



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

‘Katanning is a safe, sustainable, and prosperous community.  
We respect and celebrate our diverse culture.’

**MINUTES OF A  
SPECIAL COUNCIL MEETING**

Dear Council Member

Minutes of a Special Council Meeting of the Shire of Katanning held on  
Monday 7 July 2025 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning.

**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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**Table of Contents**

Item No.	Item Heading	Page No.
<b>1</b>	<b>Declaration of Opening/Announcement of Visitors</b>	<b>3</b>
<b>2</b>	<b>Record of Attendance</b>	<b>3</b>
<b>3</b>	<b>Announcements by Presiding Member Without Discussion</b>	<b>4</b>
<b>4</b>	<b>Disclosure of Financial/Impartiality Interest</b>	<b>4</b>
<b>5</b>	<b>Public Question/Statement Time</b>	<b>4</b>
<b>6</b>	<b>Confirmation of Minutes of Previous Meetings</b>	<b>5</b>
<b>7</b>	<b>Executive Manager Corporate and Community</b>	<b>6</b>
7.1	Adoption of the 2025/2026 Budget	6
<b>8</b>	<b>Chief Executive Officer's Report</b>	<b>14</b>
<b>9</b>	<b>Closure of Meeting</b>	<b>14</b>

**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS**

The Presiding Member declared the meeting open at 5:00pm.

**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 Liz Guidera – Deputy President  
Cr Matt Collis  
Cr Michelle Salter  
Cr Ian Hanna  
Cr Paul Totino

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

Gallery: Roxanne Smith  
Steph Green  
Michael Green  
Mark Letter

Media:

Apologies: Cr John Goodheart

Leave of Absence:

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

President Kristy D'Aprile welcomed community members attending the meeting and acknowledged an apology from councillor John Goodheart, requesting the attendance record be updated accordingly. She expressed sincere gratitude to councillors and staff for their time, effort, and dedication throughout the challenging budget process. Despite limited local government resources, she believes the proposed budget supports key long-term projects such as:

- The Early Childhood Hub
- Cemetery upgrades
- Continuation of the Noongar artwork project
- CCTV operations
- Replacement of the EV charging unit on Austell Terrace
- Upgrades to Amherst Village
- Plant and vehicle replacements

She noted that further budget discussion would occur at item 7 and thanked the gallery for participating in the meeting.

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

Nil.

**5. PUBLIC QUESTION/STATEMENT TIME****Mark Letter Statement**

Mark Letter, representing the Katanning Hockey Club, addressed the council to thank them for considering a proposal to upgrade facilities at the top oval, which supports around 200 local residents. He acknowledged discussions with President Kristy D'Aprile and expressed delight that funding has been allocated in the proposed budget. Mark reflected positively on a recent sporting weekend at the Rec Centre, noting the good weather helped avoid overcrowding under limited shelter.

He emphasized that while there are long-term master plans in place, immediate improvements are needed to support club morale and provide a sense of pride and belonging for users of the top oval. Mark thanked the council for listening to community feedback and expressed hope that the budget is adopted, as it would greatly benefit many in the local area.

**President Kristy D'Aprile Response**

President Kristy D'Aprile agreed with Mark Letter's comments, noting the vibrant atmosphere during the recent weekend of community sports and the strong engagement from residents.

She thanked the four clubs that wrote to council and confirmed that their input was considered during the budget process. She acknowledged that a reserve allocation has been included in the budget to support the requested upgrades for the top oval and club facilities, including the hockey clubhouse.

President Kristy D'Aprile emphasized the need for planning and design work to ensure the best outcomes, noting that the council is currently reviewing both the KLC Master Plan and the

Shire's broader Recreation Plan. She acknowledged the club's urgency and thanked Mark for attending and making his voice heard, reinforcing that community input is valued. She then invited any questions from councillors before thanking him again.

**Steph Green Statement**

Steph Green spoke on behalf of multiple user groups of the top oval, supporting earlier comments made by Mark Letter. She expressed strong support for the adoption of the budget, highlighting that it would help make the facility more inclusive and accessible, particularly for people with disabilities. A long-standing concern has been the lack of accessible toilets, which discourages spectators from attending events like cricket, soccer, hockey, and equestrian activities.

Steph emphasized that improving the space would make it more inviting and functional for both renters and the general public, potentially increasing usage and income. She noted the importance of making facilities more youth-friendly, as all clubs are trying to engage and retain young people. She stressed the need for equitable improvements across all clubs, rather than only a few having quality amenities.

**President Kristy D'Aprile Response**

President Kristy thanked Steph Green for raising important issues, particularly regarding inclusivity and accessibility at the top oval. She acknowledged the need for further consultation with the four main user groups to better understand their needs and plan effectively for the future. Kristy expressed her commitment to being involved in that consultation once the budget process is completed.

She also praised the recent condition of the oval, noting how impressive it looked during a Saturday visit. She gave a special mention to BGL Solutions for their prep work and commended the Shire's gardening team for their meticulous maintenance, including neatly mowed lawns.

<b>6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b>
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Nil.

**7. EXECUTIVE MANAGER CORPORATE AND COMMUNITY****7.1 Adoption of the 2025/2026 Budget**  
(ATTACHMENTS)

**File Ref:** FM.BU.6  
**Reporting Officer:** David Blurton, Executive Manager Corporate Services  
**Date Report Prepared:** 11 June 2025  
**Disclosure of Interest:** Nil

**Issue:**

To consider and adopt the Municipal Fund Budget for the 2025/2026 financial year together with supporting schedules, including striking of the municipal fund rates, setting of elected members fees for the year and other consequential matters arising from the budget papers.

**Body/Background:**

The draft 2025/2026 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 contained in the draft budget at a number of workshops which were held between April and June 2025.

**Officer's Comment:**

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

**Rating:**

The draft budget includes a 4.0% increase in overall rating revenue and includes a \$50,000 rates write off as some rates are expected to be unrecoverable.

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 \$5,243 has been made in the 2025/2026 draft budget for the Rates Incentive Prize.

Officers have spent considerable time developing the fairest rates model which spreads the rates burden across as evenly as possible across the different rating categories. A summary is provided below

- Those on minimum rates can expect a 3.75% increase (\$1200 to \$1245)
- Most GRV rates properties including residential, commercial and industrial properties can expect a 3.99% increase.
- UV property values have increased by 21% for 25/26. The average rates increase for these properties will be 3.6%.

***Salaries and Wages:***

Operating Employment costs are forecast to decrease in comparison to 24/25 budget from \$5,380,736 to \$5,337,519. This is reflective of the following.

- An average increase in salary of 3.5%
- Increase in Workcover insurance premiums of 63% reflecting claims performance.
- Number of FTE to reduce by 0.9 in comparison to 24/25.
- Removal of ITC Support Officer, Executive Manager of Infrastructure & Community, Mechanic, other community development positions including Community Capacity Building.
- Addition of Planning Officer, Public Relations (PT), Full Time Rates / Debtors Officer, Project Officer, 2 x Mixed duties Casual.

***General Purpose Funding:***

As in previous years, the WA Local Government Grants Commission (WALGGC) is expected to pay 75% of the Council's 25/26 entitlement for General Purpose and Local Roads Grants into the 24/25 financial year.

As at the 28/6/25, the WALGCC has paid prepaid only 50% of the Council's 25/26 grant entitlement. This will require a budget amendment in the mid-year review.

To avoid duplication of grant funds in 25/26, the draft budget as presented does not include an expected prepayment of grants from the 26/27 financial year.

***Fees & Charges:***

The fees and charges are predominately increased by CPI of 2.8%. There have been minor adjustments to statutory charges.

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

Some specific waste charges have been increase including disposal of asbestos and liquid waste to reflect treatment costs and to ensure disposal costs remain consistent with industry trends. Several new charges are proposed across the Shires operations including:

- A fee for use of the Shire's weighbridge
- Proposed new fee structure for refuse site
- Modified fee structure for hire of town hall and KLC facilities
- Modified fee structure for KLC gym membership
- New hire fee for frisbee golf hire
- Saleyard ID scanning fee of \$0.133 per scan.
- Revised structure of EHO inspection fees to reflect risk ratings

***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 be increased to ensure consistency with annual determinations made by the Salary and Allowances Tribunal; Annual Sitting fees for elected members is to remain at \$17,000 per annum.

The President's allowance will increase from \$38,000 to \$41,388 and the Deputy President's allowance from \$9,500 to \$10,347 in accordance with the 2025 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.

Due to changes in the Local Government Act the 25/26 budget also includes an allowance to for attendance of an independent Audit Committee Chairperson and a motion to pay the independent audit committee members for meeting attendance.

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.

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*.

It is recommended that Council adopt the 25-26 Annual Budget as presented.

**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 2024/2025 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 the financial requirements which the Shire will need to deliver its identified operational activities and non-operating projects for the 25/26 financial year.

**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 Majority

**MOVED: CR PAUL TOTINO**

**SECONDED: CR IAN HANNA**

**OC78/25 PART A – MUNICIPAL FUND BUDGET FOR 2025/2026**

**That Council;**

- 1. 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 2025/2026 financial year.**
- 2. In addition to identified budgeted transfers, approves the following transfers from Municipal Funds to Reserve Funds as at 30 June 2025**
  - a. Transfer of \$247,073 to Amherst Village Refundable Deposit Reserve representing net difference between deposits paid and received during 24/25**
  - b. Transfer of \$360,652 to Housing Reserve representing funds from sale of Kaatanup Loop Properties during the year.**

**CARRIED BY ABSOLUTE MJORITY:6/0**

**FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR IAN HANNA, CR PAUL TOTINO, CR MICHELLE  
SALTER, CR MATT COLLIS  
AGAINST: NIL**

Cr Paul Totino spoke for the motion.

Cr Liz Guidera spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

The following Motions were carried en-bloc.

**Voting Requirement:** Absolute Majority

**MOVED: CR PAUL TOTINO**

**SECONDED: CR MATT COLLIS**

**OC79/25      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)	10.42 cents in the dollar
Unimproved (UV)	0.5225 cents in the dollar

**Minimum Rates**

Gross Rental Value (GRV)	\$1,245
Unimproved (UV)	\$1,245

2. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64 (2) of the *Local Government (Financial Management Regulations 1996)*, offers a one, two and four instalment payment option, and nominates the following due dates for payment in full or by instalments:
  - Full payment and 1<sup>st</sup> instalment due date 18 August 2025
  - 2<sup>nd</sup> quarterly instalment due date 17 October 2025
  - 2<sup>nd</sup> half instalment due date 16 December 2025
  - 3<sup>rd</sup> quarterly instalment due date 16 December 2025
  - 4<sup>th</sup> quarterly & final instalment due date 17 February 2026
3. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management Regulations 1996)*, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$10.00 for each instalment after the initial instalment is paid.
4. That Council, pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management Regulations 1996)*, adopts an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.
5. That Council, pursuant to section 6.51 (1) and subject to section 6.51 (4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management Regulations 1996)*, adopts an interest rate of 7.0% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

6. That Council offer ratepayers the chance to win one of five \$1,000 Katanning Regional Business Association vouchers subject to the following terms and conditions:
- That all rates and charges appearing on the rate notice including arrears are paid in full within 35 days of issue of the rates assessment notice: and
  - Councillors and employees of the Shire of Katanning, state government properties and properties that receive a rates exemption are not eligible to be included in the prize draw.

CARRIED BY ABSOLUTE MJORITY:6/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR IAN HANNA, CR PAUL TOTINO, CR MICHELLE  
SALTER, CR MATT COLLIS  
AGAINST: NIL

Cr Paul Totino spoke for the motion.

Cr Liz Guidera spoke for the motion.

**Voting Requirement:** Absolute Majority

**MOVED: CR PAUL TOTINO**

**SECONDED: CR MATT COLLIS**

**OC80/25 PART C – GENERAL FEES AND CHARGES FOR 2025/2026**

That Council, pursuant to section 6.16 of the *Local Government Act 1995*, adopts the fees and charges included in the draft 2025/2026 budget as attached.

CARRIED BY ABSOLUTE MJORITY:6/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR IAN HANNA, CR PAUL TOTINO, CR MICHELLE  
SALTER, CR MATT COLLIS  
AGAINST: NIL

**Voting Requirement:** Simple Majority

**MOVED: CR PAUL TOTINO**

**SECONDED: CR MATT COLLIS**

**OC81/25      PART D – OTHER STATUTORY FEES FOR 2025/2026**

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 in the draft 2025/2026 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 in the draft 2025/2026 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 in the draft 2025/2026 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)    | \$37.50 |
| • Gross Rental Values (GRV) | \$37.50 |

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 in the draft 2025/2026 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.
7. That Council, issue 4 vouchers for ratepayers for access to the Katanning Refuse site

CARRIED BY ABSOLUTE MJORITY:6/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR IAN HANNA, CR PAUL TOTINO, CR MICHELLE  
SALTER, CR MATT COLLIS

AGAINST: NIL

**Voting Requirement:** Absolute Majority

**MOVED: CR PAUL TOTINO**

**SECONDED: CR MATT COLLIS**

**OC82/25      PART E – ELECTED MEMBERS FEES AND ALLOWANCES FOR 2025/2026**

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	\$17,000
Councillors	\$17,000

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	\$41,388
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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	\$10,347
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5. That Council, pursuant to section 5.100(2) of the *Local Government Act 1995* and within the range determined by the Salaries and Allowances Tribunal, adopts the following meeting attendance fees for the Audit, Risk and Improvement Committee

Independent Committee Member \$225 per meeting to be backdated to time of appointment.

CARRIED BY ABSOLUTE MJORITY:6/0

FOR: CR KRISTY D'APRILE, CR LIZ GUIDERA, CR IAN HANNA, CR PAUL TOTINO, CR MICHELLE  
SALTER, CR MATT COLLIS  
AGAINST: NIL

**Voting Requirement:** Simple Majority

**MOVED: CR PAUL TOTINO**

**SECONDED: CR MATT COLLIS**

**OC83/25      PART F – MATERIAL VARIANCE REPORTING FOR 2025/2026**

**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 2025/2026 for reporting material variances shall be a percentage of ten (10) or a minimum of \$10,000, whichever is the greater.**

**CARRIED BY ABSOLUTE MJORITY:6/0**

**FOR: CR KRISTY D’APRILE, CR LIZ GUIDERA, CR IAN HANNA, CR PAUL TOTINO, CR MICHELLE  
SALTER, CR MATT COLLIS  
AGAINST: NIL**

<b>8.      CHIEF EXECUTIVE OFFICER’S REPORT</b>
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<b>9.      CLOSURE OF MEETING</b>
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The Presiding Member declared the meeting closed at 5:21pm.