



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

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

**NOTICE OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Tuesday 25 June in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Wednesday 19 June 2019

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 \_\_\_\_ pm.

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

Presiding Member: Cr Liz Guidera - President

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

Council Officers: Julian Murphy, Chief Executive Officer  
Lisa Hannagan, Executive Manager Finance and Administration  
Sam Davis, Executive Officer Projects & Community Building  
Heidi Cowcher, Executive Manager Property and Assets  
Shane Chambers Acting Executive Manager Infrastructure and Development  
Libby French, Manager Finance  
Sue Eastcott, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence:

**3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****5. PUBLIC QUESTION/STATEMENT TIME****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Katanning Art Centre Inc. – Proposed Gallery Advancements.  
Lenore Lyons – GSCORE - Update on Regional Trails Master Plan Project

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 28 May 2019  
(SEE ATTACHED MINUTES)**

**OC229/19** That the minutes of the Ordinary Council Meeting held on Tuesday 28 May 2019 be confirmed as a true record of proceedings.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****10. REPORTS OF COMMITTEES AND OFFICERS**

**10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS****10.1.1 Development Application – Addition, Oversize Outbuilding, Rainwater Tanks and Swimming Pool, Lot 123 (78) Katanning-Dumbleyung Road, Pinwernying**

**File Ref:** A3325 Application No. 201819050  
**Reporting Officer:** D Baesjou, Consultant Planner  
**Date Report Prepared:** 14 June 2019

**Issue:**

To consider an application for a 120m<sup>2</sup> Addition to the existing Dwelling, 144m<sup>2</sup> Outbuilding, Rainwater Tanks and Swimming Pool at Lot 123 (78) Katanning-Dumbleyung Road, Pinwernying. The application for Development Approval requires determination by the Council primarily because the cumulative floor area of the existing and proposed Outbuildings is greater than 200m<sup>2</sup>.

**Body/Background:**

The proposal includes the following:

16mx 7.5m Addition on the east side of the existing Dwelling. The proposed single-storey double brick and colorbond® Addition is to be of matching style and materials;

- 16m x 9m Outbuilding – 3.6m high walls (east and west) and 4.39m at the ridge (average 3.995m north and south) Steel framed structure clad in zincalume;
- Two 130kl rainwater tanks – Galvanised steel;
- 10m x 4m in-ground swimming Pool and Fencing; and
- Associated retaining walls

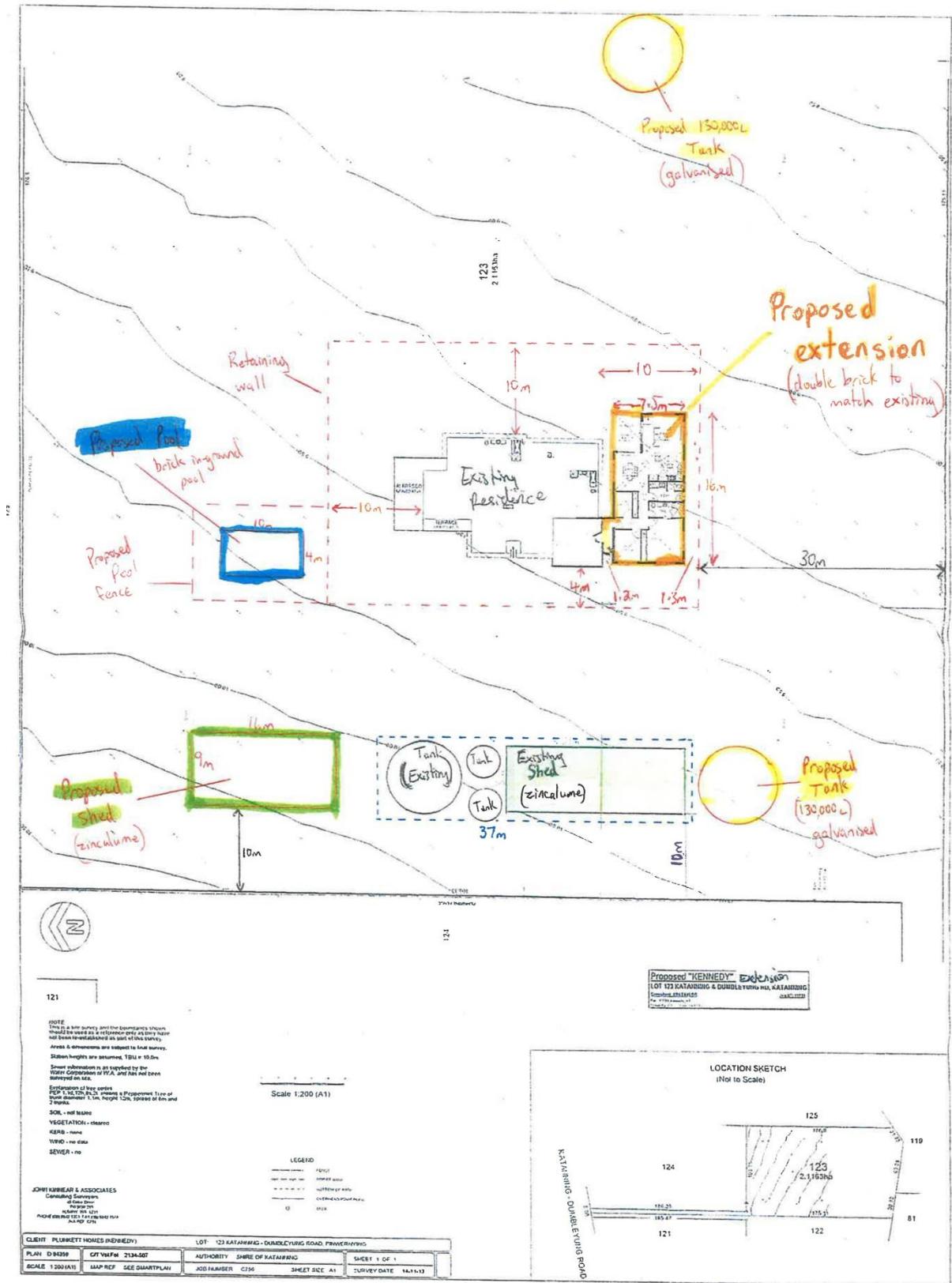
Lot 123 is 2.1165ha and is a regular battle-axe shape with a constructed driveway and crossover access to Katanning- Dumbleyung Road.

Existing development comprises a Dwelling House, Outbuilding and water tanks and private open space.

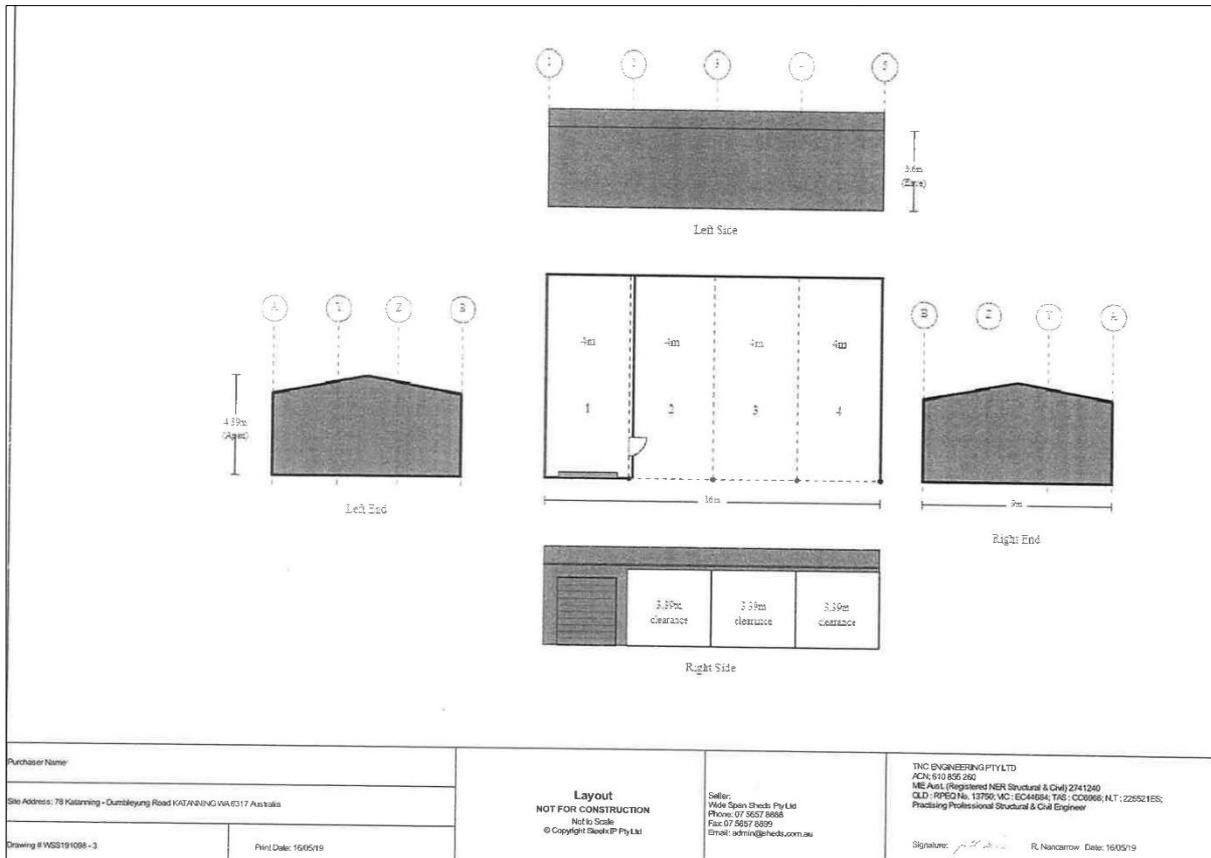
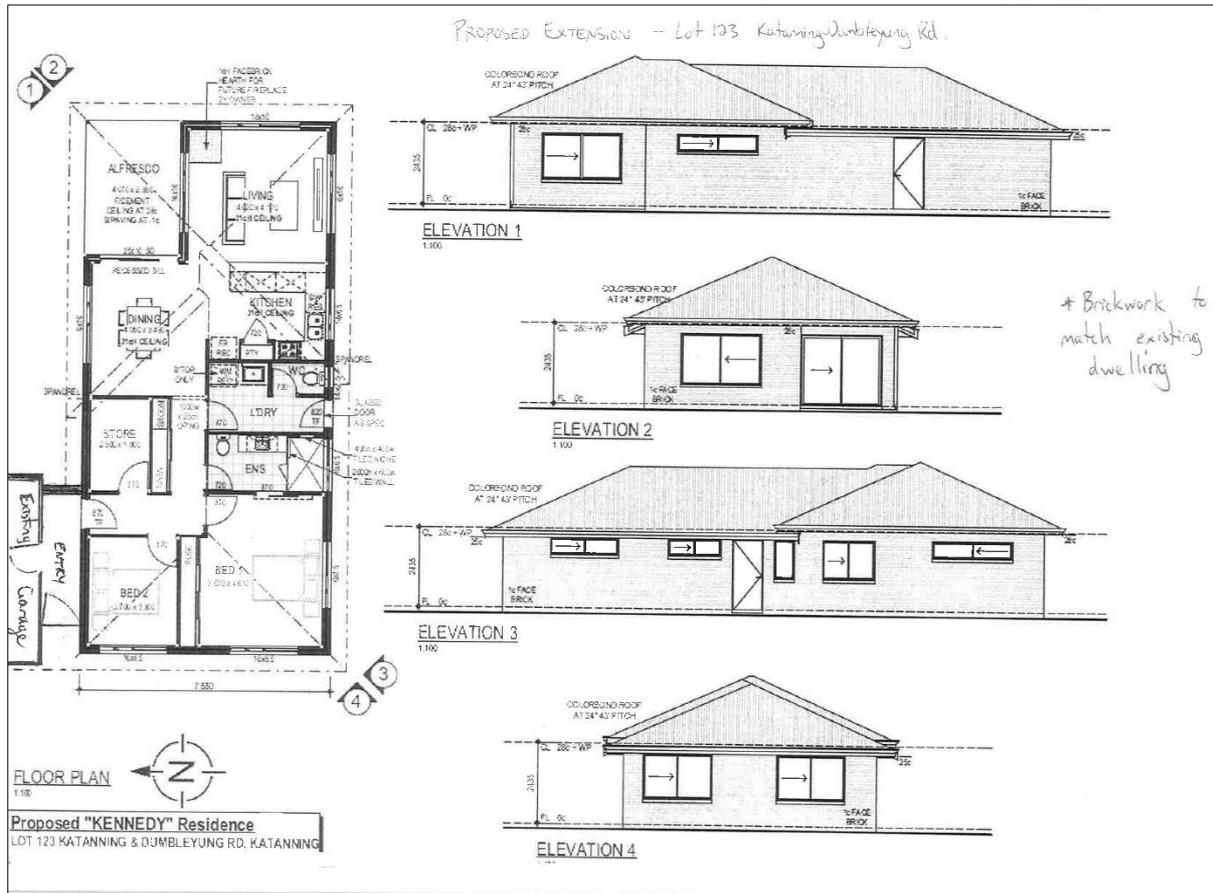
The property is zoned 'Rural Residential' – Area 1 (RR1) under the Shire of Katanning Local Planning Scheme No. 5 (LPS5). Adjoining properties are zoned RR1.



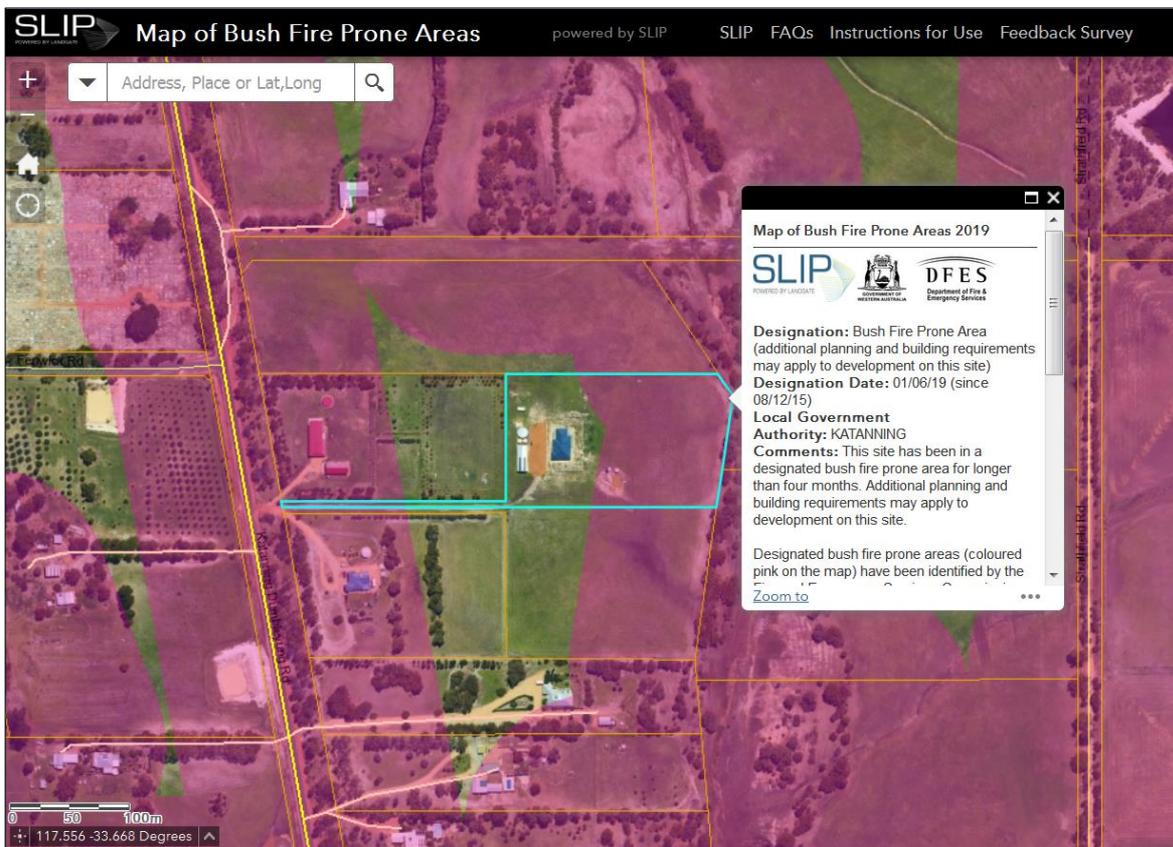
*Image of Subject Land – Source: Landgate (Aerial June 2017)*



Site Plan



**Floor Plan**



**Image showing Subject Land and Bushfire Prone designation**

### Officers Comment

The application was assessed against the requirements set out in LPS5, Shire of Katanning Local Planning Policy No. 1 – Outbuildings (LPP1) and the Planning and Development Regulations 2015.

Tables 2, 3 and 8, and Schedule 1 of LPS5 set out the following relevant Objectives and Requirements for the Rural Residential Zone:

### Objectives

- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land and avoid off-site impacts such as nutrient loss, drainage and/or potential conflicts with adjoining land uses.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.

Planning Scheme considerations include rural amenity, vegetation protection, landscaping, fire safety, water supply, fencing and keeping of animals/Rural Pursuit activities.

The following Table shows the required and proposed setbacks for the Development.

<b>Minimum Setbacks - Proposed Development, Lot 123 (78) Katanning-Dumbleyung Road</b>				
<b>Boundary</b>	<b>Minimum Setback</b>	<b>Proposed Setback</b>		<b>Comment/ Assessment</b>
Front - Dumbleyung Rd (western end of battle-axe leg):	30m	Est. 196m		Compliant
Western (Internal)	10m	Outbuilding Addition	10m 40m	Both aligned with existing structures Compliant
Northern Side	10m	Outbuilding Pool Fence	11m 11m	Compliant
Southern Side	10m	Addition Tank 1	30m 20m	Compliant
Rear/Eastern side	10m	Addition Tank 2	135m 90m	Compliant

This proposal satisfies the zone provisions set out in Table 3 of LPS5.

This proposal satisfies the general provisions for the Rural Residential zone set out in Table 3, other than Clause 5 which states "Wall and roof colours that are highly-visible or reflective such as unpainted zincalume or off-white colours are not permitted".

The new Scheme came into effect in February 2018. Under the previous Scheme (Town Planning Scheme No.4), the subject land was Special Rural 1 and the provisions relating to use of non-reflective material did not apply. Clause 6.7.4.2 a) required Council to have regard to the colour and texture of external materials; it did not preclude zincalume. As a result, there are a number of zincalume and corrugated iron clad Outbuildings and structures in this established 'Hobby Farm' precinct.

Clause 34 of LPS5 provides Council with discretion to vary development requirements, if it is satisfied the development is orderly and proper and will not have adverse effects.

Letters of no objection from three immediate neighbours have been submitted by the Applicant.

Lot 123 is considered to be of sufficient size to accommodate the proposed Addition and Oversize Outbuilding. Notwithstanding the total length of the western walls, it is considered the appearance, size and bulk of the Outbuildings and Tanks will not have a significant detrimental impact on adjoining land, largely due to well established landscaping on Lot 124 which serves to screen the development site. Infill planting on Lot 123 is warranted.

The development is compatible with nearby land uses and is considered to meet the Objectives for the Rural Residential zone set out in LPS5. Development Approval is recommended, subject to conditions.

The Council is under no obligation to approve the proposed oversize Outbuilding. Should the Council decide to not support the Development Application, an alternative recommendation for refusal is set out below.

**Statutory Environment:**

Shire of Katanning Local Planning Scheme No. 5 (LPS5).

The Planning and Development (Local Planning Schemes) Regulations 2015 (P&D Regs 2015).

The subject land is not of historical cultural significance. The site is not recorded in the State Register of Heritage Places, the Municipal Inventory or other Heritage lists. Based on a recent search using the DoPLH online Aboriginal Heritage Inquiry System, it is not listed as a Registered Aboriginal Site or Survey Area.

The subject land is partially designated as a Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner. Importantly, the proposed Addition to the Dwelling and the Outbuilding are not within the designated BFPA. The proposed easternmost Tank is within the BFPA, however it is more than 6m from the Dwelling, therefore the development is regarded as 'Exempt' from the requirements of SPP 3.7 and the associated deemed provisions. In any case, the landowner is obligated to comply with the Shire of Katanning Fire Management Requirements (Bush Fire Notice), including provision of a '2.5 metre wide bare earth firebreak immediately inside along all external boundaries'.

**Policy Implications:**

Shire of Katanning Local Planning Policy No. 1 – Outbuildings (LPP1) sets the development criteria for Outbuildings according to zone and site area. Within the Rural Residential zone, LPP1 provides for Outbuildings up to 4.2m in wall height and a maximum cumulative total floor area of 200m<sup>2</sup>. The proposed 3.6m high front and rear walls and 3.995 (av) end walls comply with the LPP1. The proposed 144m<sup>2</sup> Outbuilding is additional to the existing 168m<sup>2</sup> Outbuilding. The cumulative area of will be 312m<sup>2</sup> and therefore requires determination by the Council.

**Financial Implications:**

As set out in Council's Schedule of Fees and Charges and based on the Estimated Value of Development @ \$218,000, an Application Fee of \$697.60, is required.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria.

The risks relate to:

- A. Financial and Reputational Consequences, in the event the Applicants exercise their right to apply for a review by the State Administrative Tribunal (SAT) should they be aggrieved by the determination (either Approval or Refusal) of the Development Application; and
- B. Property and Environmental Consequences should the oversize Outbuilding be used for any industrial or commercial purpose, contrary to the conditions of approval.

In this case, the perceived level of risk in relation to A (above) is considered to be "Low (2)" based on the "Minor" (2) consequence of Financial or Reputational impacts, and the "Rare" (1) likelihood that the Applicant would challenge the Council's decision on this proposal.

In the “Unlikely” (2) event of non-approved use of the premises, any “Minor” (2) damage or impact could be rectified or reversed through routine procedures and responses, therefore risk in relation to B (above) is considered to be “Low (4)”.

Under either scenario the “Low” risk rank is considered acceptable with adequate controls, managed by routine procedures.

### Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

<b>PRIORITY</b>	<b>BUILT ENVIRONMENT</b>	
ASPIRATION	B2	Places for the community to live, work and connect
OBJECTIVE	B2.3	Orderly development (Town Planning)
<b>PRIORITY</b>	<b>ECONOMIC</b>	
OBJECTIVE	E3.2.2	Ensure land use planning for commercial, industrial and residential development.

### Officer’s Recommendation/Council Motion:

**OC230/19** That Council grant Development Approval for Lot 123 (78) Katanning-Dumbleyung Road, Pinwernyng for the purpose of Addition to Dwelling, oversized Outbuilding (16m x 9m), Rainwater Tanks and Swimming Pool subject to the following conditions:

- 1) Development is to be generally in accordance with approved plans.
- 2) Written confirmation from the applicants in the form of a Statutory Declaration to the effect that the Outbuilding will not be used for habitation or commercial purposes.
- 3) Planting and maintenance of Infill landscaping along the western side of the Outbuilding to visually screen the development.
- 4) All stormwater runoff from the new structures is to be adequately controlled on-site. Any connection to the district drainage system to be to the satisfaction of the Shire of Katanning, in accordance with Engineering requirements and design guidelines.

### Advice Notes

- I. Future use and development is to comply with the Building Act 2011, the Building Regulations 2012 and the Australian Standard AS1926.1 - Safety Barriers for Swimming Pools and relevant statutes.
- II. Maintenance of the driveway is the responsibility of the landowner.
- III. The rear portion of Lot 122 is designated as a Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner. Notwithstanding this Development Approval is ‘Exempt’ from the requirements of SPP 3.7 and the relevant deemed provisions, the landowner is obligated to comply with the Shire of Katanning Fire Management Requirements (Bush Fire Notice).

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**Alternatively, should Council decide not to support the proposed Outbuilding, it is recommended that Council:**

**Refuse to Grant Development Approval for Lot 234 (78) Katanning-Dumbleyung Road, Pinwernyng for the purpose of oversize Outbuilding (16m x 9m) on the following grounds:**

- 1) The proposed development does not satisfy the 200m<sup>2</sup> maximum floor area criteria set out in the Shire of Katanning Local Planning Policy 1 – Outbuildings.**
- 2) Use of unpainted zincalume is not in accordance with Clause 5 of Table 3 – Rural Residential under Shire of Katanning Local Planning Scheme No. 5.**
- 3) The size and scale of the proposed development is not in keeping with a shed used as a domestic Outbuilding.**

**Grant Development Approval for Lot 123 (78) Katanning-Dumbleyung Road, Pinwernyng for the purpose of Addition to Dwelling, Rainwater Tanks and Swimming Pool subject to the following conditions:**

- 1) Development is to be generally in accordance with approved plans.**
- 2) All stormwater runoff from the new structures is to be adequately controlled on-site. Any connection to the district drainage system to be to the satisfaction of the Shire of Katanning, in accordance with Engineering requirements and design guidelines.**

**Advice Notes**

- I. Future use and development is to comply with the Building Act 2011, the Building Regulations 2012 and the Australian Standard AS1926.1 - Safety Barriers for Swimming Pools and relevant statutes.**
- II. Maintenance of the driveway is the responsibility of the landowner.**
- III. The rear portion of Lot 122 is designated as a Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner. Notwithstanding this Development Approval is 'Exempt' from the requirements of SPP 3.7 and the relevant deemed provisions, the landowner is obligated to comply with the Shire of Katanning Fire Management Requirements (Bush Fire Notice).**

## 10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

### 10.2.1 Schedule of Accounts (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 02 June 2019

#### **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 2018/19	EFT Payments 2018/19	Direct Debits 2018/19	Credit Card 2018/19	Payroll 2018/19	Trust 2018/19	Total Payments 2018/19
July	49,856.02	1,304,275.74	263,772.85	8,263.63	328,265.62	1,166.35	1,955,600.21
August	43,071.62	1,677,488.87	266,397.60	-	343,394.41	11,358.67	2,341,711.17
September	59,931.92	730,022.40	202,453.71	-	318,147.13	226.60	1,310,781.76
October	33,516.56	1,433,099.82	303,461.87	-	338,329.85	226.60	2,108,634.70
November	31,679.80	1,313,834.19	326,711.28	-	500,094.12	-	2,172,319.39
December	47,238.94	1,286,575.65	378,902.55	15,990.74	335,876.84	434.00	2,065,018.72
January	85,128.73	1,005,750.38	292,968.54	-	337,673.45	1,902.86	1,723,423.96
February	97,090.14	988,593.68	186,113.98	19,039.64	330,238.84	56.65	1,621,132.93
March	2,718.86	581,497.36	236,397.46	-	343,976.97	788.91	1,165,379.56
April	65,962.68	4,077,570.50	316,090.10	2,188.53	319,945.30	-	4,781,757.11
May	77,238.33	1,741,325.52	287,201.04	-	484,895.55	-	2,590,660.44
June	-	-	-	-	-	-	-
<b>Total</b>	<b>593,433.60</b>	<b>16,140,034.11</b>	<b>3,060,470.98</b>	<b>45,482.54</b>	<b>3,980,838.08</b>	<b>16,160.64</b>	<b>23,836,419.95</b>

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

The schedule of accounts for the month of May 2019 are attached.

The Finance Forum held on 11 June 2019 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

#### **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 2018/19 Annual Budget.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**OC231/19 That Council endorses the Schedule of Accounts as presented, being cheques 42197-42221 totalling \$77,238.33, EFT payments 27513-27869 totalling \$1,741,325.52 and direct payments totalling \$287,201.04 authorised and paid in May 2019.**

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

## 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 02 June 2019

### **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 statement attachment.

The Finance Forum held on 11 June 2019 gave attending Councillors an opportunity to ask questions regarding the presented 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.

### **Risk Implications:**

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

### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**OC232/19 That Council adopts the Statement of Financial Activity for the month ending 31 May 2019, as presented.**

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

### 10.2.3 2019/20 FEES AND CHARGES (ATTACHMENT)

**File Ref:** FM.FC.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 04 June 2019

#### **Issue:**

For Council to adopt Fees and Charges for the 2019/20 Financial Year so that they can be advertised as per the statutory requirement.

#### **Body/Background:**

In accordance with section 6.16(1) of the Local Government Act 1995, Council may impose and recover a fee or charge for any goods or services it provides or proposes to provide.

Council are required to review fees and charges on an annual basis.

Council have a number of charges, which are applicable from 1 July 2019, and therefore it is recommended that the proposed Schedule of Fees and Charges is adopted so that all fees and charges can apply from 1 August 2019.

All fees and charges have been reviewed by officers and their recommended changes incorporated in the draft schedule of Fees and Charges that was presented to Council at the May Forum and again at the June Forum.

All charges included in the schedule have been rounded to the nearest 0.05 cent.

The adopted fees and charges will be incorporated into the 2019/20 Budget.

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

Council have approximately 600 fees and charges, including statutory fees, generating significant income that is required to support the delivery of services to our community.

It is acknowledged that Council has competing priorities between community service obligations, maintaining infrastructure and ensuring the community is not unduly burdened.

Council financial resources, largely comprised of rate revenue and fees and charges, are limited. The key is therefore to ensure fair and reasonable charging to the community for the goods and services that the Shire provides, seeking an appropriate balance between all priorities.

The setting of fees and charges has considered certain overarching principles:

Benefit	Pricing Basis
<b>Public Benefit</b> – service provides a broad community benefit and therefore full cost recovery should not apply. Partial cost recovery could apply in some circumstances.	Zero to partial cost recovery.
<b>Private Benefit</b> – service benefits particular users making a contribution to their individual income, welfare or profits generally without any broader benefits to the community	Full cost recovery.
<b>Shared Benefit</b> – service provides both community benefits and a private benefit.	Partial cost recovery.

<b>Regulatory</b> – fee or charge fixed by legislation.	100% of regulatory fee or charge.
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Discussions around fees and charges are often centred on what basis to use, as a local government, as a predictor of price changes over time.

Australian Bureau of Statistics (ABS), when calculating the Consumer Price Index (CPI), uses a basket of goods based on the same commodity categories and is not at all reflective of the mix of business activities undertaken by any local government.

The Local Government Association (WALGA) Economic Briefing LG Cost Index is still considered the most appropriate methodology to utilise as a base as it considers expenditure items like road construction, machinery and equipment and street lighting.

Officers have taken both the CPI and LG Cost Index into consideration when reviewing the fees and charges.

### **Statutory Environment:**

*Local Government Act 1995*

Part 6, Division 5 – Financing local government activities

#### **6.16 Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods and service it provides or proposed to provide, other than a service for which a service charge is imposed.

\* *Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and (b) amended\* from time to time during a financial year.

\* *Absolute majority required.*

**6.17 Setting level of fees and charges**

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors –
  - (a) the cost to the local government of providing the service or goods; and
  - (b) the importance of the service or goods to the community; and
  - (c) the price at which the service or goods could be provided by an alternative provider.
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service –
  - (a) under section 5.96; or
  - (b) under section 6.16(2)(d); or
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.
- (4) Regulations may –
  - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or
  - (b) limit the amount of a fee or charge in prescribed circumstances.

**6.18. Effect of other written laws**

- (1) If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not –
  - (a) determine an amount that is inconsistent with the amount determined under the other written law; or
  - (b) charge a fee or charge in addition to the amount determined by or under the other written law.
- (2) A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.

**6.19. Local government to give notice of fees and charges**

- If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –
- (a) its intention to do so; and
  - (b) the date from which it is proposed the fees or charges will be imposed.

## 5. CEO's duties as to financial management

- (1) Efficient systems and procedures are to be established by the CEO of a local government:
- (a) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.
- (2) The CEO is to:
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year).

### Policy Implications:

There are no policy implications in relation to Fees and Charges.

### Financial Implications:

The setting of fees and charges for the 2017/18 year will have no impact on the current year position, however it will have financial implications for 2018/19. Fees and charges are a significant source of income for the Shire.

### Risk Implications:

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

### Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

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

### Officer's Recommendation/Council Motion:

#### OC233/19 That Council:

1. Adopts the proposed Fees & Charges for 2019/20 as detailed in Schedule of Fees & Charges 2019/20 to be effective from 1 August 2019; and
2. Gives local public notice of the Council's intention to impose the Schedule of Fees & Charges 2019/20, in accordance with section 6.19 of the *Local Government Act 1995*.

Voting Requirement: Absolute Majority

CARRIED/LOST:

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

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

## 10.5 CHIEF EXECUTIVE OFFICER'S REPORTS

### 10.5.1 Endorsement of Fire Management Requirement Brochure (ATTACHMENT)

**File Ref:** ES.AT.1  
**Reporting Officer:** Cindy Pearce, Community Emergency Services Manager  
**Date Report Prepared:** 11 June 2019

**Issue:**

Council to endorse the 2019 – 2020 Fire Management Requirement Brochure.

**Body/Background:**

The Fire Management Requirement Brochure is published annually and distributed to all residents and property owners within the Shire.

The Fire Management Requirement Brochure provides land owners and occupiers with information on their responsibilities regarding fire prevention. Also included in the brochure are the contact details of Local Bush Fire Control Officers and information on general fire related matters. There are a number of changes within the Fire Management Requirement Brochure for 2019/2020. Changes are as follows:

- 1) Dates updated 2019/2020 throughout the brochure;
- 2) Include the wording "No Timber to be burnt during the October Restricted Burning Period";
- 3) Page 11 - Update of the Fire Control Officers.

**Officer's Comment:**

Council endorsement of the Brochure and recommended changes are required prior to printing and distribution.

**Statutory Environment:**

Bushfire Act 1954.

**Policy Implications:**

Nil.

**Financial Implications:**

Annual provision in the budget for printing approximately \$2,500.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	SOCIAL	
ASPIRATION	S2	A safe community.
OBJECTIVE	S2.1	Strive for a community where people feel safe and secure.

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

**OC234/19            That Council endorses the 2019-2020 Shire of Katanning Fire Management Requirement Brochure as presented.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.5.2 Appointment of Fire Control Officers**

**File Ref:** ES.AF.1  
**Reporting Officer:** Cindy Pearce, Community Emergency Services Manager  
**Report Prepared:** 10 June 2019

**Issue:**

Council to endorse the appointment of authorised Fire Control Officers.

**Body/Background:**

Fire Control Officers are appointed by Council under Section 38 of the Bushfires Act 1954 to issue 'Permits to Burn' and to carry out other actions as set out in the Bushfires Act 1954 as required by Local Government.

**Officer's Comment:**

It is recommended that Council renews its appointment of Fire Control Officers.

**Statutory Environment:**

Fire Control Officers under Section 38 of the Bushfires Act 1854 are appointed by Local Governments. Under Section 38 and 39 Bushfire Control Officer may, subject to directions given by the Local Government, take any measures he/she considers necessary and practicable for:

- The prevention of bushfires.
- Protecting life and property in the case of an outbreak of a bushfire.
- Carry out any duty or exercising any authority referred to in the Bushfire Act.
- Procuring the due observance of the provisions of the Act. (For this purpose, it is his/her duty to demand the name and address of any person committing an offence against the Act and to report the circumstance to the Local Government).

**Policy Implications:**

Nil.

**Financial Implications:**

Budgeted cost of advertising appointments in the Government Gazette approximately \$600.

**Risk Implications:**

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

**Strategic Implications:****Shire of Katanning Strategic Community Plan 2017 – 2027**

PRIORITY	SOCIAL	
ASPIRATION	S2	A safe community.
OBJECTIVE	S2.1	Strive for a community where people feel safe and secure.

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

**OC235/19** That Council appoints the following persons as Fire Control Officers in accordance with the Bush Fires Act 1954:

<b>Cynthia Pearce</b>	<b>Ian Knapp</b>	<b>Timothy Clegg</b>
<b>Geoffrey Stade</b>	<b>Richard Marshall</b>	<b>Barry Kowald</b>
<b>Jeffrey Baxter</b>	<b>Matthew Kitchen</b>	<b>Ian Coleman</b>
<b>Alan Wilson</b>	<b>Stephen Conning</b>	<b>Alistair Dusting</b>
<b>Anthony Richardson</b>	<b>Norman Flugge</b>	<b>Gregory Garlick</b>
<b>Shane Butterworth</b>	<b>Matthew Kerin</b>	<b>Timothy Harris</b>
<b>Kim Kowald</b>	<b>Christopher Quartermaine</b>	<b>Peter Caldwell</b>

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.6 ADVISORY COMMITTEE MEETING**

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

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

**13. CONFIDENTIAL ITEM****PROCEDURAL MOTION****MOVED:****SECONDED:****OC236/19 That Council closes the meeting to the public to consider the following item:**

- **RFT 01-2019 Clive Street West Streetscape Upgrade**

CARRIED/LOST:

**13.1 RFT 01-2019 Clive Street West Streetscape Upgrade****File Ref:****CP.TE.8****Reporting Officer:**

Heidi Cowcher, Executive Manager Property &amp; Assets

**Date Report Prepared:**

18 June 2019

**REASONS FOR CONFIDENTIALITY**

The officer's report is confidential because it deals with a matter relating to a contract that may be entered into by Council in accordance with Section 5.23(2)(c) of the Local Government Act 1995.

CARRIED/LOST:

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

**OC237/19 That Council accepts no tender for RFT 01-2019 Clive Street West Streetscape Upgrade on the basis that no tenders submitted were within the allocated budget.**

**Voting Requirement:** Simple Majority

CARRIED / LOST:

**PROCEDURAL MOTION****MOVED:****SECONDED:****OC238/19 That Council reopens the meeting to the public.**

CARRIED/LOST:

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at \_\_\_ pm