Background:

The Shire of Katanning has a statutory obligation to manage and recover unpaid rates and service charges in a fair, consistent, and lawful manner.

A review of outstanding rates has identified a number of rate accounts that have remained unpaid for a period exceeding three years. These accounts have been subject to standard debt recovery processes, including reminder notices and opportunities for ratepayers to enter into payment arrangements, in accordance with Council's Debt Collection Policy.

Despite these efforts, the debts remain outstanding.

Officer's Comment:

Section 6.64 of the Local Government Act 1995 provides Council with the authority to recover unpaid rates and service charges, including through proceedings that may result in the sale of land where amounts remain unpaid for three years or more.

The application of the three-year ruling represents the final stage of Council's debt recovery process and is only progressed where all reasonable efforts to secure payment or an acceptable payment arrangement have been exhausted.

Authorising Cloud Payments to commence proceedings ensures that the recovery process is undertaken in accordance with legislative requirements, Council policy, and procedural fairness. All affected ratepayers will continue to be afforded the required statutory notices and opportunities to discharge the debt prior to any sale action being undertaken.

Statutory Environment:

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications:

This proposal is consistent with the Shire of Katanning's Debt Recovery Policy (2.11) and broader financial management practices.

1.5 if there is an amount of rates which has been unpaid for three or more years the Shire may utilise the provision of sections 6.64 of the Act to:

1. Lease the land; or
2. Sell the land; or
3. Transfer the land to the crown; or
4. Transfer the land to itself.

Financial Implications:

The outstanding rates and charges represent a debt owed to the Shire. Recovery of these amounts will improve Council's cash flow and reduce the financial burden on compliant ratepayers.

Any costs associated with recovery proceedings may be recovered and applied to the relevant rate accounts in accordance with legislation.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is "Low" and is considered manageable using existing procedures and current resources.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

That Council

1. Approve the application of the three-year ruling for the recovery of eligible unpaid rates and service charges under section 6.64 within the Shire of Katanning; and
2. Authorise Cloud Payments to commence recovery proceedings on behalf of the Shire, including actions that may lead to the sale of land.

CARRIED/LOST:

FOR:

AGAINST:

13. CONFIDENTIAL ITEMS

PROCEDURAL MOTION

MOVED:

SECONDED:

OC/25

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

- **Sale/Amalgamation of Lot 448 With Adjoining Land**
- **Amherst Village Unit 3 Allocation**

CARRIED/LOST:

FOR:

AGAINST:

13.1 Sale/Amalgamation of Lot 448 With Adjoining Land**File Ref:****Reporting Officer:** Adrian Nicoll, Town Planner**Date Report Prepared:** 01 December 2025**Disclosure of Interest:** No Interest to disclose**Reason for Confidentiality**

The Officer's Report is confidential in accordance with section 5.23 (2) (e) (iii) of the Local Government Act because it deals with a matter if disclosed, would reveal information about a business, professional, commercial or financial affairs of a person.

Voting Requirement: Simple Majority**Officer's Recommendation/Council Motion:**

OC/25 That Council invite public tenders for the sale of Lot 448 in accordance with section 3.58 of the Local Government Act 1995.

CARRIED/LOST:

FOR:

AGAINST:

13.2 Amherst Village Unit 3 Allocation

File Ref: LS.AA.1
Reporting Officer: David Blurton, Executive Manager Corporate Services
Date Report Prepared: 15 December 2025
Disclosure of Interest: Nil

Reason for Confidentiality

The Officer's Report is confidential in accordance with section 5.23 (2) (e) (iii) of the Local Government Act because it deals with a matter if disclosed, would reveal information about the financial affairs of a person.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25 That Council approves the allocation of Amherst Village Unit 3 as proposed, for the agreed market value and based on the lease for life terms and conditions approved during the October 2024 Council meeting.

CARRIED/LOST:

FOR:

AGAINST:

PROCEDURAL MOTION**MOVED:****SECONDED:****Officer's Recommendation/Council Motion:****Voting Requirement:** Simple Majority**OC/25 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.