



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

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

**MINUTES OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Council Meeting of the Shire of Katanning held on  
Tuesday 27 June 2017, in the Shire of Katanning Council Chambers,  
14 Austral Terrace, Katanning, commencing at 6:00pm.

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

The Presiding Member declared the meeting open at 6pm.

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

Presiding Member: Cr Liz Guidera - President

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

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

Gallery: Matt Collis  
William Collis  
Isabel Collis  
Saskia Adysti

Media:

Apologies:

Leave of Absence: Cr Alep Mydie

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

Nil.

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

Cr Serena Sandwell	10.1.3	Disclosure of Financial Interest
Cr Danny McGrath	10.3.1	Disclosure of Interest Affecting Impartiality
Cr Craig McKinley	10.3.1	Disclosure of Interest Affecting Impartiality

**5. PUBLIC QUESTION/STATEMENT TIME**

Nil.

**6. APPLICATIONS FOR LEAVE OF ABSENCE****6.1 Application for Leave of Absence Cr Boxall**

**MOVED: CR SERENA SANDWELL**

**SECONDED: CR CRAIG MCKINLEY**

**OC72/17 That Council grants Cr Boxall leave of absence for the July 2017 Council Meeting.**

**Voting Requirement:** Simple majority

**CARRIED: 8/0**

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 23 May 2017  
(SEE ATTACHED MINUTES)**

**MOVED: CR SERENA SANDWELL**

**SECONDED: CR MATIN VAN KOLDENHOVEN**

**OC73/17 That the minutes of the Ordinary Council Meeting held on Tuesday 23 May 2017 be confirmed as a true record of proceedings.**

**Voting Requirement:** Simple Majority

**CARRIED: 8/0**

## **9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

We acknowledge the traditional owners of this land and pay our respect to their Elders past and present. The National Sorry day commemoration at the Town Square was a moving experience for the many people attending.

Thank you to those Councillors who attended the presentation today from the Master Planning Consultants on the Welcome Precinct and Piesse Lake Housing and Tourism project for Katanning's future growth.

We are very aware that we do not want to revisit the process or outcome of the Main Street project, many of our community members still feel disappointed because what was presented to the Community was significantly changed with no consultation with the community. I believe this is a contributing factor in community disillusionment of Council process and is where we, as a Council need to be authentic in our community consultation.

This Council has learned from that experience and made community consultation a key value – I have heard that the design consultants for the previous project (Main Street) didn't actually visit our town! Shannon and Damien from Hames Sharley/Realm have immersed themselves in our community, speaking to community members, holding presentations, focus groups and surveys in different forms.

The result is a comprehensive aspirational plan – that we can continue in developing for the future of our town and community. – It highlights the importance of both the connection of the space but also the need to bring people into town – building the potential for economic development through Tourism. Priorities for development will be dictated by both funding and community consultation.

We make special mention to the Councils Community Development team – with over 1,900 pieces of feedback attained during the process of developing our Community Plan – we acknowledge the efforts of all team members but particularly Denise Gallanagh Wood whose endeavour to widely consult and use innovative consultation techniques has directly produced this outstanding result. When completed our Community Planning will be very authentic, based on such a wide ranging response.

Last month Councillors finally had an opportunity for some full and frank discussion with our Auditors through the Audit and Risk Committee meeting. Councillors and community previously raised many issues about past practices and it is our responsibility to ensure good governance for people in our district. Our Probity and Procurement Audit from the Department reviewed past practices and gave comprehensive recommendations for improvements in governance. We thank CEO Julian Murphy and the staff for working hard to ensure compliance. We will continue on our quest for clear and accountable Local Government working in the best interests of our community.

Council extends its Congratulations to Tania Wolfe who was awarded the prestigious Mike Stidwell Medal for contribution for Community Sport Administration.

Congratulations to both Brent Ladyman as outgoing Rotary president and Keith Olsen incoming President. The changeover dinner included an address from Alzheimer's WA CEO Rhonda Parker. A very informative presentation particularly in the information on services available in this region.

Council will be pleased to hear we have an appointment with the Minister for Regional Development and Agriculture next Thursday in her office to discuss our Housing and Tourism project for community growth and potential projects in the agricultural area.

**10. REPORTS OF COMMITTEES AND OFFICERS****10.1 DIRECTOR ENGINEERING & DEVELOPMENT SERVICES REPORTS****10.1.1 Application to Register Three Dogs**

**File Ref:** A1273  
**Reporting Officer:** Ernie Polis, Ranger  
**Date Report Prepared:** 19 June 2017

**Issue:**

To approve the application of three dogs housed on a property in the Shire of Katanning subject to certain conditions.

**Body/Background:**

The Shire of Katanning *Dog Local Law 1986, as amended 1995* limits the number of dogs kept on any premises to two dogs over the age of three months and the young of those dogs under that age.

Adre Ceronio a resident of Katanning has requested an exemption to keep three dogs be considered by Council in accordance with the provisions of section 26 of the *Dog Act 1976*, which allows a local government to consider and grant such an exemption to its local law.

Once a decision has been made by Council, any person who is aggrieved by conditions imposed by the decisions or the refusal of a local government to grant an exemption may appeal in writing to the State Administrative Tribunal for a review of the decision.

**Officer's Comment:**

Currently there is no provision in the *Dog Act 1976* allowing a local government to delegate authority to council officers regarding these matters, and all applications must be considered by the Council.

**Statutory Environment:**

Under Section 26 of the *Dog Act 1976*, Subsection (1) states that a local government may, by a local law under this Act-

- (a) *Limit the number of dogs that have reached 3 months of age that can be kept in premises in the local government's district:*

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Community and Culture

- Lifestyle

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

**MOVED: CR SERENA SANDWELL**

**SECONDED: CR OWEN BOXALL**

**OC74/17** That Council, pursuant to the provisions of the *Dog Act 1976* and the *Shire of Katanning Dog Local Law 1986 as amended 1995*, approve the application for an exemption to keep three dogs on a property currently occupied by Adre Ceronio, 46 Carew Street Katanning being;

- 1 male dog 4 years registered with Shire of Katanning, sterilized, microchipped & vaccinated
- 1 male dog 2 years registered with Shire of Katanning, sterilized, microchipped & vaccinated
- 1 male dog 2 years not registered, sterilized, microchipped & vaccinated

This approval is subject to the following conditions:

1. Only the dogs subject to this exemption are to be kept at this property;
2. All dogs are to have their registrations along with microchip details transferred to the Shire of Katanning in accordance with the *Dog Act 1976*;
3. Fences are to be maintained in order to secure the dogs on the property;
4. The yard area of the property where the dogs are kept is to be maintained in a clean and tidy condition;
5. Dog faeces are to be disposed of in the weekly refuse service

**or by other approved means;**

- 6. Dogs kept at the property are not permitted to bark so as to create a nuisance;**
- 7. The exemption relates to the individual dogs subject to this application *only*. The applicant will not be permitted to register more than the prescribed number of dogs upon any of these dogs no longer being in the applicant's care, control and/or possession; and**
- 8. On receipt of a justifiable complaint, Council may revoke or vary the exemption at any time.**

**Voting Requirement:** Simple Majority

CARRIED: 8/0

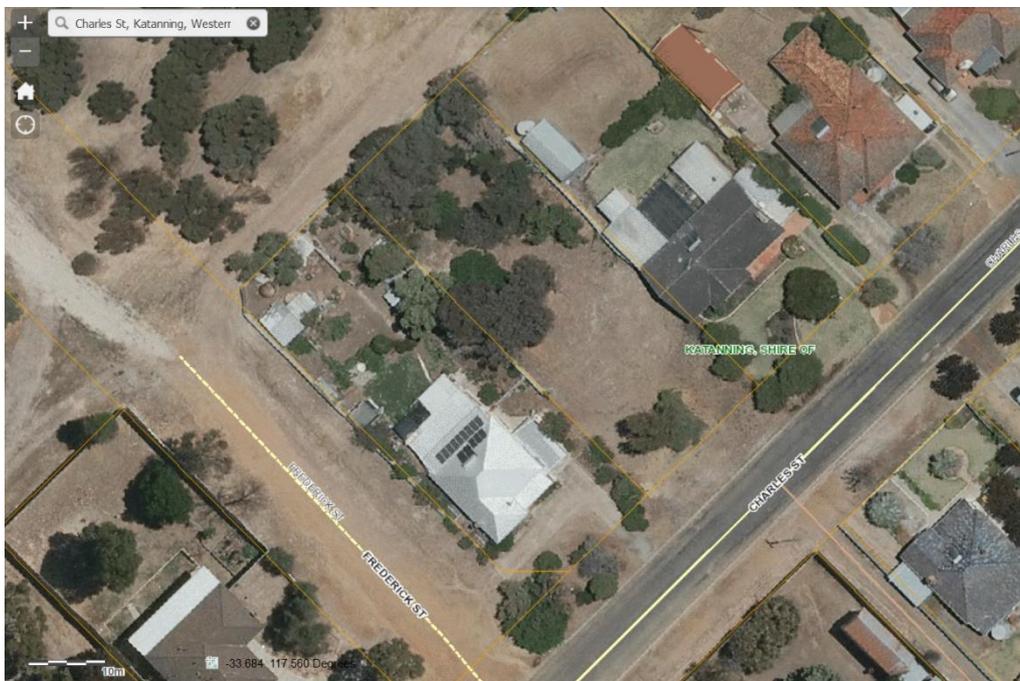
Cr Serena Sandwell spoke for the motion.

### 10.1.2 Development Application – Grouped Dwellings, Lot 77 Charles Street, Katanning

**File Ref:** Lot 77 – A1337, 15 Charles Street  
**Reporting Officer:** Delma Baesjou, Consultant Planner  
**Date Report Prepared:** 20 June 2017

**Issue:**

To consider an application for two Grouped Dwellings on Lot 77 (15) Charles Street, Katanning.



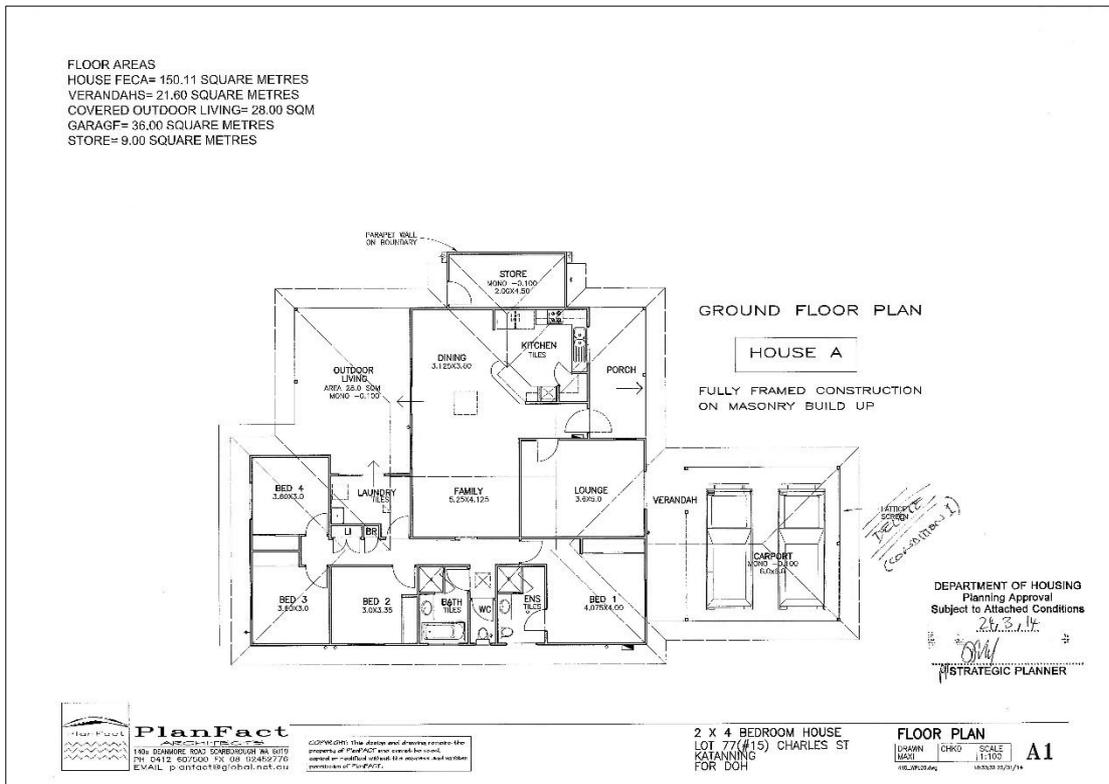
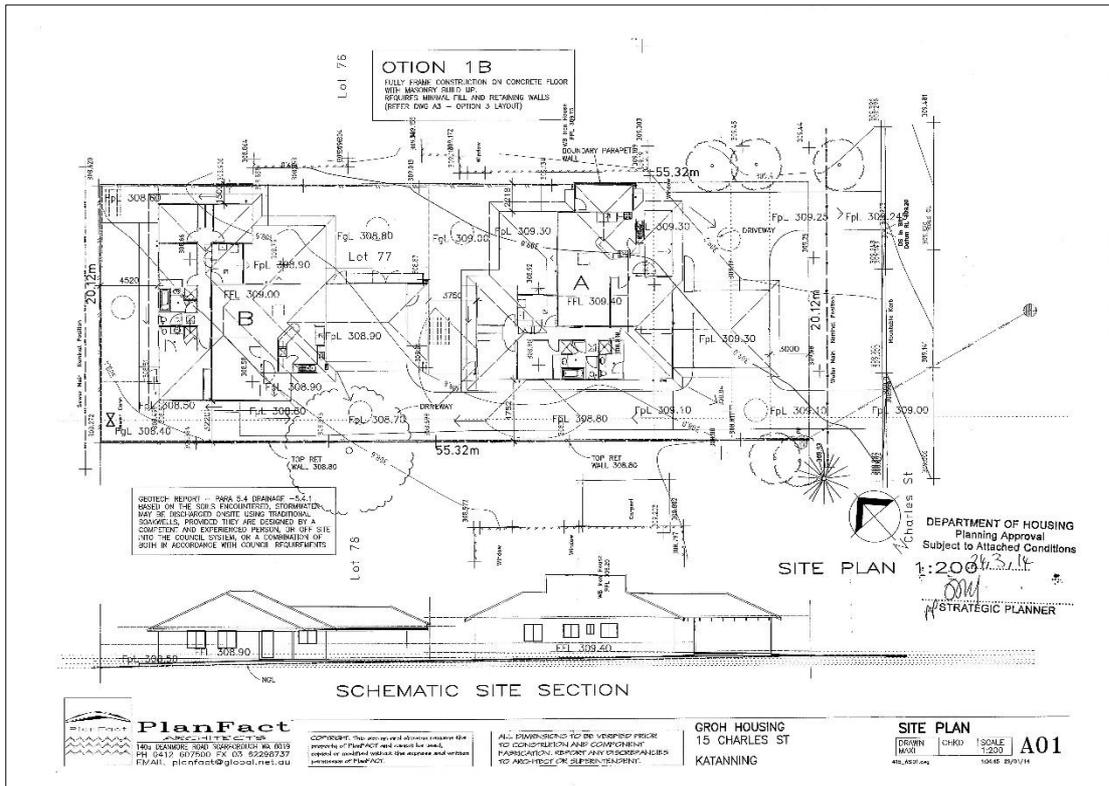
Subject Land and surrounds – 2016 Aerial

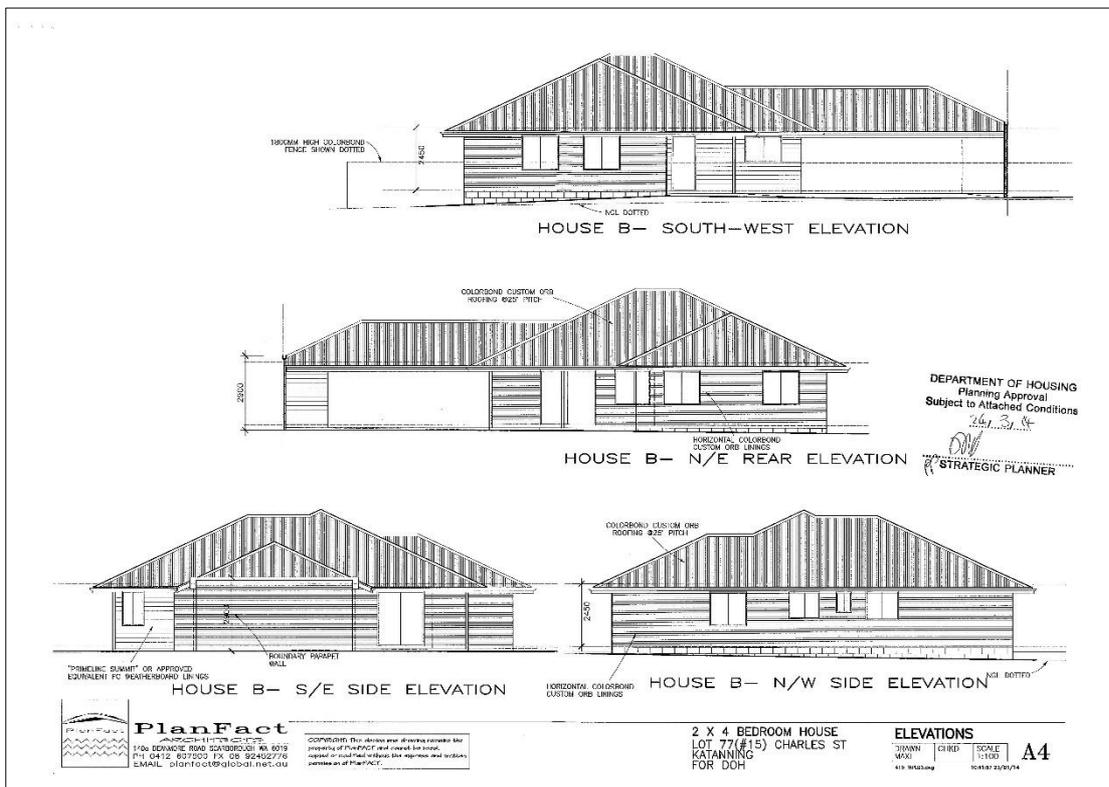
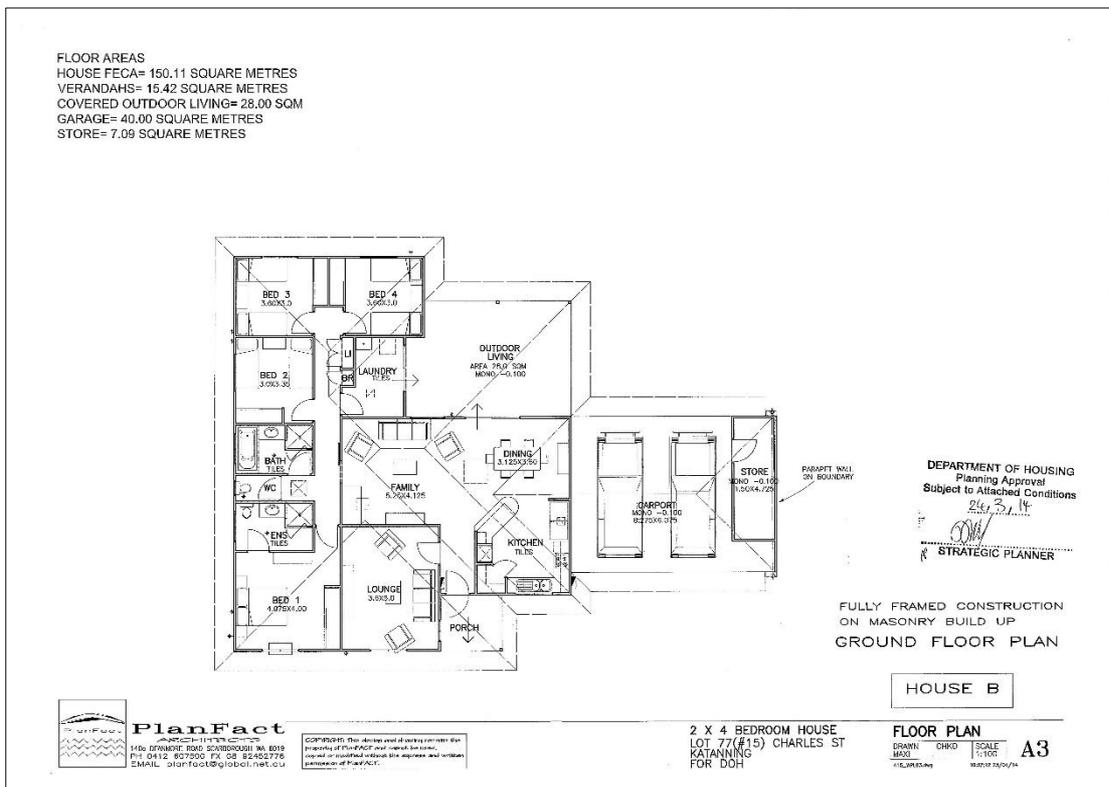
**Body/Background:**

An application for Development Approval (DA) for two Grouped Dwellings was received on 14 June 2017 following conferral with the Department of Housing (DoH) and a representative from PlanFact, the project Architect. The design, floor layout and site plan are consistent with the 2014 proposal for the same site.

Lot 77 is 1113sqm and has frontage to Charles Street. The site is undeveloped/vacant.

The subject land is zoned Residential under Town Planning Scheme No. 4 (TPS4). A dual R12.5/25 Density Code applies. Subject to connection to deep sewerage, the higher Density is applicable. Draft Local Planning Scheme No.5 (LPS5) proposes an R30 Density Coding for Lot 77 and surrounds.





**Officer's Comment:**

In addition to satisfying the requirements of the Local Planning Scheme and the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, all residential development is required to comply with the Western Australian Planning Commission (WAPC) State Planning Policy 3.1 Residential Design Codes (R-Codes).

Clauses 6.1.1 and 6.1.2 of TPS4 includes the following relevant Objectives for the Residential Zone:

*(b) to provide for lifestyle choice in and around the town with a range of residential densities.*

*(d) to achieve a high standard of residential development.*

Grouped Dwelling is a Discretionary land use under both TPS4 and draft LPS5. Accordingly the development requires the consent of Council.

Shire records indicate correspondence dated 10 February 2014 advising the previous proposal was considered to be "acceptable development under the codes and also meets with Scheme requirements". Since then, LPS5 has been advertised and endorsed by the Council; it is a 'seriously entertained' document and is to be given due consideration. Furthermore, the WAPC amended the R-Codes in October 2015. As for the previous proposal, the DoH has undertaken its own planning assessment of the development. The current application is supported by completed R-Codes Residential Development Compliance Checklists for each Dwelling.

Under TPS4 the average site area per dwelling for grouped dwellings is 350sqm and the minimum site area per dwelling is 300sqm. Under the higher/ R30 Density proposed by LPS5, the average site area per dwelling for grouped dwellings is 300sqm and the minimum site area per dwelling is 260sqm. The proposal accords with the minimum site area requirements, setbacks and relevant design principles set out in the R-Codes.

A feature survey was undertaken and the 2013 geotechnical assessment is provided. Hydraulic Drawings were prepared for this project, based on the geotechnical report. Part 5.4 – Drainage, page 3 of the report states

*"Based on the soils encountered, Stormwater may be discharged onsite using traditional soakwells, provided they are designed by a competent and experienced person, or off site into the council system, or a combination of both in accordance with council requirements."*

Following review of the applicant's reports, the site was inspected by Shire of Katanning staff. Officers consider that because of the clay soil, site conditions and intensity of development connection to the municipal stormwater network is required. The nearest drain is on the corner Charles St and Frederick St; connecting to this would require a road crossing. Alternatively, the developer has the option of providing a new manhole and connection in the front verge and installing approximately 62m of new pipe in Charles Street, to discharge into the park by crossing the unconstructed part of Fredrick Street.

By extrapolating the anticipated 1:100 flood level, based on the 2m intervals and mapping contained in the 2013 Shire of Katanning Flood Assessment, it is estimated the flood edge in the vicinity is estimated to be 306.75m. The site plan shows Finished Floor Levels (FFL) of 309m and 309.5m for the proposed Dwellings. It would appear that the FFL of the development achieves the 500mm clearance from known flood level, as required by part 3(a) in Table 8 of LPS5.

Following conferral with Executive staff and the Development Services Team it is recommended that the development be supported subject to conditions.

**Statutory Environment:**

Shire of Katanning Town Planning Scheme No. 4

Shire of Katanning draft Local Planning Scheme No. 5

**The Planning and Development (Local Planning Schemes) Regulations 2015****WACP - SPP 3.1 Residential Design Codes**

The application was assessed, based on the requirements set out in TPS4, draft LPS5, the Planning and Development (Local Planning Schemes) Regulations 2015 and the R-Codes.

Clauses 6.1.1 and 6.1.2 of TPS4 includes the following relevant Objectives and Requirements for the Residential Zone:

**Objectives**

*(c) to provide for lifestyle choice in and around the town with a range of residential densities.*

*(e) to achieve a high standard of residential development.*

**Policy Implications:**

WAPC State Planning Policy 3.1 - Residential Design Codes.

**Financial Implications:**

As set out in Council's Schedule of Fees and Charges, the Planning Application Fee for a development valued at \$1,059,000.00 is \$3,136.63

**Strategic Implications:**

This item assists the Council to deliver on several of its strategic objectives as follows:

***Shire of Katanning Strategic Plan 2013 – 2023, Corporate Business Plan 2013-2018 and Planning Strategy******Environment & Land Use – Land Use Development:***

- Flexible Land Use Planning – Facilitate Development and Encourage progressive consolidation and Redevelopment [CBP Ref. P8.5.2 and O8.5.1]

***Development & Leadership - Governance:***

- Legal & Ethical Compliance [CBP Ref. P10.5.3]

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

**MOVED: CR SERENA SANDWELL**

**SECONDED: CR CRAIG MCKINLEY**

**OC75/17 That Council:**

**Grants Development Approval for the proposed Grouped Dwellings at Lot 77 (15) Charles Street, Katanning subject to the following conditions:**

- 1) Development is to be generally in accordance with approved plans.**
- 2) Maintenance of the crossovers is the responsibility of the developer.**

**Advice Notes**

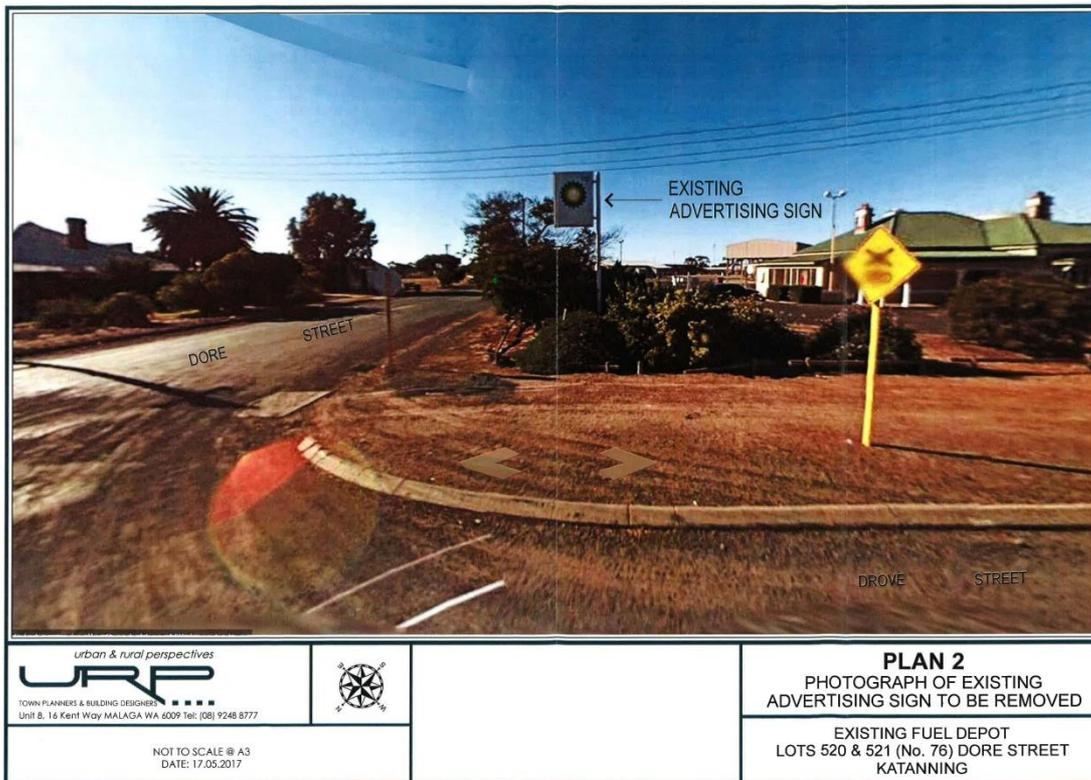
- I. All stormwater runoff from the Grouped Dwelling development and associated hardstand areas is to be adequately contained on-site, with disposal via connection to the existing drainage system to the satisfaction of the Director of Engineering Services in accordance with Engineering requirements and design guidelines.
- II. Construction and siting of any proposed crossover requires prior approval and is to be in accordance with Shire of Katanning specifications and requirements.
- III. Any alterations or upgrading of the crossover to be in accordance with Shire of Katanning specifications and requirements.
- IV. This Development Approval does not constitute a Building Permit.
- V. Future use and development is to comply with the Building Code of Australia and the requirements of relevant statutes.

**Voting Requirement:** Simple Majority

CARRIED: 8/0



Lots 520 is zoned 'General Industrial' under the Shire of Katanning Town Planning Scheme No. 4 (TPS4) and is designated as General Industry under draft Local Planning Scheme No. 5 (LPS5).





**Officer’s Comment:**

The proponent has completed and submitted both an Application for Development Approval and Additional Information for Advertisements. Within TPS4, Clause 7.11 - Control of Advertisements sets out the actions, matters to be considered and exemptions relevant to advertising signs. As specified in Clause 7.11.4, in determining signage, *the Council shall examine each such application in the light of the objectives of the Scheme and with particular reference to the character and amenity of the locality within which it is to be displayed, including its historic or landscape significance and traffic safety, and the amenity of adjacent areas which may be affected.*

The definitions contained in TPS4 are similar in intent to the following terms set out in the 2015 Planning Regulations draft LPS5:

**advertisement** means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and includes —

- (a) any hoarding or similar structure used, or adapted for use, for the display of advertisements; and
- (b) any airborne device anchored to any land or building used for the display of advertising; and
- (c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising;

**service station** means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for —

- (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or

*(b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles;*

The signage application was assessed, based on the requirements set out in TPS4 and the twenty eight (28) matters listed in Clause 67, Part 9 Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015. The following Table lists five (5) selected matters relevant to this application together with planning comments.

<b>Matter</b>	<b>Relevance</b>	<b>Comment</b>
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	Yes	The proposed Advertising Signage for the existing Service Station is consistent with the objectives and intent of the zone and TPS4.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving	Yes	Similar Objectives and requirements apply under draft Local Planning Scheme 5
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development	Yes	Notwithstanding the typical minimum setbacks required for this zone, relative to other structures in the vicinity and the nature of the uses in the locality, it is considered the appearance and size of the proposed replacement sign it will not have significant negative impact on adjoining land.
(n) the amenity of the locality including the following: (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	Yes	Development may impact on amenity however this is considered acceptable, given the setting, function and purpose of the zone. Illuminated advertising signage will emit light, however low intensity is not regarded as pollution
(w) the history of the site where the development is to be located;	Yes	The subject land is currently used for the purpose of Service Station. It is classified as 'possibly contaminated' site under relevant Statutes, with a Memorial to this effect on the Title of Lot 908.

Clause 7.11 of TPS5 deals with the control of Advertisements. It is to be read in conjunction with Schedule 6 of TPS4, and by reference the Shire of Katanning Local Laws Part XIV – Signs, Hoardings and Bill Posting.

Clause 8.4.1 of TPS4 sets out that in determining any application for planning approval the Council may consult with any other statutory, public or planning authority and with any other party it considers appropriate. Furthermore, Clause 66 of the LPS regulations - Consultation with other authorities sets out:

*(1) When, in the opinion of the local government, an application for development approval may affect any other statutory, public or planning authority, the local government is to provide a copy of the application to the authority for objections and recommendations.*

On this basis, the proposal was referred to Main Roads WA for comment. A response was received on 16 June 2017 advising “Main Roads has no input concerning the proposed sign”.

In correspondence dated 1 February 2012 from the then Department of Environment and Conservation, the Shire of Katanning received Notification that the subject land was classified as a ‘Possibly contaminated’ site, due to its operation as a fuel depot. It is noted that the Titles to both lots contain Memorial L865912 – Contaminated Sites Act 2003, registered 24/2/2012.

At the time of assessment, the subject land was not within a designated Bush Fire Prone Area as identified by the Fire and Emergency Services Commissioner (Designation Dates: 8/12/15, 21/5/16 and 1/6/17).

Given the history of the site, prevailing land uses and the nature of this development in relation to the surrounding development it is considered appropriate to approve a larger replacement advertising sign. The new sign does not represent intensification of the activity and is unlikely to have an adverse impact on amenity, traffic, access or future development. It is considered to be orderly and proper, and consistent with the Objectives of the General Industry zone. Conditional approval is recommended.

**Statutory Environment:**

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Katanning Town Planning Scheme No. 4

Draft Local Planning Scheme No. 5

Shire of Katanning Local Laws Part XIV – Signs, Hoardings and Bill Posting

**Policy Implications:**

Nil.

**Financial Implications:**

An Application Fee of \$147 applies and is yet to be paid.

**Strategic Implications:*****Shire of Katanning Strategic Plan 2013 – 2023***

This item assists the Council to deliver on several of its strategic objectives as follows:

*Environment & Land Use – Land Use Development:*

- Flexible Land Use Planning [CBP Ref. P8.5.2]

*Development & Leadership - Governance:*

- Legal & Ethical Compliance [CBP Ref. P10.5.3]

**Officer's Recommendation/Council Motion:****MOVED: CR JOHN GOODHEART****SECONDED: CR CRAIG MCKINLEY****OC76/17 That Council:**

**Subject to the receipt of Fees, and Notwithstanding Part 5.14 and the height and area specified in Part 5.9.1 a) b) and e) of the Shire of Katanning Local Laws Part XIV – Signs, Hoardings and Bill Posting, approves the Development Application for Lots 520 (76) Dore Street, Katanning for the purpose of Advertising Signage (Illuminated Monolith) subject to the following conditions:**

- 1) Development is to be generally in accordance with the approved plans.**
- 2) No part of the sign is to extend beyond the boundary of the subject land.**
- 3) Signage to be maintained in good repair, at the proponent's cost.**
- 4) Maintenance of landscaping areas.**

**Advice Notes**

- VI. Any proposed works within the Bay-Drove Street Road Reserve (Kojonup – Pingrup Rd M021 40.63slk) will require an Application for Works from Main Roads WA and approval prior to any construction works proceeding**
- VII. Future development is required to comply with the Building Code of Australia and the requirements of the Department of Environmental Regulation (this is a Registered Contaminated Site), relevant Health, Environmental, Mining and Petroleum statues, the Dangerous Goods Safety Act 2004 and the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (the Storage and Handling Regulations).**

**Voting Requirement:** Simple Majority

CARRIED: 7/0

Cr John Goodheart spoke for the motion.

Cr Serena Sandwell returned to the room at 6:09pm.

**10.4.1 Proclamation of Clive Street Rotary (M406) and De-Proclamation of Moojebing Road (M031)**

**File Ref:** RD.PL.2  
**Reporting Officer:** Uwe Striepe, Director Engineering and Development Services  
**Date Report Prepared:** 20 June 2017

**Issue:**

In 2015, construction of the Clive Street rotary (roundabout) was completed. Proclamation/de-proclamation of the rotary as a State Road and de-proclamation of the existing alignment as a State Road is required. These actions require the gazetting of the relevant sections of the road.

**Body/Background:**

The Shire of Katanning has constructed the rotary at the intersection of Moojebing Road and Clive Street.

These works have not changed Main Roads' management responsibility for the roads, however, their proclamation as 'main roads' requires publishing in the Government Gazette to recognise the newly constructed rotary.

Prior to making a recommendation to the Minister for Transport, to proclaim the new rotary, the Commissioner of Main Roads requires endorsement by the Council of the attached proclamation drawings, in duplicate.

**Officer`s Comment**

Drawing nos. 201621-0106-00 and 201621-0109-00 being the proclamation plan for the Moojebing and Clive Street rotary are attached.

No change is being made to the management responsibility of the roads. It is recommended that the Council endorse the proclamation drawings to allow the Commissioner of Main Roads to formally request proclamation of the realignments. Following proclamation, a copy of the final drawings showing gazettal details will be sent to the Council for its records.

**Statutory Environment:**

Main Roads Act 1930: In accordance with Section 13, the Commissioner of Main Roads intends making a recommendation to the Minister to proclaim the new rotary of Great Southern Highway and Clive Street on the attached drawings 201621-0106-00 and 201621-0109-00, as main roads.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:***Development & Leadership - Governance:*

- Legal and Ethical Compliance

**Officer's Recommendation/Council Motion:****MOVED: CR CRAIG MCKINLEY****SECONDED: CR JOHN GOODHEART**

**OC77/17** That Council endorses the attached drawings numbered 201621-0106-00 and 201621-0109-00, being the proclamation plan for the Moojebing Road and Clive Street rotary to enable formal proclamation as main roads.

**Voting Requirement:** Simple Majority.

CARRIED: 8/0

**10.2 DIRECTOR OF CORPORATE SERVICES REPORTS****10.2.1 Monthly Financial Reports**  
(ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 19 June 2017

**Body/Background:**

The Local Government (Financial Management) Regulation 34 states that a local government must prepare a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget for the month.

Variances between budgeted and actual expenditure including the required Material Variances (10% with a minimum value of \$10,000) are included in the variance report.

**Officer's Comment:**

A variance report is included with the monthly financial statements.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

**Policy Implications:**

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

**Financial Implications:**

Monthly Statement of Financial Activity.

**Strategic Implications:*****Shire of Katanning Strategic Plan 2013 – 2023***

Development and Leadership

- Governance

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

**MOVED: CR CRAIG MCKINLEY**

**SECONDED: CR SERENA SANDWELL**

**OC78/17 That Council adopts the Statement of Financial Activity for the month ending 31 May 2017, as presented, and notes any material variances.**

**Voting Requirement:** Simple Majority.

CARRIED: 8/0

## 10.2.2 Schedule of Accounts (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 19 June 2017

### **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.

Month	Cheques 2016/17	EFT 2016/17	Total	Payments 2016/17
July	6,569.81	1,446,275.49		1,452,845.30
August	3,207.95	1,277,723.49		1,280,931.44
September	18,076.69	904,113.88		922,190.57
October	14,142.25	1,040,549.84		1,054,692.09
November	3,291.05	871,844.83		875,135.88
December	1,522.06	821,915.06		823,437.12
January	881.00	974,624.16		975,505.16
February	668.40	783,745.77		784,414.17
March	3,282.15	1,374,449.29		1,377,731.44
April	1,518.00	1,237,063.67		1,238,581.67
May	2,109.70	1,728,449.00		1,730,558.70
June				
<b>Total</b>	<b>55,269.06</b>	<b>12,460,754.48</b>		<b>12,516,023.54</b>

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

The schedule of accounts for the month of May 2017 are attached.

### **Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

### **Policy Implications:**

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

### **Financial Implications:**

Expenditure in accordance with the 2016/2017 Annual Budget.

**Strategic Implications:****Shire of Katanning Strategic Plan 2013 – 2023**

Development and Leadership

- Governance

**Officer's Recommendation/Council Motion:****MOVED: CR CRAIG MCKINLEY****SECONDED: CR SERENA SANDWELL**

**OC79/17** That Council endorses the Schedule of Accounts as presented, being cheques 41940-41943 totalling \$2,109.70 and direct payments totalling \$1,728,449.00 authorised and paid in May 2017.

**Voting Requirement:** Simple Majority.

CARRIED: 8/0

### 10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS

Cr Craig McKinley and Cr Danny McGrath disclosed an interest affect impartiality as they are sponsors of the clubs.

#### 10.3.1 Request for Additional changes to the approved Club Restricted Liquor License Area Extension – Katanning Wanderers Football & Cricket Clubs (ATTACHMENT)

**File Ref:** PH.PE.1  
**Reporting Officer:** Jenny Cristinelli, Manager Katanning Leisure Centre  
**Date Report Prepared:** 15 June 2017

**Issue:**

This item is being presented to Council to consider granting further approvals to the Katanning Wanderers Cricket and Football Clubs to extend the area that the clubs' liquor licensing covers at the Katanning Sprig Bar facility.

**Body/Background:**

15 March 2017, an auditor from the Department of Racing, Gaming and Liquor visited the Katanning Leisure Centre to review the Club Restricted Liquor Licenses that both the Wanderers Cricket and Football Clubs hold within the Sprig Bar. The Audit itself went well with all aspects of legal requirements being completed by both Clubs. During the Audit, the Premises Inspector from the Department of Racing, Gaming and Liquor made a number of recommendations to the Clubs regarding the extension of the licensed areas covered under their club restricted licenses.

At present, the Club Restricted License covers the area within the Sprig Bar itself, staying inside the Club House. With discussions between the Wanderers Cricket Club President, Premises Inspector and the Manager Katanning Leisure Centre it was suggested that a request for extension to incorporate the paved veranda heading towards the Pioneer Room exit doors, and paved terrace directly in front of the Sprig Bar Club House entrances be included as part of the Licensed Area. This request was approved at the 23 May 2017 Ordinary Council Meeting:

OC63/17	That Council approves the extension to the Club Restricted Liquor Licensed Area, to cover the areas of the paved veranda and paved terrace directly located in front of the Sprig Bar entrances from the Quartermaine Oval side, extending the length of the paved veranda to end of the change rooms.
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**Officer's Comment:**

The request for extension of Licensed Areas requires approval from the Premise Owners, being the Shire of Katanning. A joint letter was sent from the KWCC and KWFC to ask for approval to extend the licensed area of the Sprig Bar (letter attached).

Due to an oversight, a portion of the clubs' original request to change the Liquor Licensed Area was not included in the item presented at the 23 May 2017 Ordinary Council Meeting, therefore this item is being presented to Council so it may consider granting approval to the clubs to extend the licensed areas to include the upstairs area of the Sprig Bar facility, including the access stair case.

The Katanning Wanderers Cricket and Football Clubs have shown that they are abiding by the Liquor Licensing Act within their Club Restricted Liquor Licenses to date; however, the Act could be breached if any member, visitor or spectator consumes alcohol outside the designated licensed area.

**Statutory Environment:**

Liquor Control Act 1988

**Policy Implications:**

Nil.

**Financial Implications:**

Nil – No cost to the Shire of Katanning

**Strategic Implications:**

**Shire of Katanning Strategic Plan 2013 – 2023**

*Facilities and Services*

- Facility Development

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

**MOVED: CR OWEN BOXALL**

**SECONDED: CR JOHN GOODHEART**

**OC80/17** That Council as the premise owner, approves the extension to the Club Restricted Liquor Licensed Area, to include the whole upstairs areas of the Sprig Bar and access stair case, in addition to the areas approved at the 23 May 2017 Ordinary Council Meeting.

**Voting Requirement:** Simple Majority

CARRIED: 8/0

Cr Owen Boxall spoke for the motion.

**10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS**

Nil.

**10.5 DEPUTY CHIEF EXECUTIVE OFFICER****10.5.1 Review of Recordkeeping Requirements Policies**  
(ATTACHMENT)

**File Ref:** GV.PO.1  
**Reporting Officer:** Kayla Warschauer, Senior Administration/Records Officer  
**Date Report Prepared:** 29 May 2017

**Issue:**

To consider an amendment to Council Policy 3.14 - Recordkeeping Requirements.

**Body/Background:**

The current Recordkeeping Requirement is a Policy which documents guidance and outlines record keeping responsibilities, for Shire of Katanning Elected Members, Staff and Contractors. The policy aligns with the principles of transparency and aims to ensure compliance with the *State Records Act 2000*.

A recent review of the Shire of Katanning's Records Management has determined that clarification within the policy's wording is required in the following areas to better comply with the State Records Act 2000:

- Corporate/Ephemeral records
- Clarification of Elected Members, Staff and Contractors obligations

Copies of both the current and proposed policies are attached for Council's consideration.

**Officer's Comment:**

The proposed Records Management Policy better aligns with current legislation and provides a clear guideline for record keeping within the Shire.

**Statutory Environment:**

*Evidence Act 1906*

*Freedom of Information Act 1992*

*Local Government Accounting Directions 1994*

*Local Government Act 1995*

*State Records Act 2000*

**Policy Implications:**

That the adoption of the draft policy will update Council Policy to better align with the State Records Act 2000.

**Financial Implications:**

Nil.

**Strategic Implications:  
Shire of Katanning Strategic Plan 2013 – 2023**

**Development and Leadership**

- Governance

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

**MOVED: CR RICHARD KOWALD**

**SECONDED: CR SERENA SANDWELL**

**OC81/17 That Council repeals the existing policy 3.14 - Recording Keeping Requirements and adopts the new policy 3.14 Records Management Policy as proposed.**

**Voting Requirement:** Simple Majority.

**CARRIED: 8/0**

### 10.5.2 New Council Policy - Related Party Disclosures

**File Ref:** GV.PO.1  
**Reporting Officer:** Andrew Holden, Deputy Chief Executive Officer  
**Date Report Prepared:** 21 June 2017

**Issue:**

To consider adopting a new Council Policy covering the procedures required to comply with the Related Party Disclosure obligations, to determine Key Management Personnel and to consider making a declaration regarding Ordinary Citizen Transactions in relation to Related Party Disclosures.

**Body/Background:**

In their 2016/17 Annual Financial Reports all local governments will need to, for the first time, make Related Party Disclosures in compliance with Australian Accounting Standards Board AASB 124.

Council's auditors, Moore Stephens, recently suggested to all local governments for which they currently provide audit services that:

- Councils should adopt a policy in relation to Related Party Disclosures;
- Determine who their relevant Key Management Personnel are within the Shire; and
- Make a declaration as to Ordinary Citizen Transactions before the end of the 2016/17 financial year.

The auditors distributed a Guidance Note 31 (see attached) to assist disclosers in understanding requirements and in complying with the standard. The attached draft policy document *1.23 Related Party Disclosures* has been developed from a template provided by the auditors to assist that purpose.

**Officer Comment:**

Adoption of the draft policy by Council and resultant completion of Declaration Forms will result in Council's policy and procedures meeting the suggestions made by the auditor and the requirements of AASB 124.

The purpose of the requirement to make related party disclosures as stated within AASB 124 is:

*"Knowledge of related party transactions, outstanding balances and relationships is important to understanding and assessing an entity's operations."*

The disclosures that will be made for the first time in the Shire's 2016/17 Annual Financial Report will therefore increase the transparency of the strategic and operational management of the Shire for the reader of that, and future reports and thus enhance good governance which is a core objective of the Community Strategic Plan.

**Statutory Environment:**

AASB 124 Related Party Disclosures  
Local Government Act 1995  
Local Government (Financial Management) Regulations 1996

**Policy Implications:**

The new policy will provide clear guidelines as to the application of Related Party Disclosures within the Shire in compliance with the requirements of AASB 124.

**Financial Implications:**

Nil.

**Strategic Implications:****Shire of Katanning Strategic Plan 2013 – 2023***Development and Leadership*

- Governance

**Officer's Recommendation/Council Motion:****MOVED: CR CRAIG MCKINLEY****SECONDED: CR MARTIN VAN KOLDENHOVEN****OC82/17 That Council:**

- 1) **Adopts policy 1.23 Council Policy – Related Party Disclosures as proposed.**
- 2) **Determines that for the purposes of *Related Party Disclosures* the following personnel of the Shire are considered Key Management Personnel:**
  - **Chief Executive Officer;**
  - **Deputy Chief Executive Officer;**
  - **Director of Engineering and Development Services;**
  - **Executive Manager Projects & Community Building;**
  - **Executive Manager Property & Assets;**
  - **Finance Manager.**
- 3) **Declares that in its opinion, based on the facts and circumstances, the following Ordinary Citizen Transactions that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the financial statements make. As such no disclosure in the quarterly *Related Party Disclosures – Declaration* form will be required:**
  - **Paying rates;**
  - **Fines;**
  - **Use of Shire owned facilities such as Katanning Leisure Centre, administration centre, library, art gallery, parks, ovals and other public open spaces (whether charged a fee or not);**
  - **Attending council functions that are open to the public.**

- 4) **However if, and where, the services listed in 3 above are not or have not been provided at arms-length and under the same terms and conditions applying to the general public, elected Council members and Key Management Personnel will be required to make a declaration in the *Related Party Disclosures – Declaration* form about the nature of any discount or special terms received.**

**Voting Requirement:** Simple Majority.

CARRIED 8/0

Cr Craig McKinley spoke for the motion.

Cr Martin Van Koldehoven spoke for the motion.

**10.6 CHIEF EXECUTIVE OFFICER'S REPORTS****10.6.1 WALGA AGM Voting Delegates**

**File Ref:** GR.LR.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 29 May 2017

**Issue:**

To appoint voting delegates to represent the Shire of Katanning at the WA Local Government Association (WALGA) 2017 Annual General Meeting.

**Body/Background:**

Correspondence has been received from WALGA requesting registration of Council's voting delegates for the WALGA Annual General Meeting to be held on Wednesday 2 August 2017.

**Officer's Comment:**

In previous years the voting delegates for the Shire of Katanning have generally been the President and Deputy President.

WALGA also has provision for Council to nominate proxy voting delegates. Council may wish to consider nominating proxy voting delegates for the AGM.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:*****Shire of Katanning Strategic Plan 2013 – 2023***

Development and Leadership

- Governance

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

**MOVED: CR OWEN BOXALL**

**SECONDED: CR SERENA SANDWELL**

**OC83/17 That Council appoints the following voting delegates and proxies for the 2017 WALGA Annual General Meeting:**

**Voting Delegates**

**Cr Guidera  
Cr McKinley**

**Proxy Voting Delegates**

**Cr Danny McGrath  
Cr John Goodheart**

**Voting Requirement:** Simple Majority

**CARRIED: 8/0**

**10.7 ADVISORY COMMITTEE MEETING**

Nil.

**11. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**12. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil.

**13. CONFIDENTIAL ITEM**

Nil.

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 6:18pm