



Shire of
Katanning
Heart of the Great Southern

List of Accounts Paid
June 2025



Heart of the Great Southern

Schedule of Accounts Paid - June 2025

EFT Payments	Date	Name	Description	Amount	Total
EFT39786	06/06/2025	Dormakaba Australia		-\$	330.00
35WA1344631	29/05/2025		KLC Automatic Door - March Service	\$ 165.00	
35WA1344632	29/05/2025		Library & Art Gallery Automatic Door - March Service	\$ 165.00	
EFT39787	06/06/2025	Paull & Warner Resources		-\$	330.00
A170957	20/05/2025		Fire Detection & Alarm Monitoring - Admin Building	\$ 330.00	
EFT39788	06/06/2025	BGL Solutions		-\$	19,000.50
INV-0007272	30/05/2025		Quartermaine Oval - Overseeding	\$ 10,329.00	
INV-0007273	31/05/2025		AAPG & Lions Parks - Grounds Maintenance	\$ 8,671.50	
EFT39789	06/06/2025	Canon Australia		-\$	231.98
8125265748	17/05/2025		Library Copier Charges: 18 Apr 2025 - 17 May 2025	\$ 231.98	
EFT39790	06/06/2025	Visimax		-\$	3,744.80
INV-1554	16/04/2025		Animal Control - Cat Traps	\$ 3,450.84	
INV-1593	05/05/2025		Animal Control Equipment - Dog Infringement Books	\$ 293.96	
EFT39791	06/06/2025	Katanning Cleaning		-\$	15,499.00
12 (2024-2025)	31/05/2025		Cleaning Contract 2024/25 - May 2025	\$ 15,499.00	
EFT39792	06/06/2025	Integrated ICT		-\$	8,367.55
37861	28/05/2025		Managed Services Agreement - May 2025	\$ 4,917.00	
38067	31/05/2025		Software Subscriptions - Trend Micro Antivirus	\$ 221.76	
38068	31/05/2025		Software Subscriptions - Microsoft 365 Licences	\$ 2,451.79	
38069	31/05/2025		Software Subscriptions - M365 Backup	\$ 317.64	
38070	31/05/2025		Software Subscriptions - Server Warranty Extension	\$ 96.80	
38071	31/05/2025		Software Subscriptions - Cloud Backup	\$ 362.56	
EFT39793	06/06/2025	Team Global Express Pty Ltd		-\$	105.71
0685-A408620	18/05/2025		Team Global Express Freight Charges	\$ 105.71	

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EFT39794	06/06/2025	Belinda Knight		-\$	4,620.00
BK230	31/05/2025	Contacting Service - Financial Services	\$	4,620.00	
EFT39795	06/06/2025	Elizabeth French Consulting		-\$	7,299.04
250503	30/05/2025	Consultants - Environmental Health Officer	\$	7,299.04	
EFT39796	06/06/2025	Corry Rene Why		-\$	80.00
20250603	03/06/2025	Reimbursement - Catering for Gallery Exhibition	\$	80.00	
EFT39797	06/06/2025	Warren Blackwood Waste		-\$	10,508.63
19793	28/05/2025	Waste Collection Service - Recycling Service	\$	5,601.45	
19794	28/05/2025	Waste Collection Service - Regular Service	\$	4,907.18	
EFT39798	06/06/2025	Burgess Rawson		-\$	1,613.22
25130	04/06/2025	Water Consumption - Katanning Railway Yard	\$	594.86	
25131	04/06/2025	Water Consumption - Katanning Railway Yard	\$	358.85	
25132	04/06/2025	Water Consumption - Katanning Railway Yard	\$	601.32	
25133	04/06/2025	Water Consumption - Katanning Railway Yard	\$	58.19	
EFT39799	06/06/2025	AMPAC Debt Recovery		-\$	1,638.63
118916	23/05/2025	Debt Recovery - Rates	\$	1,638.63	
EFT39800	06/06/2025	Slavin Architects		-\$	12,711.05
INV-1456	30/05/2025	Early Childhood Hub - Project Management	\$	12,711.05	
EFT39801	06/06/2025	WA Traffic Planning		-\$	1,650.00
2195	07/04/2025	Traffic Management Plan - Western Power Works	\$	1,650.00	
EFT39802	06/06/2025	Water Corporation		-\$	476.91
90 07673 96 2	30/05/2025	Water Usage - 728L Cullen Street	\$	476.91	
EFT39803	06/06/2025	Department of Energy, Mines, Industry Regulation & Safety		-\$	3,519.35
BSLMAY2025	01/05/2025	Building Services Levy - May 2025	\$	3,519.35	
EFT39804	06/06/2025	PFD Food Services		-\$	757.60
LP996560	21/05/2025	Kiosk Stock Order	\$	757.60	

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EFT39805	06/06/2025	DGL Warehouse & Distribution Pty Ltd		-\$	328.22
TL0047922-T	01/06/2025	Road Maintenance - Transportation of Cold Patching Material	\$	328.22	
EFT39806	06/06/2025	Telair Pty Ltd		-\$	427.90
TA20748-071	31/05/2025	Administration Internet Expenses - June 2025	\$	427.90	
EFT39807	06/06/2025	KJB Plumbing and Gas		-\$	500.00
4055	31/05/2025	KCMC & Playgroup - Plumbing Maintenance	\$	500.00	
EFT39808	06/06/2025	Health Department of WA		-\$	1,484.48
672071	28/05/2025	Reimbursement - Return of CLAG Funds	\$	1,484.48	
EFT39809	06/06/2025	ASK Waste Management Pty Ltd		-\$	2,211.00
INV-0278	02/06/2025	Consultants - Refuse Site Landfill Assessment	\$	2,211.00	
EFT39810	06/06/2025	Paywise Pty Ltd		-\$	854.29
449484	04/06/2025	Vehicle Lease - KA48	\$	854.29	
EFT39811	06/06/2025	Silent Sydney Pty Ltd		-\$	3,785.00
INV-5070	22/05/2025	KLC School Holiday Equipment - Silent Sounds Headphones	\$	3,785.00	
EFT39812	06/06/2025	Arrow Bronze		-\$	996.18
764657	22/05/2025	Cemetery - Niche Wall Plaque	\$	996.18	
EFT39813	06/06/2025	Clever Patch		-\$	253.31
581425	14/05/2025	Library Materials - Easter Craft Supplies	\$	253.31	
EFT39814	06/06/2025	Department of Fire & Emergency Services		-\$	25,252.65
159328	21/05/2025	Emergency Services Levy 2024/25 - Quarter 4	\$	25,252.65	
EFT39815	06/06/2025	DX Print Group Pty Ltd		-\$	693.00
00099936	09/05/2025	Rates 2025/26 - Envelopes	\$	693.00	
EFT39816	06/06/2025	Grande Food Service		-\$	761.26
4249967	28/05/2025	Kiosk Stock Order	\$	408.25	
4250287	04/06/2025	Kiosk Stock Order	\$	353.01	
EFT39817	06/06/2025	Katanning Country Club		-\$	27,500.00
INV-07419	20/05/2025	Contribution to Katanning Country Club - Resurface Tennis Courts	\$	27,500.00	
EFT39818	06/06/2025	Kowalds News & Glasshouse		-\$	176.50

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SN00 0039 0106 2025	01/06/2025	Admin Daily Newspapers - May 2025	\$	176.50
EFT39819	06/06/2025	Katanning Stock & Trading	-\$	150.25
7/80	22/05/2025	Building Maintenance - Multiple Locations	\$	150.25
EFT39820	06/06/2025	QFH Multiparts	-\$	296.65
912698371	23/05/2025	KA189 CASE Skid Steer Loader - Parts	\$	296.65
EFT39821	06/06/2025	Solid Ceilings	-\$	330.00
INV-0058	03/06/2025	Fly Your Flags - Cherry Picker Hire	\$	330.00
EFT39822	06/06/2025	Brenton Stewart Electrics	-\$	33,550.00
P2289	21/05/2025	Saleyard Ear Tagging Project - Electrical Upgrade	\$	33,550.00
EFT39823	13/06/2025	BGL Solutions	-\$	2,744.50
INV-0007254	29/05/2025	Quartermaine Oval - Fertiliser	\$	2,744.50
EFT39824	13/06/2025	Moore Australia (WA) Pty Ltd	-\$	1,210.00
4816	05/06/2025	2025 Budget - Template & Documentation	\$	1,210.00
EFT39825	13/06/2025	Canon Australia	-\$	43.62
8125290520	29/05/2025	Admin Copier Charges - UniFlow	\$	43.62
EFT39826	13/06/2025	Westbooks	-\$	372.34
348859	28/05/2025	Library Stock - Books	\$	372.34
EFT39827	13/06/2025	Team Global Express Pty Ltd	-\$	56.73
0686-S408620	25/05/2025	Team Global Express Freight Charges	\$	56.73
EFT39828	13/06/2025	Zenith Laundry	-\$	494.58
00316788	03/06/2025	Laundry Order - KLC Functions	\$	494.58
EFT39829	13/06/2025	Fulton Hogan Services	-\$	3,590.40
20403255	30/05/2025	Road Maintenance - Cold Patching Equipment	\$	3,590.40
EFT39830	13/06/2025	Australian Taxation Office	-\$	42,492.00
20250604	04/06/2025	PAYG - Week Ending: 04/06/2025	\$	42,492.00

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EFT39831	13/06/2025	Burgess Rawson		-\$	445.88
25154	11/06/2025	Water Consumption - Katanning Railway Yard	\$	445.88	
EFT39832	13/06/2025	WA Traffic Planning		-\$	495.00
2231	17/04/2025	Traffic Management Plan - ANZAC Day 2025	\$	495.00	
EFT39833	13/06/2025	Katanning Waste Management		-\$	198.00
INV-2408	04/06/2025	Saleyards Ear Tagging Project - Empty Skip Bins	\$	198.00	
EFT39834	13/06/2025	Sunny Industrial Brushware		-\$	1,026.30
00030886	26/05/2025	Nilfisk & Tennant Sweepers - New Brooms	\$	1,026.30	
EFT39835	13/06/2025	Water Corporation		-\$	3,000.25
90 24453 27 5	06/06/2025	Water Usage - 3/8 Kaatanup Loop	\$	274.98	
90 24453 28 3	06/06/2025	Water Usage - 4/8 Kaatanup Loop	\$	267.93	
90 24453 29 1	06/06/2025	Water Usage - 2/8 Kaatanup Loop	\$	178.31	
90 24464 55 6	06/06/2025	Water Usage - 2/5 Kaatanup Loop	\$	267.93	
90 24464 56 4	06/06/2025	Water Usage - 3/5 Kaatanup Loop	\$	422.08	
90 07680 64 4	06/06/2025	Water Usage - Baker Street Standpipe	\$	1,321.09	
90 24441 53 0	06/06/2025	Water Usage - 19 Kaatanup Loop	\$	267.93	
EFT39836	13/06/2025	WA Library Supplies		-\$	1,375.00
00141476	06/05/2025	Library Equipment - Trolley & Baskets	\$	1,375.00	
EFT39837	13/06/2025	Australia Post		-\$	359.89
1014039762	03/06/2025	Admin Daily Postage - May 2025	\$	359.89	
EFT39838	13/06/2025	SOS Office Equipment		-\$	114.91
SOS667808	30/05/2025	KLC Copier Charges - May 2025	\$	114.91	
EFT39839	13/06/2025	BOC Limited		-\$	92.60
4039305638	29/05/2025	Container Service - May 2025	\$	92.60	
EFT39840	13/06/2025	Dongolocking Plumbing & Gas		-\$	2,132.35
00003636	05/06/2025	Katanning Community Childcare - Plumbing Maintenance	\$	693.00	
00003637	05/06/2025	Katanning Community Childcare - Plumbing Maintenance	\$	407.00	
00003640	05/06/2025	Katanning Community Childcare - Plumbing Maintenance	\$	1,032.35	

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EFT39841	13/06/2025	PFD Food Services		-\$	722.35
LQ265900	28/05/2025	Kiosk Stock Order		\$	722.35
EFT39842	13/06/2025	Office Works Business Direct		-\$	308.95
621910047	29/05/2025	Library Equipment - Cricut		\$	308.95
EFT39843	13/06/2025	Ray Ford Signs		-\$	413.60
INV-0863	11/06/2025	Traffic/Street Signs - Wheel Stops		\$	413.60
EFT39844	13/06/2025	Broadacre Auto Electrics		-\$	392.70
53282	02/05/2025	KA25138 Farmall Tractor - New Battery		\$	392.70
EFT39845	13/06/2025	DNS Computing		-\$	430.00
3230	02/05/2025	CCTV Maintenance - Technician		\$	260.00
3249	11/06/2025	KLC - Laptop System Maintenance		\$	170.00
EFT39846	13/06/2025	ABC Distributors WA		-\$	115.84
171482	29/05/2025	Cleaning Order - KLC		\$	115.84
EFT39847	13/06/2025	Coca-Cola Amatil		-\$	729.22
0236824952	29/05/2025	Kiosk Stock Order		\$	729.22
EFT39848	13/06/2025	Katanning Stock & Trading		-\$	3.30
7/77	12/05/2025	Isuzu Water Cart - Air Fitting		\$	3.30
EFT39849	13/06/2025	QFH Multiparts		-\$	4,543.00
912724173	28/05/2025	Airport Grounds Maintenance - Herbicide		\$	4,345.00
912720872	28/05/2025	Uniforms & PPE - Safety Boots		\$	198.00
EFT39850	13/06/2025	WA Hino Sales & Service		-\$	12,064.25
HTCS163407	29/05/2025			\$	12,064.25
EFT39851	13/06/2025	Wy Wurry Electrical		-\$	2,983.00
INV-07039	10/06/2025	Depot - Lighting Upgrade		\$	2,760.00
INV-07042	11/06/2025	KLC Maintenance - Replace Kiosk HWS Thermostat		\$	223.00
EFT39852	20/06/2025	Katanning Nutrien Ag Solutions		-\$	122.76
912590028	02/05/2025	Manitou Forklift - Gas Bottle Exchange		\$	61.38
912687483	21/05/2025	Manitou Forklift - Gas Bottle Exchange		\$	61.38

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EFT39853	20/06/2025	Newground Water Services		-\$	5,331.66
1248307	30/05/2025	Quartermaine Oval Upgrade - Mowing & Maintenance	\$	5,331.66	
EFT39854	20/06/2025	Gypsy Kitchen Co		-\$	1,500.00
INV-0150	08/06/2025	Catering - Council Forum	\$	400.00	
INV-0151	08/06/2025	Catering - Budget Meeting after OCM	\$	440.00	
INV-0149	08/06/2025	Harmony Festival 2025 - Debrief Catering	\$	660.00	
EFT39855	20/06/2025	Canon Australia		-\$	355.60
8125299188	04/06/2025	Admin Copier Charges: 05 May 2025 - 04 June 2025	\$	355.60	
EFT39856	20/06/2025	WA Contract Ranger Services		-\$	4,310.63
00006348	10/06/2025	Ranger Services: 26/05/2025 - 08/06/2025	\$	4,310.63	
EFT39857	20/06/2025	Michelle Salter		-\$	4,525.00
APR-JUN2425	26/05/2025	Councillor Allowances: April - June 2025	\$	4,525.00	
EFT39858	20/06/2025	Exurban Rural & Regional Planning		-\$	312.18
URP-4651	03/06/2025	Town Planning Consultancy - May 2025	\$	312.18	
EFT39859	20/06/2025	Katanning Stock & Trading		-\$	24.90
7/78	15/05/2025	Depot Equipment - Paint & Roller	\$	20.90	
7/79	15/05/2025	Quartermaine Oval - Paint	\$	79.00	
60Z62	06/03/2025	Credit - Return of Expansion Control Valve	-\$	75.00	
EFT39860	20/06/2025	Braeside Primary School		-\$	250.00
5409	05/06/2025	CEO Donation - Year 6 Camp Donation	\$	250.00	
EFT39861	20/06/2025	Keybrook Holdings Pty Ltd		-\$	37,400.00
00006114	17/06/2025	Forrest Hills Golf Club Demolition - Final Payment	\$	37,400.00	
EFT39862	20/06/2025	Warren Blackwood Waste		-\$	11,641.63
19822	05/06/2025	Waste Collection Service - Front Lift Bin Service	\$	1,133.00	
19825	06/06/2025	Waste Collection Service - Regular Service	\$	4,907.18	
19839	13/06/2025	Waste Collection Service - Recycling Service	\$	5,601.45	
EFT39863	20/06/2025	Aerodrome Management Services Pty Ltd		-\$	5,979.60
AMSINV-251944	12/06/2025	Staff Training - Aerodrome Reporting Officer Training	\$	5,979.60	

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EFT39864	20/06/2025	Ready Tech		-\$	1,039.50
INITV042397	05/06/2025	SynergySoft - PetsWA Data Collection Pack	\$	1,039.50	
EFT39865	20/06/2025	Shire of Gnowangerup		-\$	656.42
6914	11/06/2025	Reimbursement - Remaining Portion of CLAG Funds	\$	656.42	
EFT39866	20/06/2025	A Smart Start Great Southern		-\$	4,026.00
2024/11	12/12/2024	Councillor Donation - A Smart Start Annual Contribution	\$	4,026.00	
EFT39867	20/06/2025	Great Southern Fuel Supplies		-\$	6,215.14
MAY2025	31/05/2025	Fuel Card Purchases - May 2025	\$	6,215.14	
EFT39868	20/06/2025	Emu Lane		-\$	321.00
1-1070	13/06/2025	Catering - Katanning Noongar Leadership Group Meeting	\$	231.00	
1-1074	18/06/2025	Kiosk Stock - Coffee Beans	\$	90.00	
EFT39869	20/06/2025	Paul Totino		-\$	4,525.00
APR-JUN2425	26/05/2025	Councillor Allowances: April - June 2025	\$	4,525.00	
EFT39870	20/06/2025	Allwest Plant Hire Australia Pty Ltd		-\$	2,633.13
41683	18/05/2025	Quartermaine Oval Upgrade - Lighting Towers Hire	\$	2,633.13	
EFT39871	20/06/2025	AMPAC Debt Recovery		-\$	5,840.40
119021	31/05/2025	Debt Recovery - Rates	\$	2,563.00	
119879	06/06/2025	Debt Recovery - Rates	\$	3,277.40	
EFT39872	20/06/2025	Great Southern Toyota		-\$	14.59
PI33029117	23/04/2025	KA09 Toyota Fortuner - New Key Battery	\$	14.59	
EFT39873	20/06/2025	MoHana Catering		-\$	1,268.00
00000287	10/06/2025	Catering - Transition Advocate Meeting	\$	740.00	
00000290	19/06/2025	Catering - Council Forum	\$	528.00	

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EFT39874	20/06/2025	Katanning H Hardware		-\$	2,903.57
106047254	02/05/2025	Asbestos Cleanup - Bags & Tape	\$	62.75	
102052774	05/05/2025	Building Maintenance - Tools	\$	36.95	
102052835	06/05/2025	Maintenance - Piesse Park	\$	46.70	
102052899	07/05/2025	Lake Ewlyamartup Materials - BBQ Gas	\$	83.90	
106047655	12/05/2025	Saleyard 2020 Isuzu Watercart - Brass Air Joiner	\$	7.95	
107000524	13/05/2025	Saleyard - New 18V Brushless Blower	\$	309.00	
107000525	13/05/2025	Saleyard - Door Closer	\$	37.90	
105004249	14/05/2025	Uniforms & PPE - Bomber Jacket	\$	94.95	
105004258	14/05/2025	All Ages Playground - White Dam Pump Repairs	\$	977.10	
103002265	19/05/2025	Building Maintenance - Depot	\$	98.95	
106047891	19/05/2025	Building Maintenance - Depot	\$	29.95	
106047900	19/05/2025	Building Maintenance - Refuse Site	\$	34.65	
106048047	23/05/2025	Maintenance Officer Tools - Recip Blade	\$	28.95	
106048190	26/05/2025	Building Maintenance - Depot	\$	13.96	
108000862	26/05/2025	Building Maintenance - KLC	\$	290.00	
107000537	29/05/2025	Road Maintenance - Cement Pallet	\$	749.91	
EFT39875	20/06/2025	Connect CCS		-\$	97.90
00119581	15/06/2025	After Hours Call Centre - May 2025	\$	97.90	
EFT39876	20/06/2025	Autosmart WA South West & Great Southern		-\$	1,671.27
02404165	03/06/2025	Workshop Supplies - Consumables	\$	1,671.27	
EFT39877	20/06/2025	National Livestock Reporting Service		-\$	990.00
90059600	31/05/2025	Saleyards Livestock Market Report - May 2025	\$	990.00	
EFT39878	20/06/2025	Dhu South Electrical		-\$	432.30
6802	10/06/2025	Refuse Site - Air Conditioning Unit Service	\$	432.30	

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EFT39879	20/06/2025	Omnicom Media Group Australia Pty Ltd	-\$	390.40
1850495	31/05/2025	Advertisment - Bushfire Local Laws	\$	390.40
EFT39880	20/06/2025	Tyrepower Katanning	-\$	3,130.00
165202	06/05/2025	KA09 Toyota Fortuner - Tyre Maintenance	\$	1,650.00
165289	12/05/2025	KA25652 Toyota Hilux - Tyre Repair	\$	50.00
165326	15/05/2025	KA472 Toyota RAV4 - New Tyres	\$	1,100.00
165488	27/05/2025	KA25815 John Deere Mower - New Tyres	\$	330.00
EFT39881	20/06/2025	Mjb Industries	-\$	5,307.17
SO-025777	27/05/2025	Stormwater Drain Cleaning - Flush Grates	\$	5,307.17
EFT39882	20/06/2025	Rural Power Solutions	-\$	709.50
INV-0698	12/06/2025	Library - Power Outlet for Water Dispenser	\$	709.50
EFT39883	20/06/2025	Broadacre Auto Electrics	-\$	966.90
53434	17/06/2025	2020 Caterpillar Grader - Battery	\$	966.90
EFT39884	20/06/2025	Remote Site Mechanical	-\$	4,881.25
INV-0372	07/06/2025	Contract Mechanic Service: 03/06/2025 - 06/06/2025	\$	4,881.25
EFT39885	20/06/2025	Wetdeck Pty Ltd	-\$	46,200.00
INV-0024	10/06/2025	Katanning Aquatic Centre - Paint Works	\$	46,200.00
EFT39886	20/06/2025	Solid Ceilings	-\$	330.00
INV-0059	17/06/2025	Saleyards - Cherry Picker Hire	\$	330.00
EFT39887	20/06/2025	MCB Construction	-\$	39,735.52
INV-0319	29/05/2025	Bushfire Brigade Shed Upgrade - Final 40% Payment	\$	39,735.52
EFT39888	20/06/2025	Pingarning Pty Ltd	-\$	2,200.00
121	06/06/2025	WHS Safety Management - 2025/26 Annual Review	\$	2,200.00
EFT39889	20/06/2025	Allflex Australia Pty Ltd	-\$	87,450.00
INV2238563	09/05/2025	Saleyard Ear Tagging Project - Supply & Install eID Equipment	\$	87,450.00
EFT39890	20/06/2025	McLeods Lawyers Pty Ltd	-\$	2,419.56
145844	30/05/2025	Saleyard Ear Tagging Project - Licence Agreements	\$	2,419.56

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EFT39891	20/06/2025	Paywise Pty Ltd	-\$	854.29
454284	18/06/2025	Vehicle Lease - KA48	\$	854.29
EFT39892	20/06/2025	Michelle Hopkirk	-\$	618.82
20250617	17/06/2025	Reimbursement - Expenses whilst attending Debt Collection Training	\$	618.82
EFT39893	20/06/2025	DNS Computing	-\$	325.00
3251	13/06/2025	IT Support - Refuse Site Remote Link	\$	325.00
EFT39894	20/06/2025	Active Farmers Ltd	-\$	250.00
INV-0723	28/05/2025	CEO Donation - 2025 Run 4 Resilience Contribution	\$	250.00
EFT39895	20/06/2025	Signs Plus	-\$	166.00
00190853	23/11/2023	Staff Name Badges	\$	166.00
EFT39896	20/06/2025	SEEK Limited	-\$	577.50
701220799	28/05/2025	Advertisement - Staff Vacancy	\$	577.50
EFT39897	20/06/2025	Maisarah Imran	-\$	128.31
20250617	17/06/2025	Reimbursement - Expenses whilst attending DOT Training	\$	128.31
EFT39898	20/06/2025	Station Motors Group Katanning	-\$	639.95
R 60008	13/03/2025	KA108 Isuzu D-Max - Scheduled 75,000Km Service	\$	639.95
EFT39899	20/06/2025	Signs Plus	-\$	340.00
INV-7721	16/04/2025	Staff Name Badges	\$	340.00
EFT39900	20/06/2025	Coca-Cola Amatil	-\$	413.20
0236916246	12/06/2025	Kiosk Stock Order	\$	413.20
EFT39901	20/06/2025	Grande Food Service	-\$	493.56
4250591	11/06/2025	Kiosk Stock Order	\$	493.56
EFT39902	20/06/2025	Elizabeth Marie Guidera	-\$	6,900.00
APR-JUN2425	26/05/2025	Councillor Allowances: April - June 2025	\$	6,900.00
EFT39903	20/06/2025	John Christian Goodheart	-\$	4,525.00
APR-JUN2425	26/05/2025	Councillor Allowances: April - June 2025	\$	4,525.00

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EFT39904	20/06/2025	Kristy Nicole D'Aprile	-\$	14,025.00
APR-JUN2425	26/05/2025	Councillor Allowances: April - June 2025	\$	14,025.00
EFT39905	20/06/2025	Landgate	-\$	188.72
404358	06/06/2025	Valuation Services - Rural UV Interim Valuation	\$	188.72
EFT39906	20/06/2025	Matthew Gavin Collis	-\$	4,525.00
APR-JUN2425	26/05/2025	Councillor Allowances: April - June 2025	\$	4,525.00
EFT39907	20/06/2025	Modern Teaching Aids	-\$	512.94
46421025	02/06/2025	Library Furniture - Wooden Rotating Bookshelf	\$	468.99
46421034	02/06/2025	Library Materials - Craft Supplies	\$	43.95
EFT39908	20/06/2025	QFH Multiparts	-\$	179.93
912753121	03/06/2025	Tennant & Nilfisk Sweepers - Parts	\$	179.93
EFT39909	20/06/2025	Ian Bruce Hanna	-\$	4,525.00
APR-JUN2425	26/05/2025	Councillor Allowances: April - June 2025	\$	4,525.00
EFT39910	20/06/2025	WesTrac	-\$	137.17
PI 1036826	06/06/2025	2020 Caterpillar Grader - Parts	\$	137.17
EFT39911	20/06/2025	Winc Australia	-\$	1,428.59
9047857653	07/05/2025	KLC Cleaning & Stationery Order - May 2025	\$	373.53
9047963756	22/05/2025	Admin Stationery Order - May 2025	\$	652.28
9047972403	23/05/2025	Admin Stationery Order - May 2025	\$	39.86
9048017861	29/05/2025	Cleaning Order - KLC	\$	362.92
EFT39912	27/06/2025	Gypsy Kitchen Co	-\$	975.00
INV-0152	09/06/2025	School Holiday Program - Cupcake Decorating Workshop	\$	975.00
EFT39913	27/06/2025	Canon Australia	-\$	237.82
8125302709	07/06/2025	Admin Copier Charges: 08 May 2025 - 07 Jun 2025	\$	237.82
EFT39914	27/06/2025	WA Contract Ranger Services	-\$	6,426.75
00006386	20/06/2025	Ranger Services: 09/06/2025 - 22/06/2025	\$	6,426.75

Schedule of Accounts Paid - June 2025

EFT39915	27/06/2025	Team Global Express Pty Ltd	-\$	171.86
0687-S408620	08/06/2025	Team Global Express Freight Charges	\$	171.86
EFT39916	27/06/2025	Katanning Stock & Trading	-\$	50.00
7/83	19/06/2025	Traffic/Street Signs - Star Fence Pickets	\$	50.00
EFT39917	27/06/2025	Warren Blackwood Waste	-\$	4,907.18
19840	22/06/2025	Waste Collection Service - Regular Service	\$	4,907.18
EFT39918	27/06/2025	Gary Hunter	-\$	5,000.00
20250626	26/06/2025	Reimbursement - Refund of Bond	\$	5,000.00
EFT39919	27/06/2025	QFH Multiparts	-\$	2,133.56
912789364	10/06/2025	Saleyards - Gates for Back Fence	\$	2,133.56
EFT39920	27/06/2025	Australian Taxation Office	-\$	29,703.00
20250618	18/06/2025	PAYG - Week Ending: 18/06/2025	\$	29,703.00
EFT39921	27/06/2025	Katanning Betta Home Living	-\$	139.00
35810059212	28/05/2025	Saleyards Appliances - New Microwave	\$	139.00
EFT39922	27/06/2025	Coca-Cola Amatil	-\$	851.15
0236969407	19/06/2025	Kiosk Stock Order	\$	851.15
EFT39923	27/06/2025	Katanning Pest Management	-\$	385.00
C329	19/06/2025	KLC - Pest Control	\$	385.00
EFT39924	27/06/2025	BTW Rural Supplies	-\$	112.00
44933	13/05/2025	Saleyards Building Maintenance - Door Closer	\$	112.00
EFT39925	27/06/2025	Watson's Liquid Waste	-\$	500.00
3556	20/06/2025	RV Overnight Stop Point - Pump Out over Christmas Break	\$	500.00
EFT39926	27/06/2025	Blights Auto Electric	-\$	470.00
23560	28/11/2024	Caterpillar Roller - Batteries	\$	470.00
EFT39927	27/06/2025	Building Certification Services WA Pty Ltd	-\$	12,810.00
BCS04427	09/06/2025	Building Surveyor Services - April 2025	\$	5,752.00
BCS04428	09/06/2025	Building Surveyor Services - May 2025	\$	7,058.00

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EFT39928	27/06/2025	PFD Food Services		-\$	586.25
LQ397677	11/06/2025	Kiosk Stock Order	\$	586.25	
EFT39929	27/06/2025	Bunnings Albany		-\$	118.51
2163/00231419	07/06/2025	Town Hall Cleaning - Carpet Deodoriser	\$	118.51	
EFT39930	27/06/2025	Ray Ford Signs		-\$	181.50
INV-0869	19/06/2025	Traffic/Street Signs - Signage Order	\$	181.50	
EFT39931	27/06/2025	KJB Plumbing and Gas		-\$	250.00
4067	20/06/2025	Katanning Community Medical Centre - Drainage & Plumbing Repairs	\$	250.00	
EFT39932	27/06/2025	Remote Site Mechanical		-\$	5,253.60
INV-0374	20/06/2025	Contract Mechanic Service: 09/06/2025 - 20/06/2025	\$	5,253.60	
EFT39933	27/06/2025	Graham Barnes		-\$	40.00
20250623	23/06/2025	Reimbursement - Fuel for 01KA	\$	40.00	
EFT39934	27/06/2025	Victory Tech		-\$	2,544.30
INV-0863	16/06/2025	IT Support - Telephone Services & System Support	\$	1,696.20	
INV-0885	17/06/2025	IT Support - Telephone Services & System Support	\$	848.10	
EFT39935	27/06/2025	Grande Food Service		-\$	493.87
4250881	18/06/2025	Kiosk Stock Order	\$	493.87	
EFT39936	27/06/2025	Sophie Parker		-\$	120.00
20250620	20/06/2025	Reimbursement - Refund of Bond	\$	120.00	
EFT39937	27/06/2025	Saleyards Australia Limited		-\$	1,430.57
INV-0082	17/06/2025	Saleyards Marketing - Conference Ticket	\$	1,430.57	
EFT39938	27/06/2025	ABC Distributors WA		-\$	87.51
171653	09/06/2025	Cleaning Order - KLC	\$	87.51	
EFT39939	27/06/2025	Best Office Systems		-\$	49.50
647416	25/06/2025	Depot Photocopier Charges: 20/05/2025 - 20/06/2025	\$	49.50	
EFT39940	27/06/2025	WesTrac		-\$	1,365.95
PI 1047337	10/06/2025	2020 Caterpillar Grader - Parts	\$	1,365.95	

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EFT39941	30/06/2025	Paull & Warner Resources	-\$	1,578.13
S172537	16/06/2025	Fire Detection & Alarm Monitoring - Admin Building	\$	330.00
S172559	16/06/2025	Admin Building - Investigate Faulty Fire Panel	\$	1,248.13
EFT39942	30/06/2025	Westbooks	-\$	146.41
347486	27/03/2025	Library Stock - Books	\$	11.09
349342	17/06/2025	Library Stock - Books	\$	39.91
349520	22/06/2025	Library Stock - Books	\$	32.54
349521	23/06/2025	Library Stock - Books	\$	62.87
EFT39943	30/06/2025	Katanning Cleaning	-\$	14,476.00
1 (2025-2026)	29/06/2025	Cleaning Contract 2024/25 - June 2025	\$	14,476.00
EFT39944	30/06/2025	Team Global Express Pty Ltd	-\$	57.32
0688-S408620	15/06/2025	Team Global Express Freight Charges	\$	57.32
EFT39945	30/06/2025	Elizabeth French Consulting	-\$	8,341.76
250603	26/06/2025	Consultants - Environmental Health Officer	\$	8,341.76
EFT39946	30/06/2025	QFH Multiparts	-\$	35.20
912817991	16/06/2025	KA11363 Hino Truck - Sight Glass	\$	35.20
EFT39947	30/06/2025	Emu Lane	-\$	82.50
1-1076	24/06/2025	Catering - Renewable Energy Planning Policy Discussion Meeting	\$	82.50
EFT39948	30/06/2025	MoHana Catering	-\$	150.00
00000291	26/06/2025	Catering - Council OCM	\$	150.00
EFT39949	30/06/2025	Art on the Move	-\$	4,500.00
INV-0056	23/06/2025	Art Gallery - Touring Exhibition	\$	4,500.00
EFT39950	30/06/2025	Water Corporation	-\$	6,709.24
90 07809 30 5	23/06/2025	Water Usage - Katanning-Nyabing Road Standpipe	\$	1,923.58
90 07809 50 8	23/06/2025	Water Usage - Langawiera Road Standpipe	\$	1,382.81
90 07810 13 8	23/06/2025	Water Usage - Trimmer Road Standpipe	\$	1,676.71
90 07810 67 2	23/06/2025	Water Usage - Great Southern Highway Standpipe	\$	1,726.14

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EFT39951	30/06/2025	Katanning Agricultural Society		-\$	200.00
25-1A	10/05/2025		CEO Donation - Katanning Ag Show Trophy 2025	\$	200.00
EFT39952	30/06/2025	Hitachi Construction Machinery Aust Ltd		-\$	1,183.40
SO01705698	27/06/2025		Hitachi Wheel Loader - Parts	\$	1,183.40
				Total	\$ 729,701.52 -\$ 729,701.52

Cheque Payments	Date	Name	Description	Amount	Total
42510	06/06/2025	Shire of Katanning		-\$	100.00
DEDUCTION	04/06/2025		Payroll Deductions: Social Club 04/06/2025	\$	48.00
DEDUCTION	04/06/2025		Payroll Deductions: Lottery 04/06/2025	\$	52.00
42511	27/06/2025	Shire of Katanning		-\$	96.00
DEDUCTION	18/06/2025		Payroll Deductions: Social Club 18/06/2025	\$	48.00
DEDUCTION	18/06/2025		Payroll Deductions: Lottery 18/06/2025	\$	48.00
				Total	\$ 196.00 -\$ 196.00

Cheque Payments	Date	Name	Description	Amount	Total
Pay	05/06/2025	Payroll		-\$	148,116.08
	05/06/2025		Pay 25	\$	148,116.08
Pay	19/06/2025	Payroll		-\$	115,184.11
	19/06/2025		Pay 26	\$	115,184.11
				Total	\$ 263,300.19 -\$ 263,300.19

Direct Debit Payments	Date	Name	Description	Amount	Total
DD34045.1	05/06/2025	Synergy		-\$	22,070.67
155 057 680	15/05/2025		Electricity - Refuse Site	\$	447.57
977 854 430	15/05/2025		Grouped Electricity Account - April 2025	\$	21,623.10

Schedule of Accounts Paid - June 2025

DD34061.1	11/06/2025 Synergy		-\$	1,970.01
154 025 290	21/05/2025	Electricity - Saleyards	\$	1,970.01
DD34061.2	05/06/2025 Telstra Corporation		-\$	2,098.43
K 542 149 651-0	21/05/2025	Phone & Internet Charges - May 2025	\$	2,098.43
DD34072.1	16/06/2025 Synergy		-\$	12,010.60
338 348 270	26/05/2025	Electricity - Street Lighting	\$	12,010.60
DD34084.1	20/06/2025 Water Corporation		-\$	6,285.21
90 07672 87 1	30/05/2025	Water Usage - 19 Charles Street	\$	90.09
90 07674 66 6	30/05/2025	Water Usage - KAC	\$	5,507.69
90 07679 42 4	30/05/2025	Water Usage - Old Saleyards	\$	143.18
90 07692 09 8	30/05/2025	Water Usage - Conroy Street Daycare	\$	106.34
90 15188 85 2	30/05/2025	Water Usage - 89 Clive Street	\$	437.91
DD34084.2	16/06/2025 Water Corporation		-\$	577.90
90 15649 39 9	30/05/2025	Water Usage - 61B Conroy Street	\$	291.95
90 15649 40 1	30/05/2025	Water Usage - 61A Conroy Street	\$	285.95
DD34084.3	15/06/2025 SG Fleet Australia		-\$	1,054.37
AUSG01007782	31/05/2025	Vehicle lease - CESM	\$	1,054.37
DD34092.1	04/06/2025 Aware Super		-\$	11,840.18
SUPER	04/06/2025	Superannuation contributions	\$	10,831.24
DEDUCTION	04/06/2025	Payroll deductions	\$	900.95
DEDUCTION	04/06/2025	Payroll deductions	\$	107.99
DD34092.2	04/06/2025 The Trustee For PEK Super		-\$	978.39
SUPER	04/06/2025	Superannuation contributions	\$	840.39
DEDUCTION	04/06/2025	Payroll deductions	\$	138.00
DD34092.3	04/06/2025 The Trustee for AMP Super Fund		-\$	1,106.22
SUPER	04/06/2025	Superannuation contributions	\$	1,049.97
DEDUCTION	04/06/2025	Payroll deductions	\$	56.25

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DD34092.4	04/06/2025	Land & Shed Superannuation Fund		-\$	328.69
SUPER	04/06/2025	Superannuation contributions	\$	328.69	
DD34092.5	04/06/2025	Prime Super		-\$	274.03
SUPER	04/06/2025	Superannuation contributions	\$	274.03	
DD34092.6	04/06/2025	Hostplus Superannuation Fund		-\$	541.74
SUPER	04/06/2025	Superannuation contributions	\$	541.74	
DD34092.7	04/06/2025	Smart Future Trust		-\$	269.78
SUPER	04/06/2025	Superannuation contributions	\$	269.78	
DD34092.8	04/06/2025	CBUS		-\$	623.97
SUPER	04/06/2025	Superannuation contributions	\$	623.97	
DD34092.9	04/06/2025	Australian Super		-\$	1,992.98
SUPER	04/06/2025	Superannuation contributions	\$	1,992.98	
DD34094.1	23/06/2025	Synergy		-\$	3,419.37
312 951 080	03/06/2025	Electricity - 52 Austral Terrace	\$	3,022.16	
638 847 540	03/06/2025	Unmetered Electricity - Street Lighting	\$	397.21	
DD34094.2	24/06/2025	Synergy		-\$	11,639.66
338 348 270	03/06/2025	Electricity - Street Lighting	\$	11,639.66	
DD34107.1	05/06/2025	Synergy		\$	272.99
206 063 150	15/05/2025	Grouped Electricity Account - Adjustment - Airport	-\$	272.99	
DD34108.1	23/06/2025	Water Corporation		-\$	68.43
90 07680 70 8	06/06/2025	Water Usage - Crosby Street	\$	68.43	
DD34108.2	27/06/2025	Water Corporation		-\$	9,500.47
90 07684 86 4	06/06/2025	Water Usage - AAPG	\$	432.08	
90 07684 98 7	06/06/2025	Water Usage - Albion Street Park	\$	251.23	
90 10435 29 5	06/06/2025	Water Usage - Admin Building	\$	1,311.71	
90 10523 50 0	06/06/2025	Water Usage - Aberdeen Street Dump Point	\$	29.39	
90 17943 10 2	06/06/2025	Water Usage - 25 Marmion Street	\$	336.00	

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90 18411 07 9	06/06/2025	Water Usage - 1/6 Hill Way	\$	267.93
90 18411 08 7	06/06/2025	Water Usage - 2/6 Hill Way	\$	267.93
90 22529 70 7	06/06/2025	Water Usage - Crosby Street Paddock	\$	40.71
90 07680 71 6	06/06/2025	Water Usage - KLC	\$	1,162.76
90 07680 72 4	06/06/2025	Water Usage - Quartermaine Oval	\$	4,229.68
90 07680 99 4	06/06/2025	Water Usage - 8 Austral Terrace	\$	86.46
90 07681 02 2	06/06/2025	Water Usage - Library & Art Gallery	\$	169.63
90 07681 04 9	06/06/2025	Water Usage - 18 Austral Terrace	\$	738.42
90 07681 05 7	06/06/2025	Water Usage - Town Hall	\$	75.39
90 07681 14 5	06/06/2025	Water Usage - 42 Austral Terrace	\$	80.58
90 07681 65 5	06/06/2025	Water Usage - Lions Club Shed	\$	20.57
DD34130.1	12/06/2025	Australian Taxation Office	-\$	52,676.35
FBT24/25	11/06/2025	Fringe Benefits Tax EOFY 2024/25	\$	52,676.35
DD34138.1	18/06/2025	Aware Super	-\$	10,710.86
SUPER	18/06/2025	Superannuation contributions	\$	9,998.85
DEDUCTION	18/06/2025	Payroll deductions	\$	707.93
DEDUCTION	18/06/2025	Payroll deductions	\$	4.08
DD34138.2	18/06/2025	The Trustee For PEK Super	-\$	978.39
SUPER	18/06/2025	Superannuation contributions	\$	840.39
DEDUCTION	18/06/2025	Payroll deductions	\$	138.00
DD34138.3	18/06/2025	The Trustee for AMP Super Fund	-\$	1,106.22
SUPER	18/06/2025	Superannuation contributions	\$	1,049.97
DEDUCTION	18/06/2025	Payroll deductions	\$	56.25
DD34138.4	18/06/2025	Land & Shed Superannuation Fund	-\$	329.48
SUPER	18/06/2025	Superannuation contributions	\$	329.48
DD34138.5	18/06/2025	Prime Super	-\$	274.97
SUPER	18/06/2025	Superannuation contributions	\$	274.97

Schedule of Accounts Paid - June 2025

DD34138.6	18/06/2025	Hostplus Superannuation Fund		-\$	389.34
SUPER	18/06/2025	Superannuation contributions	\$	389.34	
DD34138.7	18/06/2025	Smart Future Trust		-\$	268.61
SUPER	18/06/2025	Superannuation contributions	\$	268.61	
DD34138.8	18/06/2025	CBUS		-\$	306.65
SUPER	18/06/2025	Superannuation contributions	\$	306.65	
DD34138.9	18/06/2025	Australian Super		-\$	1,997.97
SUPER	18/06/2025	Superannuation contributions	\$	1,997.97	
DD34092.10	04/06/2025	Rest Superannuation		-\$	751.35
SUPER	04/06/2025	Superannuation contributions	\$	751.35	
DD34092.11	04/06/2025	Retail Employees Superannuation Trust		-\$	265.88
SUPER	04/06/2025	Superannuation contributions	\$	265.88	
DD34092.12	04/06/2025	Australia Prime Superannuation Fund		-\$	664.37
SUPER	04/06/2025	Superannuation contributions	\$	664.37	
DD34092.13	04/06/2025	MobiSuper		-\$	245.60
SUPER	04/06/2025	Superannuation contributions	\$	245.60	
DD34138.10	18/06/2025	Rest Superannuation		-\$	736.71
SUPER	18/06/2025	Superannuation contributions	\$	736.71	
DD34138.11	18/06/2025	Retail Employees Superannuation Trust		-\$	153.62
SUPER	18/06/2025	Superannuation contributions	\$	153.62	
DD34138.12	18/06/2025	Australia Prime Superannuation Fund		-\$	646.54
SUPER	18/06/2025	Superannuation contributions	\$	646.54	
DD34138.13	18/06/2025	MobiSuper		-\$	247.52
SUPER	18/06/2025	Superannuation contributions	\$	247.52	
				Total \$	161,128.54 -\$ 161,128.54

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Credit Card Payments	Date	Name	Description	Amount	Total
DD34129.1	26/05/2025	Commonwealth Bank of Australia		-\$	6,981.85
MAY2025	26/05/2025	Human Resources Coordinator	Credit Card Purchases - May 2025	-\$	874.98
			Pagoda Resort & Spa - Accommodation for Sovereign Citizens Seminar	\$ 214.97	
			Pagoda Resort & Spa - Accommodation for Sovereign Citizens Seminar	\$ 214.97	
			Agoda - Accommodation for 2025 Financial Reporting Workshop	\$ 367.14	
			KMART - Markers and Shirts for Values Launch	\$ 77.90	
MAY2025	26/05/2025	General Manager Operations	Credit Card Purchases - May 2025	-\$	342.55
			John's Bakery - Bread Rolls for Farewell BBQ	\$ 54.00	
			Woolworths - Items for Farewell BBQ inc GST	\$ 12.70	
			Woolworths - Items for Farewell BBQ GST free	\$ 17.80	
			JB's Quality Meats - Meat for Farewell BBQ	\$ 258.05	
MAY2025	26/05/2025	Manager Recreation Services	Credit Card Purchases - May 2025	-\$	1,455.24
			Nisbets - Kiosk Equipment	\$ 65.34	
			Woolworths - Kiosk Stock inc GST	\$ 35.80	
			Woolworths - Kiosk Stock GST free	\$ 62.10	
			Woolworths - Kiosk Stock inc GST	\$ 27.80	
			Woolworths - Kiosk Stock GST free	\$ 12.60	
			Woolworths - Biscuits for Seniors	\$ 4.25	
			JB's Quality Meats - Seniors Prizes	\$ 32.00	
			Woolworths - Kiosk Stock inc GST	\$ 3.70	
			Woolworths - Kiosk Stock GST free	\$ 52.53	
			Woolworths - Seniors Prizes inc GST	\$ 29.20	
			Woolworths - Seniors Prizes GST free	\$ 48.40	
			JB's Quality Meats - Seniors Prizes	\$ 32.00	
			Johns Bakery - Kiosk Stocks	\$ 5.50	

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		Woolworths - Kiosk Stocks	\$	12.50	
		Woolworths - DAIP inc GST	\$	13.20	
		Woolworths - DAIP GST free	\$	55.49	
		JB's Quality Meats - Kiosk Stocks	\$	5.50	
		Katanning Stock & Trading - Paint for Quartermaine Oval	\$	70.80	
		Woolworths - Kiosk Stock inc GST	\$	25.00	
		Woolworths - Kiosk Stock GST free	\$	59.31	
		EG Fuel Co - Ice for Injuries	\$	3.50	
		KMART - Yoga Equipment	\$	720.00	
		Woolworths - Kiosk Stock inc GST	\$	14.50	
		Woolworths - Kiosk Stock GST free	\$	64.22	
MAY2025	26/05/2025	Executive Assistant to CEO	Credit Card Purchases - May 2025	-\$	4,130.34
		BCITF - CTF Levy for Saleyard Firetank	\$	99.41	
		Department of the Premier and Cabinet - Bushfire Brigade Local Law	\$	1,923.58	
		Zanyacs - Ribbon & Scissors for Quartermaine Oval Opening	\$	19.45	
		MoHana Catering - Catering for Values Launch	\$	1,350.00	
		BCF - Farewell Gift	\$	500.00	
		Woolworths - Refreshments for Forum inc GST	\$	25.50	
		Woolworths - Refreshments for Forum GST free	\$	8.00	
		Woolworths - Forks for upstairs kitchen	\$	32.00	
		BWS - Refreshments for Forum	\$	68.00	
		BWS - Refreshments for Forum	\$	104.40	
MAY2025	26/05/2025	Chief Executive Officer	Credit Card Purchases - May 2025	\$	353.46
		Dome - Councilors Breakfast Meeting 02/05/2025	\$	145.45	
		Dispute Refund	-\$	498.91	
MAY2025	26/05/2025	Community Emergency Services Manager	Credit Card Purchases - May 2025	-\$	118.50
		Office Works - Envelopes and Printer Ink	\$	118.50	

Schedule of Accounts Paid - June 2025

MAY2025	26/05/2025 Executive Manager Community Development	Credit Card Purchases - May 2025	-\$	413.70
		Food Safety First - Food Handling Certificate Course Level 1	\$	59.00
		Food Safety First - Food Handling Certificate Course Level 1	\$	59.00
		Woolworths - Farewell Morning Tea GST free	\$	26.90
		Woolworths - Farewell Morning Tea inc GST	\$	37.80
		WA Genealogical Society - New Books	\$	146.00
		WA Genealogical Society - New Books	\$	85.00
Total			\$ 6,981.85 -\$	6,981.85

EFT Payments	\$	729,701.52	62.83%
Cheque Payments	\$	196.00	0.02%
Payroll Payments	\$	263,300.19	22.67%
Direct Debit Payments	\$	161,128.54	13.87%
Credit Card Payments	\$	6,981.85	0.60%
TOTAL		\$ 1,161,308.10	100%



Shire of
Katanning
Heart of the Great Southern

Monthly Financial Reports
June 2025



Heart of the Great Southern



SHIRE OF KATANNING

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 June 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF KATANNING
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

	Supplementary Information	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	8	5,212,675	5,212,675	5,234,801	22,126	0.42%	▲
Grants, subsidies and contributions	12	3,950,068	3,950,068	3,052,827	(897,241)	(22.71%)	▼
Fees and charges		2,200,726	2,200,726	2,409,517	208,791	9.49%	▲
Interest revenue		528,000	528,000	549,645	21,645	4.10%	▲
Other revenue		314,994	314,994	313,744	(1,250)	(0.40%)	
Profit on asset disposals	4	46,178	46,178	259,274	213,096	461.47%	▲
		12,252,641	12,252,641	11,819,808	(432,833)	(3.53%)	
Expenditure from operating activities							
Employee costs		(5,242,106)	(5,242,106)	(4,768,142)	473,964	9.04%	▲
Materials and contracts		(4,429,294)	(4,429,294)	(3,646,770)	782,524	17.67%	▲
Utility charges		(540,156)	(540,156)	(571,194)	(31,038)	(5.75%)	▼
Depreciation		(9,131,134)	(9,131,134)	(8,433,511)	697,623	7.64%	▲
Finance costs		(100,543)	(100,543)	(107,795)	(7,252)	(7.21%)	▼
Insurance		(461,324)	(461,324)	(437,476)	23,848	5.17%	▲
Other expenditure		(466,301)	(466,301)	(332,400)	133,901	28.72%	▲
Loss on asset disposals	4	(40,000)	(40,000)	0	40,000	100.00%	▲
		(20,410,858)	(20,410,858)	(18,297,288)	2,113,570	10.36%	
Non-cash amounts excluded from operating activities	Note 2(b)	9,124,956	9,124,956	8,387,795	(737,161)	(8.08%)	▼
Amount attributable to operating activities		966,739	966,739	1,910,315	943,576	97.60%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	11,868,702	11,868,702	2,402,316	(9,466,386)	(79.76%)	▼
Proceeds from disposal of assets	4	193,500	193,500	477,509	284,009	146.77%	▲
Proceeds from financial assets at amortised cost - self supporting loans		21,880	21,880	21,880	0	0.00%	
		12,084,082	12,084,082	2,901,705	(9,182,377)	(75.99%)	
Outflows from investing activities							
Payments for financial assets at amortised cost - self supporting loans		(21,880)	(21,880)	(21,880)	0	0.00%	
Payments for property, plant and equipment	3	(11,924,540)	(11,924,540)	(1,378,978)	10,545,562	88.44%	▲
Payments for construction of infrastructure	3	(3,264,025)	(3,264,026)	(3,108,597)	155,428	4.76%	▲
		(15,210,445)	(15,210,446)	(4,509,455)	10,700,990	70.35%	
Amount attributable to investing activities		(3,126,363)	(3,126,364)	(1,607,750)	1,518,613	48.57%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from Advances- Amherst	2	515,000	515,000	0	(515,000)	(100.00%)	▼
Transfer from reserves	2	1,926,337	1,926,337	475,102	(1,451,235)	(75.34%)	▼
		2,441,337	2,441,337	475,102	(1,966,235)	(80.54%)	
Outflows from financing activities							
Repayment of borrowings	9	(293,444)	(293,448)	(293,448)	0	0.00%	
Payments for principal portion of lease liabilities	10	(955)	(955)	0	955	100.00%	▲
Transfer to reserves	2	(1,558,014)	(1,558,014)	(1,398,962)	159,052	10.21%	▲
		(1,852,413)	(1,852,417)	(1,692,410)	160,007	8.64%	
Amount attributable to financing activities		588,924	588,920	(1,217,308)	(1,806,228)	(306.70%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		4,112,249	4,112,249	4,112,249	(0)	(0.00%)	
Amount attributable to operating activities		966,739	966,739	1,910,315	943,576	97.60%	▲
Amount attributable to investing activities		(3,126,363)	(3,126,364)	(1,607,750)	1,518,613	48.57%	▲
Amount attributable to financing activities		588,924	588,920	(1,217,308)	(1,806,228)	(306.70%)	▼
Surplus or deficit after imposition of general rates		2,541,549	2,541,545	3,197,506	655,961	25.81%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF KATANNING
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2025

	Supplementary Information	30/06/2024	30 Jun 2025
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	1	11,109,901	10,613,123
Trade and other receivables		1,403,635	1,811,817
Other financial assets		4,529,407	4,701,589
Inventories	6	14,684	19,939
TOTAL CURRENT ASSETS		17,057,627	17,146,468
NON-CURRENT ASSETS			
Trade and other receivables		268,322	268,322
Other financial assets		344,554	344,554
Property, plant and equipment		58,275,262	56,364,335
Infrastructure		213,747,465	211,485,470
Right-of-use assets		2,120	2,120
Intangible assets		52,077	47,707
TOTAL NON-CURRENT ASSETS		272,689,800	268,512,508
TOTAL ASSETS		289,747,427	285,658,976
CURRENT LIABILITIES			
Trade and other payables	7	415,627	645,242
Other liabilities	11	4,855,782	4,706,767
Lease liabilities	10	878	878
Borrowings	9	293,447	0
Employee related provisions	11	582,279	582,279
Other provisions	11	929,590	1,143,149
TOTAL CURRENT LIABILITIES		7,077,603	7,078,315
NON-CURRENT LIABILITIES			
Borrowings	9	3,006,633	3,006,633
Employee related provisions		109,024	109,024
Other provisions		608,233	608,233
TOTAL NON-CURRENT LIABILITIES		3,723,890	3,723,890
TOTAL LIABILITIES		10,801,493	10,802,205
NET ASSETS		278,945,934	274,856,771
EQUITY			
Retained surplus		85,391,968	80,378,945
Reserve accounts	2	7,794,695	8,718,555
Revaluation surplus		185,759,271	185,759,271
TOTAL EQUITY		278,945,934	274,856,771

This statement is to be read in conjunction with the accompanying notes.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 July 2025

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 Jun 2025
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	1	5,896,054	11,109,901	10,613,123
Trade and other receivables		1,320,712	1,403,635	1,811,817
Other financial assets		4,343,573	4,529,407	4,701,589
Inventories	6	20,508	14,684	19,939
		11,580,847	17,057,627	17,146,468
Less: current liabilities				
Trade and other payables	7	(859,231)	(415,627)	(644,983)
Other liabilities	11	(4,422,028)	(4,855,782)	(4,706,769)
Lease liabilities	10	0	(878)	(878)
Borrowings	9	0	(293,447)	0
Employee related provisions	11	(630,441)	(582,279)	(582,279)
Other provisions	11	(1,112,890)	(929,590)	(1,143,149)
		(7,024,590)	(7,077,603)	(7,078,058)
Net current assets		4,556,257	9,980,024	10,068,410
Less: Total adjustments to net current assets	Note 2(c)	(5,064,836)	(5,867,774)	(6,870,904)
Closing funding surplus / (deficit)		(508,579)	4,112,250	3,197,506

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities

Adjustments to operating activities

		Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 Jun 2025
		\$	\$	\$
Less: Profit on asset disposals	4	(46,178)	(104,831)	(259,274)
Less: Movement in Amherst Deposits			(183,301)	213,558
Add: Loss on asset disposals	4	40,000	0	0
Add: Depreciation		9,131,134	9,028,003	8,433,511
- Contract Liabilities (ECH)			(4,336,743)	0
- Employee provisions		0	(39,989)	0
- Other provisions		0	34,429	0
Total non-cash amounts excluded from operating activities		9,124,956	4,397,568	8,387,795

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

		Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 Jun 2025
		\$	\$	\$
Less: Reserve accounts	2	(6,811,515)	(7,794,695)	(8,718,555)
Less: Financial assets at amortised cost - self supporting loans	6		(21,880)	0
- Payments for financial assets - self supporting loans		0	0	(21,880)
- Other liabilities [describe]				618
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	9	0	293,447	0
- Current portion of lease liabilities	10	0	878	878
- Amherst Deposits			929,590	1,143,149
- Current portion of other provisions held in reserve		1,116,238	0	0
- Current portion of employee benefit provisions held in reserve	2	630,441	582,279	582,279
- Local Government House Equity			142,607	142,607
Total adjustments to net current assets	Note 2(a)	(5,064,836)	(5,867,774)	(6,870,904)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF KATANNING
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 5.00% whichever is the greater.

Please refer to Agenda Items for details on material variances

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
General rates	22,126	0.42%	▲
Grants, subsidies and contributions	(897,241)	(22.71%)	▼
Fees and charges	208,791	9.49%	▲
Interest revenue	21,645	4.10%	▲
Profit on asset disposals	213,096	461.47%	▲
Expenditure from operating activities			
Employee costs	473,964	9.04%	▲
Materials and contracts	782,524	17.67%	▲
Utility charges	(31,038)	(5.75%)	▼
Depreciation	697,623	7.64%	▲
Finance costs	(7,252)	(7.21%)	▼
Insurance	23,848	5.17%	▲
Other expenditure	133,901	28.72%	▲
Loss on asset disposals	40,000	100.00%	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(9,466,386)	(79.76%)	▼
Proceeds from disposal of assets	284,009	146.77%	▲
Outflows from investing activities			
Payments for property, plant and equipment <i>Refer to Note 3 for details on Capital Program</i>	10,545,562	88.44%	▲
Payments for construction of infrastructure <i>Refer to Note 3 for details on Capital Program</i>	155,428	4.76%	▲
Surplus or deficit after imposition of general rates	655,961	25.81%	▲
<i>Confirmed by Audit</i>			

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION

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SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

1 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash at Bank	Cash and cash equivalents	894,569		894,569		CBA	0.20%	
Term Deposit	Financial assets at amortised cost	0	4,701,589	4,701,589		WATC	4.30%	
Reserve Funds	Cash and cash equivalents	0	8,718,554	8,718,554		CBA	4.82%	
Municipal Funds	Cash and cash equivalents	1,000,000		1,000,000		CBA	4.82%	
Total		1,894,569	13,420,143	15,314,712	0			
Comprising								
Cash and cash equivalents		1,894,569	8,718,554	10,613,123	0			
Financial assets at amortised cost		0	4,701,589	4,701,589	0			
		1,894,569	13,420,143	15,314,712	0			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

2 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Leave reserve	776,531	30,479	0	0	807,010	776,586	34,126	0	0	810,712
Plant Replacement Reserve	231,719	10,066	362,922	0	604,707	213,543	9,586	362,922	0	586,051
Amherst Village Building Maintenance Reserve	199,698	7,833	0	(40,000)	167,531	199,712	8,776	0	(40,000)	168,488
Amherst Village Refundable Deposit Reserve	1,087,753	0	85,000	(717,500)	455,253	1,087,829	0	247,073	0	1,334,902
Old Saleyards Reserve	955,905	37,519	0	0	993,424	955,972	42,009	0	0	997,981
Waste Management Reserve	457,816	17,969	75,000	0	550,785	457,849	20,119	75,000	0	552,968
Land & Building Reserve	1,518,706	102,862	602,092	(1,243,555)	980,105	1,518,813	66,741	0	0	1,585,554
Land & Building Facilities for Seniors Reserve	366,147	14,371	0	0	380,518	366,173	16,091	0	0	382,264
Regional Sheep Saleyards Reserve	868,746	34,032	100,000	(70,000)	932,778	868,807	38,178	33,392	0	940,377
Christmas Decoration Reserve	65,555	2,573	0	0	68,128	65,559	2,881	0	0	68,440
GRV Revaluation Reserve	26,138	1,045	20,000	0	47,183	26,140	1,149	20,000	0	47,289
Quartermaine Oval Reserve	369,401	14,475	0	(387,782)	(3,906)	369,427	16,234	0	(385,102)	559
KLC Facilities Reserve	337,963	13,216	0	0	351,179	337,987	14,852	0	0	352,839
Election Reserve	35,733	1,403	5,000	0	42,136	35,736	1,570	5,000	0	42,306
Library Building Reserve	21,168	830	0	0	21,998	21,169	930	0	0	22,099
Community & Economic Development Reserve	282,600	11,092	0	(100,000)	193,692	282,620	12,419	0	(50,000)	245,039
Lake Ewlyamartup Facilities Reserve	26,473	1,037	0	0	27,510	26,475	1,163	0	0	27,638
Parks & Playgrounds Reserve	80,052	3,135	0	0	83,187	80,057	3,518	0	0	83,575
Katanning Aquatic Centre Reserve	22,264	867	0	0	23,131	22,265	978	0	0	23,243
Housing Reserve	81,970	3,196	0	0	85,166	81,976	3,602	360,652	0	446,230
	7,812,338	308,000	1,250,014	(2,558,837)	6,811,515	7,794,695	294,923	1,104,039	(475,102)	8,718,555

KEY INFORMATION

Leave reserve
Plant Replacement Reserve
Amherst Village Building Maintenance Reserve
Amherst Village Refundable Deposit Reserve
Old Saleyards Reserve
Waste Management Reserve
Land & Building Reserve
Land & Building Facilities for Seniors Reserve
Regional Sheep Saleyards Reserve
Christmas Decoration Reserve
GRV Revaluation Reserve
Quartermaine Oval Reserve
KLC Facilities Reserve
Election Reserve
Library Building Reserve
Community & Economic Development Reserve
Lake Ewlyamartup Facilities Reserve
Parks & Playgrounds Reserve
Katanning Aquatic Centre Reserve
Housing Reserve

To fund accrued employee leave entitlements.
To fund future plant purchases.
To fund maintenance of Amherst Village.
To fund refundable deposits at Amherst Village.
To fund future capital and maintenance works.
To fund capital and maintenance works.
To fund construction and maintenance of council owned buildings.
To fund construction and maintenance of land and buildings for the use of seniors.
To fund capital and maintenance works.
To fund significant christmas decoration purchases.
To fund quinquennial gross rental value revaluations.
To fund future maintenance and upgrades of Quartermaine Oval.
To fund future maintenance and upgrades to the KLC buildings and grounds.
To fund biennial councillor elections.
To fund future maintenance and upgrades to the library building.
To fund Community and Economic Development Projects.
To fund facilities at Lake Ewlyamartup.
To fund future maintenance and upgrades.
To fund future maintenance and upgrades to the KLC Aquatic Centre.
To fund construction, renewal and maintenance of Shire owned housing.

3 CAPITAL ACQUISITIONS

Capital acquisitions	Budget	Amended YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings - specialised	10,633,883	10,633,883	304,393	(10,329,490)
Furniture and equipment	8,324	8,324	8,325	1
Plant and equipment	158,285	158,285	145,035	(13,250)
Motor Vehicles	55,000	55,000	45,023	(9,977)
Equipment	889,404	889,404	876,202	(13,202)
Paintings & Sculptures	179,644	179,644	0	(179,644)
Acquisition of property, plant and equipment	11,924,540	11,924,540	1,378,978	(10,545,562)
Infrastructure - roads	962,513	962,514	799,991	(162,523)
Parks & Ovals	2,301,512	2,301,512	2,308,607	7,095
Acquisition of infrastructure	3,264,025	3,264,026	3,108,597	(155,428)
Total capital acquisitions	15,188,565	15,188,566	4,487,575	(10,700,990)
Capital Acquisitions Funded By:				
Capital grants and contributions	11,868,702	11,868,702	2,402,316	(9,466,386)
Borrowings	515,000	515,000	0	(515,000)
Other (disposals & C/Fwd)	193,500	193,500	477,509	284,009
Reserve accounts				
Amherst Village Building Maintenance Reserve	40,000		40,000	40,000
Amherst Village Refundable Deposit Reserve	717,500		0	0
Land & Building Reserve	1,243,555		0	0
Regional Sheep Saleyards Reserve	70,000		0	0
Quartermaine Oval Reserve	387,782		385,102	385,102
Community & Economic Development Reserve	100,000		50,000	50,000
Contribution - operations	52,526	2,611,364	1,132,649	(1,478,715)
Capital funding total	15,188,565	15,188,566	4,487,575	(10,700,990)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expenses immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

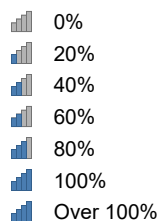
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction and fixed overheads.

SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

3 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

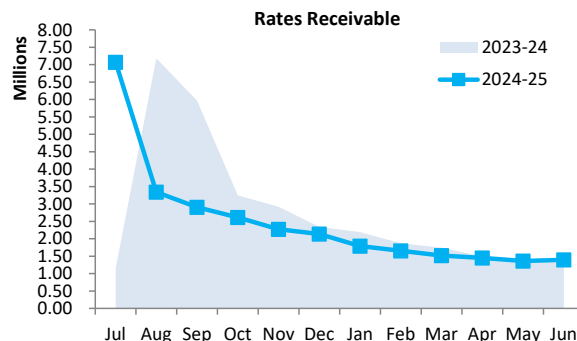
		Amended			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
	0310 Upstairs Copier Replacement	8,324	8,324	8,325	1
	2676 Paintings & Sculptures - At Cost - Noongar Story Public Artwork Project	179,644	179,644	0	(179,644)
	1996 Buildings - Specialised - Katanning CFBF Shed Upgrade	255,000	255,000	90,308	(164,692)
	2154 Buildings - Specialised - At Cost - Amherst	40,000	40,000	42,240	2,240
	2659 Buildings - Specialised - At Cost - Early Childhood Hub	10,112,628	10,112,628	60,149	(10,052,479)
	2679 Buildings - Specialised - At Cost - University Hub Construction	18,670	18,670	18,670	0
	3064 Buildings - Specialised - At Cost - Cemetery	127,585	127,585	75,834	(51,751)
	5254 Buildings - Specialised - At Cost - Library .	30,000	30,000	17,029	(12,971)
	8875 Buildings - Specialised - At Cost - KLC 24 hour gym upgrade	50,000	50,000	0	(50,000)
	0304 Equipment - At Cost - Members	25,000	25,000	20,909	(4,091)
	1994 Equipment - At Cost - Other Law Order	25,000	25,000	16,716	(8,284)
	5844 Equipment - At Cost - Saleyards	839,404	839,404	838,577	(828)
	4954 Plant - At Cost - Plant Purchases	158,285	158,285	145,035	(13,250)
	4964 Motor Vehicles - At Cost - Plant Purchases	55,000	55,000	45,023	(9,977)
	4460 Infrastructure Roads - At Cost - Roads	962,514	962,514	799,991	(162,523)
	2677 Infrastructure Parks & Ovals - At Cost - Meeting Place	220,653	220,653	217,404	(3,249)
	4482 Quartermaine Oval upgrade	2,080,858	2,080,859	2,091,203	10,344
	2484 Buildings - Specialised - At Cost - Sanitation/Household Refuse	0	0	164	164
		15,188,565	15,188,566	4,487,575	(10,700,990)

4 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Amended Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Land & Buildings								
	15 Kaatanup Loop			0	0	36,000	59,739	23,739	0
	9 Kaatanup Loop			0	0	32,000	59,138	27,138	0
	11 Kaatanup Loop			0	0	32,000	55,286	23,286	0
	7 Kaatanup Loop			0	0	32,000	59,166	27,166	0
	17 Kaatanup Loop			0	0	33,000	59,445	26,445	0
	6 Kaatanup Loop					14,000	77,878	63,878	0
	Plant and equipment								
	Plant and equipment	187,322	193,500	46,178	(40,000)	39,235	106,857	67,622	0
		187,322	193,500	46,178	(40,000)	218,235	477,509	259,274	0
Asset Ref.	Asset description	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Transport								
	Plant Disposals	187,322	193,500	46,178	(40,000)	0	0	0	0
	Ford Ranger - Asset MV82					0	7,414	7,414	0
	Ford BF Ute - Asset PE66					0	3,182	3,182	0
	Toyota Prado - Asset MV131					26,376	50,682	24,306	0
	Case Tractor - Asset PE198					0	8,625	8,625	0
	JD Mower - Asset PE196					8,670	18,500	9,830	0
	Cherry picker - Asset PE159					4,189	18,454	14,265	0
						0	0	0	0
	Land								
	Kaatanup Loop					179,000	370,652	191,652	0
							0	0	0
		187,322	193,500	46,178	(40,000)	218,235	477,509	259,274	0

5 RECEIVABLES

Rates receivable	30 June 2024	30 Jun 2025
	\$	\$
Opening arrears previous years	1,181,929	1,302,304
Levied this year	5,016,765	5,234,806
Less - collections to date	(4,896,390)	(5,240,171)
Gross rates collectable	1,302,304	1,296,939
Allowance for impairment of rates receivable	(362,262)	(362,262)
Net rates collectable	940,042	934,677
% Collected	79.0%	80.2%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,471)	553,291	2,274	8,158	265,969	823,221
Percentage	(0.8%)	67.2%	0.3%	1.0%	32.3%	
Balance per trial balance						
Trade receivables	(6,471)	553,291	2,274	8,158	265,969	823,221
GST receivable		53,919				53,919
Allowance for credit losses of other receivables					(362,262)	(362,262)
Total receivables general outstanding						514,878

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

6 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 Jun 2025
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	21,880	(21,880)		0
Inventory				
Fuel	14,684	5,255		19,939
Total other current assets	36,564	(16,625)	0	19,939
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

7 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	287,083	88,288	591	2,052	378,014
Percentage	0.0%	75.9%	23.4%	0.2%	0.5%	
Balance per trial balance						
Sundry creditors	0	287,083	88,288	591	2,052	378,015
Accrued salaries and wages					116,527	116,527
ATO liabilities		58,532				58,532
Other payables		(22,937)				(22,937)
Rates paid in Advance					84,911	84,911
Bonds & Deposits					30,194	30,194
Total payables general outstanding						645,242

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

8 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Reassessed	Revenue	Revenue	Reassessed	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value	0.100200	1,425	27,935,122	2,799,215	(35,000)	2,764,215	2,799,215	40,419	2,839,634
Unimproved value									
Unimproved Value	0.006120	198	292,826,000	1,792,095	3,500	1,795,595	1,795,595	(50,823)	1,744,772
Sub-Total		1,623	320,761,122	4,591,310	(31,500)	4,559,810	4,594,810	(10,404)	4,584,406
Minimum payment	Minimum Payment \$								
Gross rental value									
Gross Rental Value	1,200	389	2,678,971	466,800		466,800	466,800		466,800
Unimproved value									
Unimproved Value	1,200	153	13,267,013	183,600		183,600	183,600		183,600
Sub-total		542	15,945,984	650,400	0	650,400	650,400	0	650,400
Concession						(2,685)			
Amount from general rates						5,207,525			5,234,806
Ex-gratia rates						5,150			
Total general rates						5,212,675			5,234,806

9 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
New Administration Building	158	1,935,924			(107,031)	(107,030)	1,828,893	1,828,894	(74,116)	(72,558)
<i>Repayments due November & May</i>										
Aged & Key Worker Housing	159	556,553			(45,146)	(45,145)	511,407	511,408	(1,588)	(7,149)
<i>Repayments Due November & May</i>										
Plant - Watercart	160	112,171			(16,848)	(16,847)	95,323	95,324	(2,335)	(939)
<i>Repayments due November & May</i>										
Plant - Grader	161	164,957			(24,776)	(24,776)	140,181	140,181	(5,687)	(1,381)
<i>Repayments Due November & May</i>										
Plant - Road Sweeper	163	160,990			(40,828)	(40,827)	120,162	120,163	(5,145)	(5,274)
<i>Repayments Due November, May, February & August</i>										
Plant - Truck	164	145,657			(36,939)	(36,939)	108,718	108,718	(9,964)	(4,772)
<i>Repayments Due November, May, February & August</i>										
		3,076,252	0	0	(271,568)	(271,564)	2,804,684	2,804,688	(98,835)	(92,073)
Self supporting loans										
Katanning Country Club		223,826	0	0	(21,880)	(21,880)	201,946	201,946	(8,959)	(8,472)
<i>Repayments Due November & May</i>										
		223,826	0	0	(21,880)	(21,880)	201,946	201,946	(8,959)	(8,472)
Total		3,300,078	0	0	(293,448)	(293,444)	3,006,630	3,006,634	(107,794)	(100,545)
Current borrowings		293,444					0			
Non-current borrowings		3,006,634					3,006,630			
		3,300,078					3,006,630			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2024	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
SG Fleet	22401/00	\$ 955	\$	\$	\$	\$ (955)	\$ 955	\$ 0	\$	\$ 0
Total		955	0	0	0	(955)	955	0	0	0
Current lease liabilities		878					878			
		878					878			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 June 2025 \$
Other current liabilities						
Other liabilities						
Contract liabilities		348,255	0	0	(343,077)	5,178
Capital grant/contributions liabilities		4,507,527	0	194,062		4,701,589
Total other liabilities		4,855,782	0	194,062	(343,077)	4,706,767
Employee Related Provisions						
Provision for annual leave		247,524	0	0	0	247,524
Provision for long service leave		334,755	0	0	0	334,755
Total Provisions		582,279	0	0	0	582,279
Other Provisions						
Amherst Refundable Deposits		929,590	0	372,583	(159,024)	1,143,149
Total Other Provisions		929,590	0	372,583	(159,024)	1,143,149
Total other current liabilities		6,367,651	0	566,645	(502,101)	6,432,195
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2025	Current Liability 30 Jun 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
General purpose funding	0			0		3,045,761	3,045,761	2,125,735
Law, order, public safety	0			0		257,913	257,913	136,705
Health	0			0		0	0	1,798
Education and welfare	5,000			5,000		336,000	336,000	229,338
Recreation and culture	15,509		(9,976)	5,533		20,455	20,455	31,240
Transport	0			0		282,439	282,439	306,294
Economic services	0			0		7,500	7,500	221,717
	20,509	0	(9,976)	10,533	0	3,950,068	3,950,068	3,052,827
Grant Detail								
Financial Assistance Grants	0			0		2,925,761	2,925,761	2,076,064
Grant Income (EDV)				0		0	0	221,717
Commissions & Contributions (TPL)				0		92,000	92,000	115,856
Debt Collection Legal Expenses Reimbursement (GPI)				0		120,000	120,000	45,671
Grant Income - Fire Prevention				0		77,000	77,000	0
BFB LGGS Income	0			0		52,195	52,195	47,200
CESM Contributions & Reimbursements				0		128,718	128,718	89,505
Every Club Grant Scheme 2022-2025	15,509	0	(9,976)	5,533		20,000	20,000	30,331
Youth Activities Grant Income (CDOW)				0		36,000	36,000	38,157
Seniors Week Grant Income (CDOW)				0		1,000	1,000	0
National Youth Week Grant Income (CDOW)				0		3,000	3,000	0
Thank-A-Volunteer Day Grant Income				0		3,000	3,000	1,000
Cultural Awareness	5,000			5,000		30,000	30,000	0
Lotterywest - Community Capacity Building				0		183,000	183,000	120,000
Harmony Festival Grant Income (CDOW)				0		70,000	70,000	64,181
Direct Road Grant (MRBD)				0		190,439	190,439	190,438
Grant Income - Saleyards	0			0		7,500	7,500	0
Science Week Income						10,000	10,000	0
Grant Revenue (HAI)				0		0	0	(307)
Kidsport				0		455	0	909
National Shears Katanning				0		0	0	5,000
Disability Awareness Week				0		0	0	1,000
CLAG Funding				0		0	0	2,105
ESL Administration Fee				0		0	0	4,000
				0		0	455	0
	20,509	0	(9,976)	10,533	0	3,950,068	3,950,068	3,052,827

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Jun 2025	Current Liability 30 Jun 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
Governance	0			0		8,711,073	8,711,073	0
Law, order, public safety	0			0		250,000	250,000	(3,618)
Education and welfare	0			0		18,670	18,670	0
Recreation and culture	0			0		1,024,722	1,024,722	980,452
Transport	0			0		844,833	844,833	570,675
Economic services	0			0		1,019,404	1,019,404	854,808
	0	0	0	0	0	11,868,702	11,868,702	2,402,316
Capital Grant Detail								
Regional Road Group Grant				0		275,406	275,406	151,806
Roads to Recovery Funding				0		366,494	366,494	297,109
KAARL Yarning Place	92,699		(92,699)	0		142,000	142,000	140,000
Art Gallery				0		30,000	30,000	13,710
LRCI Phase 4A Grant	113,287		(113,287)	0		250,000	250,000	113,287
DFES Grant for BFB Shed upgrade				0		250,000	250,000	(3,618)
Early Childhood Hub Grant Funds				0		8,711,073	8,711,073	0
Grants - University Hub Construction				0		18,670	18,670	0
Quartermaine Oval grants and contributions				0		852,722	852,722	826,742
Saleyard Capital Grant - Ear Tagging equipment				0		769,404	769,404	741,520
LRCI Phase 4B Grant	121,760		(121,760)	0		202,933	202,933	121,760
	327,746	0	(327,746)	0	0	11,868,702	11,868,702	2,402,316

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 Jun 2025
	\$	\$	\$	\$
CLAG Funding	0	17,830	(17,830)	0
	0	17,830	(17,830)	0

SHIRE OF KATANNING
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 JUNE 2025

15 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
Budget adoption				2,576,376		2,576,376
Revenue from operating activities						2,576,376
General Rates				65,000		2,641,376
Grants, subsidies and contributions				32,460		2,673,836
Fees and charges				192,400		2,866,236
					(1,172)	2,865,064
Expenditure from operating activities						2,865,064
Employee costs				138,630		3,003,694
Materials and contracts					(370,305)	2,633,389
Utility charges				15,120		2,648,509
Depreciation					(1,813,565)	834,944
Insurance				28,405		863,349
Other expenditure					(10,000)	853,349
Non-cash amounts excluded from operating activities				1,813,565		2,666,914
Inflows from investing activities						2,666,914
Capital grants, subsidies and contributions					(279,664)	2,387,250
Outflows from investing activities						2,387,250
Purchase of land and buildings				259,744		2,646,994
Purchase of plant and equipment				162,200		2,809,194
Purchase and construction of infrastructure - roads					(107,788)	2,701,406
Purchase and construction of infrastructure - other					(59,857)	2,641,549
Cash inflows from financing activities						2,641,549
Proceeds from Advances (Amherst)				515,000		3,156,549
Cash outflows from financing activities						3,156,549
Transfers to reserve accounts					(615,000)	2,541,549
				5,798,900	(3,257,351)	2,541,549



Town Planning Scheme No. 4

LOCAL PLANNING POLICY No.1

Outbuildings

Definitions:

An outbuilding is defined in the Residential Design Codes as *'an enclosed non-habitable structure that is detached from any dwelling, but not a garage.'*

Cumulative floor area means the total area of all outbuildings on a lot.

A garage is defined in the Residential Design Codes as *'any roofed structure, other than a carport, designed to accommodate one or more motor vehicles and attached to the dwelling.'*

Objectives:

1. To protect the amenity of the locality in which the outbuilding is proposed.
2. To recognise that larger residential lots in regional areas differ from that of Metropolitan areas and that a larger cumulative area is appropriate for storage of boats, 4x4 vehicles and other cumbersome machinery; for storage out of the elements and security.
3. To set standards in respect to size (height and cumulative area), boundary setbacks and use of outbuildings.

In considering any application for approval for an outbuilding, the criteria below will be considered.

Policy Criteria:

- 1) This policy applies to the whole municipal district of the Shire of Katanning excluding Crown Reserves. It applies to all land zoned Rural, Residential, Special Residential and Special Rural.
- 2) For outbuildings proposed on Residential zoned land the required rear setback shall be determined in accordance with side setback calculations detailed within the Residential Design Codes.
- 3) On Residential zoned land an outbuilding shall not be sited on a lot nearer to the frontage of the lot than the setback of the building to which it is appurtenant, or less than half the front setback from any other street boundary

of the lot, other than in accordance with the minimum standards as stated in the Residential Design Codes and Building Code of Australia.

- 4) An outbuilding may be built on a boundary of a lot following receipt by the Council of written approval from the adjoining landowner stating no objections to the construction of an outbuilding on the boundary with the proviso that no openings are located in the wall on the boundary and Building Code of Australia standards are met.
- 5) The Council will consider the visual amenity of residential areas, the safety of pedestrians and overshadowing when determining approvals for outbuildings to be located on a lot boundary.
- 6) Outbuildings proposed for the Residential and Special Residential zones are limited to being single storey with a maximum wall height of 3.6m and a maximum cumulative total floor area of 100m².
- 7) Outbuildings proposed for the Special Rural zones are limited to have a maximum wall height of 4.2m and a maximum cumulative total floor area of 200m².
- 8) Outbuildings proposed for Rural zones are not limited in respect to wall height or cumulative floor area.
- 9) In respect to outbuildings proposed for vacant Residential, Special Residential and Special Rural lots, the Council will not allow their use for residential, commercial or industrial purposes. Written confirmation in the form of a Statutory Declaration or similar to this effect may be required of the property owner in making such an application.
- 10) A building permit will be required for outbuildings in all zones.
- 11) The Council may approve proposals for outbuildings where they exceed the above standards by up to 20% on the basis that adjoining landowners support has been received and the outbuilding will not have an adverse visual impact on the amenity of the locality. The approval can include conditions which may limit floor area, height or specific external colours and finishes.

Guidelines:

Applications that do not meet the policy criteria or may be of a contentious nature shall be referred to the Council for its determination.



Local Planning Scheme No. 5

LOCAL PLANNING POLICY

Outbuildings

2025

Policy Subject: Outbuildings

Definition - Outbuilding

An outbuilding is “an enclosed non-habitable structure that is detached from any dwelling.”

Policy Objective

The objective of this Policy is to ensure outbuildings:

- 1) Are appropriately designed and located to allow landowners to have reasonable and effective use of their land whilst minimising the impact on the streetscape and surrounding properties.
- 2) Are developed consistent with the objectives for the particular zones of the scheme.

Scope

A shed cannot be characterised as an outbuilding if there is no association with a habitable dwelling on the same lot. However, an outbuilding may be part of a development proposal that includes a dwelling, with the outbuilding intended to be constructed first, to store the materials/equipment for the dwelling construction. As there is a risk that the outbuilding may be constructed and used without a dwelling, conditions of development approval may be required to control the timing of construction to ensure that the outbuilding is developed in association with the dwelling.

Outbuildings constructed in association with other land uses (e.g. a light industry), would be best described as ‘warehouse / storage’. These types of outbuilding do not apply to this policy.

A non-habitable structure, which is physically attached to a dwelling (e.g. lean-to), is not considered to be an outbuilding.

For the purpose of this policy, garages and carports detached from a dwelling, are considered outbuildings.

A shipping container is considered an outbuilding.

Planning Approval

Residential, Commercial, Urban Development and Enterprise zones

Planning approval for an outbuilding is not required if your property is in the Residential, Commercial, Urban Development or Enterprise zone and meets the following requirements:

- A dwelling exists on the property
- Collectively outbuildings do not exceed 100m² in area or 10% in aggregate of the site area, whichever is less
- Wall height does not exceed 3.6m (measured from the natural ground level)
- Ridge height does not exceed 4.6m (measured from the natural ground level)
- The outbuilding is not within the primary or secondary street setback area
- The outbuilding is setback a metre or more from the side and rear boundaries
- Outbuildings in the Commercial zone, complement the scale and articulation of existing buildings
- In the case of a shipping container, engineer certification is provided for anchoring to the ground
- The property is not Heritage Listed

Compliance with the above standards can be determined as a preliminary planning assessment process (via planning officer) and via review of a Building Permit application.

If your proposal does not meet the above requirements, then an application will need to be made for planning approval. An application form and fee is to be submitted and accompanied by:

- 1) Cover letter with reasons for variation
- 2) Site plan showing existing and proposed development, with setbacks to boundaries
- 3) Elevation and floor plan details
- 4) Material type and colour scheme
- 5) Certificate of Title

Rural, Rural Residential and Rural Smallholdings zones

Planning approval is required for an outbuilding in the Rural, Rural Residential and Rural Smallholdings zones and the following criteria is to be complied with:

- 1) Either a dwelling exists on the property, or the outbuilding is part of a development proposal that includes a dwelling.
- 2) For the Rural zone, the following min boundary setbacks apply:
 - a) Front boundary - 50m

- b) Side and rear boundaries – 15m
- 3) For the Rural Residential and Rural Smallholdings zones, the following min boundary setbacks apply:
 - a) Front boundary - 15m
 - b) Side and rear boundaries – 10m
- 4) The development of a shipping container (outbuilding) is to include engineer certification for anchoring to the ground.
- 5) Outbuildings are to be constructed using materials that blend into the surrounding landscape. Wall and roof colours that are highly visible or reflective such as unpainted zincalume or off-white colours are not permitted.
- 6) Max building heights and floor areas are as follows:

Zoning	Max wall height	Max ridge height	Max cumulative floor area
Rural	4.2m	4.8m	300
Rural Residential	4.2m	4.8m	200
Rural Smallholdings	4.2m	4.8m	200

Building Approval

- 1) Other than for an outbuilding which is free standing with a floor area not exceeding 10m² and 2.4m in height, all outbuildings require a Building Permit.
- 2) Wind forces are a critical consideration in the construction of these structures. The construction should ensure an adequate safety margin to prevent the building being lifted off its supporting foundations. To resist these forces, it is necessary to have an anchorage system. The structural adequacy of these structures is generally proven by calculation verified by a qualified structural engineer.

This fact sheet sets out land use planning considerations relevant to **outbuildings** on land in Western Australia.

This fact sheet has been prepared to assist in interpreting the definition and treatment of outbuildings in planning instruments, particularly in the implementation of *State Planning Policy 7.3: Residential Design Codes Volume 1* (R-Codes) and the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

What is an outbuilding?

An outbuilding is defined by the R-Codes as *"an enclosed non-habitable structure that is detached from any dwelling."* Based on this definition, an outbuilding requires a dwelling.

Outbuildings are also known as sheds, barns and workshops, with varying design, size and construction materials. They may be pre-constructed, transported to and then placed on land, and are capable of being adapted for various uses. For clarity purposes, this fact sheet refers to outbuildings where the R-Codes apply, and sheds in other circumstances.

Outbuildings / sheds are not always associated with residential development, and may be considered works associated with other land uses e.g. a light industry with a shed for storage and repairs. However, a shed with no dwelling and no other associated land use would be best described as 'warehouse / storage', as defined in the Regulations.

Do outbuildings require development approval?

In a residential setting, outbuildings are assessed against the R-Codes and local planning scheme. The R-Codes are applied in local planning schemes as if they were part of the scheme, and principally apply to residential zoned land. R-Code requirements and outbuilding standards may be applied to other zones if prescribed by the local planning scheme. Local planning policies can also provide exemptions from development approval, and be used to vary the R-Codes.

Exemption for requiring development approval under the deemed provisions

Under clause 61 of the deemed provisions of the Regulations, the erection or extension of an outbuilding is exempt from development approval where:

- the R-Codes apply, and the outbuilding satisfies the deemed-to-comply requirements
- the outbuilding is on the same lot as a single house or a grouped dwelling
- the outbuilding is not located in a place that is the subject of an order, a heritage agreement, or in the Register of Heritage Places under the *Heritage Act 2018*, or in a heritage area or on a heritage list under a local planning scheme
- the outbuilding is not located within a special control area or a bushfire prone area as designated by the Fire and Emergency Services Commissioner under the *Fire and Emergency Services Act 1998* (as amended), for which development approval may be required.

Clause 5.4.3 of the R-Codes sets out the outbuildings design principle and deemed-to-comply requirements. This is to protect the streetscape and visual amenity by requiring outbuildings to have a relatively small floor area, be low in height, and located away from view.

The deemed-to-comply requirements are satisfied if the outbuilding is – (1) not attached to a dwelling (2) non-habitable (3) maximum area 60m² (aggregate) or 10% of site (whichever is less) (4) maximum wall height of 2.4m (5) maximum ridge height of 4.2m (6) located behind street front setback (7) private open space requirements are met and (8) boundary setbacks achieved.

Other exemptions from development approval

A local government may add supplemental provisions to its scheme to set out exemptions from requiring development approval. This is typical for sheds in rural and rural residential areas. A local planning policy (LPP) can also provide exemptions and set out parameters in more detail.

Situations where a development approval is required

Where the R-Codes apply, development approval for outbuildings is required when:

1. there are no specific exemptions from development approval in the local planning scheme or a LPP
2. the deemed-to-comply requirements are not satisfied.

The proposed outbuilding would be assessed against the outbuildings design principle in the R-Codes - *"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties."*

Where the R-Codes don't apply, development approval for a shed is required when:

1. there are no specific exemptions from development approval in the local planning scheme or a LPP
2. the shed is not associated with a dwelling.

Purpose of outbuilding

A shed structure is not an outbuilding if it is proposed on a lot without a dwelling. A land use must then be identified in the proposal consistent with the purpose of the proposed structure.

The 'warehouse / storage' use is the most suitable if the shed is not associated with a land use such as agriculture or light industry. Outbuildings and sheds are not land uses in themselves, therefore a land use needs to be established to determine whether it is permissible under the local planning scheme. For example, if a property has an approved or permitted use, the proposed shed may be applied for to store materials, equipment, plant associated with that use.

Where outbuildings are proposed to be separated from a dwelling by way of subdivision, there will often be a condition to demolish the separated outbuilding.

Without a dwelling, a shed by itself takes on a warehouse / storage land use, which is not usually permitted in a residential zone.

Scheme provisions for outbuildings / sheds

The deemed provisions, R-Codes and LPP are the primary instruments used to regulate outbuildings and sheds. Provisions may be inserted that provide guidance for non-residential zones if development control and/or exemptions are required. Provisions could address matters such as location, size, design, materials, appearance, and/or amenity considerations.

When WAPC approval is required to vary the R-Codes in a LPP

LPPs are the most flexible instrument to govern the development of outbuildings / sheds. Clause 7.3.2 of the R-Codes also allows a local government (with approval of the Western Australian Planning Commission) to vary the deemed-to-comply requirements for outbuildings through a LPP.

A LPP can vary the R-Codes outbuildings deemed-to-comply requirements other than requirements 1 and 2 (that it's not habitable and is associated with a dwelling), which is reflected in the outbuilding definition.

When requesting WAPC approval for variations to the R-Codes in a LPP, the proposal needs to: outline the need for the variation specific to that locality or region; be consistent with the objectives and design principles; and, be capable of implementation as part of the ongoing building approval process.

Reasons to vary the R-Codes may include: the needs of a locality or region; expectations and needs of residents; climate; lifestyle; desired built form; and, to provide for orderly and proper planning outcomes.

Variations may provide more flexibility, or set more stringent requirements. For example, an outbuilding's maximum wall height requirement may be impractical for items proposed to be stored and a variation could provide for a greater height.

When WAPC approval is not required

LPPs that provide development exemptions or guidance in other zones, and/or addresses visual impact/amenity do not require WAPC approval. For example, visual impacts could be avoided or managed by directly locating behind a dwelling; taking advantage of landform; requiring design, scale, construction materials and finishes to be sympathetic to the built or landscape character; providing for screening materials including existing or planted trees and vegetation.

Local governments could have a LPP that deals with outbuildings. The WAPC only determines the parts of a LPP that sets variations to the R-Codes, leaving flexibility for the local government elsewhere in the LPP.

Temporary habitation of outbuildings

A shed cannot be characterised as an outbuilding if there is no association with a habitable dwelling on the same lot.

However, an outbuilding may be part of a development proposal that includes a dwelling, with the outbuilding intended to be constructed first, to store the materials/equipment for the dwelling construction. As there is a risk that the outbuilding may be constructed and used without a dwelling, conditions of development approval may be required to control the timing of construction to ensure that the outbuilding is developed in association with the dwelling and not before.

While some local governments have allowed people to live in sheds while dwellings are constructed, this is a breach of building legislation unless they have been converted to a habitable standard (class 1), as sheds are classified as class 10 structures, which are non-habitable.

Regulation 11(2)(c) of the *Caravan Parks and Camping Grounds Regulations 1997* provides for occupation of one caravan on site for up to year, which may be considered in conjunction with a development application. Such use may be linked to conditions such as; having a building permit for the dwelling; a statutory declaration acknowledging that use of the caravan is temporary; ensuring there is suitable provision made for water supply and effluent disposal; and the caravan being located within an outbuilding.

Temporary uses are also considered under section 61 of the deemed provisions, which could also be used for a caravan.

Are shipping containers outbuildings?

As a shipping container is a structure that is typically enclosed and not used for habitable purposes, it falls within the definition of an outbuilding. The two most common sizes of shipping containers are typically referred to as 20 and 40 footers.

Shipping containers & the R-Codes	Internal length	Internal width	Internal height	Internal floor area
20	5.9m	2.35m	2.4m	13.86m ²
40	12.03m	2.35m	2.4m	28.27m ²
R-Code deemed to comply	Silent	Silent	Wall height 2.4m	60m ² or 10% of lot

Depending on the dimensions and placement of a shipping container, it may be capable of meeting the deemed-to-comply requirements of the R-Codes. If a local government has concerns about the appearance of this kind of outbuilding or shed, the solution is to introduce scheme provisions or a LPP that deals with visual impacts including design, materials and finishes.

Where a shipping container does not meet the definition of an outbuilding under the R-Codes or an applicable LPP, it will require development approval against the most applicable land use under the local planning scheme.

COUNCIL POLICY

Temporary Accommodation

Policy No:	8.5
Policy Subject:	Temporary Accommodation
Objective:	To provide guidelines on the prerequisite conditions for approval of temporary accommodation for occupation during the completion of a permanent dwelling.
Policy Statement:	To guide circumstances of allowable temporary accommodation means a person or persons residing in a caravan whilst building their permanent dwelling on the same lot. Temporary accommodation for a 12 month period may be approved by Council under the provisions of the <i>Caravan Parks and Camping Grounds Regulations 1997</i>
Guidelines:	<ol style="list-style-type: none"> 1) Applications to reside in a caravan on a temporary basis whilst constructing a permanent dwelling on the same property must be submitted in writing and accompanied by a town planning application fee. The caravan must be located inside a shed. 2) Applications will only be considered for land zoned rural or special rural. 3) Applicants must submit a guarantee of \$5,000 to be returned upon temporary accommodation being vacated. 4) Prior to submitting an application for temporary accommodation the proponents must already have obtained a building license for the construction of a permanent dwelling. 5) A toilet, hand wash basin in close proximity, bath and/or shower and laundry trough may be provided in the shed (and connected to an approved onsite effluent disposal system and hot and cold potable water supply). A laundry trough is permitted to be used as the hand wash basin. Cooking facilities must be provided for in the caravan. 6) The shed must have a supply of potable water, in the form of a water tank with a minimum capacity of 10,000L in areas of restricted water supply and 50,000L in areas with no water supply. Water supply must meet bush fire fighting requirements of a single house. 7) Applicants will be encouraged to install a smoke alarm to the temporary accommodation.

- Current Policy
- 8) Temporary accommodation must be inspected and approved by the Environmental Health Officer or Building Surveyor prior to occupation.
 - 9) Temporary accommodation permission will only be granted to those persons who are to occupy the house when completed.
 - 10) Temporary accommodation may be permitted for a maximum of 12 months.
 - 11) In accordance with the provisions of the *Caravan Parks and Camping Grounds Regulations 1997*, for occupation of temporary accommodation greater than 12 months, applications must be made to the Minister, Department of Local Government and Regional Development. Applications will only be supported where significant progress has been made on the construction of the permanent dwelling.
 - 12) Council reserves the right to revoke temporary accommodation permission at any time if it is dissatisfied with the state of progress towards the construction of a permanent dwelling or any general terms of the temporary accommodation permission have not been met.
 - 13) The Chief Executive Officer has delegated authority to approve/refuse applications for temporary accommodation in rural and special rural zones.
 - 14) Legal action may be instigated if owners fail to vacate temporary accommodation within the given time frame.

Resolution No: Ordinary Council OC104/07

Resolution Date: 28 March 2007

Amended:

22 October 2014	OC49/09
22 October 2014	OC/106/14
18 December 2018	OC168/18
22 December 2022	OC159/22

Source: Town Planning and Building

Date of Review: October annually

Review

Responsibility: Executive Manager Infrastructure & Assets



Local Planning Scheme No.5

LOCAL PLANNING POLICY Temporary Accommodation 2025

Policy No: 8.5

Policy Subject: Temporary Accommodation

Definition - Temporary Accommodation

For the purposes of this Policy, temporary accommodation refers to a landowner living temporarily in a caravan (may include a 'tiny home' on wheels) or a tent, on their private property.

Policy Objective

This policy provides guidance to support landholders seeking an approval for temporary accommodation (living in a caravan) on private property, whilst preparing for and developing a dwelling for permanent accommodation.

Scope

In accordance with the *Caravan Parks and Camping Grounds Regulations 1997*, a person may stay in temporary accommodation on a private property for up to 5 nights per 28-day consecutive period without a shire approval.

Under the *Caravan Parks and Camping Grounds Regulations 1997*, a local government can consider applications to occupy a caravan or camp on private land for a period greater than 5 nights, subject to an application being made to the local government.

For the purpose of this Shire of Katanning Temporary Accommodation Policy, applications for temporary accommodation will only be considered for:

- Properties zoned 'Rural' or 'Rural Residential'; and
- Landholders proposing to live temporarily at their private property, whilst preparing for and constructing a dwelling.

Planning, Building and Environmental Health Approvals

Prior to obtaining temporary accommodation approval to live in a caravan on private land, the proponent is to ensure that Planning, Building and Environmental Health approvals have been granted for a dwelling, an outbuilding, a 135,000L (minimum) water tank and an effluent disposal system.

The application for planning approval needs to include a dwelling. The Planning Approval controls the timing (24 months), to ensure that the outbuilding is developed in association with the dwelling. The outbuilding, water tank and effluent disposal system may be constructed prior to the dwelling. The purpose of the outbuilding is to store the materials/equipment for the dwelling construction and to allow for temporary accommodation (max 24 months).

The outbuilding is to include the development of a toilet, hand wash basin, bath and/or shower and laundry trough (located in the outbuilding). These facilities provide amenities for the Temporary Accommodation (living in caravan). The proposal for the outbuilding will need to include a floor plan to show the toilet, hand wash basin, bath and/or shower and laundry trough.

Outbuilding and Water Tank Development

Once Planning, Building and Environmental Health approvals have been obtained for the development of an outbuilding, water tank and effluent disposal system in association with a dwelling, development is to commence.

The outbuilding is to be developed to contain a toilet, hand wash basin, bath and/or shower and laundry trough.

The water tank and the effluent disposal system are to be developed, taking into consideration the later development of the dwelling.

Environmental Health Approvals

Once the outbuilding, water tank and effluent disposal system have been constructed, an application is to be made for Temporary Accommodation.

The attached Temporary Accommodation application form is to be filled out and submitted to the Shire, along with an application fee.

The following information is to be included in the application form:

Requirements on application:

- 1) A site plan being submitted to show the location of the proposed temporary accommodation (caravan) and the location of the existing developments – outbuilding, water tank and effluent disposal system.

Note: The temporary accommodation (caravan) is to be located to comply with boundary setback standards of the applicable zone, and at least 1.8 metres from any structures.

- 2) An evacuation plan being submitted outlining procedures to be adhered to in an emergency (e.g. bushfire).

Conditions of approval

- 1) The temporary accommodation is limited to a 24-month period. Within this period, the landowner is to undertake the development of a dwelling, in accordance with the planning and building approval process.

Note: The Environmental Health Officer may check to confirm that the toilet, hand wash basin, bath and/or shower and laundry trough are appropriate for use.

- 2) Cooking facilities being provided for in the temporary accommodation (caravan).
- 3) A smoke alarm being developed in the temporary accommodation (caravan).
- 4) The temporary accommodation (caravan) being located to comply with setback standards of the applicable zone, and at least 1.8 metres from any structures.

Approval Process

- 1) Upon receipt of an application and fee, occupiers of adjacent properties will be notified in writing and responses will be considered prior to the approval of the Temporary Accommodation.
- 2) Environmental Health will assess the application, conduct an evaluation of the site, and issue a Temporary Accommodation permit (Attachment 2) subject to compliance with policy conditions.
- 3) Follow-up site assessments may be conducted throughout the duration of the approval period.
- 5) The period of temporary accommodation will be limited to 24-months.

Other

- 1) The temporary accommodation cannot be used as holiday rental or for tourism purposes.
- 2) Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified.
- 3) The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred. No refund is applicable.

- PROCEDURE -**APPLICATION FOR TEMPORARY ACCOMMODATION**

Customer enquiry received for temporary accommodation (living in a caravan on private property).

- If email, register and forward to Planner to provide response.
- If in person, put through to Planner via phone.

Planner to advise on process for considering temporary accommodation



Planning approval required for dwelling, outbuilding and water tank.



Building Permit granted for dwelling, outbuilding and water tank.



Environmental Health Approval granted for effluent disposal system.



Development completed for outbuilding, water tank and effluent disposal system.



Application considered and granted for Temporary Accommodation.



An outbuilding may be part of a development proposal that includes a dwelling, with the outbuilding intended to be constructed first, to store the materials/equipment for the dwelling construction. As there is a risk that the outbuilding may be constructed and used without a dwelling, conditions of development approval may be required to control the timing of construction to ensure that the outbuilding is developed in association with the dwelling.



The outbuilding is to include details for a toilet, hand wash basin, bath and/or shower and laundry trough.



Installation of effluent management system and the water tank is to be min 135,000L capacity.

ATTACHMENT 1

Application Form for Temporary Accommodation

Applicant Details	
Landowner Name	
Current Residential Address	
Current Postal Address	
Contact Number	
Email Address	

Property Address for this Application		
Lot No.		
Street No.		
Street Name		
Locality		
Zoning	Rural	Rural Residential

- ☐ Has a site plan been included to show the location of the proposed temporary accommodation and the location of developed incidental outbuilding, water tank and effluent disposal system.
- ☐ Has an evacuation plan been submitted outlining procedures to be adhered to in an emergency (e.g. bushfire).

Details for this Application	
What is the reason for needing temporary accommodation?	
Proposed period of stay (max 24 months).	
Describe Accommodation (include photo's)	
Will you be keeping animals (type and amount)?	

Kitchen facilities	
Describe the kitchen facilities available for use?	

Toilets and Showers	
Describe toilet and shower facilities?	

Laundry Facilities	
What laundry facilities will be provided for use?	

Declaration	
I/We declare that all details in this form are true and correct.	
Name of applicant	
Signature of applicant	Date
Name of owner	
Signature of owner	Date

ATTACHMENT 2
Caravan Parks and Camping Grounds Regulations 1997
APPROVAL NOTICE
TEMPORARY ACCOMMODATION
(Living in a Caravan on private property)

Location: Lot: Application date:
Description of proposed development:
.....

The application for Temporary Accommodation is:

- ☐ Approved subject to the following conditions
☐ Refused for the following reason(s)

Conditions/reasons for refusal:

Condition Examples

- 1) *The temporary accommodation is limited to a 24-month period. This will give the landowner time to get a dwelling developed for occupation.*
- 2) *A toilet, hand wash basin, bath and/or shower and laundry trough being provided in the approved outbuilding (shed), to the satisfaction of the Shire.*
- 3) *Cooking facilities being provided for in the temporary accommodation (caravan).*
- 4) *A smoke alarm being developed in the temporary accommodation (caravan).*
- 5) *The temporary accommodation (caravan) being located to comply with setback standards of the applicable zone, and at least 1.8 metres from any structures.*

Date of determination:

Advice

- 1) The temporary accommodation cannot be used as holiday rental or for tourism purposes.
- 2) Should the temporary accommodation cease prior to the expiry of the permit, the local government must be notified.
- 3) The Shire reserves the right to withdraw an approval, where a breach of an approval condition has occurred. No refund is applicable.

Signed:

Dated: for and on behalf of the City/Town/Shire of:

Resolution No:	Ordinary Council	OC104/07
Resolution Date:	28 March 2007	
Amended:	22 October 2014	OC49/09
	22 October 2014	OC104/14
	18 December 2018	OC168/18
	22 December 2022	OC159/22
	23 July 2025	OC
Source:	Town Planning and Building	
Date of Review:	October Annually	
Review Responsibility:	General Manager Operations	



***Planning and Development (Local Planning
Schemes) Regulations 2015***

Part 6, Division 1 (r.65)

‘Report of Review’

This document is a **‘Report of Review’**, on the Shire of Katanning **Local Planning Scheme No.5’**.

A ‘Report of Review’ considers whether a local government’s local planning strategy and scheme, and any structure plans adopted under the scheme are:

1. Satisfactory in their existing form; or
2. Should be amended; or
3. Should be revoked and/or have a new one prepared.

This ‘Report of Review’ is recommending that the Shire’s Local Planning Scheme No.5 is amended to align with planning reforms undertaken for the State of WA.

The WA Government undertook a number of planning reforms aimed at creating more consistent, efficient and streamlined processes, ultimately making our planning system easier to understand and navigate.

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Fig.1 Shire of Katanning location



1. Introduction

This document is a 'Report of Review', on the Shire of Katanning Local Planning Scheme No.5' (Scheme).

The 'Report of Review' is the result of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), which requires that, in each fifth year, the Local Government shall submit a 'Report of Review' to the Commission on the operation of the current Local Planning Scheme.

The 'Report of Review' must be prepared in the manner and form approved by the Commission (Part 5 Division 5 of the *Planning and Development Act 2005*) and include the following information:

1. Current scheme Gazette date
2. An overview of the extent to which the scheme has been amended-include list of scheme amendments and their date of approval
3. An overview of the subdivision and development activity, lot take-up and population changes in the scheme area
4. Report and make recommendations on any submissions received
5. Report on why the scheme should be amended
6. Report on whether the Shire's planning strategy is satisfactory in its existing form
7. Report on whether any structure plan or local development plan approved under the scheme is satisfactory in its existing form.

This 'Report of Review' is recommending that the Shire of Katanning and the Minister agree that the Shire of Katanning Local Planning Scheme No.5 is amended to make consistent with planning reforms undertaken for the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) and State Planning Policy.

The following are examples of amendments that could be facilitated through a scheme amendment process:

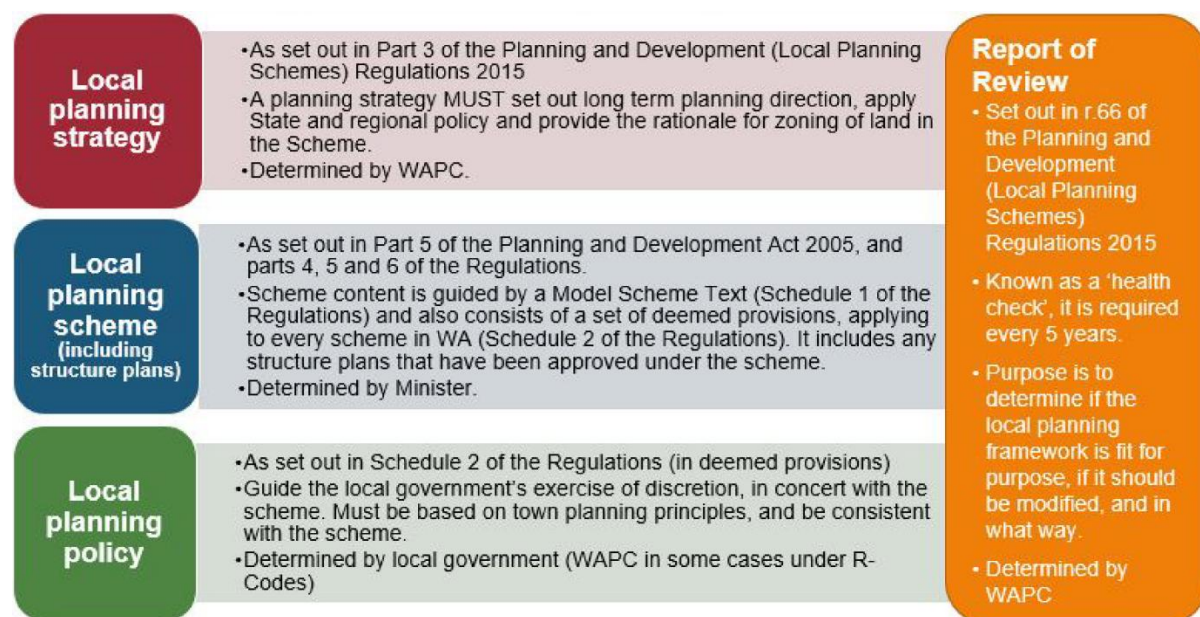
- Update zone, reserve and land use classifications...make consistent with State legislation
- Modify the permissibility of land uses for different zones...allow for flexibility
- Improve development standards for some zones (e.g. for carparking in the Commercial zone).
- Exempt the need for planning approval for some land uses/works (e.g. single dwelling)
- Changes to zoning maps to reflect zone and reserve classification changes

2. Background

The key decision-makers in the Western Australian Planning system are the Minister for Planning, Western Australian Planning Commission and local governments. These roles and responsibilities are set out in legislation and regulation, principally the *Planning and Development Act 2005*.

The *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) establishes the framework for local planning, through local planning strategies and schemes. As shown in Figure 2, the local planning framework consists of three key components; a local planning strategy and scheme, and a suite of local planning policies that guide local government discretion in decision-making. The Regulations require local governments to prepare a 'Report of Review' periodically to assess the effectiveness of the local planning framework.

Fig.2 Local Planning Framework



What is a Report of Review?

A 'Report of Review' is required to consider whether a local government's local planning strategy and scheme, and any structure plans adopted under the scheme are:

1. Satisfactory in their existing form; or
2. Should be amended; or
3. Should be revoked and/or have a new one prepared.

Following the recommendation from the local government, the Commission is to decide whether the Commission agrees or disagrees with the 'Report of Review' and notify the local government of its decision. The local government is then required to publish the 'Report of Review' and notice of the Commission's decision. The reason for this is to increase transparency in the planning system and provide stakeholders and community members with a 'road map' of future changes (or not) to the local framework.

About the Shire of Katanning

The Shire of Katanning is located approximately 300km southeast of Perth and has an area of approximately 1,523km² (Refer to Fig.1 – Pp2).

Katanning is the regional centre of the Upper Great Southern District and provides quality facilities to residents from neighbouring towns such as Broomehill-Tambellup, Kojonup, Woodanilling, Wagin, Dumbleyung, Gnowangerup and Nyabing.

According to the Australian Bureau of Statistics, the Shire's Estimated Resident Population (ERP) population was 4,046 in June 2020 (last census).

[Population in local government areas | Centre for Population](#)

In 2016, there were 3,687 people in Katanning.

[2016 Katanning, Census All persons QuickStats | Australian Bureau of Statistics](#)

It's fair to say that the population for Katanning is on the rise.

3. Local Planning Framework

Local Planning Strategy

In 2013, the Shire adopted a Local Planning Strategy, which provides the Shire of Katanning with a guide to accommodate growth for the next 10 to 15 years and beyond. The Strategy seeks to promote the planned expansion of the Katanning townsite, through areas zoned 'Urban Development' and 'Industrial Development'. The Strategy also has some recommendations for improvement to the scheme, including:

- Introducing car parking standards
- Exemptions to the need for development approval for some land uses
- Preparation of policy documents to provide additional guidance to development standards and for heritage sites and the main street
- Medium density development opportunities

Local Planning Scheme No.5

The Shire of Katanning Local Planning Scheme No.5 was gazetted on the 9 February 2018. The Scheme consists of:

- a) A 'Preliminary' section that defines the scope, content and objectives of the scheme
- b) Section dealing with land reserved
- c) Section dealing with the zoning and use of land
- d) General development requirements
- e) Special control areas
- f) Definitions
- g) Schedules
 - i. Rural Residential
 - ii. Rural Smallholding

Since the adoption of the Scheme in 2018, a number of minor issues and anomalies have been identified, including the need to align the scheme with recent state legislative and policy changes.

On this basis, the Shire undertook preliminary consultation with the Department of Planning, Lands and Heritage (DPLH), and it was indicated that the Shire may need to make **amendments** to its current Scheme, to bring in-line with regulatory standards (rather than develop a new strategy and scheme).

In March 2025, Council resolved to consult with the local community and key government agencies on the idea of amending its scheme. Consultation was undertaken from the 16 April – 30 May. At the close of advertising, seven (7) government agencies provided comment:

- Department of Energy, Mines, Industry Regulation and Safety
- Department of Communities
- Department of Health
- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Department of Planning, Lands and Heritage (Heritage division)
- Public Transport Authority

The submissions can be summarised as follows:

- The **Department of Energy, Mines, Industry Regulation and Safety** recommended that operating mines and quarries and potential resource areas should be protected (e.g. maintaining adequate separation distances between mining operations and nearby sensitive land uses).
- The **Department of Communities** recommended that the Shire explore opportunities for higher-density developments and varied housing typologies.
- The **Department of Health** recommended that:
 - The minimum setback distance between sensitive uses and extractive industries be extended from 200m to 300m.
 - The following development control should be employed to manage flood risk:
 - Development needs to consider the potential impact on flood behavior (e.g. impact of excavation and compensatory fill and fencing).
 - Minimum fill and floor levels requirements should apply.
 - Building should be structurally engineered to mitigate flood risk.
 - Vulnerability of essential services to flood risk (e.g. sewerage services). New developments to require a site-specific Site and Soil Evaluation (SSE) assessment, due to flood issues. This would need to be undertaken by a qualified consultant during the wettest seasonal time of the year (mid-July/August) as per AS/NZS 1547:2012 to ensure the land application areas are located and sized appropriately.

- The **Department of Primary Industries and Regional Development** commented that:
 - Any proposed land use, likely to generate excess nutrients, should develop and implement a Nutrient Management Plan that details how the excess nutrients will be disposed of appropriately.
 - Land uses proposing to use large amounts of water (such as abattoirs and breweries), should have a Water Management Plan that identifies the source of the water, the quality of the water, and how any wastewater is to be disposed of.
- The **Department of Water and Environmental Regulation** recommended the following:
 - Introduce the following new reserve classifications to the scheme: 'Environmental Conservation' and 'Drainage/Waterway'. Consider using for high value water resources such as Lake Ewlyamartup, the Coblinine River (and associated lakes), Coyrecup Lake and potentially other wetlands/waterways and their associated buffers/foreshores.
 - Use-classes such as Abattoir, Brewery, Waste Disposal Facility and Waste Storage Facility are likely to carry an elevated risk to water resources and the receiving environment and therefore require agency consultation in the Development Application process (i.e. 'D' or 'A' zoning permissibility where appropriate).
 - The inclusion of general development requirements to manage:
 - Potable water supply
 - Water source protection
 - Foreshore management
 - Riverine flooding
 - The inclusion of flood prone areas as a Special Control Area (SCA) in the Scheme maps, in consultation with DWER.
- The **Department of Planning, Lands and Heritage (Heritage Team)**, has recommended the following scheme considerations:
 - Complete a heritage list to capture heritage sites.
 - Developing Local Planning Policies (LPPs) for individual heritage places and heritage areas.
 - Incorporate heritage into the scheme to encourage positive heritage outcomes for future development of the sites.
 - Any scheme exemptions should not apply to a heritage-protected place.
- The **Public Transport Authority** has requested that the scheme/developments consider potential impact to the rail corridor, in particular for the management of stormwater.

Since the gazettal of the Scheme in 2018, one amendment has been made on 30 June 2023. The amendment involved:

- Including Lot 3 on Diagram 38433 (No. 78) Andover Street, Katanning as Additional Use No. 3 (A3) in Table 5 - Specified Additional Uses for Zoned Land in Scheme Area (clause 3.4) as follows:

A3	Lot 3 (No. 78) Andover Street, Katanning	Consulting Rooms	Development Standards/requirements shall be determined by the Local Government upon application. AMD 1 GG 30/07/2023
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Structure/Local Development Plans

The following structure plans have been endorsed under the Scheme:

- Henry St Local Structure Plan
- Katanning Industrial Expansion Local Structure Plan
- Lots 52 and 2979 Illareen Rd and Lots 50 and 51 Kojonup Katanning Rd Local Structure Plan
- Piesse Lake Local Structure Plan

There are a number of structure plans and associated provisions, which may be incorporated into the Scheme via 'Special Control Areas'. It may also be appropriate to develop Local Development Plans to support uniform development outcomes for structure plan areas, especially the Piesse Lake SP, which is surrounded by public open space.

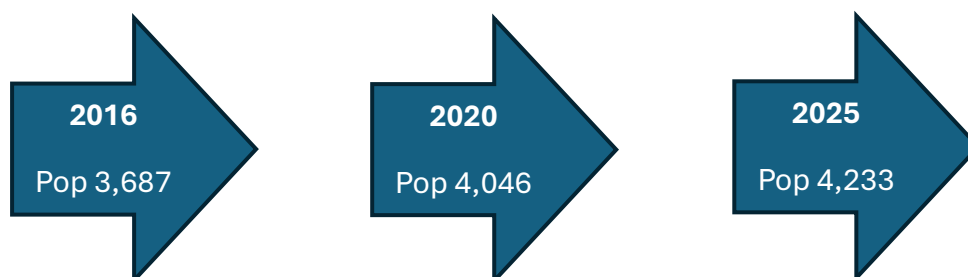
There may also be the need to identify Development Contribution Areas and to develop Development Contribution Plans for the purpose of acquiring cash and/or land contributions for important regional infrastructure.

4. Planning Context

This section identifies anticipated drivers of change that are currently or anticipated to have implications for future land use planning over the next 10-15 years.

Population

Over the last 20 years or-so, the population of Katanning has grown.



[Population in local government areas | Centre for Population](#)

[2016 Katanning, Census All persons QuickStats | Australian Bureau of Statistics](#)

[Katanning - LGA profile.docx](#)

Population forecasts published by the WAPC as part of its Western Australia Tomorrow series indicate that the number of people living in the Shire **2035** is expected to increase to 5,160 persons (on the upper scale).

With an expected increase in population, the Scheme needs to ensure land and servicing is available to accommodate growth (see Section 5 for land demand and supply). The Scheme also needs to ensure that bushfire and flood hazard areas are taken into consideration for potential growth areas. This can be achieved via Special Control Areas identified on the scheme maps.

Economy

According to an economic snapshot produced by the Great Southern Development Commission, the Gross Regional Product for Katanning in 2020 was \$435.40m.

[great-southern-regional-snapshot-2021-final.pdf](#)

Katanning is the regional centre of the Upper Great Southern District. It's the go-to place for residents from neighbouring towns such as Broomehill-Tambellup, Kojonup, Woodanilling, Wagin, Dumbleyung, Gnowangerup and Nyabing.



Industries in Katanning with the most value include: (in-order of value) Agriculture, Mining, Manufacturing, Wholesale Trade and Health Care and Social Assistance. Top ranked employment industries include (in-order): Manufacturing, Health Care and Social Assistance, Agriculture, Retail Trade and Education and Training.

The scheme needs to ensure an availability of land to support the industries, including land for industrial development and land for housing to accommodate employees.

Environment

The Shire's Strategy and Scheme seek to protect the natural environment and provide for the sustainable use of all natural resources (soil, water and air).

As commented by government agencies, consideration should be given to protecting our natural resources, ensuring suitable buffer distances to environmentally sensitive areas, managing flood risk and managing any potential pollutants from intensive activities.

An opportunity exists to include new Special Control Areas and Scheme reserve classifications, to highlight environmentally sensitive areas (e.g. 'Environmental Conservation' and 'Drainage/Waterway').

5. Land Demand and Supply

Subdivision Activity

The following provides a summary of the number of lots approved for subdivision in the Shire of Katanning. For the period between 2017 and 2024 (seven year period), 45 new housing Lots were created.

	Commercial	Industrial	Miscellaneous	Residential	Rural	Rural Residential/ Special Residential
2017/18	0	1	2	1	3	0
2018/19	0	0	0	0	2	0
2019/20	0	0	0	0	2	0
2020/21	0	0	0	0	0	0
2021/22	0	1	3	12	0	0
2022/23	0	1	2	8	6	8
2023/24	0	0	0	0	3	0
Total	0	3	7	21	16	8

The following tables indicate the supply of lots/land available for subdivision/development, for different zones. As indicated, Katanning has an abundance of land suitably zoned to accommodate future subdivision/development. Regarding Commercial areas, opportunity also exists for further infill, based on zoning density.

Suburb	Zone	Development Status - Residential (Lots)			Total
		Developed	Undeveloped	Unrated	
Katanning	Residential	1,361	108	117	1,586

	Urban development	10	26	10	46
Grand Total		1,371	134	127	1,632

Suburb	Zone	Development Status - Residential (ha)			Total (ha)
		Developed	Undeveloped	Unrated	
Katanning	Residential	210	40	10	260
	Urban development	20	50	50	120
Grand Total		230	90	60	380

Suburb	Zone	Development Status - Rural living (lots)			Total
		Developed	Undeveloped	Unrated	
Katanning	Rural residential	74	9	14	97
Pinwernying	Rural residential	58	14	2	74
Grand Total		132	23	16	171

Suburb	Zone	Development Status - Rural living (ha)			Total
		Developed	Undeveloped	Unrated	
Katanning	Rural residential	160	20	240	420
Pinwernying	Rural residential	190	70	100	350
Grand Total		350	80	340	770

Suburb	Zone	Development Status - Commercial (lots)			Total
		Developed	Undeveloped	Unrated	
Katanning	Commercial	157	3	30	190
	Enterprise	56	12	25	93
Grand Total		213	15	55	283

Suburb	Zone	Development Status - Commercial (ha)			Total
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		Developed	Undeveloped	Unrated	
Katanning	Commercial	20	<1	4	20
	Enterprise	10	2	6	20
Grand Total		30	2	10	40

Suburb	Zone	Development Status - Industrial (lots)			Total
		Developed	Undeveloped	Unrated	
Katanning	General industry	65	25	47	137
	Industrial development	2	0	5	7
Grand Total		67	25	52	144

Suburb	Zone	Development Status - Industrial (ha)			Total
		Developed	Undeveloped	Unrated	
Katanning	General industry	50	20	10	80
	Industrial development	50	0	310	360
Grand Total		100	20	320	430

Development Activity

Approximately 26 Building Permits have been issued for new dwellings since 2020 (5 dwellings/year).

The Shire of Katanning is providing support for the development of affordable housing as a result of the Piesse Park Local Structure Plan. Piesse Lake is recognised as the Shire of Katanning's premier passive open space destination. This Piesse Park Local Structure Plan has been prepared to provide guidance on the future development of the site, focussing on land uses to support the ongoing development of the open space area. The Piesse Park Local Structure Plan area includes existing public and private recreation areas and residential land. The Shire of Katanning has subdivided the land and developed roads and servicing. The subdivided lots are being made available at an affordable rate as vacant lots or as house and land packages.

Other areas of strong development interest include the Rural Residential precinct on the outskirts of town (west) on Prosser Street. The land is being subdivided and developed for persons looking for a rural lifestyle opportunity.

Piesse Park Local Structure Plan Area



Residential

There are currently numerous vacant lots available for residential subdivision and development in the Katanning townsite. Refer to below figures showing vacant 'residential' lots and including vacant areas for 'urban development'.

The illustrations indicate an availability of land in the Katanning townsite, cleared and appropriately zoned for future subdivision/development potential.

There are also existing developed areas available for infill subdivision/development (R30 and R40 areas).

The density opportunity for residential ranges from R2.5 (4000m² Lots) to R40 (Average 220m² Lots). This density range allows for different lifestyle and housing development opportunities (4-bedroom dwellings to 1- and 2-bedroom dwellings).

Lot 421 Francis St



Lot 8 Casuarina Dr



Lots adjacent to Conroy St



Lots fronting Avon St



Lots fronting Taylor and Aberdeen Streets



Lots adjacent to Forrest Hill Rd



Land fronting Marmion St West



Urban Development land - Kierle St



Urban Development land - Warren Rd



Rural Living Land

Land identified for rural living purposes occurs in two zone classifications and include Rural Residential and Rural Smallholdings. Lot subdivision potential ranges from 1ha Lots to 7ha Lots.

There is an existing precinct zoned for Rural Residential on the southwestern periphery of the Katanning townsite (Prosser St...see figure below). This land is available for Rural Residential subdivision.

An area northeast of the Katanning Townsite (Warren Rd) has been recommended by the Shire's Strategy for large rural living lot development (Rural Smallholdings)see figure below.

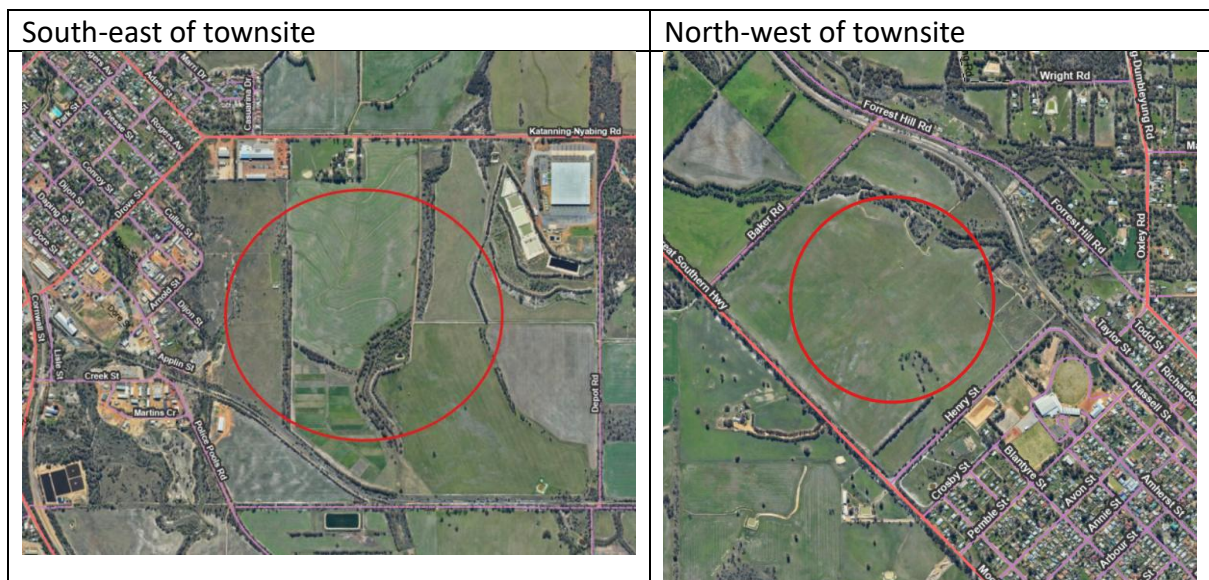
The map displays a grid of property parcels in San Jose, California. Each parcel is labeled with a unique parcel number and its corresponding zoning designation. The parcels are outlined in yellow. A red circle highlights a specific parcel, P227440 79, which is zoned R 20006. The map also shows major roads like San Jose Avenue and various other streets. The parcel numbers and zoning designations are clearly visible on the map.

Parcel Number	Zoning Designation
P227440 90	
P227440 89	
P227440 88	
P227440 87	
P227440 86	
P061430 3	
P105167 77	
P227440 78	
P054042 397	
P227440 80	
P227440 81	
P227440 75	
P227440 76	
P227440 79	R 20006
P227440 71	
P227440 70	
P403102 442	
P227440 66	
P227440 65	
P227440 64	
P245581 284	
P22683 342	
P50538 190 E	
P22683 70	
D042547 3	
D042547 1027	
P414766 51	
P414766 51	
P415669	
P031906 1038	
P031908 9331	
P026248 9373	
P414766 50	

Industrial Land

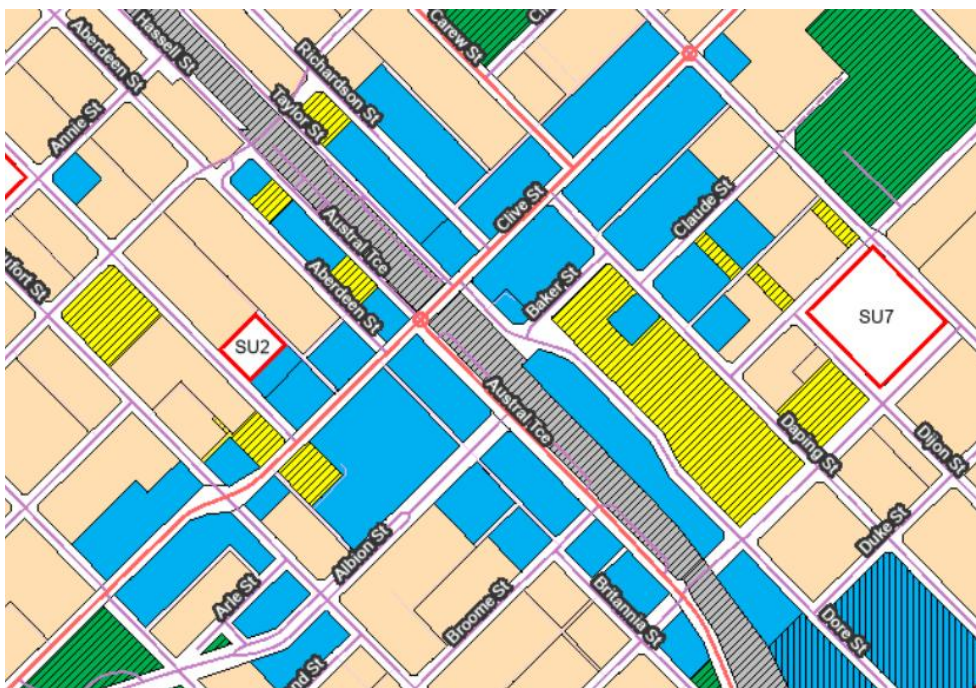
There are two large vacant areas identified for industrial development-as per the scheme...see figures below

The scheme also identifies 'Enterprise' areas, which allow for the establishment of a light industrial development, incidental to a dwelling. The dwelling needs to form an integral component of the development.



Commercial

The areas illustrated in **blue** for the below figure, are areas in the centre of the Katanning townsite, which are zoned Commercial.



The Shire's Strategy does not identify any new town centre commercial areas. The findings of the Strategy is that existing commercially zoned land has the capacity for redevelopment to serve the potential level of growth outlined for Katanning.

One amendment that may be applicable to the Commercial zone is identifying on the scheme map, the density available for subdivision and grouped housing. Provisions should also be included for carparking.

6. Officers Comments

This part of the report evaluates the existing planning framework given the planning context presented in Part 4 and the assessment of land supply and demand in Part 5 and considers whether the Local Planning Strategy, Local Planning Scheme and Structure Plans/Development Plans are: 1 satisfactory in their existing form; or 2 should be amended; or 3 should be revoked and/or have a new one prepared.

Given the abundance of vacant land suitably zoned, there is enough land available to accommodate subdivision and development demand. There is no need to rezone new areas on the scheme maps for housing, commercial or industrial.

Given that there are areas within the Katanning townsite, which may be susceptible to flooding and reserve areas within the Shire with environmental values, an opportunity exists to introduce new reserve classifications and Special Control Areas on the scheme maps. These measures ensure the environmental values of the Shire are protected and any new development adhere to hazards associated with potential flooding and bushfire.

Substantial changes are not required to the scheme maps; however, the scheme text could benefit from some changes/additions. Development standards (carparking) could be improved upon, and there could be the scope to look at modifying the permissibility available to different land uses, to either provide more flexibility in the decision making or to strengthen where conflicts of interest are expected.

The Scheme text also needs to consider aligning with changes occurred for State legislation, for development and land use exemptions.

Local Planning Strategy

The 2013 Strategy is satisfactory in its existing form as it remains contemporary and fit-for-purpose. No review of the Strategy is recommended at this time.

The strategy has earmarked areas for future growth, which are yet to be taken up for development. There is enough land strategically planned to accommodate demand for housing, industry and commercial development for the next 10 years.

Local Planning Scheme

The scheme needs amending to bring in-line with the State's model scheme and any new policy changes. Specific amendments include:

- Zone, reserve and land use classification changes
- Changes to the permissibility of land uses for different zones
- Updated development standards
- Exemptions to the need for development approval for some land uses
- Map changes to reflect zone and reserve classification changes and Special Control Areas

The scope of updates to the Scheme can be undertaken via an omnibus amendment. The development of a new Scheme is not considered necessary.

Structure/Development Plans

Existing structure and development plans can be further examined as part of the Scheme amendment process to determine whether they should be retained, amended, or revoked.

7. Recommendation

That the Shire of Katanning Council resolve to:

- 1. Approve the 'Report of Review' (Attachment 1), and forwards to the Western Australian Planning Commission in accordance with Regulation 66 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2. Recommend to the Western Australian Planning Commission that the Shire of Katanning Local Planning Scheme No. 5 be amended, in accordance with Regulation 66 (3) (a) (ii) of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and**
- 3. Recommend to the Western Australian Planning Commission that the Shire of Katanning does not need to prepare a new Local Planning Strategy as the current 2013 Local Planning Strategy remains contemporary and fit-for-purpose.**

SUBMISSIONS ON DECISION TO REVIEW THE SHIRE OF KATANNING LOCAL PLANNING SCHEME N0.5

ADVERTISING

17 April 2025 – 30 May 2025

SEVEN (7) SUBMISSIONS RECEIVED FROM GOVERNMENT AGENCIES

- Department of Energy, Mines, Industry Regulation and Safety
 - Department of Communities
 - Department of Health
 - Department of Primary Industries and Regional Development
 - Department of Water and Environmental Regulation
 - Department of Planning, Lands and Heritage (Heritage division)
 - Public Transport Authority
-
- Schedule of Submissions included with summary of comments



Graham Barnes
General Manager Operations
Shire of Katanning
Sent by Email — admin@katanning.wa.gov.au
PO Box 130, Katanning WA 6317

Dear Sir/Madam

**SHIRE OF KATANNING - INVITATION TO COMMENT - REVIEW LOCAL PLANNING
SCHEME NO 5 - C/25/453**

Thank you for your letter dated 17/04/2025 inviting comment on the review of Local Planning Scheme No 5 (C/25/453) for the Shire of Katanning.

The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) has assessed this proposal with respect to mineral and petroleum resources, geothermal energy, and basic raw materials and makes the following comments.

- The majority of the planned amendments are of no concern, however, Section 21 – Schedules - Include new schedules in the Scheme text entitled 'Additional Site and Development Requirements' as per the recommendations contained in points 4 and 15 above and include new 'Additional Site and Development Requirements' provisions to help deal with the following
 - - Extractive industries; and
 - - Requirement for consultation to commence mining.
- We will be interested to review what you have planned for these amendments as a quick search of the Shire indicates that there are:
 - 23 granted and 3 pending mining tenement and 12 mining leases.
 - 29 public MINEDEX points, and 197 MINEDEX site resources
 - 18 crown reserves for BRM

Minerals, petroleum and geothermal energy can only be mined or extracted where they naturally occur. Economic, environmental and other constraints further limit the areas available for mining. An important aspect of resource evaluation and development from a land use planning viewpoint is that the locations of mineable deposits cannot always be predicted. This makes it imperative that known resources should be protected from inappropriate zoning or development, and that access to land for exploration should be maintained over as much of the planning area as possible.

Changes to land use that are incompatible with mineral, petroleum and basic raw material exploration and mining can result in the loss of valuable resources to the State and broader community. It is therefore essential, when planning how land is to be used, to take account of both known mineral and petroleum resources and basic raw materials and the potential for further discoveries.

DEMIRS recommends that councils adopt the following strategies regarding mineral resources in its planning.

- Operating mines and quarries should be protected from sterilisation or hindrance by encroachment of incompatible development, maintaining adequate separation distances between mining operations and nearby sensitive land uses.
- Known resources and areas of identified high resource potential should not be unnecessarily sterilised by inappropriate zoning, land use permissibility or development.
- Access to land for exploration and possible development should be maintained over as much of the Local Planning Scheme area as possible.

Consistent with Section 5.7 of State Planning Policy No. 2 Environment and Natural Resources the important mineral resources and basic raw materials within the Shire should be identified and protected.

Information that may be of use to you in your amendment process can be obtained from the following links. DEMIRS provides information on geology and mineral deposits in various [publications](#), State wide spatial datasets that can be downloaded free of charge from the [Data and Software Centre](#) or viewed interactively using [GeoView](#). Information on Mining Act tenements and Petroleum and Geothermal Energy Resources Act titles is available from the DEMIRS website [Tengraph](#) and [GeoView](#).

Maps can be produced directly by using this software, or by downloading the digital data for use in GIS software.

Basic raw materials (BRM) are defined as a mineral when on Crown land, and hence the need for mining leases under the Mining Act 1978 for basic raw material extraction in Crown reserves. On private property, basic raw material extraction and sale is authorised by the Shire through grant of Extractive Industry Licenses. Extraction of basic raw materials is required for all new infrastructure (roads, telecommunications etc) to be built in the Shire.

In reference to legislation, Section 120 of the Mining Act 1978 states that local planning schemes and local laws are to be considered but do not derogate from the Mining Act 1978. Consequently, we recommend that no comments be made in the Local Planning Strategy No 5 regarding constraining or providing for mining operations, although it will be important to identify particular areas of known resources.

DEMIRS lodges no objections to the above Local Planning Scheme amendment and look forward to reviewing these amendments once made.

Yours sincerely



Steven Batty | Senior Geologist
Resource Security Directorate
26 May 2025

From: Hannelie Evans <Hannelie.Evans@communities.wa.gov.au>
Sent: Tuesday, 13 May 2025 2:41 PM
To: Shire of Katanning <admin@katanning.wa.gov.au>
Subject: C/25/4589 - GR.SR.1 - Review of the Katanning Local Planning Scheme No5
[SEC=OFFICIAL]

OFFICIAL

Good day,

Thank you for the opportunity to contribute to the early stages of the amendment to the Shire's Local Planning Scheme, recognizing the pivotal role this planning instrument plays in shaping sustainable and inclusive communities.

The Department of Communities owns several dwellings and vacant lots within the shire area. These properties are designated for public housing (both community and social) and are intended to accommodate a range of workers as part of the Government Regional Officer Housing Program. To support the delivery of suitable dwellings that meet the needs of diverse households, a varied mix of dwelling types is required, ranging from single-bedroom residences to large family homes.

Additionally, it is essential that proposals prioritize accessibility and universal design, ensuring equitable housing solutions that cater to the needs of individuals with disabilities, the aging population, and other vulnerable groups. By providing stable and accessible housing, these properties support local economic growth, social cohesion, and workforce sustainability.

With this context in mind, the Department will recommend that the Shire, as part of its scheme review, explores opportunities for strategic densification to facilitate higher-density developments and varied housing typologies. The Department looks forward to collaborating with the Shire as more detailed proposals are developed.

Regards,

Hannelie Evans

Urban Planning, Design & Approvals

Portfolio and Asset Services | Housing & Homelessness

P 08 6414 1873 **M** 0430 888 631

Level 5, Boorloo Campus, 130 Stirling Street, Northbridge

W communities.wa.gov.au



Government of **Western Australia**
Department of **Communities**



Your Ref: C/25/4533
Our Ref: F-AA-90471-2
Contact: Bethany Angus 9222 2000

Mr Graham Barnes
General Manager Operations
Shire of Katanning
PO Box 130
KATANNING WA 6317

Via email: admin@katanning.wa.gov.au

Dear Mr Barnes

PROPOSED REVIEW OF SHIRE OF KATANNING LOCAL PLANNING SCHEME NO. 5

Thank you for your letter dated 17 April 2025, requesting comment from the Department of Health (DoH) on the above proposal.

DoH position

- ☐ No objection – no comments or advice to provide.
- ☒ No objection – with comments and/or recommended conditions and advice notes provided below.
- ☐ Do not support – reasons provided below, i.e. additional reports, studies, plans or other information that should be provided to determine public health risk / legislative compliance.

DoH advice

Industrial interface

In 'Attachment 1 – Schedule of Possible Amendments to the Shire of Katanning Local Planning Scheme No. 5', the DoH notes that item No. 15 proposes to review and update Table 8 in Clause 4.8 of the Scheme. In the Scheme, item No. 12 of Table 8 provides requirements for 'Industry – Extractive' land uses. This includes the following requirement: 'All excavation activity is setback a minimum of 200m from any residence not located on the subject lot'.

The DoH recommends the use of the EPA publication [Separation Distances between Industrial and Sensitive Land Uses \(GS 3\)](#) in land use planning decisions. This publication states that the separation distance for sand and limestone extraction should be 300-500m from any sensitive land use.

The DoH recommends that item No. 12 of Table 8 of the Scheme is amended from a minimum 200m setback to a minimum 300m setback for 'Industry – Extractive' land uses.

Wastewater management

Where there is provision for connection to deep sewerage and scheme water, the DoH Water Unit has no objection to planning or development proposals subject to being connected to drinking water and sewage services provided by a licensed service provider.

Where deep sewerage is not available, the DoH Water Unit has no objection to planning or development proposals subject to ensuring the treatment and disposal of wastewater generated onsite complies with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and meets the requirements of the *Government Sewerage Policy 2019* (GSP).

There appears to be several rivers, streams, winter creeks, lakes, dams and areas of land that become inundated in the winter months. The principles of the GSP will apply to meeting minimum setback distances to wastewater apparatuses. As many areas within the Shire of Katanning appear to have drainage issues, new developments will require a site-specific Site and Soil Evaluation (SSE) to be undertaken by a qualified consultant during the wettest seasonal time of the year (mid-July/August) as per AS/NZS 1547:2012 to ensure the land application areas are located and sized appropriately.

Attachment 1, item No. 6, highlights several new use classes that may prevent or limit onsite wastewater treatment systems and disposal areas.

- Therefore, it is important that long-term planning requires the proponent to ensure the land size and locations are suitable for the proposed purpose.
- For example, developments that use high volumes of water and do not have access to reticulated deep sewerage will require winter SSEs and will need to be developed on areas of land that do not become inundated.
- This includes the following land uses: Brewery, Winery (or other beverage industries including soft drinks), Road House (especially if accommodation is included), Park Home Park, Caravan Park, Independent Living Complex, Corrective Institution.

Sewage intended to be reused or recycled for beneficial purposes such as landscape and garden bed irrigation, toilet flushing or other purposes, will require prior approval from the DoH. Please refer to the [Application process for approval of a recycling water scheme](#).

All new development proposals will require detailed plans showing current and proposed lots, proposed building envelopes, proposed and existing onsite wastewater systems, all trafficable areas, parking bays and land application area/s including setback distances, and exclusion/riparian zones with all measurements prior to the building stage.

An [Application to construct or install an apparatus for the treatment of sewage](#) is required to be submitted to the local government for each wastewater system. Most commercial and industrial proposals will require the applications to be forwarded to the DoH for assessment and approval.

Drinking water management

All drinking water provided onsite must meet the health-related requirements of the Australian Drinking Water Guidelines 2011.

Flood risk mitigation

In accordance with section 3.3 'Health and wellbeing' of the [State Planning Strategy 2050](#), the DoH recommends incorporating specific climate change adaptation measures within the Shire's Local Planning Scheme to protect public health, which includes flood risk mitigation strategies.

Sections of the Katanning township lie within a floodplain area as recorded on the Department of Water and Environmental Regulation's (DWER) [floodplain mapping tool](#). The DoH recommends that the Shire consider the following planning and development controls to manage flood risk:

- Impact of development on flood behaviour (e.g. impact of excavation and compensatory fill).
- Minimum fill and floor levels requirements and associated impacts.
- Influence of fencing (solid vs open) on flood behaviour.
- Structural requirements for buildings to mitigate flood risk.
- Vulnerability of essential services to flood risk (e.g. location of water treatment and sewerage services).

Further guidance is available in the Australian Disaster Resilience Handbook [Managing the Floodplain: A Guide to Best Practice in Flood Risk Management in Australia](#).

Should you have any queries or require further information, please contact System Performance on 9222 2000 or eh.eSubmissions@health.wa.gov.au.

Yours sincerely



Peter Gray

**A/EXECUTIVE DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE**

28 May 2025



Department of
Primary Industries and
Regional Development

Your reference: C/25/4533

Our reference: LUP 2151

Enquiries: Grant Stainer

Peter Klein
Chief Executive Officer
Shire of Katanning
PO Box 130
Katanning, WA 6317
admin@katanning.wa.gov.au

Date: 22 May 2025

Dear Mr Klein,

Invitation to comment – Proposed review of the Shire of Katanning Local Planning Scheme No. 5

Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal.

DPIRD does not object to the proposal to review Local Planning Scheme No. 5, but would also like the opportunity to comment on the revised Local Planning Scheme when completed.

When reviewing reserves, the Shire should check the titles to ensure that there are no restrictions, such as covenants, on the parcels that would contradict the proposed changes.

Native vegetation should be protected during any amendments that are made.

DPIRD would prefer that there is no reduction in agricultural land, or if there is a reduction, then it is land that is less productive agricultural land that is rezoned.

Any proposed land use that is likely to generate excess nutrients should develop and implement a Nutrient Management Plan that details how the excess nutrients will be disposed of. There should be information that details how the proponent will prevent the export of nutrients via surface water or groundwater.

Proposed land uses that use large amounts of water (such as abattoirs and breweries) should have a Water Management Plan that identifies the source of the water, the quality of the water, and how any wastewater is to be disposed of.

DPIRD supports the development of renewable energy facilities in principle, but advises that any proposal must prepare plans that prevent land degradation, particularly the need to prevent wind and water erosion of soil, and preventing any impacts on native vegetation. Biosecurity impacts should also be considered.

The construction of deep drainage should continue to require development approval, to ensure that the proponent meets regulatory requirements. Deep drainage requires the submission of a Notice of Intent to Drain (NOID) to the Office of the Commissioner of Soil and Land Conservation, which can be done via commsoil@dpird.wa.gov.au.

It is recommended that the Department of Water and Environmental Regulation (DWER) also be given the opportunity to review and comment on the proposed changes to the Local Planning Scheme.

For more information, please contact Grant Stainer at grantley.stainer@dpird.wa.gov.au

Yours sincerely,

A handwritten signature in black ink, reading "Timothy Overheu". The signature is fluid and cursive, with the first name "Timothy" and the last name "Overheu" clearly distinguishable.

Tim Overheu

**Acting Director, Agriculture Resource Management and Assessment
Fisheries and Sustainability**

OFFICIAL

30th May 2025

Our Reference: PA 071721 , DWERT3127~9

Your Reference: C/25/4533

To: Shire of Katanning

From: Department of Water and Environmental Regulation

Attention: Adrian Nicoll

Dear Adrian,

RE: Shire of Katanning Local Planning Scheme No. 5 (LPS 5)

Thank you for providing the above Local Planning Scheme No. 5 (LPS 5) for the Department of Water and Environmental Regulation (DWER) to consider.

The Shire is proposing to review its LPS 5 to ensure it is up to date and ensure compliance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

DWER notes from the Shires 'Minutes of the Ordinary Council Meeting' that a new planning Scheme is not proposed, and an 'omnibus type' amendment is proposed instead to follow a standard (see Screenshot 1 below).

A summary of possible amendments have been provided in the referral – and our comments against these amendments are provided in Table 1 below.

Additional recommended changes to the amendment of LPS 5 are provided in Table 2 below.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Thank you.

Yours sincerely,

Daniel Wong

Environmental Officer

Department of Water and Environmental Regulation

Planning Advice South West Region

Email: daniel.wong@dwer.wa.gov.au

Phone: 08 9726 4113

Fax: 08 9726 4100

Postal: PO Box 261, Bunbury, WA 6231

Location: 35-39 McCombe Road, Bunbury, WA 6230

10.1.1 Proposed Review of the Shire of Katanning Local Planning Scheme No.5
(ATTACHMENT)

File Ref: LP.PL.3
Reporting Officer: Joe Douglas, Town Planner
Date Report Prepared: 18 March 2025
Disclosure of Interest: No Interest to disclose

Issue:

This report recommends that Council allocate sufficient funding and authorise the Shire Administration to proceed with a formal review of the Shire of Katanning Local Planning Scheme No.5 in accordance with the requirements of clause 65 in Part 6, Division 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015* including initial consultation with the local community and key government agencies for a period of 28 days to help inform the review process.

Background and Comment:

It is understood Council wishes to amend the Shire of Katanning Local Planning Scheme No.5 to:

- i) address a number of minor issues and anomalies identified since the scheme was first approved by the Minister for Planning and subsequently gazetted on 9 February 2018;
- ii) align it with the State Planning Framework, including the *Planning and Development (Local Planning Schemes) Regulations 2015* (as amended) where required; and
- iii) improve its operational efficiency.

Technically Local Planning Scheme No.5 is required to be formally reviewed by the Shire to satisfy the requirements of clause 65 in Part 6, Division 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015* before being amended.

Advice recently received from the Department of Planning, Lands and Heritage confirmed the Shire can and should review Local Planning Scheme No.5 and consider initiating a standard (i.e. omnibus type) amendment thereafter to include all proposed changes to the scheme.

The Department also confirmed the Shire can, by adopting the abovementioned approach, avoid the time, effort and cost associated with reviewing and preparing a revised Local Planning Strategy which is typically required to inform the scheme review process and preparation of a new local planning scheme. Preparation of a Local Planning Strategy and a new local planning scheme is considered unnecessary given the Shire's current Local Planning Strategy and **Local Planning Scheme No.5** are functioning well and **do not need to be revoked and replaced with a new strategy and scheme** which is a much more complicated, time consuming and expensive process.

Table 1

ATTACHMENT 1 - SCHEDULE OF POSSIBLE AMENDMENTS (as proposed to Shire of Katanning Local Planning Scheme No. 5)				DWER Comments (in green text below)
No	Section	Proposed Amendment	Purpose	
1	Part 2 – Reserves, Clause 2.2 – Local Reserve Classifications and Objectives.	Review all local reserve classifications, include new or amended reserve classifications where required to reflect the current approved purpose of all reserved land in the Scheme area, and update the objectives for each reserve.	To ensure all local reserve classifications are relevant to the land to which they currently, or should apply, and their objectives are consistent with the model provisions contained in Schedule 1 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .	Current LPS5 does not have reserves for ‘Environmental Conservation’ and ‘Drainage/Waterway’ (Screenshot3).
2	Part 2 – Reserves, Clause 2.3 - Additional Uses for Local Reserves	Amend clause 2.3 if deemed necessary to include a table that sets out all uses for local reserves that are additional to those uses already permitted in accordance with the objectives of the reserve including any conditions that should apply to any additional use.	To ensure all additional uses for local reserves are identified and accounted for in Part 2 of the Scheme text so they are lawful and undertaken in accordance with any conditions considered appropriate to allow for the continuation of and minimise any negative impacts on the primary use/s of local reserves.	<p>There appears to be a number of high value water resources such as Lake Ewlyamartup, the Coblinine River (and associated lakes), Coyrecup Lake and potentially other wetlands/waterways and their associated buffers/foreshores.</p> <p>DWER notes that the land over which these high value water resources are located on reserves that are currently classified under LPS 5 as Public Open Space (Screenshot 4).</p> <p>As such, these reserves may be more appropriately classified under ‘Environmental Conservation’ and ‘Drainage/Waterway’ where appropriate.</p> <p>We advise the DBCA and land owner/vestees be consulted regarding the above for the review of LPS 5.</p>

3	Part 3 – Zones and Use of Land, Clause 3.1.2 and Table 2 - Zone Objectives	Review and update all zone objectives.	To ensure all zone objectives are consistent with the model provisions contained in Schedule 1 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .	The zone ‘Environmental conservation’ be included in ‘Table 2 – Zone Objectives’ of LPS 5.
5	Part 3 – Zones and Use of Land – Clause 3.2 and Table 1 - Zoning Table	Review and amend the permissibility of all use classes in each zone in the Zoning Table where deemed necessary and appropriate.	To ensure the permissibility of all use classes in each zone are relevant, create opportunity for future development where considered appropriate, and minimise any unnecessary delays to the processing of development applications received.	Consult with Planning Officers, Environmental Health Officers and other relevant staff if there have been conflicting landuses/complaints between landholders or the public – in order to inform the permissibility of landuses in a zone.
6	Part 3 – Zones and Use of Land – Clause 3.2 and Table 1 - Zoning Table	Include the following new use classes in the Zoning Table, including appropriate symbols to reflect Council’s preferred land use permissibility in each zone, and associated use class definitions in Part 6 of the Scheme where required: - Abattoir - Aged/Dependent Persons Dwellings	To ensure the Zoning Table contains use classes that are relevant and have potential to be developed in the Shire to avoid the typical costs and delays associated with processing development applications received for uses not listed in the table (i.e. complex applications as defined in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>).	Shire to note that use classes such as Abattoir, Brewery, Waste Disposal Facility and Waste Storage Facility are likely to carry an elevated risk to water resources and the receiving environment and therefore require agency consultation in the Development Application process (i.e. ‘D’ or ‘A’ zoning permissibility where appropriate).

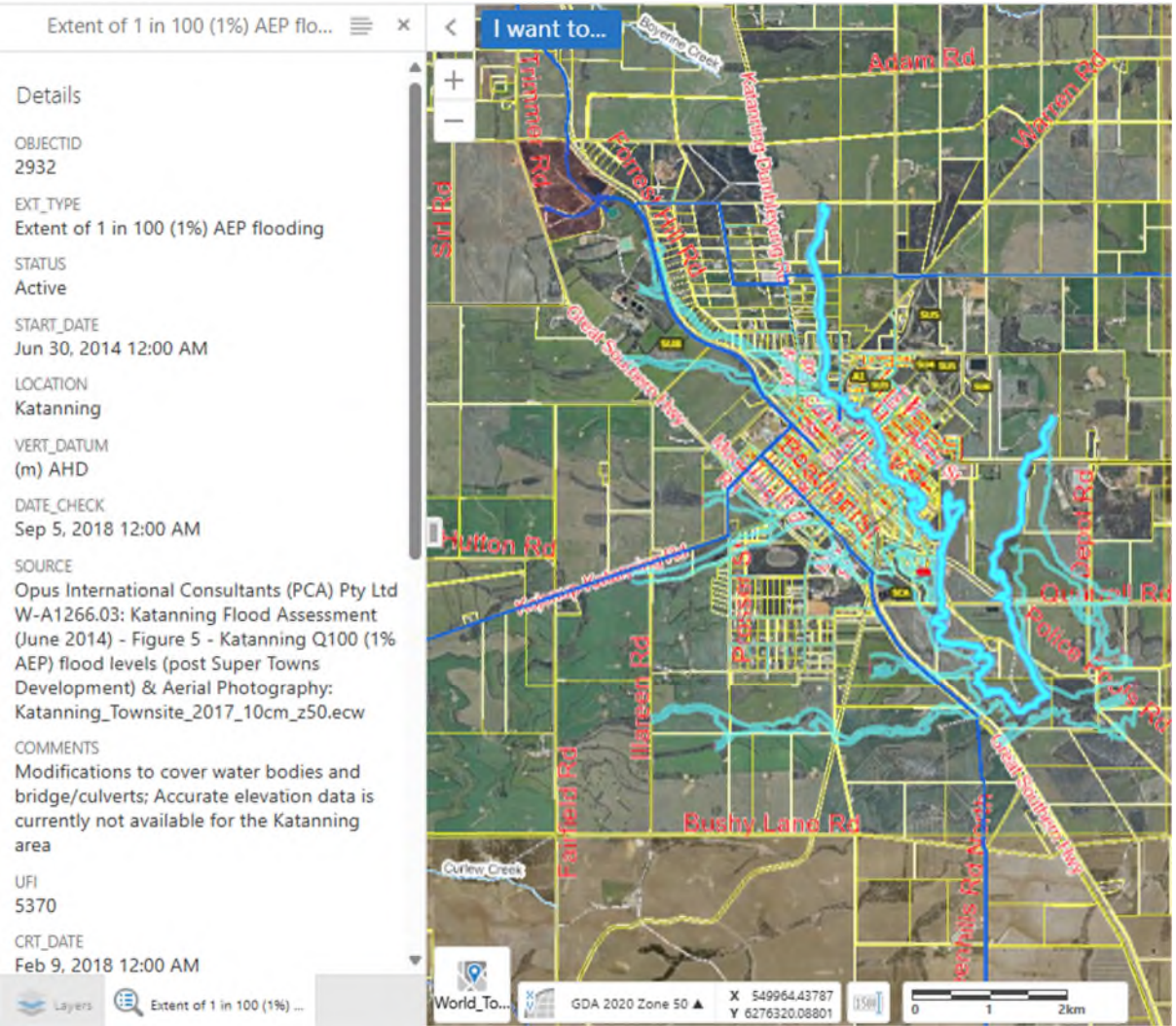
Table 2: Additional comments to amending Shire of Katanning Local Planning Scheme No. 5

Section	Topic	Suggested changes and considerations
		Suggested insertions to LPS 5 in green text, follow-up recommended for the Shire in brown text, and discussion/quotes in black text. Screenshots included for clarity and quick reference.
Part 4 — General development requirements	Water supply	Part 4 of the Scheme ‘General Development Requirements’ sets out the general requirements that apply to land use and development within the Scheme area. Part 4 should include sections on water supply and effluent disposal, including fit-for-purpose use, wastewater services and drainage and water source protection. The following general development requirements are not included in the model scheme text and are deemed by DWER to be of sufficient risk and importance to be included in all schemes: 1. Where alternative water sources are proposed or required: a. The local government may approve the use of fit-for-purpose water or other non-drinking water sources for the irrigation of public open space.

		<p>b. Structure plans and applications for development approval shall identify alternative water sources to ensure the conservation of potable water, minimisation of wastewater and maximisation of reuse of all forms of water.</p> <p>2. At the time the local government assumes management of public open space, the developer is required to surrender all water supply entitlements and infrastructure associated with the irrigation of the public open space.</p>
Part 4 — General development requirements	Water Resource Protection	<p>Justification to add text in green below to LPS 5 is explained in row 2 above</p> <ol style="list-style-type: none"> 1. The local government may request that development applications include the identification, protection and management of significant water-dependent ecosystems, including wetlands, waterways and estuaries. 2. When determining applications for development approval, the Local Government may consider the protection of existing water courses, vegetation corridors, agricultural production, and mitigation of wind erosion, waterlogging and salinity. 3. The local government may require drainage and nutrient management plans on any development approval, to ensure that the rate, quantity and quality of water leaving the subject land will not adversely impact on waterways or wetlands. 4. The local government may require development applications to identify control mechanisms required to regulate and manage land uses to minimise the risk of pollution to water resources.
Part 4 — General development requirements	Foreshore management	<p>Justification to add text in green below to LPS 5 is explained in row 2 above</p> <ol style="list-style-type: none"> 1. Structure plans and applications for development approval that includes or abuts a waterway or wetland must include sufficient information to appropriately inform and be included in the bushfire management plan. This must include agreement of the post development governance; extent of vegetation retention and revegetation; and future management of vegetation of the waterway foreshore or wetland and its buffer.
Part 4 — General development requirements	Riverine flooding	<p>Justification to add text in green below to LPS 5 is explained in row 2 above</p> <ol style="list-style-type: none"> 1. An application for development that is related to flood prone land must be supported by an assessment that proves the proposed development: <ol style="list-style-type: none"> a. has adequate flood protection, b. maintains the free passage and/or temporary storage of flood waters, and c. does not result in an unacceptable increase in flood risk for other land or infrastructure in the general area. 2. An application for development for habitable buildings, which means a building designed primarily for housing and/or overnight accommodation for persons and is related to flood prone land must ensure the minimum habitable floor level is at least 0.5 metres above the adjacent 1 in 100 flood (1% AEP) levels.
Part 5 — Special control areas (SCA)	Flood Prone Land	<p>The Shire's LPS 5 does not have flood prone areas in an SCA, specifically the 'Extent of 1 in 100 (1%) AEP flooding'.</p> <p>Our GIS shows parts of the Shire are affected by flooding – as noted in Screenshot 2 below.</p>

As such, the Shire is advised to include these flood prone areas as a SCA in its Scheme maps, in consultation with our flood section.

For further information and the latest flood data, our flood section can be contacted at flood@dwer.wa.gov.au



Screenshot 2

Part 5 — Special control areas (SCA)

Flood Prone Land

1. Purpose

To identify Flood Prone Land as a Special Control Area (SCA) and to provide measures to ensure that land use and development within its boundaries are regulated and managed to minimise the risk of flood impacts.

2. Objective

- a. To identify land within the Scheme area where flood management and mitigation is required to ensure that development provides an acceptable level of flood protection for the health and safety of people, and damage to property and public infrastructure.

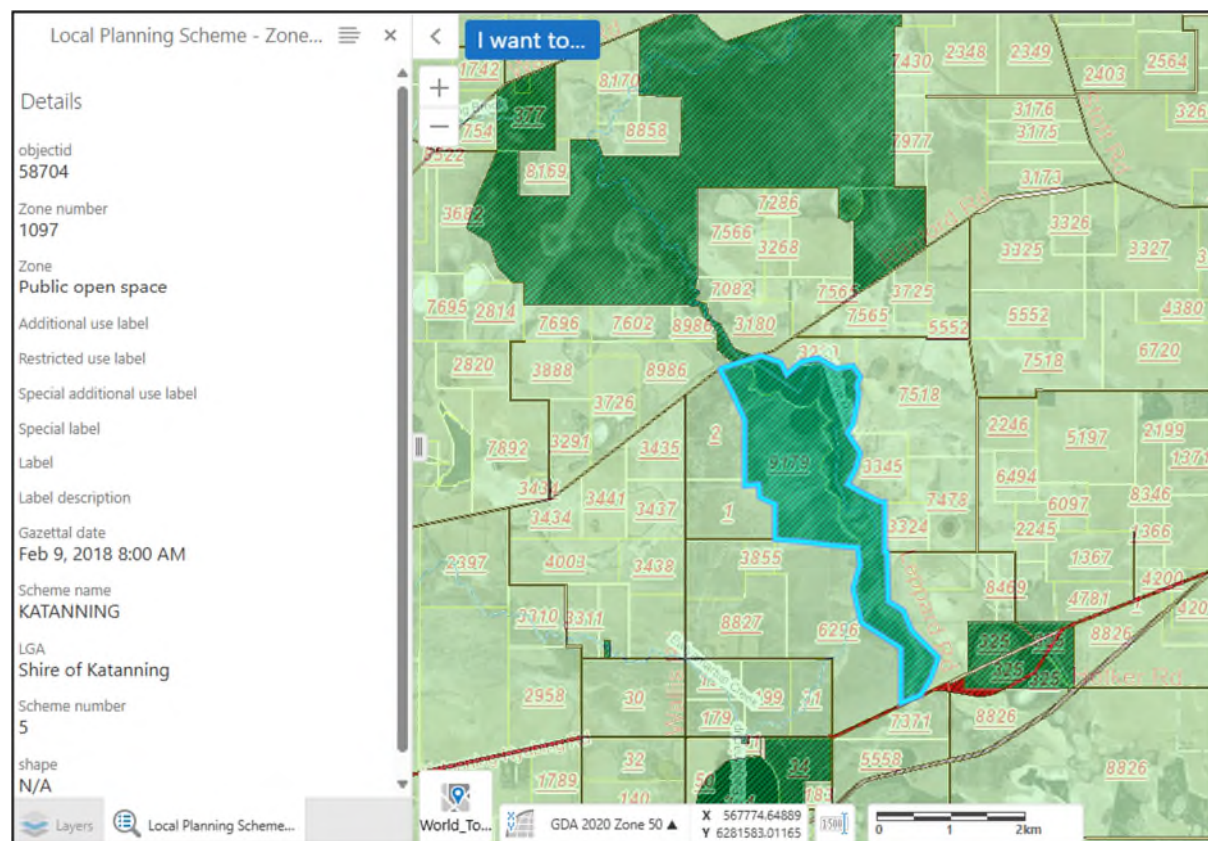
		<p>b. To assist the natural flood carrying capacity of floodplains by ensuring any use or development maintains the free passage and temporary storage of flood waters.</p> <p>c. To identify land within the Scheme area at risk of being affected by flooding consistent with the Greater Bunbury Region Scheme – Floodplain Management Policy.</p> <p>3. Additional provisions</p> <p>a. The local government will consult with the Department of Water and Environmental Regulation (DWER) as required and have due regard to the advice and recommendations on any application for development approval in flood prone land.</p> <p>b. The local government shall not grant development approval to any development on land, or portion(s) thereof, which is shown on the Scheme Map as being flood prone land, unless it has made an assessment of:</p> <ul style="list-style-type: none"> i. The effect on the natural flood carrying capacity of floodplains (including the cumulative effect of individual developments) and ensuring the proposal maintains the free passage and temporary storage of floodwaters. ii. The proposed development has an adequate level of flood protection. For residential development, this requires minimum habitable floor levels of 500 mm above the 1 in 100 AEP flood level. A higher level of flood protection may be required for proposals that are required to function during emergencies (i.e., hospitals, evacuation centres, etc.). iii. The potential risk of isolation and the ability to evacuate in a flood emergency can be suitably managed iv. The potential impact on water quality and outline any measures required to maintain and protect water quality and waterways as natural resources. v. In any other case, the local government is satisfied that adequate measures have been taken to manage the likely effects of flooding on the development concerned. <p>The local government may require further information to be provided at the proponent’s expense to make an assessment.</p>
To be decided	Drinking water protection	<p>Regarding the potential requirements for the protection of drinking water to be included in LPS 5, the Shire is advised to contact DWER’s Water Source Protection Planning branch at drinkingwater@dwer.wa.gov.au</p>

PART 2—RESERVES	
13. Regional Reserves	There are no regional reserves in the Scheme area.
14. Local reserves	
(1) In this clause—	
	<i>Department of Main Roads</i> means the department principally assisting in the administration of the <i>Main Roads Act 1930</i> .
	<i>Western Australian Road Hierarchy</i> means the document of that name available on the website maintained by the Department of Main Roads.
(2) Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.	
(3) The objectives of each local reserve are as follows—	
Table 1— Reserve objectives	
Reserve name	Objectives
Public Open Space	<ul style="list-style-type: none"> To set aside areas for public open space, particularly those established under the <i>Planning and Development Act 2005</i> s. 152. To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
Public Purposes	<ul style="list-style-type: none"> To provide for a range of essential physical and community infrastructure.
Railways	<ul style="list-style-type: none"> To set aside land required for passenger rail and rail freight services.
Primary Distributor Road	<ul style="list-style-type: none"> To set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.
Local Road	<ul style="list-style-type: none"> To set aside land required for a local road being a road classified as an Access Road under the Western Australian Road Hierarchy.
15. Additional uses for local reserves	There are no additional uses for land in local reserves that apply to this Scheme.

LPS 5 details

Planning and Development (Local Planning Schemes) Regulations 2015	
Schedule 1	Model provisions for local planning schemes
Part 2	Reserves
cl. 14	
(2)	Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.
(3)	<p>The objectives of each local reserve are as follows —</p> <p><i>(Select the reserves and the objectives for those reserves that are contained in the Scheme from the Table.)</i></p>
Table — Reserve objectives	
Reserve name	Objectives
Public Open Space	<ul style="list-style-type: none"> To set aside areas for public open space, particularly those established under the <i>Planning and Development Act 2005</i> s. 152. To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
Environmental conservation	<ul style="list-style-type: none"> To identify areas with biodiversity and conservation value, and to protect those areas from development and subdivision. To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.
State Forest	<ul style="list-style-type: none"> To identify areas of State Forest.
Civic and Community	<ul style="list-style-type: none"> To provide for a range of community facilities which are compatible with surrounding development. To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.
Social Care Facilities	<ul style="list-style-type: none"> Civic and Community which specifically provide for a range of essential social care facilities.
Cultural Facilities	<ul style="list-style-type: none"> Civic and Community which specifically provide for a range of essential cultural facilities.
Public Purposes	<ul style="list-style-type: none"> To provide for a range of essential physical and community infrastructure.
page 82	<div> <div>Official Version</div> <div>As at 03 Nov 2024</div> <div>Published on www.legislation.wa.gov.au</div> <div>[PCO 00-s0-00]</div> </div>

Planning and Development (Local Planning Schemes) Regulations 2015	
Model provisions for local planning schemes	Schedule 1
Reserves	Part 2
	cl. 14
Reserve name	Objectives
Medical Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential medical services.
Infrastructure Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential infrastructure services.
Education	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential education facilities.
Emergency Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of essential emergency services.
Heritage	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of heritage purposes.
Government Services	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of government services.
Recreational	<ul style="list-style-type: none"> Public Purposes which specifically provide for a range of public recreational facilities.
Cemetery	<ul style="list-style-type: none"> To set aside land required for a cemetery.
Car Park	<ul style="list-style-type: none"> To set aside land required for a car park.
Drainage / Waterway	<ul style="list-style-type: none"> To set aside land required for significant waterways and drainage.
Railways	<ul style="list-style-type: none"> To set aside land required for passenger rail and rail freight services.
Primary Distributor Road	<ul style="list-style-type: none"> To set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.
District Distributor Road	<ul style="list-style-type: none"> To set aside land required for a district distributor road being a road classified as a Distributor A or Distributor B under the Western Australian Road Hierarchy.
Local Distributor Road	<ul style="list-style-type: none"> To set aside land required for a local distributor road being a road classified as a Local Distributor under the Western Australian Road Hierarchy.
As at 03 Nov 2024 [PCO 00-s0-00]	<div> <div>Official Version</div> <div>As at 03 Nov 2024</div> <div>Published on www.legislation.wa.gov.au</div> <div>page 83</div> </div>



Screenshot 4



Department of **Planning,**
Lands and Heritage

OFFICIAL

Your ref: C/25/4533
Our ref: PLH00066-52407
Enquiries: Lacey Brown (08) 6551 7976

Chief Executive Officer
Shire of Katanning
admin@katanning.wa.gov.au

Attention: Graham Barnes, General Manager Operations

Dear Sir

PROPOSED REVIEW – SHIRE OF KATANNING LOCAL PLANNING SCHEME NO.5

Thank you for your email of 16 April 2025 regarding the proposed review of Local Planning Scheme No.5, which was referred to the Heritage Council under the provisions of Section 79 of the *Planning and Development Act 2005*.

The current Local Planning Scheme No.5 and schedule of possible amendments have been considered for its potential impact on heritage-protected places within the scheme area and the following advice is given:

1. We recommend that the protection of historic heritage should be guided by the Shire undertaking a review of its heritage framework to ensure that it meets contemporary legislative requirements and best practice standards.
2. It is noted that the term 'Municipal Heritage Inventory' is used to describe the requirements of the Local Heritage Survey set by the *Heritage Act 2018* and the *Planning and Development (Local Planning Schemes) Regulations 2015*. We recommend that the term Local Heritage Survey (LHS) replace the term 'Municipal Heritage Inventory' so that it is consistent with relevant legislation and common use.
3. The LHS and Heritage List should be identified as separate documents that have different statutory roles. The Heritage List should be prepared and adopted in accordance with the Heritage Council's Guidelines and the deemed provisions to:
 - a. Include a description of each place and the reason for its entry in the heritage list in the table as per Schedule 2, Part 3, cl. 8(2)(a) of the deemed provisions;
 - b. Identify in the table as to whether the building has a significant interior, as the new provisions require planning approval for interior works only where a place has been designated as having a significant interior;
 - c. Consider including at a minimum the State Registered Heritage Places and Category 1 and 2 heritage places on the Heritage List.

4. The Shire may consider the option of considering Category 3 places that warrant inclusion on the Heritage List. The Guidelines don't exclude Category 3 places from inclusion in a Heritage List if the Shire determines that there is local value and interest in protecting these lower category places. Please note that a place must be a 'heritage-protected place' to be afforded statutory protection.
5. We recommend that the Shire also consider other opportunities to strengthen their strategies and actions for heritage places such as developing Local Planning Policies (LPPs) for individual heritage places and heritage areas. In particular, we note that the Shire references the Clive Street and Austral Terrace heritage precincts in the Local Planning Strategy 2013 (LPS) to manage development in these localities. For these places to be considered as heritage areas under the *Planning and Development (Local Planning Scheme) Regulations 2015* we recommend:
 - a. The Shire review whether the heritage precincts have been designated in accordance with Schedule 2, Part 3, cl. 9 Designation of Heritage Areas of the deemed provisions;
 - b. The Shire adopt LPPs in accordance with these deemed provisions and the Guidelines for Heritage Areas, HCWA, 2023;
6. Recommend that Shire give consideration to *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Part 3 cl. 12* (variations to local planning scheme provisions for heritage purposes) where applicable.
7. Should the Shire proceed with Additional Uses and Special Use Zones, particularly on a heritage-protected place (e.g. A1 and SU4), we recommend that the consideration of heritage be incorporated to encourage positive heritage outcomes for future development of the sites.
8. It is noted that the Shire proposes to exempt certain types of development. We recommend that any Scheme exemptions should not apply to a heritage-protected place.

The Department has several useful publications on heritage for Local Government. For your reference, the completed list of published Heritage Council endorsed guidelines, publications, strategies and policies can be found [here](#).

Please also note that there is a Local Government Heritage Consultancy Grant Program to provide funding assistance to local government authorities. The grant is for professional fees associated with the identification of local heritage places and the development and implementation of a heritage framework. Details can be found [here](#). We are also happy to provide further guidance if required.

We hope that these comments are of value in the development of the proposed review of the Local Planning Scheme.

Should you have any queries regarding this advice please contact Lacey Brown at lacey.brown@dplh.wa.gov.au or on 6551 7976.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Katie Davies'. The signature is written in a cursive, flowing style with a large initial 'K'.

Katie Davies
A/Assistant Manager
Historic Heritage Conservation

8 May 2025

Hi Tina,

Re: Amendment to Shire of Katanning Local Planning Scheme No. 5

Thank you for your email dated April 16, 2025, providing the Public Transport Authority (PTA) with the opportunity to review and provide comments on the Shire's proposed amendment to Local Planning Scheme No. 5.

With regards to Items 19, 20 and 21 developments, regardless of the scale, within 100m of the freight corridor need to address any potential impacts on the rail. Standard comments/conditions provided to developments around the freight corridor include:

1. No part of the development is to encroach into the rail corridor. This includes any part of the development below ground level.
2. No vehicles are permitted within the rail corridor at any time.
3. Drainage (including stormwater) must not be discharged into the railway corridor.
4. No clearing of Native vegetation is permitted in the rail corridor.
5. Dust suppression methods must be used during the performance of any construction works to the satisfaction of the Public Transport Authority (PTA).
6. Effective hygiene and biosecurity management must be in place to ensure there is no spread of weeds or diseases into rail corridor land to the satisfaction of the Public Transport Authority (PTA).
7. In the instance where the developer requires access to, or across, the rail corridor to enable construction works, a separate application must be submitted to Arc's Third-Party Projects for assessment.

Kind regards,

Rashidah MacLeod

Senior Transport and Land Use Planner | Infrastructure Planning and Land Services

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No.	Address	Comment	Shire of Katanning – Summary of comments
1.	<p>Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)</p> <p>Steven Batty — 9222 3104 Steven.BATTY@demirs.wa.gov.au</p> <p>Mineral House 100 Plain Street East Perth Western Australia 6004 Postal address: Locked Bag 100 East Perth WA 6892 Telephone +61 8 9222 3333 Facsimile +61 8 9222 3862 www.demirs.wa.gov.au</p>	<p>SHIRE OF KATANNING - INVITATION TO COMMENT - REVIEW LOCAL PLANNING SCHEME NO 5 - C/25/453</p> <p>The Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) has assessed this proposal with respect to mineral and petroleum resources, geothermal energy, and basic raw materials and makes the following comments.</p> <ul style="list-style-type: none"> The majority of the planned amendments are of no concern, however, Section 21 – Schedules - Include new schedules in the Scheme text entitled ‘Additional Site and Development Requirements’ as per the recommendations contained in points 4 and 15 above and include new ‘Additional Site and Development Requirements’ provisions to help deal with the following <ul style="list-style-type: none"> - Extractive industries; and - Requirement for consultation to commence mining. We will be interested to review what you have planned for these amendments as a quick search of the Shire indicates that there are: <ul style="list-style-type: none"> 23 granted and 3 pending mining tenement and 12 mining leases. 29 public MINEDEX points, and 197 MINEDEX site resources 18 crown reserves for BRM <p>Minerals, petroleum and geothermal energy can only be mined or extracted where they naturally occur. Economic, environmental and other constraints further limit the areas available for mining. An important aspect of resource evaluation and development from a land use planning viewpoint is that the locations of mineable deposits cannot always be predicted. This makes it imperative that known resources should be protected from inappropriate zoning or development, and that access to land for exploration should be maintained over as much of the planning area as possible.</p> <p>Changes to land use that are incompatible with mineral, petroleum and basic raw material exploration and mining can result in the loss of valuable resources to the State and broader community. It is therefore essential, when planning how land is to be used, to take account of both known mineral and petroleum resources and basic raw materials and the potential for further discoveries.</p> <p>DEMIRS recommends that councils adopt the following strategies regarding mineral resources in its planning.</p> <ul style="list-style-type: none"> Operating mines and quarries should be protected from sterilisation or hindrance by encroachment of incompatible development, maintaining adequate separation distances between mining operations and nearby sensitive land uses. Known resources and areas of identified high resource potential should not be unnecessarily sterilised by inappropriate zoning, land use permissibility or development. Access to land for exploration and possible development should be maintained over as much of the Local Planning Scheme area as possible. <p>Consistent with Section 5.7 of State Planning Policy No. 2 Environment and Natural Resources the important mineral resources and basic raw materials within the Shire should be identified and protected.</p> <p>Information that may be of use to you in your amendment process can be obtained from the following links. DEMIRS provides information on geology and mineral deposits in various <u>publications</u>, State wide spatial datasets that can be downloaded free of charge from the <u>Data and Software Centre</u> or viewed interactively</p>	<p>DEMIRS recommended that operating mines and quarries and potential resource areas should be protected (e.g. maintaining adequate separation distances between mining operations and nearby sensitive land uses).</p>

		<p>using GeoView. Information on Mining Act tenements and Petroleum and Geothermal Energy Resources Act titles is available from the DEMIRS website Tengraph and GeoView. Maps can be produced directly by using this software, or by downloading the digital data for use in GIS software.</p> <p>Basic raw materials (BRM) are defined as a mineral when on Crown land, and hence the need for mining leases under the Mining Act 1978 for basic raw material extraction in Crown reserves. On private property, basic raw material extraction and sale is authorised by the Shire through grant of Extractive Industry Licenses. Extraction of basic raw materials is required for all new infrastructure (roads, telecommunications etc) to be built in the Shire.</p> <p>In reference to legislation, Section 120 of the Mining Act 1978 states that local planning schemes and local laws are to be considered but do not derogate from the Mining Act 1978. Consequently, we recommend that no comments be made in the Local Planning Strategy No 5 regarding constraining or providing for mining operations, although it will be important to identify particular areas of known resources.</p> <p>DEMIRS lodges no objections to the above Local Planning Scheme amendment and look forward to reviewing these amendments once made.</p>	
2.	<p>The Department of Communities (DoC)</p> <p>Hannelie Evans Hannelie.Evans@communities.wa.gov.au</p> <p>Urban Planning, Design & Approvals Portfolio and Asset Services Housing & Homelessness P 08 6414 1873 M 0430 888 631 Level 5, Boorloo Campus, 130 Stirling Street, Northbridge communities.wa.gov.au</p>	<p>Thank you for the opportunity to contribute to the early stages of the amendment to the Shire's Local Planning Scheme, recognizing the pivotal role this planning instrument plays in shaping sustainable and inclusive communities.</p> <p>The Department of Communities owns several dwellings and vacant lots within the shire area. These properties are designated for public housing (both community and social) and are intended to accommodate a range of workers as part of the Government Regional Officer Housing Program. To support the delivery of suitable dwellings that meet the needs of diverse households, a varied mix of dwelling types is required, ranging from single-bedroom residences to large family homes.</p> <p>Additionally, it is essential that proposals prioritize accessibility and universal design, ensuring equitable housing solutions that cater to the needs of individuals with disabilities, the aging population, and other vulnerable groups. By providing stable and accessible housing, these properties support local economic growth, social cohesion, and workforce sustainability.</p> <p>With this context in mind, the Department will recommend that the Shire, as part of its scheme review, explores opportunities for strategic densification to facilitate higher-density developments and varied housing typologies. The Department looks forward to collaborating with the Shire as more detailed proposals are developed.</p>	<p>The DoC recommend that the Shire explore opportunities for higher-density developments and varied housing typologies.</p>
3.	<p>Department of Health 189 Royal Street East Perth Western Australia 6004 Telephone (08) 9222 4222 TTY 133 677 PO Box 8172 Perth Business Centre Western Australia 6849 ABN 28 684 750 332 www.health.wa.gov.au</p> <p>Peter Gray</p>	<p>PROPOSED REVIEW OF SHIRE OF KATANNING LOCAL PLANNING SCHEME NO. 5</p> <p>Industrial interface In 'Attachment 1 – Schedule of Possible Amendments to the Shire of Katanning Local Planning Scheme No. 5', the DoH notes that item No. 15 proposes to review and update Table 8 in Clause 4.8 of the Scheme. In the Scheme, item No. 12 of Table 8 provides requirements for 'Industry – Extractive' land uses. This includes the following requirement: 'All excavation activity is setback a minimum of 200m from any residence not located on the subject lot'. The DoH recommends the use of the EPA publication Separation Distances between Industrial and Sensitive Land Uses (GS 3) in land use planning decisions. This publication states that the separation distance for sand and limestone extraction should be 300-500m from any sensitive land use.</p>	<p>Industrial interface The DoH recommended that the minimum setback distance between sensitive uses and extractive industries be extended from 200m to 300m.</p> <p>Flood Risk Mitigation Sections of the Katanning township lie within a floodplain area. The DoH recommends the following development controls to manage flood risk:</p>

	<p>9222 2000 or eh.eSubmissions@health.wa.gov.au</p>	<p>The DoH recommends that item No. 12 of Table 8 of the Scheme is amended from a minimum 200m setback to a minimum 300m setback for 'Industry – Extractive' land uses.</p> <p>Wastewater management Where there is provision for connection to deep sewerage and scheme water, the DoH Water Unit has no objection to planning or development proposals subject to being connected to drinking water and sewage services provided by a licensed service provider.</p> <p>Where deep sewerage is not available, the DoH Water Unit has no objection to planning or development proposals subject to ensuring the treatment and disposal of wastewater generated onsite complies with the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> and meets the requirements of the <i>Government Sewerage Policy 2019</i> (GSP).</p> <p>There appears to be several rivers, streams, winter creeks, lakes, dams and areas of land that become inundated in the winter months. The principles of the GSP will apply to meeting minimum setback distances to wastewater apparatuses. As many areas within the Shire of Katanning appear to have drainage issues, new developments will require a site-specific Site and Soil Evaluation (SSE) to be undertaken by a qualified consultant during the wettest seasonal time of the year (mid-July/August) as per AS/NZS 1547:2012 to ensure the land application areas are located and sized appropriately.</p> <p>Attachment 1, item No. 6, highlights several new use classes that may prevent or limit onsite wastewater treatment systems and disposal areas.</p> <ul style="list-style-type: none"> • Therefore, it is important that long-term planning requires the proponent to ensure the land size and locations are suitable for the proposed purpose. • For example, developments that use high volumes of water and do not have access to reticulated deep sewerage will require winter SSEs and will need to be developed on areas of land that do not become inundated. • This includes the following land uses: Brewery, Winery (or other beverage industries including soft drinks), Road House (especially if accommodation is included), Park Home Park, Caravan Park, Independent Living Complex, Corrective Institution. <p>Sewage intended to be reused or recycled for beneficial purposes such as landscape and garden bed irrigation, toilet flushing or other purposes, will require prior approval from the DoH. Please refer to the Application process for approval of a recycling water scheme.</p> <p>All new development proposals will require detailed plans showing current and proposed lots, proposed building envelopes, proposed and existing onsite wastewater systems, all trafficable areas, parking bays and land application area/s including setback distances, and exclusion/riparian zones with all measurements prior to the building stage.</p> <p>An Application to construct or install an apparatus for the treatment of sewage is required to be submitted to the local government for each wastewater system. Most commercial and industrial proposals will require the applications to be forwarded to the DoH for assessment and approval.</p> <p>Drinking water management All drinking water provided onsite must meet the health-related requirements of the Australian Drinking Water Guidelines 2011.</p> <p>Flood risk mitigation</p>	<ul style="list-style-type: none"> • Development needs to consider the potential impact on behaviour (e.g. impact of excavation and compensatory fill and fencing). • Minimum fill and floor levels requirements should apply. • Building should be structurally engineered to mitigate flood risk. • Vulnerability of essential services to flood risk (e.g. sewerage services). new developments to require a site-specific Site and Soil Evaluation (SSE) assessment, due to flood issues. This would need to be undertaken by a qualified consultant during the wettest seasonal time of the year (mid-July/August) as per AS/NZS 1547:2012 to ensure the land application areas are located and sized appropriately.
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4.	<p>Department of Primary Industries and Regional Development</p> <p>Tim Overheu and Grant Stainer at grantley.stainer@dpird.wa.gov.au</p> <p>444 Albany Highway Albany WA 6330 Telephone 9892 8444 landuse.planning@dpird.wa.gov.au dpird.wa.gov.au</p>	<p>Invitation to comment – Proposed review of the Shire of Katanning Local Planning Scheme No. 5</p> <p>Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal.</p> <p>DPIRD does not object to the proposal to review Local Planning Scheme No. 5, but would also like the opportunity to comment on the revised Local Planning Scheme when completed.</p> <p>When reviewing reserves, the Shire should check the titles to ensure that there are no restrictions, such as covenants, on the parcels that would contradict the proposed changes.</p> <p>Native vegetation should be protected during any amendments that are made. DPIRD would prefer that there is no reduction in agricultural land, or if there is a reduction, then it is land that is less productive agricultural land that is rezoned.</p> <p>Any proposed land use that is likely to generate excess nutrients should develop and implement a Nutrient Management Plan that details how the excess nutrients will be disposed of. There should be information that details how the proponent will prevent the export of nutrients via surface water or groundwater.</p> <p>Proposed land uses that use large amounts of water (such as abattoirs and breweries) should have a Water Management Plan that identifies the source of the water, the quality of the water, and how any wastewater is to be disposed of.</p> <p>DPIRD supports the development of renewable energy facilities in principle, but advises that any proposal must prepare plans that prevent land degradation, particularly the need to prevent wind and water erosion of soil and preventing any impacts on native vegetation. Biosecurity impacts should also be considered.</p> <p>The construction of deep drainage should continue to require development approval, to ensure that the proponent meets regulatory requirements. Deep drainage requires the submission of a Notice of Intent to Drain (NOID) to the Office of the Commissioner of Soil and Land Conservation, which can be done via commsoil@dpird.wa.gov.au.</p> <p>It is recommended that the Department of Water and Environmental Regulation (DWER) also be given the opportunity to review and comment on the proposed changes to the Local Planning Scheme.</p>	<p>Pollution DPIRD commented that any proposed land use, likely to generate excess nutrients, should develop and implement a Nutrient Management Plan that details how the excess nutrients will be disposed of appropriately.</p> <p>Water The DPIRD also commented that land uses proposing to use large amounts of water (such as abattoirs and breweries), should have a Water Management Plan that identifies the source of the water, the quality of the water, and how any wastewater is to be disposed of.</p>

5.	<p>Department of Water and Environmental Regulation</p> <p>Daniel Wong Environmental Officer Department of Water and Environmental Regulation Planning Advice South West Region</p> <p>Email: daniel.wong@dwer.wa.gov.au</p> <p>Phone: 08 9726 4113</p> <p>Fax: 08 9726 4100</p> <p>Postal: PO Box 261, Bunbury, WA 6231</p> <p>Location: 35-39 McCombe Road, Bunbury, WA 6230</p>	<p>RE: Shire of Katanning Local Planning Scheme No. 5 (LPS 5)</p> <p>Thank you for providing the above Local Planning Scheme No. 5 (LPS 5) for the Department of Water and Environmental Regulation (DWER) to consider.</p> <p>The Shire is proposing to review its LPS 5 to ensure it is up to date and ensure compliance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. DWER notes from the Shires ‘Minutes of the Ordinary Council Meeting’ that a new planning Scheme is not proposed, and an ‘omnibus type’ amendment is proposed instead to follow a standard (see Screenshot 1 below).</p> <p>A summary of possible amendments have been provided in the referral – and our comments against these amendments are provided in Table 1 below.</p> <p>Additional recommended changes to the amendment of LPS 5 are provided in Table 2 below.</p> <p>In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.</p>	<p>The DWER recommended the following:</p> <ol style="list-style-type: none"> 1. Introduce the following new reserve classifications to the scheme: ‘Environmental Conservation’ and ‘Drainage/Waterway’. Consider using for high value water resources such as Lake Ewlyamartup, the Coblinine River (and associated lakes), Coyrecup Lake and potentially other wetlands/waterways and their associated buffers/foreshores. 2. Use classes such as Abattoir, Brewery, Waste Disposal Facility and Waste Storage Facility are likely to carry an elevated risk to water resources and the receiving environment and therefore require agency consultation in the Development Application process (i.e. ‘D’ or ‘A’ zoning permissibility where appropriate). 3. The inclusion of general development requirements to manage: <ol style="list-style-type: none"> a. Potable water supply b. Water source protection c. Foreshore management d. Riverine flooding 4. The inclusion of flood prone areas as a Special Control Area (SCA) in the Scheme maps, in consultation with DWER.
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<p>10.1.1 Proposed Review of the Shire of Katanning Local Planning Scheme No.5 (ATTACHMENT)</p> <p>File Ref: LP.PL.3 Reporting Officer: Joe Douglas, Town Planner Date Report Prepared: 18 March 2025 Disclosure of Interest: No Interest to disclose</p> <p>Issue: This report recommends that Council allocate sufficient funding and authorise the Shire Administration to proceed with a formal review of the Shire of Katanning Local Planning Scheme No.5 in accordance with the requirements of clause 65 in Part 6, Division 1 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> including initial consultation with the local community and key government agencies for a period of 28 days to help inform the review process.</p> <p>Background and Comment: It is understood Council wishes to amend the Shire of Katanning Local Planning Scheme No.5 to:</p> <ul style="list-style-type: none"> i) address a number of minor issues and anomalies identified since the scheme was first approved by the Minister for Planning and subsequently gazetted on 9 February 2018; ii) align it with the State Planning Framework, including the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (as amended) where required; and iii) improve its operational efficiency. <p>Technically Local Planning Scheme No.5 is required to be formally reviewed by the Shire to satisfy the requirements of clause 65 in Part 6, Division 1 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> before being amended.</p> <p>Advice recently received from the Department of Planning, Lands and Heritage confirmed the Shire can and should review Local Planning Scheme No.5 and consider initiating a standard (i.e. omnibus type) amendment thereafter to include all proposed changes to the scheme.</p> <p>The Department also confirmed the Shire can, by adopting the abovementioned approach, avoid the time, effort and cost associated with reviewing and preparing a revised Local Planning Strategy which is typically required to inform the scheme review process and preparation of a new local planning scheme. Preparation of a Local Planning Strategy and a new local planning scheme is considered unnecessary given the Shire's current Local Planning Strategy and Local Planning Scheme No.5 are functioning well and do not need to be revoked and replaced with a new strategy and scheme which is a much more complicated, time consuming and expensive process.</p>				
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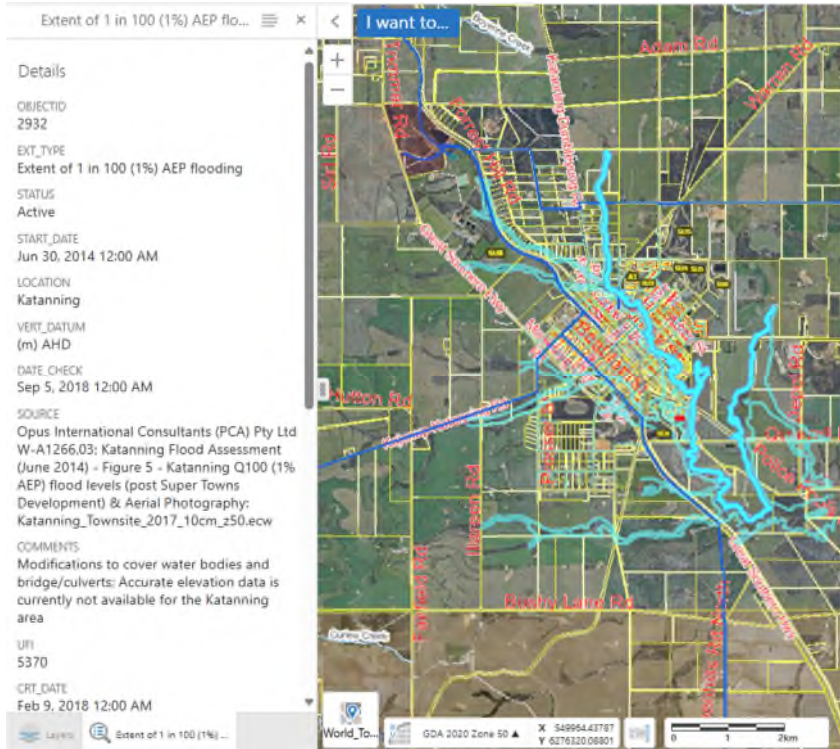
Screenshot 1

Table 1

ATTACHMENT 1 - SCHEDULE OF POSSIBLE AMENDMENTS (as proposed to Shire of Katanning Local Planning Scheme No. 5)				DWER Comments (in green text below)
No	Section	Proposed Amendment	Purpose	
1	Part 2 – Reserves, Clause 2.2 –	Review all local reserve classifications, include new or amended reserve classifications where required to reflect the current approved purpose of all reserved land in	To ensure all local reserve classifications are relevant to the land to which they currently, or should apply, and their objectives are consistent with the model provisions contained in Schedule 1	Current LPS5 does not have reserves for ‘Environmental Conservation’ and ‘Drainage/Waterway’ (Screenshot3).

			Local Reserve Classifications and Objectives.	the Scheme area, and update the objectives for each reserve.	of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .		
		2	Part 2 – Reserves, Clause 2.3 - Additional Uses for Local Reserves	Amend clause 2.3 if deemed necessary to include a table that sets out all uses for local reserves that are additional to those uses already permitted in accordance with the objectives of the reserve including any conditions that should apply to any additional use.	To ensure all additional uses for local reserves are identified and accounted for in Part 2 of the Scheme text so they are lawful and undertaken in accordance with any conditions considered appropriate to allow for the continuation of and minimise any negative impacts on the primary use/s of local reserves.	<p>There appears to be a number of high value water resources such as Lake Ewlyamartup, the Coblinine River (and associated lakes), Coyrecup Lake and potentially other wetlands/waterways and their associated buffers/foreshores.</p> <p>DWER notes that the land over which these high value water resources are located on reserves that are currently classified under LPS 5 as Public Open Space (Screenshot 4).</p> <p>As such, these reserves may be more appropriately classified under ‘Environmental Conservation’ and ‘Drainage/Waterway’ where appropriate.</p> <p>We advise the DBCA and land owner/vestees be consulted regarding the above for the review of LPS 5.</p>	
		3	Part 3 – Zones and Use of Land, Clause 3.1.2 and Table 2 - Zone Objectives	Review and update all zone objectives.	To ensure all zone objectives are consistent with the model provisions contained in Schedule 1 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .	The zone ‘Environmental conservation’ be included in ‘Table 2 – Zone Objectives’ of LPS 5.	
		5	Part 3 – Zones and Use of Land – Clause 3.2 and Table 1 - Zoning Table	Review and amend the permissibility of all use classes in each zone in the Zoning Table where deemed necessary and appropriate.	To ensure the permissibility of all use classes in each zone are relevant, create opportunity for future development where considered appropriate, and minimise any unnecessary delays to the processing of development applications received.	Consult with Planning Officers, Environmental Health Officers and other relevant staff if there have been conflicting landuses/complaints between landholders or the public – in order to inform the permissibility of landuses in a zone.	
		6	Part 3 – Zones and Use of Land – Clause 3.2 and Table 1 - Zoning Table	<p>Include the following new use classes in the Zoning Table, including</p> <p>appropriate symbols to reflect Council’s preferred land use permissibility in each zone, and associated use class definitions in Part 6 of the Scheme where required:</p> <ul style="list-style-type: none"> - Abattoir - Aged/Dependent Persons Dwellings 	To ensure the Zoning Table contains use classes that are relevant and have potential to be developed in the Shire to avoid the typical costs and delays associated with processing development applications received for uses not listed in the table (i.e. complex applications as defined in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>).	Shire to note that use classes such as Abattoir, Brewery, Waste Disposal Facility and Waste Storage Facility are likely to carry an elevated risk to water resources and the receiving environment and therefore require agency consultation in the Development Application process (i.e. ‘D’ or ‘A’ zoning permissibility where appropriate).	

<div></div>	<div></div>	Table 2: Additional comments to amending Shire of Katanning Local Planning Scheme No. 5			<div></div>
		Section	Topic	<div>Suggested changes and considerations</div> <div>Suggested insertions to LPS 5 in green text, follow-up recommended for the Shire in brown text, and discussion/quotes in black text.</div> <div>Screenshots included for clarity and quick reference.</div>	
		Part 4 — General development requirements	Water supply	<div>Part 4 of the Scheme 'General Development Requirements' sets out the general requirements that apply to land use and development within the Scheme area.</div> <div>Part 4 should include sections on water supply and effluent disposal, including fit-for-purpose use, wastewater services and drainage and water source protection.</div> <div>The following general development requirements are not included in the model scheme text and are deemed by DWER to be of sufficient risk and importance to be included in all schemes:</div> <div><div>1. Where alternative water sources are proposed or required:</div><div><div>a. The local government may approve the use of fit-for-purpose water or other non-drinking water sources for the irrigation of public open space.</div><div>b. Structure plans and applications for development approval shall identify alternative water sources to ensure the conservation of potable water, minimisation of wastewater and maximisation of reuse of all forms of water.</div></div><div>2. At the time the local government assumes management of public open space, the developer is required to surrender all water supply entitlements and infrastructure associated with the irrigation of the public open space.</div></div>	
		Part 4 — General development requirements	Water Resource Protection	<div>Justification to add text in green below to LPS 5 is explained in row 2 above</div> <div><div>1. The local government may request that development applications include the identification, protection and management of significant water-dependent ecosystems, including wetlands, waterways and estuaries.</div><div>2. When determining applications for development approval, the Local Government may consider the protection of existing water courses, vegetation corridors, agricultural production, and mitigation of wind erosion, waterlogging and salinity.</div><div>3. The local government may require drainage and nutrient management plans on any development approval, to ensure that the rate, quantity and quality of water leaving the subject land will not adversely impact on waterways or wetlands.</div><div>4. The local government may require development applications to identify control mechanisms required to regulate and manage land uses to minimise the risk of pollution to water resources.</div></div>	
		Part 4 — General development requirements	Foreshore management	<div>Justification to add text in green below to LPS 5 is explained in row 2 above</div> <div><div>1. Structure plans and applications for development approval that includes or abuts a waterway or wetland must include sufficient information to appropriately inform and be included in the bushfire management plan. This must include agreement of the post development governance; extent of vegetation retention and revegetation; and future management of vegetation of the waterway foreshore or wetland and its buffer.</div></div>	
		Part 4 — General development requirements	Riverine flooding	<div>Justification to add text in green below to LPS 5 is explained in row 2 above</div> <div><div>1. An application for development that is related to flood prone land must be supported by an assessment that proves the proposed development:</div><div><div>a. has adequate flood protection,</div></div></div>	

			<div><div><div>b. maintains the free passage and/or temporary storage of flood waters, and</div><div>c. does not result in an unacceptable increase in flood risk for other land or infrastructure in the general area.</div></div><div>2. An application for development for habitable buildings, which means a building designed primarily for housing and/or overnight accommodation for persons and is related to flood prone land must ensure the minimum habitable floor level is at least 0.5 metres above the adjacent 1 in 100 flood (1% AEP) levels.</div></div>		
	<div>Part 5 — Special control areas (SCA)</div> <div>pg. 445-446 of LPS 5</div>	Flood Prone Land	<div>The Shire's LPS 5 does not have flood prone areas in an SCA, specifically the 'Extent of 1 in 100 (1%) AEP flooding'.</div> <div>Our GIS shows parts of the Shire are affected by flooding – as noted in Screenshot 2 below.</div> <div>As such, the Shire is advised to include these flood prone areas as a SCA in its Scheme maps, in consultation with our flood section.</div> <div>For further information and the latest flood data, our flood section can be contacted at flood@dwer.wa.gov.au</div> <div></div> <div>Screenshot 2</div>		
	<div>Part 5 — Special control areas (SCA)</div> <div>pg. 445-446 of LPS 5</div>	Flood Prone Land	<div>1. Purpose</div> <div>To identify Flood Prone Land as a Special Control Area (SCA) and to provide measures to ensure that land use and development within its boundaries are regulated and managed to minimise the risk of flood impacts.</div> <div>2. Objective</div> <div><div>a. To identify land within the Scheme area where flood management and mitigation is required to ensure that development provides an acceptable level</div></div>		

				<p>of flood protection for the health and safety of people, and damage to property and public infrastructure.</p> <p>b. To assist the natural flood carrying capacity of floodplains by ensuring any use or development maintains the free passage and temporary storage of flood waters.</p> <p>c. To identify land within the Scheme area at risk of being affected by flooding consistent with the Greater Bunbury Region Scheme – Floodplain Management Policy.</p> <p>3. Additional provisions</p> <p>a. The local government will consult with the Department of Water and Environmental Regulation (DWER) as required and have due regard to the advice and recommendations on any application for development approval in flood prone land.</p> <p>b. The local government shall not grant development approval to any development on land, or portion(s) thereof, which is shown on the Scheme Map as being flood prone land, unless it has made an assessment of:</p> <p>i. The effect on the natural flood carrying capacity of floodplains (including the cumulative effect of individual developments) and ensuring the proposal maintains the free passage and temporary storage of floodwaters.</p> <p>ii. The proposed development has an adequate level of flood protection. For residential development, this requires minimum habitable floor levels of 500 mm above the 1 in 100 AEP flood level. A higher level of flood protection may be required for proposals that are required to function during emergencies (i.e., hospitals, evacuation centres, etc.).</p> <p>iii. The potential risk of isolation and the ability to evacuate in a flood emergency can be suitably managed</p> <p>iv. The potential impact on water quality and outline any measures required to maintain and protect water quality and waterways as natural resources.</p> <p>v. In any other case, the local government is satisfied that adequate measures have been taken to manage the likely effects of flooding on the development concerned.</p> <p>The local government may require further information to be provided at the proponent's expense to make an assessment.</p>		
		To be decided	Drinking water protection	Regarding the potential requirements for the protection of drinking water to be included in LPS 5, the Shire is advised to contact DWER's Water Source Protection Planning branch at drinkingwater@dwer.wa.gov.au		

- (2) Local reserves are shown on the Scheme Map according to the legend on the Scheme Map.
- (3) The objectives of each local reserve are as follows —
- (Select the reserves and the objectives for those reserves that are contained in the Scheme from the Table.)*

Table — Reserve objectives

Reserve name	Objectives
Public Open Space	<ul style="list-style-type: none">• To set aside areas for public open space, particularly those established under the <i>Planning and Development Act 2005</i> s. 152.• To provide for a range of active and passive recreation uses such as recreation buildings and courts and associated car parking and drainage.
Environmental conservation	<ul style="list-style-type: none">• To identify areas with biodiversity and conservation value, and to protect those areas from development and subdivision.• To identify and protect areas of biodiversity conservation significance within National Parks and State and other conservation reserves.
State Forest	<ul style="list-style-type: none">• To identify areas of State Forest.
Civic and Community	<ul style="list-style-type: none">• To provide for a range of community facilities which are compatible with surrounding development.• To provide for public facilities such as halls, theatres, art galleries, educational, health and social care facilities, accommodation for the aged, and other services by organisations involved in activities for community benefit.
Social Care Facilities	<ul style="list-style-type: none">• Civic and Community which specifically provide for a range of essential social care facilities.
Cultural Facilities	<ul style="list-style-type: none">• Civic and Community which specifically provide for a range of essential cultural facilities.
Public Purposes	<ul style="list-style-type: none">• To provide for a range of essential physical and community infrastructure.

Reserve name	Objectives
Medical Services	• Public Purposes which specifically provide for a range of essential medical services.
Infrastructure Services	• Public Purposes which specifically provide for a range of essential infrastructure services.
Education	• Public Purposes which specifically provide for a range of essential education facilities.
Emergency Services	• Public Purposes which specifically provide for a range of essential emergency services.
Heritage	• Public Purposes which specifically provide for a range of heritage purposes.
Government Services	• Public Purposes which specifically provide for a range of government services.
Recreational	• Public Purposes which specifically provide for a range of public recreational facilities.
Cemetery	• To set aside land required for a cemetery.
Car Park	• To set aside land required for a car park.
Drainage / Waterway	• To set aside land required for significant waterways and drainage.
Railways	• To set aside land required for passenger rail and rail freight services.
Primary Distributor Road	• To set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.
District Distributor Road	• To set aside land required for a district distributor road being a road classified as a Distributor A or Distributor B under the Western Australian Road Hierarchy.
Local Distributor Road	• To set aside land required for a local distributor road being a road classified as a Local Distributor under the Western Australian Road Hierarchy.

		<p>4. The Shire may consider the option of considering Category 3 places that warrant inclusion on the Heritage List. The Guidelines don't exclude Category 3 places from inclusion in a Heritage List if the Shire determines that there is local value and interest in protecting these lower category places. Please note that a place must be a 'heritage-protected place' to be afforded statutory protection.</p> <p>5. We recommend that the Shire also consider other opportunities to strengthen their strategies and actions for heritage places such as developing Local Planning Policies (LPPs) for individual heritage places and heritage areas. In particular, we note that the Shire references the Clive Street and Austral Terrace heritage precincts in the Local Planning Strategy 2013 (LPS) to manage development in these localities. For these places to be considered as heritage areas under the <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> we recommend:</p> <ol style="list-style-type: none"> The Shire review whether the heritage precincts have been designated in accordance with Schedule 2, Part 3, cl. 9 Designation of Heritage Areas of the deemed provisions; The Shire adopt LPPs in accordance with these deemed provisions and the Guidelines for Heritage Areas, HCWA, 2023; <p>6. Recommend that Shire give consideration to <i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Part 3 cl. 12</i> (variations to local planning scheme provisions for heritage purposes) where applicable.</p> <p>7. Should the Shire proceed with Additional Uses and Special Use Zones, particularly on a heritage-protected place (e.g. A1 and SU4), we recommend that the consideration of heritage be incorporated to encourage positive heritage outcomes for future development of the sites.</p> <p>8. It is noted that the Shire proposes to exempt certain types of development. We recommend that any Scheme exemptions should not apply to a heritage-protected place.</p> <p>The Department has several useful publications on heritage for Local Government. For your reference, the completed list of published Heritage Council endorsed guidelines, publications, strategies and policies can be found here.</p> <p>Heritage guidelines, publications, strategies and policies</p> <p>Please also note that there is a Local Government Heritage Consultancy Grant Program to provide funding assistance to local government authorities. The grant is for professional fees associated with the identification of local heritage places and the development and implementation of a heritage framework. Details can be found here.</p> <p>Local Government Heritage Consultancy Grant Program</p> <p>We are also happy to provide further guidance if required.</p> <p>We hope that these comments are of value in the development of the proposed review of the Local Planning Scheme.</p>	
7.	<p>Public Transport Authority of Western Australia (PTA)</p> <p>Rashidah MacLeod Senior Transport and Land Use Planner Infrastructure Planning and Land Services Public Transport Authority of Western Australia</p>	<p>Re: Amendment to Shire of Katanning Local Planning Scheme No. 5</p> <p>With regards to Items 19, 20 and 21 developments, regardless of the scale, within 100m of the freight corridor need to address any potential impacts on the rail. Standard comments/conditions provided to developments around the freight corridor include:</p> <ol style="list-style-type: none"> No part of the development is to encroach into the rail corridor. This includes any part of the development below ground level. No vehicles are permitted within the rail corridor at any time. 	<p>The Public Transport Authority has requested that the scheme/development consider potential impact to the rail corridor, in particular for the management of stormwater.</p>

	<p>Public Transport Centre, West Parade, Perth, 6000 PO Box 8125, Perth Business Centre, WA, 6849 Tel: (08) 9326 5658 Email: WAPCReferrals@pta.wa.gov.au Web: www.pta.wa.gov.au</p>	<p>3. Drainage (including stormwater) must not be discharged into the railway corridor.</p> <p>4. No clearing of Native vegetation is permitted in the rail corridor.</p> <p>5. Dust suppression methods must be used during the performance of any construction works to the satisfaction of the Public Transport Authority (PTA).</p> <p>6. Effective hygiene and biosecurity management must be in place to ensure there is no spread of weeds or diseases into rail corridor land to the satisfaction of the Public Transport Authority (PTA).</p> <p>7. In the instance where the developer requires access to, or across, the rail corridor to enable construction works, a separate application must be submitted to Arc's Third-Party Projects for assessment.</p>	
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COUNCIL POLICY

Occupational Safety & Health Policy

Policy No: 3.6

Policy Subject: Occupational Safety & Health Policy

Policy Statement: This policy focuses on the Shire of Katanning's recognition of moral and legal obligations to protect employees, contractors and visitors onsite from injury and to promote the health, safety and welfare of all to which a duty is owed. We are committed to continuously improving our Occupational Safety and Health Management Systems and performance by establishment of measurable objectives and targets, with the aim of prevention of work related injuries and ill health. This policy demonstrates the Shire of Katanning's commitment to providing a safe and healthy environment for work in accordance with all statutory, regulatory and other requirements as may be identified.

Objective: The Shire of Katanning shall fully integrate health and safety into all aspects of its activities and systems of work such that employees are not exposed to hazards. This will be achieved by:

- Providing and maintaining a safe work environment, well-maintained plant and machinery
- Consulting and cooperating with safety and health representatives and other employees at our workplaces
- Providing ongoing active employee training and employee supervision
- Ensuring information is readily available to all employees
- Arranging the best possible compliance with all relevant OSH legislation, regulations, code of practice and standards throughout the workplace
- Ensuring effective policies and procedures.

The person ultimately responsible for the implementation of this policy is the CEO. Other managers and supervisors are however responsible to him for the successful application of this policy within those parts of the company's workplace under their control. It is agreed that everyone who works at the Shire of Katanning will work together to achieve these objectives through meaningful consultation and genuine co-responsibility. All aspects of our OSH policy will be subject to a process of continuous improvement and a complete policy review will be conducted on a scheduled basis to ensure suitability, adequacy and effectiveness.

The Shire of Katanning will ensure that all levels of employees, including senior management, employees and contractors understand their roles and responsibilities in accordance with legislative requirements. The health and safety of our people is of paramount importance and a guiding factor in everything we do. Everyone in our team is obliged to join in, in making sure that this policy is as successful as we can make it.

Julian Murphy
Chief Executive Officer
Shire of Katanning

Liz Guidera
President
Shire of Katanning

Resolution Number: Ordinary Council Meeting OC167/16

Resolution Date: 20 December 2016

Amended: 22 December 2022 OC159/22

Source: Finance & Administration

Date of Review: October annually

Review Responsibility: Chief Executive Officer



COUNCIL POLICY

Work Health and Safety Policy

Policy Number:	3.6
Policy Subject:	Work health and Safety Policy
Policy Statement:	To set out Shire of Katanning's approach and commitment to providing a safe workplace for employees, contractors and visitors and to promote the health, safety and welfare of all to which a duty is owed.
Policy Scope	<p>This policy directs how the Shire of Katanning as the person conducting a business or undertaking (PCBU) provides and maintains a safe and healthy workplace environment for all workers and visitors in accordance with all legislative, statutory, regulatory and other requirements as may be identified. This means that we aim to minimize or eliminate, as far as it is reasonably practicable, the causes, which may lead to:</p> <ul style="list-style-type: none">• Accidents, injuries, incidents or illness• Damage and downtime of infrastructure, plant, equipment or machinery• Environmental damage
Objective:	<p>The Shire of Katanning as the PCBU shall ensure the integration of health and safety into all aspects of its activities and systems of work through implementation, application and achievement of the following objectives:</p> <ul style="list-style-type: none">• provision and maintenance of a safe work environment• provision and maintenance of safe plant and structures• provision and maintenance of safe systems of work• safe use, handling and storage of plant, structures, and substances▪ provision of accessible and adequate facilities (for example access to washrooms, lockers, and dining areas)• provision of any instruction, training, information, and supervision• monitoring of workers health and conditions at the workplace
Guidelines:	<p>The Shire of Katanning is committed to:</p> <ol style="list-style-type: none">1. Ensuring so far as reasonably practicable, workers and other persons are not exposed to risks to their physical, or psychological health and safety2. Comply with laws that require anyone in control of a workplace or a workplace activity to identify any potential hazards, assess the risks associated with those

hazards and, if necessary, implement control measures to eliminate or minimize the risks

3. Ensuring provision of appropriate personal protective equipment (PPE) to protect all workers and visitors
4. Consulting and collaborating with workers and other parties to improve decision making on WHS issues and matters
5. The distribution and communication of work health and safety information to all employees, contractors and visitors
6. Providing ongoing active employee training and education
7. Fostering cooperation and consultation with workers, their representatives (where applicable through regular forums, such as, pre-start meetings, toolbox meetings and formal safety meetings
8. Supporting and assisting workers in effective injury management and rehabilitation through a robust injury management system
9. Protecting members of the public, customers and the environment from potential harm that may be associated with our activities or the use of required products

Outputs:

The Council is committed to ensuring that the Shire maintains a key focus on all safety and health related matters. This commitment is underpinned through one of the shire's five (5) key values which is Safety First. This is characterized by the following key steps:

1. Promoting and supporting management commitment
2. Prioritizing safety in all tasks performed
3. Taking accountability for the safety of our teammates and ourselves
4. Maintaining a positive attitude, and a cooperative and genuine approach to all aspects of health and safety within the workplace

Compliance Requirements

The Work Health and Safety Act 2020 (WHS Act).
The Work Health and Safety (General) Regulations 2022.

Relevant Documents

Shire of Katanning Corporate Business Plan
Shire of Katanning Strategic Community Plan
Australian Health and Safety Standards
Model Codes of Practice

Resolution No: Ordinary Council OC167/16

Resolution Date: 20 December 2016

Amended: 22 December 2022 OC159/22

Source: Operations

Date of Review: October annually

Review

Responsibility

General Manager Operations

DRAFT



COUNCIL POLICY

Risk Management Policy

Policy Number:	3.2
Policy Subject:	Risk Management Policy
Policy Statement:	The Shire of Katanning's Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.
Objective:	<p>It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.</p> <p>Objectives of the risk management policy include:</p> <ul style="list-style-type: none">• Optimising the achievement of our vision, mission, strategies, goals and objectives.• Provide transparent and formal oversight of the risk and control environment to enable effective decision making.• Enhance risk versus return in regard to risk appetite.• Embed appropriate and effective controls to mitigate risk.• Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.• Enhance organisational resilience.• Identify and provide for the continuity of critical operations.
Guidelines:	<p>Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.</p> <p>The Shire's Executive Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.</p>

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Subject to budget constraints consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

The Shire has quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria (Appendix A). The criteria and Risk Management Procedures may be reviewed by the CEO from time to time in keeping with the objectives of this Policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures that may be amended from time to time by the CEO.

The CEO will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

Resolution No:	Ordinary Council	
Resolution Date:	22 October 2014	
Amended:	22 October 2014	OC106/14
	24 July 2018	OC92/18
	22 December 2022	OC159/22
Source:	Risk Management and Workplace	
Date of Review:	October annually	
Review Responsibility	Executive Manager Corporate & Community	

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Katanning Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	First aid injuries	Less than \$10,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 Days	\$50,001 - \$250,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 Days	\$250,001 - \$1,000,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies

Shire of Katanning Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Catastrophic (5)	Fatality, permanent disability	More than \$1,000,000	Indeterminate prolonged interruption of services – non- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Shire of Katanning Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Shire of Katanning Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Katanning Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager / Supervisor
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager / Supervisor
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME (20-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Katanning Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.



COUNCIL POLICY

Risk Management Policy

Policy Number:	3.2
Policy Subject:	Risk Management Policy
Policy Statement:	<p>The Shire of Katanning's Risk Management Policy provides the foundation for the consistent identification, assessment and response to key organisational risks. It documents the Shire's commitment to risk mitigation and/or elimination and the effective management of risks to achieve its strategic and corporate objectives.</p>
Objective:	<p>It is the Shire's intention to achieve best practice (aligned with WHS Act (WA) 2020 and AS/NZS ISO 31000:2009 Risk Management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public. Objectives of the risk management policy are:</p> <ul style="list-style-type: none">• Optimising the achievement of our vision, mission, strategies, goals and objectives.• Provide transparent and formal oversight of the risk and control environment to enable effective decision making.• Enhance risk versus return in regard to risk appetite.• Embed appropriate and effective controls to mitigate risk.• Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.• Enhance organisational resilience.• Identify and provide for the continuity of critical operations.
Guidelines:	<p>Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.</p> <p>The Shire's Executive Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.</p>

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Subject to budget constraints consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

The Shire has quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria (Appendix A). The criteria and Risk Management Procedures may be reviewed by the CEO from time to time in keeping with the objectives of this Policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment (refer Appendix A) and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures that may be amended from time to time by the CEO.

The CEO will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

Resolution No:	Ordinary Council	
Resolution Date:	22 October 2014	
Amended:	22 October 2014	OC106/14
	24 July 2018	OC92/18
	22 December 2022	OC159/22
	23 July 2025	
Source:	Risk Management and Workplace	
Date of Review:	October bi-annually	
Review Responsibility	General Manager Operations	

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Katanning Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
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Shire of Katanning Measures of Consequence							
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Shire of Katanning Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
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Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
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Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Katanning Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager / Supervisor
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager / Supervisor
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO

Shire of Katanning Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
EXTREME (20-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Katanning Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
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Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
GENERAL PURPOSE FUNDING			SCHEDULE 03		
Rate Revenue					
100150	Rate Instalment Charge	Council	per instalment	OOS	Copying Charge Copying Charge
101310	Special Arrangement Fee	Council	per assessment, per year	OOS	
100610	Dishonored Payment Administration Fee	Council	per instance	OOS	
111840	Rate Book - including postage	Council		GST Inc	
111840	Electoral Rolls	Council		GST Inc	
111830	Rates Order & Requisitions (EAS)	Council	per request	OOS	\$155.00
Other General Purpose Funding					
111430	Katanning Town Maps	Council	each	GST Inc	\$1.00
GOVERNANCE			SCHEDULE 04		
Administration General					
111550	Shire Staff Administration Support	Council	per hour	GST Inc	To be Negotiated
111550	Administration Fee for Auspicing Grants	Council	per application	GST Inc	
111560	Advertising Signage	Council	per m²	GST Inc	
Photocopying					
111530	A4 single sided - B&W	Council	per page	GST Inc	\$0.30
111530	A4 single sided - colour	Council	per page	GST Inc	
111530	A4 double sided - B&W	Council	per page	GST Inc	
111530	A4 double sided - colour	Council	per page	GST Inc	
111530	A3 single sided (up to 100 copies) - B&W	Council	per page	GST Inc	
111530	A3 single sided (up to 100 copies) - Colour	Council	per page	GST Inc	
111530	A3 double sided - B&W	Council	per page	GST Inc	
111530	A3 double sided - Colour	Council	per page	GST Inc	
111530	Laminating Fees - A4 per page	Council	per page	GST Inc	
111530	Laminating Fees - A3 per page	Council	per page	GST Inc	
111530	Binding Documents	Council	per application	GST Inc	
111530	Bulk Photocopying (greater than 100 copies)	Council	per application	GST Inc	
111530	Retrieval and copying of Building Plans* **	Council	per property	GST Inc	
	*note photocopying charges included				
	**photocopying will not be permitted where breach of copyright might occur.				
Information on Record					
111530	Council Minutes (Hard Copy)	Council	per page	GST Inc	Copying Charge Copying Charge
111530	Council Agendas (Hard Copy)	Council	per page	GST Inc	
	Note: Council Agendas and Minutes can be access from the Shire of Katanning Website free of charge.				
111530	Postage of Council Documents		per application		At Cost
Freedom of Information					
111540	Application Fee (plus 25-75% of estimated charges as Advance Deposit may be required)	Statutory	per enquiry	OOS	\$30.00
111540	Charge for time dealing with application	Statutory	per hour	OOS	\$30.00
111540	Access time supervised by staff	Statutory	per hour	OOS	\$30.00
111540	Administration - staff time	Statutory	per hour	OOS	\$30.00
111540	Photocopying charges (Freedom of Information only)	Statutory	per page	OOS	\$0.20
111540	Transcribing from tape, film or computer	Statutory	per hour	OOS	\$30.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
111540	Duplicating a tape, film or computer information	Statutory	GST Inc = 10% GST Inclusive actual cost	OOS	At Cost
111540	Delivery, packaging and postage	Statutory	actual cost	OOS	At Cost
GOVERNANCE (Continued)					SCHEDULE 04
Hire Charges					
194240	Key Bond	Council	per application	OOS	\$50.00
194240	Equipment Bond	Council	per application	OOS	\$100.00
111560	Lecturn Hire	Council	per day	GST Inc	\$60.00
111560	Hire of Unveiling Curtain	Council	per day	GST Inc	\$60.00
111560	Portable PA System	Council	per day	GST Inc	\$120.00
111560	Projector and Screen	Council	per half day	GST Inc	\$60.00
111560	Projector and Screen	Council	per day	GST Inc	\$110.00
111560	Laptop Computer	Council	per day	GST Inc	\$35.00
111560	Tablecloths (function) Round	Council	per item	GST Inc	\$19.00
111560	Tablecloths (function) Rectangle	Council	per item	GST Inc	\$17.00
Cleaning/Damages Charges - all Shire Venues					
111560	Failure to clean and tidy venue and Equipment (chairs & tables)	Council	per hour	GST Inc	\$75.00
111560	Failure to restack tables and chairs at venues	Council	per hour	GST Inc	\$75.00
111560	Venue cleaning	Council	per hour	GST Inc	\$75.00
111560	Damaged or missing Trestle Tables	Council	per item	GST Inc	At Cost Plus 15% Admin Fee
111560	Damaged or missing Chairs	Council	per item	GST Inc	At Cost Plus 15% Admin Fee
111560	Other furniture and fittings damaged or missing	Council	per item	GST Inc	At Cost Plus 15% Admin Fee
111560	Damaged/Broken/Missing Crockery, Cutlery & Glassware	Council	per item	GST Inc	At Cost Plus 15% Admin Fee
111560	Professional Carpet Cleaning	Council	per application	GST Inc	At Cost Plus 15% Admin Fee
Booking Cancellation Fee - all Shire Venues					
111560	Less than 48 hours Notice	Council	per application	GST Inc	100% of Hire Fee
111560	More than 48 hours Notice	Council	per application		No Charge
LAW, ORDER & PUBLIC SAFETY					SCHEDULE 05
Fire Prevention					
116230	Sale of Fire Maps - A3 Size	Council	each	GST Inc	\$15.00
116230	Sale of Fire Maps - A1 Size	Council	each	GST Inc	\$30.00
Dog Registration Fees					
118530	Unsterilised - 1 year	Statutory	per dog	OOS	\$50.00
118530	Unsterilised - 1 year (after 31 May)	Statutory	per dog	OOS	\$25.00
118530	Unsterilised - 3 years	Statutory	per dog	OOS	\$120.00
118530	Unsterilised - Lifetime	Statutory	per dog	OOS	\$250.00
118530	Sterilised - 1 year	Statutory	per dog	OOS	\$20.00
118530	Sterilised - 1 year (after 31 May)	Statutory	per dog	OOS	\$10.00
118530	Sterilised - 3 years	Statutory	per dog	OOS	\$42.50
118530	Sterilised - Lifetime	Statutory	per dog	OOS	\$100.00
118530	Pensioner Rate	Statutory	per dog	OOS	50% discount
118930	Replacement of Tag	Council	each	GST Inc	\$3.50
118530	Licence to keep an approved kennel establishment	Council	per application	OOS	\$150.00
118530	Renewal of licence to keep an approved kennel establishment	Council	per application	OOS	\$150.00
118530	Application to keep more than two dogs	Council	per application	GST Inc	\$59.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
LAW, ORDER & PUBLIC SAFETY (Continued)			SCHEDULE 05		
Cat Registration Fees					
118540	Sterilised - 1 year	Statutory	per cat	OOS	\$20.00 \$10.00 \$42.50 \$100.00 50% discount \$150.00
118540	Sterilised - 1 year (after 31 May)	Statutory	per cat	OOS	
118540	Sterilised - 3 years	Statutory	per cat	OOS	
118540	Lifetime registration	Statutory	per cat	OOS	
118540	Pensioner Rate	Statutory	per cat	OOS	
118540	Licence to keep an approved cat pound	Council	per application	OOS	
Poundage Charges - Dogs					
119830	Seizure of a dog without impounding it	Council	per dog	OOS	\$31.00 \$70.00 \$93.00 \$28.00 \$110.00 At Cost
119830	Seizure and Impounding of Registered Dog	Council	per dog	OOS	
119830	Seizure and Impounding of Unregistered Dog	Council	per dog	OOS	
119830	Daily Keeping Fee (Sustenance)	Council	per day	OOS	
119830	Destruction of a dog	Council	per dog	OOS	
119830	Veterinary Fees		if applicable	GST Inc	
Poundage Charges - Cats					
119830	Seizure and Impounding of Registered Cat (upon completion of Cat Impound Facility)	Council	per cat	OOS	\$70.00 \$93.00 \$17.50 \$56.00 At cost
119830	Seizure and Impounding of Unregistered Cat (upon completion of Cat Impound Facility)	Council	per cat	OOS	
119830	Daily Keeping Fee (Sustenance)	Council	per cat per day	OOS	
119830	Destruction of a cat	Council	per cat	OOS	
119830	Veterinary Fees		if applicable	GST Inc	
Poundage Charges - Livestock					
119830	Daily Keeping Fee (Sustenance)	Council	each	OOS	\$28.00 \$17.00
119830	Pound Fees	Council	per day	OOS	
Animal Control Products					
118930	Dog Muzzle (all sizes)	Council	per dog	GST Inc	\$22.50 \$22.50 \$56.00 \$61.50 \$11.00 \$120.00
118930	Dangerous Dog Signs	Council	each	GST Inc	
118930	Dangerous Dog Collars - Medium	Council	each	GST Inc	
118930	Dangerous Dog Collars - Large	Council	each	GST Inc	
118930	Hire of Animal Trap	Council	per day	GST Inc	
194150	Animal Trap - Bond (refundable on return) *	Council	per trap	OOS	
	* Ranger can set and monitor on request (for additional charge)				
Abandoned Vehicles					
120330	Impounding Vehicles	Council	per vehicle	OOS	\$165.00 \$275.00 \$165.00 \$16.50
120330	Towing Charge	Council	per vehicle	OOS	
120330	Vehicle Disposal	Council	per vehicle	OOS	
120330	Daily cost for Impounded Vehicle	Council	per day	OOS	
Ranger Call Out Fee					
119830	Ranger Attendance - 7am to 7pm	Council	per hour	OOS	\$82.00 \$195.00 \$0.80
119830	Ranger Attendance - 7pm to 7am	Council	per hour	OOS	
119830	Plus Ranger Travel	Council	per km	OOS	
Shopping Trolleys					
120350	Shopping Trolley Impoundment	Council	per hour	GST Inc	\$30.00
Rural Road Numbers					
120360	Rural Road Number Sign with Star Picket	Council	Per Sign	GST Inc	\$53.00


G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
HEALTH					SCHEDULE 07
Food Premises					
122340	Food Act Registration Fee (initial application only)	Council		OOS	\$160.00
122340	Low Risk Food Premises	Council	per year	OOS	\$150.00
122340	Medium Risk Food Premises	Council	per year	OOS	\$250.00
122340	High Risk Food Premises	Council	per year	OOS	\$350.00
122340	Very Low/Exempt Risk	Council	per year		\$0.00
Trading in Public Places					
121330	Application Fee	Council		OOS	\$115.00
121330	Licence Fee - Including Food Vans	Council	per day	OOS	\$18.00
121330	Licence Fee - Including Food Vans	Council	per week	OOS	\$115.00
121330	Licence Fee - Including Food Vans	Council	per year	OOS	\$310.00
121330	For footpath adjacent to shop where alfresco dining licence does not apply	Council	per square metre	OOS	\$28.50
122340	Alfresco Dining Licence - Application	Council		OOS	\$115.00
122340	Alfresco Dining Licence Annual Fee - Per Chair	Council	per chair	OOS	\$28.50
Pet Meat					
121330	Notification of Pet Meat Premises	Statutory		OOS	\$102.00
121330	Surveillance Inspection Annual Fee	Statutory		OOS	\$214.00
Liquor Licensing and Gaming Approvals					
121330	Liquor Licensing Section 39 Certificates	Council		OOS	\$199.00
121330	Liquor Licensing Section 40 Certificates	Council		OOS	\$199.00
121330	Gaming Section 55 Certificates	Council		OOS	\$132.50
Other Licences & Registration (set by local Laws)					
121330	Morgue Licence	Statutory		OOS	\$107.00
121330	Registration of Lodging Houses	Statutory		OOS	\$251.50
Septic Tanks Approvals					
121430	Application Fee	Statutory		OOS	\$118.00
128030	Permit to Use Apparatus Fee Including Inspections	Statutory		OOS	\$118.00
121430	Local Government Report to DOH for onsite effluent disposal	Statutory		OOS	\$118.00
Public Buildings					
121330	Public Building Approval	Council		OOS	\$331.00
121330	Special Events Public Building Approval > 1,000	Council		OOS	\$331.00
Temporary Caravan Park					
121330	Application for the grant or the renewal of a licence	Statutory	minimum fee	OOS	\$200.00
121330		Statutory	per long stay site	OOS	\$6.00
121330		Statutory	per short stay site	OOS	\$6.00
121330		Statutory	per camp site	OOS	\$3.00
121330		Statutory	per overflow site	OOS	\$1.50
Katanning Community and Medical Centre - Community Meeting Rooms					
121790	Commercial/Government	Council	per hour	GST Inc	\$37.00
121790	Commercial/Government	Council	per day	GST Inc	\$185.00
121790	Non Commercial	Council	per hour	GST Inc	\$18.50
121790	Non Commercial	Council	per day	GST Inc	\$92.00
121790	Seniors/Community Groups	Council			No Charge
	NB: Priority to be given to Senior Groups. The hire fee will cover the entire Community Meeting Room facilities.				

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
EDUCATION & WELFARE					SCHEDULE 8
Community Development & Other Welfare					
143380	Stall Holder Fee - Commercial/Government	Council	per stall	OOS	\$30.00
143380	Stall Holder Fee - Non-Commercial	Council	per stall	OOS	No Charge
143380	Stall Power 10 amp	Council	per power point	GST Inc	\$10.00
143380	Stall Power 15 amp	Council	per power point	GST Inc	\$15.00
194240	Marquee Bond (Harmony only)	Council	per marquee	OOS	\$50.00
143380	Marquee Hire - Commercial/Government (Harmony only)	Council	per marquee	GST Inc	\$110.00
143380	Marquee Hire - Non Commercial (Harmony only)	Council	per marquee	GST Inc	\$55.00
143380	Event Book	Council	per book	GST Inc	At Cost
COMMUNITY AMENITIES					SCHEDULE 10
Domestic Refuse Collection Charges					
126030	Annual Waste Service - 2 x 240 litre bins Waste & recycling	Council	per service, per year	OOS	\$420.00
126830	Weekly service - Additional 240 litre bin	Council	per service, per year	OOS	\$315.00
126030	Weekly Service - 120 litre bin (no new service available)	Council	per service, per year	OOS	\$315.00
126330	Replacement 240 litre bin (includes courier costs ex Perth)	Council	per bin	GST Inc	\$125.00
126330	Purchased Bins - 240 litre	Council	per bin	GST Inc	\$145.00
126630	Recycling bin only collected fortnightly	Council	per service, per year	OOS	\$99.00
Commercial Refuse Collection Charges					
127530	Annual Waste Service - 2 x 240 litre bins Waste & recycling	Council	per service, per year	OOS	\$420.00
127630	Weekly service - Additional 240 litre bin	Council	per bin, per year	OOS	\$315.00
127530	Weekly Service - 120 litre bin (no new service available)	Council	per bin, per year	OOS	\$315.00
127530	Street Bin Collection	Council	per bin, per year	OOS	\$196.00
127530	Commercial Waste Management Charge (where no bin service)	Council	per property, per year	OOS	\$116.00
Commercial Recycling Bin Collection Charges					
127830	240 litre bin service collected fortnightly	Council	per bin, per year	OOS	\$99.00
127830	additional 240 litre service collected fortnightly	Council	per bin, per year	OOS	\$99.00
Refuse Site Disposal Charges					
126130	Waste to be land filled	Council	per tonne	GST Inc	\$29.50
126130	Waste to be land filled (Non-Commercial)(Non-Katanning Shire)	Council	per tonne	GST Inc	\$38.35
126130	Waste to be land filled (Commercial Operator)	Council	per tonne	GST Inc	\$76.00
126130	Waste to be land filled (Commercial Operator)(Non-Katanning Shire)	Council	per tonne	GST Inc	\$120.00
126130	Waste to be land filled contaminated with recyclables (Commercial Operator)	Council	per tonne	GST Inc	\$76.00
126130	Waste to be land filled contaminated with recyclables (Commercial Operator)(Non-Katanning Shire)	Council	per tonne	GST Inc	\$120.00
126130	Builders Rubble (Non-Commercial)	Council	per tonne	GST Inc	\$29.50
126130	Builders Rubble (Non-Commercial)(Non-Katanning Shire)	Council	per tonne	GST Inc	\$38.35
126130	Builders Rubble (Commercial Operator)	Council	per tonne	GST Inc	\$76.00
126130	Builders Rubble (Commercial Operator)(Non-Katanning Shire)	Council	per tonne	GST Inc	\$120.00
126130	Recyclables, not contaminated, residential properties Katanning	Council	per tonne		Free
126130	Recyclables, not contaminated, residential properties outside of Katanning	Council	per tonne	GST Inc	\$29.50
126130	Commercial Recycling	Council	per tonne	GST Inc	\$76.00
126130	Asbestos	Council	per sheet	GST Inc	\$20.50
126130	Asbestos	Council	per tonne	GST Inc	\$205.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive per item	GST Inc	\$64.00
126130	Mattress or base - any size	Council	per application	GST Inc	POA
126130	Large consignments and special disposals	Council	per tonne	GST Inc	\$76.00
126130	Bulk Bins	Council	per litre	GST Inc	\$0.45
126130	Waste Oil (residential quantities only - commercial quantities by arrangement)	Council			
COMMUNITY AMENITIES (Continued)					SCHEDULE 10
Refuse Site Disposal Charges (Continued)					
126130	Tyres - car (only accepted in residential quantities from residents of the Shire of Katanning)	Council	each	GST Inc	\$8.00
126130	Tyres - small truck/4WD	Council	each	GST Inc	\$34.50
126130	Tyres - large truck	Council	each	GST Inc	\$69.00
126130	Tyres - extra large (e.g. grader)	Council	each	GST Inc	\$150.50
126130	Tyres - shredded	Council	per tonne	GST Inc	\$34.50
126130	Small animal carcass (dog cat)	Council	per animal	GST Inc	\$7.50
126130	Large animal carcass eg cattle, horse, sheep, goat	Council	per animal	GST Inc	\$20.00
	* Oversized means any goods greater than 3 metre in any direction or a container with a volume greater than 0.5 m3 which is not a white good. Oversized good may be refused at the operators discretion if they are considered too difficult to manage within the refuse space				
Liquid Waste					
126130	Septic Tank Waste	Council	per kilolitre, or part thereof	GST Inc	\$72.00
126130	Septic Tank Waste (Non-Katanning Shire)	Council	per kilolitre, or part thereof	GST Inc	\$93.60
126130	Grease Trap Waste	Council	per kilolitre, or part thereof	GST Inc	\$72.00
126130	Loads greater than 3,000lt	Council		GST Inc	POA
Weighbridge					
	Single cars and trucks	Council	per weigh (initial)	GST Inc	\$45.00
	Single cars and trucks	Council	gross tare return weigh cost (same day only)	GST Inc	\$10.00
	Car and caravan (gross combination mass)	Council	per weigh (initial)	GST Inc	\$45.00
	Car and caravan (separate weigh)	Council	separate weigh	GST Inc	\$90.00
Services Provided					
127530	Hire of Bin for special events - 240 litre bin; including delivery and collection fee	Council	per collection	GST Inc	\$69.50

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
Local Planning Scheme Fees - Schedule 2 Maximum Fees					
Development Application					
	1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of development is -	Statutory			<div>\$147.00</div> <div>0.32% of estimated cost of development</div> <div>\$1,700 + 0.257% for every \$1 in excess of \$500,000</div> <div>\$7,161 + 0.206% for every \$1 in excess of \$2.5 million</div> <div>\$12,633 + 0.123% for every \$1 in excess of \$5 million</div> <div>\$34,196.00</div>
128930	a) not more than \$50,000	Statutory		OOS	
128930	b) more than \$50,000 but not more than \$500,000	Statutory		OOS	
128930	c) more than \$500,000 but not more than \$2.5 million	Statutory		OOS	
128930	d) more than \$2.5 Million but not more than \$5 million	Statutory		OOS	
128930	e) more than \$5 Million but not more than \$21.5 million	Statutory		OOS	
128930	f) more than \$21.5 million	Statutory		OOS	
COMMUNITY AMENITIES (Continued)				SCHEDULE 10	
Local Planning Scheme Fees - Schedule 2 Maximum Fees (Continued)					
Retrospective Approval					
128930	2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	Statutory		OOS	The fee in item 1 plus, by way of penalty, twice that fee
Extractive Industry					
128930	3. Determining a development application for an extractive industry where the development has not commenced or been carried out	Statutory		OOS	\$739.00
128930	4. Determining a development application for an extractive industry where the development has commenced or been carried out	Statutory		OOS	The fee in item 3 plus, by way of penalty, twice that fee
Change To Development Application					
128930	5A. Determining an application to amend or cancel development approval	Statutory		OOS	\$295.00
Determining An Application For Advice					
128930	5B. Determining an application for advice made under the Planning and Development (Local Planning Schemes) Regulations 2015 Sch. 2 cl. 61A (as that clause applies as part of the local planning scheme)	Statutory		OOS	\$295.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
DA - 'P' Use / Compliant Single House / R-Code Variation					
128930	Application for DA for 'P' uses, compliant Single House & R-Code Variations	Statutory		OOS	\$295.00
Subdivision - Clearance					
	5. Providing a subdivision clearance for -	Statutory			
128930	a) not more than 5 lots	Statutory	per lot	OOS	\$73.00
128930	b) more than 5 lots but not more than 195 lots	Statutory	per lot	OOS	\$73 per lot for first 5 lots and then \$35 per lot
128930	c) more than 195 lots	Statutory		OOS	\$7,393.00
Home Occupation					
128930	6. Determining an initial application for approval of a home occupation where the home occupation has not commenced	Statutory		OOS	\$222.00
128930	7. Determining an initial application for approval of a home occupation where the home occupation has commenced	Statutory		OOS	The fee in item 6 plus, by way of penalty, twice that fee
	8. Determining an application for the renewal of an approval of a home occupation where the home occupation has commenced	Statutory		OOS	\$73.00
	9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	Statutory		OOS	The fee in item 8 plus, by way of penalty, twice that fee
Change Of Use					
	10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	Statutory		OOS	\$295.00
	11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	Statutory		OOS	The fee in item 10 plus, by way of penalty, twice that fee
Zoning Certificate					
128930	12. Providing a Zoning Certificate	Statutory		OOS	\$73.00
128950	13. Replying to a property settlement questionnaire	Statutory		OOS	\$73.00
128950	14. Providing written planning advice	Statutory		OOS	\$73.00
COMMUNITY AMENITIES (Continued)					
SCHEDULE 10					
Application Under A Local Law					
128930	Application Fee under Local Law	Council		OOS	\$950.00
128930	Annual Licence Fee under Local Law	Council		OOS	\$450.00
128930	Transfer of Licence Fee under Local Law	Council		OOS	\$250.00
128930	Licence Renewal under Local Law	Council		OOS	\$250.00
128930	Performance Guarantee (per hectare or part thereof) under Local Law	Council		OOS	\$5,000.00

 Shire of Katanning					

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
COMMUNITY AMENITIES (Continued)			SCHEDULE 10		
Cemetery Charges (Continued)					
130830	Registration of Ashes	Council		GST Inc	\$165.00
130830	Metal Marker	Council		GST Inc	
130830	Grant of Right of Burial 2.4m x 1.2m	Council		GST Free	
130830	Ordinary Head stone Fee/Administration Fee	Council		GST Inc	
130830	RSL Headstone Fee/Administartion Fee	Council		GST Inc	
194240	Cemetery Bond	Council		OOS	\$105.00
Niche Wall					
130830	Purchase of Single Plaque (229mm x 95mm)	Council		GST Inc	POA
130830	Purchase of Single Plaque (295mm x 225mm)	Council		GST Inc	POA
130830	Niche Wall Vase	Council		GST Inc	\$38.00
130830	Plot Reservation	Council		GST Inc	\$206.00
130830	Registration of Ashes	Council		GST Inc	\$53.00
130830	Interment by Shire (interment of ashes & installation of plaque by Shire)	Council		GST Inc	\$170.00
Licence Fees					
130930	Funeral Director	Council	per year	OOS	\$230.00
130930	Funeral Director	Council	per funeral	OOS	\$80.00
130930	Monumental Mason	Council	per year	OOS	\$160.00
130930	Monumental Mason	Council	per monument	OOS	\$53.00
RECREATION & CULTURE			SCHEDULE 11		
Town Hall Bonds					
194140	Bond - Without Alcohol	Council	per application	OOS	\$300.00
194140	Bond - With Alcohol	Council	per application	OOS	\$600.00
194240	Key Bond	Council	per application	OOS	\$50.00
194240	Equipment Bond	Council	per application	OOS	\$100.00
Town Hall Hire					
H002	Main Hall - Commercial/Government Functions	Council	per hour	GST Inc	\$64.00
H002	Main Hall - Commercial/Government Functions	Council	per day	GST Inc	\$450.00
H002	Main Hall - Non-Commercial Functions	Council	per hour	GST Inc	\$46.00
H002	Main Hall - Non-Commercial Functions	Council	per day	GST Inc	\$330.00
H002	School Functions	Council	per hour	GST Inc	\$16.00
H002	Rehearsal	Council	per hour	GST Inc	\$31.00
H002	Kitchen - Commercial/Government	Council	per hour	GST Inc	\$21.00
H002	Kitchen - Commercial/Government	Council	per day	GST Inc	\$150.00
H002	Kitchen - Non-Commercial	Council	per hour	GST Inc	\$16.00
H002	Kitchen - Non-Commercial	Council	per day	GST Inc	\$110.00
H002	Front Foyer - Commercial/Government Functions	Council	per hour	GST Inc	\$32.00
H002	Front Foyer - Commercial/Government Functions	Council	per day	GST Inc	\$225.00
H002	Front Foyer - Non-Commercial Functions	Council	per hour	GST Inc	\$23.00
H002	Front Foyer - Non-Commercial Functions	Council	per day	GST Inc	\$165.00
132530	Office Rent	Council	per week or by arrangement	GST Inc	\$75.00
H002	Retractable Seating - Set up	Council	per booking	GST Inc	\$28.00
H002	Grand Piano Hire - Commercial/Government	Council	per application	GST Inc	\$75.00
H002	Grand Piano Hire - Non Commercial	Council	per application	GST Inc	\$55.00
	Meeting Equipment Hire	Council		GST Inc	
	Refer to Admin Section, page 1 of Fees & Charges				

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
RECREATION & CULTURE (Continued)			SCHEDULE 11		
Katanning Aquatic Centre - Entry Fees					
139340	Adults	Council	per entry	GST Inc	\$5.00
139340	Children	Council	per entry	GST Inc	\$4.00
139340	Pension Card	Council	per entry	GST Inc	\$4.50
139340	Senior Citizen Swimmer	Council	per entry	GST Inc	\$4.00
139340	Spectator	Council	per entry	GST Inc	\$2.00
139340	Spectator (senior Citizen)	Council	per entry	GST Inc	\$1.00
139340	Child (4 years and under)	Council	per entry	GST Inc	No Charge
139340	Water Familiarisation Program - Child and Parent	Council	per entry	GST Inc	\$2.00
139340	Family Entry ***	Council	per entry	GST Inc	\$15.50
139340	Concession Booklet Entrances (Adult -x 10)	Council	per booklet	GST Inc	\$45.00
139340	Concession Booklet Entrances (Child - 10)	Council	per booklet	GST Inc	\$36.00
139340	Concession Booklet Entrances (Family Day Entry - 10)	Council	per booklet	GST Inc	\$139.50
139340	Concession Booklet Entrances (Seniors Entry - 10)	Council	per booklet	GST Inc	\$36.00
139340	Concession Booklet Entrances (Pension Card Entry - 10)	Council	per booklet	GST Inc	\$40.50
139340	* Corporate/Group Membership (Groups of 10-20 members = 10% discount on standard charge per member; more than 20 members = 15% discount on standard charge per member) negotiated with the CEO on the type of membership" (as per KLC's Fess & Charges)				
	** Carers of special needs participants will be granted free access to the centre if they will be looking after their charge at all times whilst in the centre.				
	*** A Family Membership consists of immediate family only who reside in the same household and is financially dependent upon the householder.				
Katanning Aquatic Centre - Season Passes					
139340	Season Passes Family ***	Council	per season	GST Inc	\$350.00
139340	Half Season Pass - Family ***	Council	per season	GST Inc	\$235.00
139340	Season Pass Child >10 years old <18 years old	Council	per season	GST Inc	\$200.00
139340	Half Season Pass Child >10 years old <18 years old	Council	per season	GST Inc	\$132.00
139340	Season Pass - Adult	Council	per season	GST Inc	\$250.00
139340	Half Season Pass - Adult	Council	per season	GST Inc	\$165.00
139340	Season Pass - Senior Citizen	Council	per season	GST Inc	\$200.00
139340	Half Season Pass - Senior Citizen	Council	per season	GST Inc	\$132.00
139340	1 month Pass - Adult	Council	per season	GST Inc	\$100.00
139340	1 month Pass - Child	Council	per season	GST Inc	\$80.00
139340	1 month Pass - Pension Card	Council	per season	GST Inc	\$90.00
139340	1 month Pass - Senior	Council	per season	GST Inc	\$80.00
139340	1 month Pass - Family	Council	per season	GST Inc	\$200.00
Katanning Aquatic Centre - Swimming Carnivals (Full Day Exclusive Use)					
139350	Pool hire for School Carnivals - (free during nomal operating hours) hourly rate charged outside normal opening hours. Does not include child entry fees.	Council	per application	GST Inc	\$67.00
139350	Child entry fee for children participating in organised activities run by Katanning Educational Departments	Council	per participant	GST Inc	\$2.50
	Spectator fee for School Carnivals	Council	per entry	GST Inc	No Charge
Katanning Aquatic Centre - Miscellaneous Fees					
194240	Aquatic Centre Equipment bond	Council	per application	OOS	\$50.00
	Exclusive hire of facility	Council	per hour	GST Inc	By negotiation
	Program fees	Council	per participant	GST Inc	\$50.00


G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
RECREATION & CULTURE (Continued)			SCHEDULE 11		
Katanning Leisure Centre - Entry Fees					
100230	Adult (Participant Age 18+)	Council	per entry	GST Inc	\$5.60
100230	Child (Participant Age 5-17)	Council	per entry	GST Inc	\$4.50
100230	Child (Participant under 5 years)	Council	per entry	GST Inc	\$2.50
100230	Seniors/Aged Pension Card (Participant)	Council	per entry	GST Inc	\$4.50
100230	Seniors/Aged Pension Card (Participant activities run by other organisations)	Council	per entry	GST Inc	\$3.40
100230	Participating in Activities run by Katanning Educational Departments	Council	per entry	GST Inc	\$2.50
100230	Spectator	Council	per entry	GST Inc	\$2.00
100230	Spectator Senior Citizen	Council	per entry	GST Inc	\$1.00
100230	Concession Booklets Entrance (Adult - 20)	Council	per booklet	GST Inc	\$101.00
100230	Concession Booklets Entrance (Child - 20)	Council	per booklet	GST Inc	\$81.00
100230	Concession Booklet - Spectator (20 visits)	Council	per booklet	GST Inc	\$36.00
100230	Fitness Class Booklet (10)	Council	per booklet	GST Inc	\$103.50
100230	Express Fitness Class Booklet (10) ½hr fitness classes - eligible	Council	per booklet	GST Inc	\$57.50
127070	Senior Over 55 years Concession Fitness Class Booklet (10)	Council	per booklet	GST Inc	\$40.50
Memberships					
101430	Gold - Single	Council	monthly	GST Inc	\$103.00
101430	Gold - Single	Council	quarterly	GST Inc	\$292.00
101430	Gold - Single	Council	half year	GST Inc	\$549.00
101430	Gold - Single	Council	full year	GST Inc	\$755.00
101430	Gold - Family	Council	quarterly	GST Inc	\$326.00
101430	Gold - Family	Council	half year	GST Inc	\$614.00
101430	Gold - Family	Council	full year	GST Inc	\$1,075.00
	* Off-Peak Membership from 9am-3pm Monday-Friday. Includes Gym, daytime classes, assessment, creche, and sports entry included.				
101430	Gym - Single **	Council	quarterly	GST Inc	\$248.00
101430	Gym - Single **	Council	half year	GST Inc	\$442.00
101430	Gym - Single **	Council	full year	GST Inc	\$662.00
	** Corporate/Group Membership (Groups of 10-20 members = 10% discount on standard charge per member; negotiated with the CEO on the type of membership Groups of more than 20 members = 15% discount on standard charge per member)				
101430	Fortnightly Gymnasium Pass	Council	Fortnightly	GST Inc	\$69.00
101430	Weekly Gymnasium Pass	Council	Weekly	GST Inc	\$34.50
101430	Indoor Sports Only - Child	Council	quarterly	GST Inc	\$94.50
101430	Indoor Sports Only - Child	Council	half year	GST Inc	\$179.50
101430	Indoor Sports Only - Child	Council	full year	GST Inc	\$321.00
101430	Indoor Sports Only - Adult	Council	quarterly	GST Inc	\$118.00
101430	Indoor Sports Only - Adult	Council	half year	GST Inc	\$223.00
101430	Indoor Sports Only - Adult	Council	full year	GST Inc	\$423.00
101430	Indoor Sports Only - Family	Council	quarterly	GST Inc	\$212.00
101430	Indoor Sports Only - Family	Council	half year	GST Inc	\$403.00
101430	Indoor Sports Only - Family	Council	full year	GST Inc	\$763.00
	New Member Discount; 20% discount on all new memberships ONLY during periods endorsed by CEO in a financial year.				

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
RECREATION & CULTURE (Continued)			SCHEDULE 11		
Health & Fitness Programmes					
100930	Casual Gym Usage	Council	per visit	GST Inc	\$11.50
100830	Fitness Classes	Council	per participant	GST Inc	\$11.50
100830	Express Fitness Classes (30 minutes)	Council	per participant	GST Inc	\$6.00
100830	Fitness Classes students < 18 years	Council	per participant	GST Inc	\$6.00
127070	Fitness Classes & Programs - Seniors	Council	per participant	GST Inc	\$4.50
100930	Personal Fitness Assessment	Council	per assessment	GST Inc	\$50.00
100930	2-4 year old Fitness Class (45 minutes), parent/guardian free of charge	Council	per participant	GST Inc	\$3.30
100930	Gym Instructor	Council	per hour	GST Inc	\$67.00
100930	Personal Training - Member	Council	per half hour	GST Inc	\$30.00
100930	Personal Training - Non-Member (includes gym entry)	Council	per half hour	GST Inc	\$41.50
100930	Contract Personal Training - Member	Council	per half hour	GST Inc	\$45.00
100930	Contract Personal Training - Non-Member (includes gym entry)	Council	per half hour	GST Inc	\$56.50
100930	Functional Fitness Training - Casual (6 people per session)	Council	per half hour	GST Inc	\$11.50
100930	Functional Fitness Training - Casual (6 people per session)	Council	per hour	GST Inc	\$23.00
100930	Massage Therapy	Council	per half hour	GST Inc	\$55.50
Private Personal Trainer - Non KLC fitness					
100930	Small Group Fitness (in addition to client having paid for appropriate gym access)	Council	per client	GST Inc	\$15.50
100930	Small Group Fitness (in addition to client having paid for appropriate gym access)	Council	per consecutive client	GST Inc	\$7.75
Creche					
101030	Creche - Casual	Council	per child	GST Inc	\$5.60
101030	Creche - Gold Membership	Council	per child	GST Inc	\$3.40
	Carers of special needs participants will be granted free access to the centre if they will be looking after their children/participants at ALL times.				
	Fees and Charges for special events and activities run by KLC (Youth events etc) to be set in consultation with CEO and based on costs of equipment and staff req'd to run the event.				
Administration					
100630	Administration Fee for Katanning Leisure Centre Staff	Council	per hour	GST Inc	\$51.50
100630	Facility Opening Fees Out of Hours minimum fee	Council		GST Inc	\$205.00
100830	Term Sport Nomination Fee	Council	per team	GST Inc	\$25.00
Birthday Parties (food etc not provided, can be purchased from kiosk at standard prices)					
100230	0 - 19 Kids	Council		GST Inc	Normal Entry Fees
100230	> 20 Kids	Council		GST Inc	10% discount on entry fees
100630	Supervision by Junior staff member	Council	per hour	GST Inc	\$34.00
Facility Hire Bonds					
191220	Bond Without Alcohol	Council	per application	OOS	\$300.00
191220	Bond With Alcohol	Council	per application	OOS	\$600.00
191220	Bond on Equipment Hire	Council	per application	OOS	\$100.00
191220	Key/Swipe Card Bond	Council	per application	OOS	\$50.00
100630	Security Call out fee for incorrectly arming the facility by user (Function Hirers Only)	Council	per 1/2 hour	GST Inc	\$60.00
191220	KLC Oval/Ground Bond	Council		OOS	\$300.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
RECREATION & CULTURE (Continued)			SCHEDULE 11		
Function Area - Hire Fees					
100630	Commercial/Government	Council	per hour	GST Inc	\$80.00
100630	Non Commercial	Council	per hour	GST Inc	\$60.00
100630	Bar - Commercial/Government	Council	per hour	GST Inc	\$150.00
100630	Bar - Non-Commercial	Council	per hour	GST Inc	\$112.00
100630	Kitchen - Commercial/Government	Council	per hour	GST Inc	\$40.00
100630	Kitchen - Commercial/Government	Council	per day	GST Inc	\$298.00
100630	Kitchen - Non Commercial	Council	per hour	GST Inc	\$30.00
100630	Kitchen - Non Commercial	Council	per day	GST Inc	\$224.00
100630	Meeting Room - Commercial/Government	Council	per hour	GST Inc	\$35.00
100630	Meeting Room - Commercial/Government >5hrs	Council	per day	GST Inc	\$175.00
100630	Meeting Room - Non-Commercial	Council	per hour	GST Inc	\$17.50
100630	Meeting Room - Non-Commercial >5hrs	Council	per day	GST Inc	\$87.50
100630	Wedding/Function Room Package - Standard Hirer Set Up	Council	per function	GST Inc	\$900.00
100630	Wedding/Function Room Package - Gold KLC Staff Set Up	Council	per function	GST Inc	\$1,100.00
100630	Staff cost to set up/pack up for meetings & extra cleaning costs within Function Area	Council	per hour	GST Inc	\$34.00
Main Floor - Hire Fees					
100530	Entire Main Stadium	Council	per day	GST Inc	\$885.00
100530	Entire Main Stadium	Council	per hour	GST Inc	\$260.00
100530	Individual Courts	Council	per hour	GST Inc	\$77.00
100530	All Day - Non-Commercial	Council	per day	GST Inc	\$665.00
100530	Main Stadium - Non-Commercial	Council	per hour	GST Inc	\$195.00
100530	Individual Courts - Non-Commercial	Council	per hour	GST Inc	\$58.00
Ram Pavilion - Hire Fees					
100530	Entire Main Stadium - Commercial	Council	per day	GST Inc	\$715.00
100530	Entire Main Stadium - Commercial	Council	per hour	GST Inc	\$122.00
100530	Individual Courts	Council	per hour	GST Inc	\$61.00
100530	All Day - Non-Commercial	Council	per day	GST Inc	\$572.00
100530	Main Stadium - Non-Commercial	Council	per hour	GST Inc	\$98.00
100530	Individual Courts - Non-Commercial	Council	per hour	GST Inc	\$42.00
Creche Room - Hire Fees					
101030	Commercial/Government	Council	per hour	GST Inc	\$35.00
101030	Non-Commercial	Council	per hour	GST Inc	\$17.50
101030	Crèche Staff Member (1 staff per 10 participants) including room hire	Council	per hour	GST Inc	\$62.00
101030	Additional Crèche staff member	Council	per hour	GST Inc	\$34.00
Other Facility Hire Fees					
100630	Upstairs Meeting Room - Commercial/Government	Council	per hour	GST Inc	\$35.00
100630	Upstairs Meeting Room - Non-Commercial	Council	per hour	GST Inc	\$17.50
100430	Tea & Coffee (Functions)	Council	per person	GST Inc	\$2.00
167930	Change Room - Casual Bookings	Council	per hour	GST Inc	\$30.00
137630	Sprig Bar - Commercial/Government	Council	per hour	GST Inc	\$66.00
137630	Sprig Bar - Non-Commercial	Council	per hour	GST Inc	\$50.00
100630	Top Oval Shelter Kitchen - Casual Bookings	Council	per hour	GST Inc	\$17.00
100630	Top Oval Shelter Kitchen - Casual Bookings >5hrs	Council	per day	GST Inc	\$85.00
100630	Shearing Shed	Council	per day	GST Inc	\$110.00
167930	Various Grassed Areas (Excluding Ovals)	Council	per day	GST Inc	\$20.00
101230	Rental of Office and/or Office Space	Council	annual	GST Inc	\$150.00
101230	Rental of Storage Space - non permanent KLC User Groups	Council	annual	GST Inc	\$150.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
RECREATION & CULTURE (Continued)			SCHEDULE 11		
Community Equipment Hire					
135430	Round Tables	Council	per day	GST Inc	\$12.00
135430	Trestle Tables	Council	per day	GST Inc	\$6.00
135430	Chairs	Council	per day	GST Inc	\$2.50
135430	Crockery	Council	per day	GST Inc	\$0.70
135430	Cutlery	Council	per day	GST Inc	\$0.35
135430	Glass Ware	Council	per day	GST Inc	\$2.00
135430	Electric Urns	Council	per day	GST Inc	\$12.00
135430	Tablecloths (function) Round	Council	per day	GST Inc	\$18.50
135430	Tablecloths (function) Rectangle	Council	per day	GST Inc	\$16.50
135430	Table and Stage Skirting	Council	per day	GST Inc	\$28.00
135430	Tulle Centre Piece	Council	per day	GST Inc	\$80.00
135430	Over head projectors/screen per day	Council	per day	GST Inc	\$60.00
	Breakages & Other Charges				
135430	Refer to Admin Section, page 1 of Fees & Charges				
	Meeting Equipment Hire				
135430	Refer to Admin Section, page 1 of Fees & Charges				
Sporting Equipment Hire					
135430	All sporting equipment (plus \$100 bond)	Council	each	GST Inc	\$2.50
135430	Roller Blade Booking Fee - Shires outside of Katanning	Council	per event	GST Inc	\$55.00
135430	plus Roller Blade Hire	Council	per pair	GST Inc	\$2.50
135430	Frisbee Golf Hire (plus \$50.00 bond)	Council	per event	GST Inc	\$55.00
Sports Oval Ground Fees					
167930	Commercial Usage (eg. Circus)	Council	per day	GST Inc	\$470.00
167930	Commercial Usage (eg. Circus)	Council	per hour	GST Inc	\$66.50
167930	Non-Commercial	Council	per day	GST Inc	\$145.00
167930	Non-Commercial	Council	per hour	GST Inc	\$25.00
167930	Commercial Use of non-grassed areas (eg. Circus)	Council	per event	GST Inc	By negotiation
Seasonal Set Ground Fees					
167930	Cricket Clubs	Council	per team	GST Inc	*Determine by lease agreement
167930	Katanning Hockey Club - all club levels	Council		GST Inc	*Determine by lease agreement
167930	Equestrian Association	Council		GST Inc	*Determine by lease agreement
	New Sporting Clubs are charged based on the following formula:				
	- Senior Teams				
	# of teams * number of players per team * # of weeks in season * # uses per week * \$0.60			GST Inc	\$0.60
	- Junior teams				
	# of teams * number of players per team * # of weeks in season * # uses per week * \$0.35			GST Inc	\$0.35
Katanning Leisure Centre - Other					
167930	Camping fee	Council	per day, per person	GST Inc	\$10.00
101130	Advertising Signage - to be provided by company	Council	per m ²	GST Inc	\$114.00
	- Current 60% discount on general advertising rate listed in administration section with minimum rate of \$405 per annum)				
Personal Trainer Use of Parks and Ovals					
138830	Small Group Fitness	Council	per client	GST Inc	\$15.50
138830	Small Group Fitness	Council	per consecutive client	GST Inc	\$7.75


G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
RECREATION & CULTURE (Continued)					SCHEDULE 11
Katanning Library					
141430	Lost Library Books	Council	per book	GST Inc	Replacement value
141430	Replacement of Library Cards	Council	per card	GST Inc	\$3.80
Printing & Photocopying					
142630	A4 single sided	Council	per copy	GST Inc	\$0.30
142630	A4 double sided	Council	per copy	GST Inc	\$0.50
142630	A3 single sided	Council	per copy	GST Inc	\$0.60
142630	A4 single sided - colour	Council	per copy	GST Inc	\$0.50
142630	A4 double sided - colour	Council	per copy	GST Inc	\$0.80
142630	A3 single sided - colour	Council	per copy	GST Inc	\$0.80
142630	Laminating Fees - A4 per page	Council	per copy	GST Inc	\$2.50
142630	Laminating Fees - A3 per page	Council	per copy	GST Inc	\$4.00
Internet & Communication					
141730	Scanning charge	Council	per page	GST Inc	\$0.20
Community Room Hire					
121130	Commercial/Government	Council	per hour	GST Inc	\$35.00
121130	Commercial/Government	Council	per day (> 5 hrs)	GST Inc	\$175.00
121130	Non Commercial - discounted rate	Council	per hour	GST Inc	\$17.50
121130	Non Commercial - discounted rate	Council	per day (> 5 hrs)	GST Inc	\$87.50
Gallery Hire					
121830	Local Artists	Council	per week	GST Inc	\$100.00
121830	Other	Council	per week	GST Inc	\$150.00
159830	Exhibition Fees - Commission on Sales	Council	per item sold	GST Inc	30% Commission
Other Culture					
153330	Gallery Coordinator Labour Assistance	Council	per hour	GST Inc	\$68.00
143130	Sale of History Books	Council	per book	GST Inc	\$20.00
Pioneer Wall Fees					
144330	Application Fee	Council	per application	GST Inc	\$343.00
144330	Plaque	Council	per application	GST Inc	POA
TRANSPORT					SCHEDULE 12
150910	Roadside Advertising Signage (Approaching Townsite)	Council	per m ²	GST Inc	\$149.00
	- Current 50% discount on general advertising rate listed in administration section				
ECONOMIC SERVICES					SCHEDULE 13
Economic Development					
158780	Mobile Food Trailer Hire - Commercial/Business	Council	per day	GST Inc	\$226.00
158780	Mobile Food Trailer Hire - Community/Not-for-profit	Council	per day	GST Inc	\$113.00
194240	Mobile Food Trailer Bond	Council	per hire application	OOS	\$514.00
Rural Services					
153630	Water from Standpipes - 20-25mm	Council	per kilolitre	GST Free	\$4.30
153630	Water from Standpipes - 50mm	Council	per kilolitre	GST Free	\$12.00
153650	Access card for controlled standpipes	Council	each	GST Inc	\$22.00



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G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
ECONOMIC SERVICES (Continued)			SCHEDULE 13		
Building Permits					
156130	Uncertified application for a building permit (s 6(1))	Statutory		OSS	0.32% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$110.00
156130	Certified application for building permit s 16(1) - (a) for building work for Class 1 or Class 10 building or incidental structure	Statutory		GST Free	0.19% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$110.00
156130	Certified application for building permit s 16(1) - (b) for building work for Class 2 to Class 9 building or incidental structure.	Statutory		GST Free	0.09% of estimated value(inclusive of GST)of the proposed building work as determined by the permit authority but not less than \$110.00
Demolition Permits					
156130	Class 1 and 10 (s 16(1))	Statutory		OOS	\$110.00
156130	Class 2 to 9 (s 16(1))	Statutory	per storey	OOS	\$110.00
Occupancy Permits					
156130	- occupancy permit for a completed building; temporary occupancy permit for an incomplete building, modification of an occupancy permit for additional use of building on temporary basis, replacement occupancy permit for permanent change of building's use or classification and to replace an occupancy permit for an existing building	Statutory		OOS	\$110.00 per application



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G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
ECONOMIC SERVICES (Continued)			SCHEDULE 13		
Unauthorised Work Applications					
156130	- Application for Occupancy Permit for a building in respect of which unauthorised work has been done (s 51 (2)).	Statutory		OOS	0.18% of the estimated value(inclusive of GST) of the building work as determined by the permit authority but not less than \$110.00
156130	- Application for building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3)).	Statutory		OOS	0.38% of the estimated current value(inclusive of GST) of the unauthorised building work as determined by the permit authority, but not less than \$110.00
156130	- Application for a building approval certificate for an existing building where unauthorised work has not been done	Statutory		OOS	\$110.00
Extension of Time Applications					
156130	Building or Demolition Permit	Statutory		OOS	\$110.00
156130	Occupancy Permit or Building Approval Certificate	Statutory		OOS	\$110.00
Regulatory Fees					
156130	BCITF Levy (applies to all applications for building and demolition permits)	Statutory		OOS	0.2% of the estimated value (GST inclusive) for values over \$20,000
156130	Building Services Levy - Building permit	Statutory		OOS	0.137% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$61.65

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
ECONOMIC SERVICES (Continued)			SCHEDULE 13		
Regulatory Fees (Continued)					
156130	Building Services Levy - Application for a demolition permit (s 16(1) 0 - (a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure. (b) for demolition work in respect of a Class 2 to Class 9 building.	Statutory		OOS	0.137% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$61.65
	Occupancy permit or building approval certificate for approved building work under s47, 49 or 52 of the Building Act	Statutory		OOS	\$61.65
	Occupancy permit or building approval certificate for unauthorised building work under s51 of the Building Act	Statutory		OOS	0.274% of the value (inclusive of GST) of the work but not less than \$123.30
156150	Private Swimming Pool Fence Inspection (Reg 53) (once every 4 years, 1/4 of fee applied annually on rates notice)	Statutory		OOS	\$58.45
156130	Application for approval of battery powered smoke alarms (Reg 61)	Statutory		OOS	\$179.40
Building Control - Certification Fees (By Private Arrangement)					
156130	Sign Licence - Application Fee	Council		GST Inc	\$20.00
156130	Request for Certificate of Design Compliance - Class 1 and 10 building	Council		GST Inc	0.13% estimated value of construction but not less than *\$99.00
156130	Request for Certificate of Design Compliance - Class 2- 9 buildings	Council		GST Inc	0.11% estimated value of construction but not less than *\$99.00
156130	Inspection Service for Certificate of Construction Compliance, Building Compliance, or other	Council		GST Inc	\$195.00
156130	Additional or aborted inspections charged at an hourly rate	Council		GST Inc	\$98.00
156130	When inspection period exceeds 2 hours, additional time charged at an hourly rate	Council		GST Inc	\$98.00
156130	For applicant requests for inspections out of normal working hours, charged at an hourly rate	Council		GST Inc	\$150.00
156130	Request seeking confirmation that Planning Environmental Health and Shire Engineering requirements have been met	Council		GST Inc	\$98.00
156130	Request for additional Building Service/Advice	Council	per hour	GST Inc	\$98.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
Saleyards Fees and Charges					
158430	Advertising Signage (at Saleyards)	Council	per m ²	GST Inc	\$290.00
157730	Sheep Yarding Fees	Council	per head	GST Inc	\$1.05
154640	eID Scanning Fee	Council	per head scanned	GST Inc	\$0.133
154630	Destruction of Sheep	Council	per head	GST Inc	\$26.00
158830	Washbay Keys	Council	per key	GST Inc	\$44.00
158130	Washbay Usage	Council	Per minute - Min \$5.00	GST Inc	\$0.82
157740	Agistment Fees	Council	per head per day	GST Inc	\$1.00
Saleyard Facility - Hire Bonds					
175130	Venue Bond Without Alcohol	Council	per application	OOS	\$300.00
175130	Venue Bond With Alcohol	Council	per application	OOS	\$600.00
175130	Equipment Bond	Council	per application	OOS	\$100.00
175130	Key Bond (for use after hours)	Council	per application	OOS	\$50.00
ECONOMIC SERVICES (Continued)			SCHEDULE 13		
Saleyard Facility - Hire Fees					
157940	Kitchen - Commercial/Government	Council	per hour	GST Inc	\$39.00
157940	Kitchen - Commercial/Government	Council	per day	GST Inc	\$246.00
157940	Kitchen - Non Commercial	Council	per hour	GST Inc	\$30.00
157940	Kitchen - Non Commercial	Council	per day	GST Inc	\$185.00
157940	Training Room - Commercial/Government	Council	per hour	GST Inc	\$39.00
157940	Training Room - Commercial/Government	Council	per day	GST Inc	\$246.00
157940	Training Room - Non Commercial	Council	per hour	GST Inc	\$30.00
157940	Training Room - Non Commercial	Council	per day	GST Inc	\$185.00
157940	Dining Room - Commercial/Government	Council	per hour	GST Inc	\$39.00
157940	Dining Room - Commercial/Government	Council	per day	GST Inc	\$246.00
157940	Dining Room - Non Commercial	Council	per hour	GST Inc	\$30.00
157940	Dining Room - Non Commercial	Council	per day	GST Inc	\$185.00
	Breakages & Other Charges				
158030	Refer to Admin Section, page 1 of Fees & Charges				
	Meeting Equipment Hire				
158030	Refer to Admin Section, page 1 of Fees & Charges				
157830	Office Rental	Council	per month, increased by March CPI	GST Inc	*Refer to licence agreement
Saleyards Pop Up Shop					
157940	Pop Up Shop - Half Day	Council	half day	GST Inc	\$33.00
157940	Pop Up Shop - Full Day	Council	full day	GST Inc	\$56.00
OTHER PROPERTY & SERVICES			SCHEDULE 14		
Hire of Council Equipment (Includes Operator, minimum 1 hour) - Home Rate					
159530	Graders	Council	per hour	GST Inc	\$247.00
159530	Graders	Council	per day	GST Inc	\$1,963.00
159530	14 tonne Truck (Tipper)	Council	per hour	GST Inc	\$200.00
159530	15 tonne Truck (Tipper)	Council	per day	GST Inc	\$1,593.00
159530	Truck Trailer (side)	Council	per hour	GST Inc	\$81.00
159530	Truck Trailer (side)	Council	per day	GST Inc	\$642.00
159530	Water Truck	Council	per hour	GST Inc	\$215.00
159530	Water Truck	Council	per day	GST Inc	\$1,722.00
159530	Backhoe	Council	per hour	GST Inc	\$183.00
159530	Backhoe	Council	per day	GST Inc	\$1,460.00
159530	Hitachi Loader	Council	per hour	GST Inc	\$218.00
159530	Hitachi Loader	Council	per day	GST Inc	\$1,737.00
159530	9 tonne Excavator	Council	per hour	GST Inc	\$203.00
159530	9 tonne Excavator	Council	per day	GST Inc	\$1,624.00
159530	Excavator	Council	per hour	GST Inc	\$249.00
159530	Excavator	Council	per day	GST Inc	\$1,984.00
159530	Multi-tyred self propelled roller	Council	per hour	GST Inc	\$198.00

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
	NEW Charge		OOS = Outside the Scope of GST		
			GST Inc = 10% GST Inclusive		
OTHER PROPERTY & SERVICES (Continued)			SCHEDULE 14		
Hire of Council Equipment (Includes Operator, minimum 1 hour) - Home Rate (Continued)					
159530	Multi-tyred self propelled roller	Council	per day	GST Inc	\$1,583.00
159530	Tractor (Including attachments)	Council	per hour	GST Inc	\$177.00
159530	Tractor (Including attachments)	Council	per day	GST Inc	\$1,408.00
159530	Semi Side - Tipper	Council	per hour	GST Inc	\$267.00
159530	Semi Side - Tipper	Council	per day	GST Inc	\$2,107.00
159530	3t Tip Truck	Council	per hour	GST Inc	\$128.00
159530	3t Tip Truck	Council	per day	GST Inc	\$1,017.00
159530	Sweeper	Council	per hour	GST Inc	\$198.00
159530	Sweeper	Council	per day	GST Inc	\$1,583.00
159530	Skid steer Loader	Council	per hour	GST Inc	\$173.00
159530	Skid steer Loader	Council	per day	GST Inc	\$1,388.00
159530	Vibrating Roller	Council	per hour	GST Inc	\$197.00
159530	Vibrating Roller	Council	per day	GST Inc	\$1,573.00
159530	Pedestrian Roller	Council	per hour	GST Inc	\$111.00
159530	Pedestrian Roller	Council	per day	GST Inc	\$884.00
159530	Sundry Plant	Council	per hour	GST Inc	\$104.00
159530	Sundry Plant	Council	per day	GST Inc	\$822.00
159530	Blue Metal	Council	m ³	GST Inc	\$285.00
159530	Bitumen Truck (with 2 Operators)	Council	per hour	GST Inc	\$314.00
159530	Bitumen Truck (with 2 Operators)	Council	per day	GST Inc	\$2,508.00
159530	Bitumen Truck (Travel)	Council	per km	GST Inc	\$2.88
159530	Emulsion	Council	litre	GST Inc	Cost Recovery
159530	Premix (Asphalt)	Council	tonne	GST Inc	Cost Recovery
159530	Labour Hire	Council	per hour	GST Inc	\$98.00
159530	S.A.M. trailer (without operator)	Council	per day	GST Inc	\$234.00
159530	Graffiti Removal Trailer (without operator)	Council	per day	GST Inc	\$277.00
159530	Bond for Hire of Signs	Council	per application	OOS	\$134.00
159530	Hire of signs - Commercial/Government	Council	per application	GST Inc	Price on application dependent on Number and Values
159530	Hire of signs - Non Commercial	Council	per application	GST Inc	Fee may be waived at CEO discretion
159530	Portable Stage Hire - Commercial/Government	Council	per day	GST Inc	No charge, but bond and installation still apply
159530	Portable Stage Hire - Non Commercial	Council	per day	GST Inc	
159530	Portable Stage - Installation & Removal	Council	per application	GST Inc	
194240	Bond for Portable Stage	Council	per application	OOS	
159530	Administration Fee - 30% of total works cost	Council	per application	GST Inc	
	(NB: Weekend rates are at CEO's discretion as this is outside of normal working hours)				30%
	Charges for private works carried out by the Shire are based on recovery of plant operating costs, employee costs and administration costs.				
Building Maintenance Services					
159530	Shire Building Maintenance Officer	Council	per hour	GST Inc	\$121.00

Lease – Part of Reserve 12292 encompassing Lot 1 and Part Lot 561

Shire of Katanning

Katanning Equestrian Association INC.



McLEODS

Lawyers

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Details

Parties

Shire of Katanning

of PO Box 130, Katanning, Western Australia, 6317
(Lessor)

Katanning Equestrian Association INC.

of PO Box 644, Katanning, WA, 6317
(Lessee)

Background

- A The Lessor has care, control and management of the Land pursuant to the Management Order.
- B Subject to the prior written approval of the Minister for Lands, the Lessor has agreed to lease and the Lessee has agreed to take a lease of that part of the Land comprising the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed by the Chief Executive Officer to perform any of her or his functions under this Lease;

Commencement Date means the date of commencement of the Term specified in **Item 4** of the Schedule;

Contaminated Sites Act means the *Contaminated Sites Act 2003 (WA)*;

Contamination has the same meaning as the word “contaminated” in the Contaminated Sites Act;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Further Term means each further term specified in **Item 3** of the Schedule;

Good Repair means good and substantial tenantable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor’s general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1(a)** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee’s Agents includes:

- (a) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (b) any person on the Premises by the authority of a person specified in paragraph (a);

Lessee’s Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessor’s Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Management Order means the management order made under section 46 of the *Land Administration Act 1997*, under which the Land was vested in the Lessor to be held for the purpose of Showground & Recreation;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Party means the Lessor or the Lessee according to the context;

Permitted Purpose means the Permitted Purpose stated at **Item 7** of the Schedule;

Premises means the premises described at **Item 1(b)** of the Schedule;

Rent means the rent specified in **Item 5** of the Schedule;

Schedule means the Schedule to this Lease;

Term means the term of years specified in **Item 2** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and
 - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:
 - (i) a natural person includes a body corporate or local government;
 - (ii) a body corporate or local government includes a natural person;
 - (iii) a professional body includes a successor to or substitute for that body;
 - (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
 - (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
 - (vi) a right includes a benefit, remedy, discretion, authority or power;

- (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
 - (ix) both express and implied provisions; and
 - (x) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
 - (xi) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
 - (xii) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
 - (xiii) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;
- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
- (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Approval of the Minister for Lands

This Lease is subject to and conditional on the prior approval of the Minister for Lands under section 18 of the *Land Administration Act 1997*. A copy of the Minister's approval is annexed hereto as **Annexure 2**.

4. Grant of lease

Subject to **clause 3** of this Lease, the Lessor leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

5. Quiet enjoyment

Except as provided in the Lease, for so long as the Lessor is the management body of the Premises under the Management Order, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

6. Rent and other payments

6.1 Rent

The Lessee must pay to the Lessor the Rent in the manner set out at **Item 5** of the Schedule on and from the Commencement Date clear of any deductions.

6.2 Outgoings

- (1) The Lessee must pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) fire and emergency services levy;
 - (e) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (f) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
 - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
 - (iii) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.
- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 6.2(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

6.3 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, the Lessee must pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days

computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

6.4 Costs

- (1) The Lessee must pay to the Lessor on demand:
 - (a) all duty, fines and penalties payable under the *Duties Act* 2008 and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and
 - (c) all legal costs of and incidental to the instructions for the preparation, execution and any duty payable on this Lease and all copies.
- (2) The Lessee must pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
 - (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;
 - (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (d) any work done at the Lessee's request; and
 - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 6.4** or any matter arising out of this Lease.

6.5 Accrual of amounts payable

Amounts Payable accrue on a daily basis.

7. Rent Review

7.1 Rent to be Reviewed

The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.

7.2 Methods of Review

The review will be either based on CPI or a Market Review. The basis for each rent review is as identified for each Rent Review Date in **Item 6** of the Schedule.

7.3 CPI Review

A rent review based on CPI will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the

CPI with an equivalent index, or failing agreement by the parties, the substitution shall be made by a Valuer appointed in accordance with **clause 7.4**.

7.4 Market Rent Review

- (1) A rent review based on market rent will establish the current market rent for the Premises (which will not be less than the Rent payable in the period immediately preceding the Rent Review Date) by agreement between the parties and failing agreement, will be determined in accordance with the following provisions.
- (2) If agreement as to the substitution of the CPI with an equivalent index for the Premises is not reached at least one (1) month prior to the relevant Rent Review Date then the current market rent for the Premises will be determined at the expense of the Lessee by a valuer (**Valuer**) licensed under the *Land Valuers Licensing Act 1978*, to be appointed, at the request of either party, by the President for the time being of the Australian Property Institute (Western Australian Division) (or if such body no longer exists, such other body which is then substantially performing the functions performed at the Commencement Date by that Institute).
- (3) The Valuer will act as an expert and not as an arbitrator and his or her decision will be final and binding on the parties. The parties will be entitled to make submissions to the Valuer.
- (4) In this **clause 7**, “current market rent” means the rent obtainable for the Premises in a free and open market if the Premises was unoccupied and offered for rental for the use for which the Premises is permitted pursuant to this Lease and on the same terms and conditions contained in this Lease, BUT will not include:
 - (a) any improvements made or effected to the Premises by the Lessee; and
 - (b) any rent free periods, discounts or other rental concessions.

7.5 Rent will not decrease

Notwithstanding the provisions in this clause, the Rent payable from any Rent Review based on CPI Review will not be less than the Rent payable in the period immediately preceding such Rent Review Date.

7.6 Lessor's right to review

The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

8. Insurance

8.1 Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;

- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

8.2 Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

8.3 Details and receipts

In respect of the insurances required by **clause 8.1** the Lessee must:

- (a) upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (b) promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
- (c) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

8.4 Payment of excess on insurance

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8.1** and **clause 8.2**.

8.5 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (a) render any insurance effected under **clause 8.1** and **clause 8.2** on the Premises, or any adjoining premises, void or voidable; or
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

8.6 Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (a) any damage to the Premises of which they are or might be aware; and
- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

8.7 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8.1** and **clause 8.2**.

8.8 Lessor as attorney

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 8.1** and **clause 8.2**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 8.1** and **clause 8.2**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

9. Indemnity

9.1 Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold estate in the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

9.2 Indemnity

- (1) The Lessee indemnifies, and shall keep indemnified, the Lessor and the Minister for Lands from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor or the Minister for Lands, or brought, maintained or made against the Lessor, in respect of:

- (a) any loss whatsoever (including loss of use);
- (b) injury or damage of, or to, any kind of property or thing; and
- (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (d) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (e) any work carried out by or on behalf of the Lessee on the Premises;

- (f) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (g) the presence of any Contamination, pollution or environmental harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
- (h) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or
- (i) an act or omission of the Lessee or the Lessee's Agents.

9.3 Obligations Continuing

The obligations of the Lessee under this clause:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9.2** will be reduced by the extent of such payment;
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

9.4 No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

9.5 Release

(1) The Lessee:

- (a) agrees to occupy and use the Premises at the risk of the Lessee; and
- (b) releases to the full extent permitted by law, the Lessor and the Minister for Lands from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area,

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

- (2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Casual Hire of Premises

10.1 Casual Hire Only

The Lessee may hire out the Premises or any part thereof on a casual basis only PROVIDED:

- (a) such use is consistent at all times with the Permitted Purpose; and
- (b) the Lessee ensures any hirer complies strictly with the relevant terms of this Lease.

10.2 Lessee remains responsible for Premises at all times

The Lessee ACKNOWLEDGES that at all times, including when the Premises are hired to a third party, it remains responsible for the Premises, including without limitation any damage that may be caused or occurs during any hire period.

11. Keys and Access

11.1 Keys

- (1) The Lessor will provide the Lessee with one set of keys for access to the Premises and all rooms therein upon signing of the Lease.
- (2) Unless otherwise approved by the Lessor in writing, the Lessee must not have additional sets of keys copied or cut.
- (3) The Lessee may request the Lessor in writing for additional keys for the Premises. All costs including a bond and the costs for cutting of the key(s) will be borne by the Lessee.

11.2 Notify the Lessor of lost keys

The Lessee must notify the Lessor of any loss of keys immediately and ensure all keys conform with the Lessor's master keys. The Lessor will arrange for replacement keys to be issued to the Lessee at the Lessee's cost.

11.3 No change of locks without approval

- (1) The Lessee must not change any of the Premises' locks, without the prior approval of the Lessor.
- (2) If the locks are changed the Lessee must provide the Lessor with keys to access all areas of the Premises.

11.4 Cost of re-entry

If the Lessor requires access to the Premises pursuant to its powers under this Lease, and is unable to access the Premises due to an unauthorised change in locks, the Lessor may take all such measures to enter the Premises and to re-secure the Premises, and the Lessee will bear all costs associated with such measures.

12. Limit of Lessor's liability

12.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

12.2 Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is vested with care, control and management of the Land.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

13. Maintenance, repair and cleaning

13.1 Generally

- (1) The Lessee AGREES during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's fixtures and fittings and any appurtenances) in Good Repair having regard to the age of the Premises at the Commencement Date.
- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:
 - (a) any electrical fittings and fixtures;
 - (b) any plumbing;
 - (c) any air-conditioning fittings and fixtures; and
 - (d) any gas fittings and fixtures,in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.
- (3) The Lessee must take such reasonable action as is necessary to:
 - (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
 - (b) rectify or otherwise ameliorate,the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

13.2 Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish.

13.3 Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

13.4 Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

13.5 Maintain surroundings

- (1) The Lessee must regularly inspect and maintain in good condition any part of the Premises which surrounds any buildings, including but not limited to any flora, gardens, lawns, shrubs, hedges and trees.
- (2) The Lessee agrees that any pruning of trees must be undertaken by a qualified tree surgeon.
- (3) If any flora, trees or lawn dies the Lessee must replace the flora, trees or lawn at its own expense.
- (4) The Lessee must plant and care for such trees on the Premises as the Lessor may from time to time reasonably require.
- (5) The Lessee may not remove any trees, shrubs or hedges without first consulting with and obtaining the approval of the Lessor, except where necessary for urgent safety reasons.

13.6 Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

13.7 Pest control

The Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

13.8 Painting

- (1) The Lessee must on or before each repainting date as stated in **Item 9** of the Schedule paint with at least 2 coats of paint those parts of the Premises usually painted internally.
- (2) All painting carried out on the Premises must be carried out by a registered painting contractor and the registered painting contractor or other person engaged by the Lessee to paint the Premises must:
 - (a) do so in a proper manner using good quality materials;
 - (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
 - (c) comply with all reasonable directions given or requests made by the Lessor; and
 - (d) be finished in a proper and workmanlike manner.

13.9 Drains

- (1) The Lessee must keep and maintain the waste pipes drains and conduits originating in the Premises or connected thereto in a clean clear and free flowing condition and must pay to the Lessor upon demand the cost to the Lessor of clearing any blockage which may occur in such waste pipes, drains and conduits between the external boundaries of the Premises and the point of entry thereof into any trunk drain unless such blockage has been caused without neglect or default on the part of the Lessee.
- (2) The Lessee must not permit the drains, toilets, grease traps (if any) and other sanitary appliances on the Premises to be used for any purpose other than that for which they were constructed and must not allow any foreign matter or substance to be thrown therein.

14. Use

14.1 Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises anything which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

The Lessee must not suffer or permit a person to use or allow the Premises to be used for the consumption of alcohol without first obtaining the written consent of the Lessor.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Food Act 2008*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or Contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants. The Lessee must immediately remediate any pollution or contamination of the Premises caused by an act or omission of the Lessee or the Lessee's Agents to the satisfaction of the Lessor.

14.2 No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

14.3 Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

14.4 Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

14.5 Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 14**.

15. Alterations

15.1 Restriction

- (1) The Lessee must not without prior written consent from the Lessor or from any other person from whom consent is required under this Lease or under a written law:

- (a) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (b) subject to the performance of the Lessee's obligations in **clause 13**, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

15.2 Consent

- (1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 15.1** the Lessor may grant consent subject to conditions and:
 - (a) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (b) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant.
- (2) If the Lessor consents to any matter referred to in **clause 15.1**:
 - (a) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (b) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

15.3 Cost of Works

All works undertaken under this **clause 15** will be carried out at the Lessee's expense.

15.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
 - (b) permit the Lessor to carry out those other works at the Lessee's expense,
- in accordance with the Lessor's requirements.

16. Lessor's right of entry

16.1 Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (a) at all reasonable times;
- (b) with or without workmen and others; and
- (c) with or without plant, equipment, machinery and materials,

for each of the following purposes:

- (d) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
- (e) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
- (f) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
- (g) to do all matters or things to rectify any breach by the Lessee of any term of this Lease, but the Lessor is under no obligation to rectify any breach and any rectification is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

16.2 Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 16.1(g)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

17. Statutory obligations and notices

17.1 Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 14**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

17.2 Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor and the Minister for Lands against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 17.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 17.1**.

18. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;

- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

19. Default

19.1 Events of Default

A default occurs if:

- (a) any Amounts Payable remain unpaid for 14 days after a Notice has been given to the Lessee that an amount is outstanding;
- (b) the Lessee is in breach of any of the Lessee's Covenants for 21 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (c) where the Lessee is an association which is incorporated under the *Associations Incorporation Act 2015*, the association is wound up whether voluntarily or otherwise;
- (d) where the Lessee is an association which is incorporated under the *Associations Incorporation Act 2015*, the Lessee passes a special resolution under the *Associations Incorporation Act 2015* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;
- (e) where the Lessee is an individual, the Lessee dies or becomes of unsound mind, or is declared bankrupt;
- (f) where the Lessee is a partnership, the Lessee having a change in its constitution;
- (g) an application is made to a court for the Lessee to be wound up;
- (h) the appointment of a controller under section 9 of the *Corporations Act 2001* of any of the Lessee's assets;
- (i) the Lessee becomes an insolvent under administration under section 9 of the *Corporations Act 2001*;
- (j) the Lessee proposes to enter into or enters into any form of arrangement with any of its creditors;
- (k) the Lessee is unable to pay all its debts when they become due, it fails to comply with a statutory demand under section 459F of the *Corporations Act 2001*, or it is deemed to be unable to pay its debts under section 585 of the *Corporations Act 2001*;
- (l) a meeting is convened to place the Lessee in voluntary liquidation or to appoint an administrator;
- (m) a mortgagee takes possession of the property of the Lessee under this Lease;
- (n) any execution or similar process is made against the Premises on the Lessee's property;
- (o) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for a six-month period; or

- (p) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

19.2 Forfeiture

On the occurrence of any of the events of default specified in **clause 19.1** the Lessor may:

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a tenant from month to month under **clause 22**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

19.3 Lessor may remedy breach

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

19.4 Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

19.5 Essential Terms

Each of the Lessee's Covenants in **clauses 6** (Rent and Other Payments), **8** (Insurance), **9** (Indemnity), **13** (Maintenance, Repair and Cleaning), **14** (Use), **26** (Assignment, Subletting and Charging) and **31** (Goods and Services Tax), is an essential term of this Lease but this clause **19.5** does not mean or imply that there are no other essential terms in this Lease.

19.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;

- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the covenant set out in **clause 19.6(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease; and
- (e) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

20. Damage or destruction of Premises

20.1 Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 2012* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

20.2 Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may be notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

21. Option to renew

If the Lessee at least one month, but not earlier than 12 months, prior to the date for commencement of the Further Term gives the Lessor a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Lease or at law have been obtained; and
- (b) there is no subsisting default by the Lessee at the date of service of the Notice in:

- (i) the payment of Amounts Payable; or
- (ii) the performance or observance of the Lessee's Covenants,

the Lessor shall grant to the Lessee a lease for the Further Term at the Rent and on terms and conditions similar to this Lease other than this **clause 21** in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the Lessor may consider appropriate.

22. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly tenant of the Lessor at a rent equivalent to one twelfth of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly tenant.

23. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease.

24. Yield up the premises

24.1 Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

24.2 Clause 24.1 to survive termination

The Lessee's obligation under **clause 24.1** will survive termination.

25. Removal of property from Premises

25.1 Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

25.2 Lessor can remove property on re-entry

If the Lessee fails to remove any such fixtures or fittings and any other chattels, stock or goods belonging to the Lessee (**Lessee's Property**) in accordance with **clause 25.1** within fourteen (14) days from the determination of the Term, the Lessor may at its option:

- (a) cause any the Lessee's Property to be removed, stored or disposed of at the cost of the Lessee and any such damage to be made good and any such alterations to be so re-altered and may recover the costs thereof from the Lessee as a liquidated debt payable on demand; or
- (b) elect to treat the Lessee's Property to be deemed abandoned by the Lessee and such property shall then be and become the property of the Lessor absolutely.

26. Assignment, Subletting and Charging

26.1 No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor sublet, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of:

- (a) the Lessor, which may be withheld in the absolute discretion of the Lessor or granted subject to such conditions deemed fit by the Lessor;
- (b) the Minister for Lands; and
- (c) any other persons whose consent is required under the terms of this Lease or at law.

26.2 *Property Law Act 1969*

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

26.3 Costs for assignment and sub-letting

If the Lessor consents to the Lessee assigning or sub-letting the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
- (b) any consents required under this Lease or at law;
- (c) preparation of a deed of assignment or sub-letting by the solicitors of the Lessee; and
- (d) all other matters relating to the proposed assignment or sub-letting,

whether or not the assignment or sub-letting proceeds.

26.4 No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

27. Disputes

27.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's representative as nominated in writing by the Lessor from time to time (**Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the

Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**Original Meeting**).

27.2 Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 27.1** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO of the Lessor and the President or CEO of the Lessee for the purpose of resolving the dispute.

27.3 Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 27.2** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 2012* and the Lessor and the Lessee may each be represented by a legal practitioner.

27.4 Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

28. Prior notice of proposal to change rules

The Lessee agrees that it will not change its rules of association under the *Associations Incorporations Act 2015* without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

29. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

30. Caveat

30.1 No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor and the Minister for Lands, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

30.2 CEO & Lessor as attorney

In consideration of the Lessor having granted this Lease to the Lessee, the Lessee irrevocably appoints the Lessor and the CEO of the Lessor jointly and severally:

- (a) for the Term of this Lease;
- (b) for any holding over under this Lease; and

- (c) for a period of 6 months after Termination,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate:

- (d) a withdrawal of any absolute caveat lodged by or on behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by or on behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease,

and the costs of withdrawing any caveat or surrendering this Lease (including the Lessor's solicitor's costs and registration fees) will be borne by the Lessee.

30.3 Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

30.4 Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

31. Goods and Services Tax

31.1 Definitions

The following definitions apply for the purpose of this clause:

- (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;
- (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
- (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
- (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

31.2 Lessee to pay GST

- (1) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (2) The Lessee must pay any increase referred to at **clause 31.2(1)** whether it is the Lessee or any other person who takes the benefit of any Supply.

- (3) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

31.3 Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 31.2(2)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

31.4 No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

31.5 Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

31.6 Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

31.7 Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

32. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

33. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Item 10** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

34. Commercial Tenancy Act

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

35. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

36. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

37. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

38. Notice

38.1 Form of delivery

A Notice to a Party must be in writing and may be given or made:

- (a) by delivery to the Party personally;
- (b) by addressing it to the Party and leaving it at or posting it to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other;
- (c) by addressing it to the Party and emailing it to the email address appearing in this Lease or any other email address nominated by a Party by Notice to the other.

38.2 Service of Notice

A Notice to a Party is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 38.4**, at the time of leaving the Notice, provided the Notice is left during normal business hours;
- (c) if by post to an address specified in **clause 38.4**, on the fourth Business Day following the date of posting of the Notice;
- (d) if by email, when despatched by email to an email address specified in **clause 38.4** of this Lease unless the time of dispatch is not on a Business Day or after 5 pm on a Business Day, in which case it will be deemed to be given or made on the next following Business Day.

38.3 Signing of Notice

A Notice to a Party may be signed:

- (a) if given by an individual, by the person giving the Notice;
- (b) if given by a corporation, by a director, secretary or manager of that corporation;
- (c) if given by a local government, by the CEO of that local government;

- (d) if given by an association incorporated under the *Associations Incorporation Act 2015*, by any person authorised to do so by the board or committee of management of the association;
- (e) if given by the Lessor, by the representative of the Managing Agent; or
- (f) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

38.4 Notice Details

For the purposes of this **clause 39**, the address and email of the parties for the service of notices are as follows:

(a) **Lessee**

Address: PO Box 644, Katanning, WA, 6317

Attention: [insert detail]

Email: [insert detail]

(b) **Lessor**

Address: PO Box 130, Katanning, WA, 6317

Attention: Austral Terrace, Katanning, WA, 6317, WA

Email: administration@katanning.wa.gov.au

39. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

40. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

41. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

42. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

43. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

44. Waiver

44.1 No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

44.2 Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

(a) Land

Part of Lot 1 and part Lot 561 on Deposited Plan [insert details] being the whole of the land comprised in Qualified Certificate of Crown Land Title Volume [insert details] Folio [insert details] as depicted on the plan annexed hereto at Annexure 1.

(b) Premises

That part of the Land depicted on the plan annexed hereto as **Annexure 1**, including all buildings, structures, alterations, additions and improvements on that part of the Land, or erected on that part of the Land during the Term.]

Item 2 Term

3 years commencing on 1 July 2025 and expiring on 30 June 2028

Item 3 Further Term

3 years commencing on 1 July 2028 and expiring on 30 June 2031

Item 4 Commencement Date

1 July 2025

Item 5 Rent

As per Council policy 2.10, The annual fee will be equivalent to 75% of the minimum rate as adopted by Council in each year plus GST, and is to be paid in three instalments during the season being April, June and September.

Item 6 Rent Review

Not Applicable

Item 7 Permitted Purpose

To use the premises for the purposes of conducting Equestrian and social events and uses reasonably ancillary thereto.

Item 8 Public liability insurance

Twenty million dollars (\$20,000,000.00).

Item 9 Repainting Dates

Not Applicable

Item 10 Additional terms and covenants

1. In liaison with the Manager of Recreation Services, the lessee has casual use of the areas indicated in green at Annexure 1 for events but does not have exclusive use of this land.
2. The lessee shall consult with Manager Recreation Services and confirm all seasonal requirements by 2 February each year.
3. The lessee will inform the Manager Recreation Services of any intentions to obtain any permanent or occasional liquor license for club functions.
4. The lessee is not permitted to make alterations or additions to the premises without written authority from the licensor
5. Through consultation with the Manager of Recreation Services, the lessee will be able to access the changeroom and toilet facilities at the Katanning Leisure Centre and will ensure the facilities are left in a clean and tidy state following use.
6. The lessee shall ensure that facilities are secured at the completion of each day of usage, this includes all internal and perimeter gates to the grounds.
7. The lessee will supply all safety equipment associated with the conduct of Equestrian sporting events.
8. Prior to erecting signage, the lessee will, ensure that all signage is approved by the Shire of Katanning
9. The lessee will ensure that all rubbish is to be deposited into the bins supplied in the bin enclosure at the rear of the Katanning Leisure Centre
10. The lessee will ensure that all hay and manure is removed from the stables and grassed areas to a designated site following a designated equestrian event
11. The lessee will ensure that horses do not go onto grassed ovals outside the areas indicate din Annexure 1. .

Signing page

The **COMMON SEAL** of the **SHIRE OF KATANNING** is affixed in the presence of -

Signature of Shire President

Full name of Shire President

Signature of Chief Executive Officer

Full name of Chief Executive Officer

THE COMMON SEAL of Katanning Equestrian Club Inc. was hereunto affixed pursuant to the constitution of the Lessee in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Lessee indicated under his or her name-

Office Holder Sign

Office Holder Sign

Name:

Name:

Address:

Address:

Office Held:

Office Held:

Annexure 1 – Plan of Premises

[Required only if part of lot or reserve]

DRAFT

Annexure 2 – Approval of the Minister for Lands

[Insert a scanned copy of the Minister's approval letter, which should be obtained prior to execution of lease by the Parties]

DRAFT



Customer Service Charter 2025

Customer Service Charter

This charter sets out our commitment to you, our customers, on the level of service to expect from the Shire of Katanning, how the Shire can be contacted and what to do if you feel those expectations are not met. This charter will be reviewed and adapted to meet the changing needs of our customers.

Our Values:

Harmony

We have a friendly, compassionate and inclusive organisation where everyone feels valued and respected. We embrace diversity and encourage everyone to participate and contribute.

Community First

We are respectful, attentive and responsive. Through informed decision making and committed leadership, we listen and welcome suggestions to better serve our community.

Safety First

We prioritise safety and take accountability for the safety of our team mates as well as ourselves. Through cooperation, a positive attitude, and a genuine care, we ensure a safe and enjoyable workplace.

Our Vision:

Katanning is a safe, sustainable, and prosperous community, we respect and celebrate our diverse culture.

Innovative

We embrace new ideas, we are adaptive, creative, efficient and achieve excellence together.

Integrity

We uphold high standards in our work, we are dedicated, and we do what is right, even when it is challenging. We build trust through honesty and transparency in all actions and decisions.

Our Commitment to You

We aim to deliver the highest standard of customer service to the Katanning Community and in doing so, will ensure our services are delivered in a professional and ethical manner with courteous and efficient service.

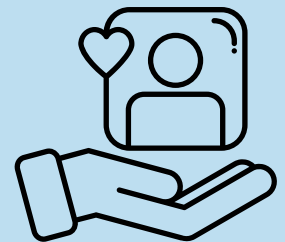
The Service You Can Expect

We will answer your in person enquiries and telephone calls promptly and resolve your enquiry immediately if possible, however if your query requires technical advice or attention, we will refer you to the relevant staff members.



We will respond to your emails, incoming mail and website enquiries within 7 working days.

You will be treated with respect and your enquiry will be handled in a professional, polite and respectful manner at all times.



You will be listened to and communicated with in a clear and concise language that is easily understood.



Contact Us



Visit Us: 52 Austral Terrace Katanning WA 6317

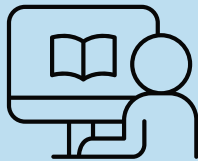
Our Administration Centre hours are Monday to Friday: 8.30am-4.30pm



Telephone: (08) 9821 9999

Monday to Friday: 8.30am-5.00pm

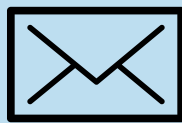
This number can also be used in the event of an
after-hours emergency.



Email: admin@katanning.wa.gov.au

Online: katanning.wa.gov.au

Social Media: [Facebook.com/shireofkatanning](https://www.facebook.com/shireofkatanning)



Mail: Shire of Katanning, 52 Austral Terrace, Katanning,
WA 6317



Contacting Councillors: Contact details for each Councillor
are available online at katanning.wa.gov.au and in the
Katanning Business and Community Directory.

How You Can Help Us

- By treating our staff with honesty, courtesy and respect
- By providing accurate and complete details in any request that you make
- By working with us to reach a resolution
- By contacting the Shire to make an appointment if you have a complex enquiry or need to speak to a specific officer
- By respecting the rights of other customers
- By providing feedback about our services
- By advising us if your contact details change

Complaints

If you are dissatisfied with our level of service, an action or decision made by the Council or its staff, you can lodge a complaint in writing, by telephone or in person at the Shire of Katanning Offices. Once received, your complaint will be recorded, and you will receive acknowledgment that your complaint has been received.

We aim to resolve all complaints within 7 days, however for more complex complaints the staff member handling the complaint will keep the customer informed of the progress regarding investigation and resolution.

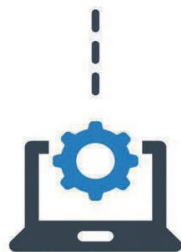
CUSTOMER SERVICE



Support



Advice



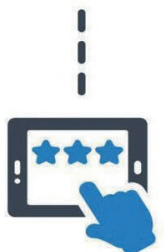
Service



Information



Solution



Feedback



Shire of
Katanning

DELEGATIONS REGISTER

July 2025



Heart of the Great Southern

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A BACKGROUND TO DELEGATIONS AND AUTHORISATIONS

Delegations are how local governments authorise officers to make decision relating to matters that the Act and regulations otherwise confer on Council.

When a staff member exercises delegated authority, the staff member does so in their own right but also “on behalf” of the Council. When exercising this authority, the staff member must therefore consider how the Council would wish them to proceed.

The Governance Structure

The *Local Government Act 1995* provides that the Council appoints a CEO and the CEO appoints employees. All local government employees are responsible to the CEO, who, in turn, is responsible to the Council.

Wherever possible, the Shire will endeavour to ensure delegations conform to this governance structure. Delegations will be established from the Council to the CEO; the CEO (not the Council) can then delegate power to officers as the CEO sees fit.

The Power to Delegate

The power to delegate a statutory responsibility, must be explicitly permitted by legislation. Local governments have statutory responsibilities given to them by more legislation than just the *Local Government Act 1995*. The following table identifies legislation giving a power of delegation to local governments;

Legislation		Delegation From	Delegation To	Function	Restrictions
<i>Local Government Act 1995</i>	s5.16	Council	Committees	Council’s powers and duties under the <i>Local Gov Act 1995</i>	s5.17
<i>Local Government Act 1995</i>	s5.42	Council	CEO	Council’s powers and duties under the <i>Local Gov Act 1995</i>	s5.43
<i>Local Government Act 1995</i>	s5.44	CEO	Any employee of the local government	CEO’s powers & duties under the <i>Local Gov Act 1995</i>	s5.44
<i>Bush Fires Act 1954</i>	s48	Council	CEO	Council’s powers & duties under the <i>Bush Fires Act 1954</i>	s48
<i>Cat Act 2011</i>	s.44	CEO	Any employee of the local government	Council’s powers and duties under the <i>Cat Act 2011</i>	s.45(6)
<i>Local Planning Scheme No. 5</i>	cl.82	Council	CEO	CEO’s powers under the Local Planning Scheme	s9.10

Legislation		Delegation From	Delegation To	Function	Restrictions
<i>Planning and Development Act 2005</i>	s16(3)	Commission	A local government, a committee established under the <i>Local Government Act 1995</i> or a local government employee	Functions of the Commission under the <i>Planning and Development Act 2005</i>	
<i>Strata Titles Act 1985</i>	s25 s27	Commission	A local government, a committee established under the <i>Local Government Act 1995</i> or a local government employee	Functions of the Commission under the <i>Planning and Development Act 2005</i>	
<i>Dog Act 1976</i>	s26	CEO	Any employee of the local government	The authority to determine applications on the keeping of three or more dogs under the <i>Dog Act 1976</i>	
<i>Main Roads Act 1930</i>	s33C	Council	CEO	All powers, duties and functions of local government under the <i>Main Roads Act 1930</i>	
<i>Food Act 2008</i>		Council	CEO	The authority to serve a prohibition order, register a food business & start proceedings under the <i>Food Act 2008</i> .	
<i>Building Act 2011</i>	s127	Council	CEO	The authority to approve or refuse to grant permits and issue building orders	

Legislation		Delegation From	Delegation To	Function	Restrictions
<i>Liquor Control Act 1988</i>	s39 s40	Council	CEO	The authority to approve or refuse to grant section 39 and section 40 certificates	

The Duty Being Delegated

When a local government exercises its power of delegation, it must clearly specify in the instrument of delegation the statutory duty being delegated. This ensures the person exercising delegated authority can be certain of the duty conferred by the delegation.

Reviewing the above list, it is clear that there is a limited range of legislation under which powers can be delegated. There is no express provision for a local government to delegate its functions under any other legislation. However, this does not prohibit the local government from “acting through” its officers for the purpose of legislation and the manner in which this can be achieved is detailed below.

Standard Conditions of Delegation

Each power of delegation may be subject to its own restrictions or conditions and these are noted in the above list.

However, there are some broad conditions of delegation and these are detailed, as follows:

The Interpretation Act 1984

Sections 58 and 59 of the *Interpretation Act 1984* place restrictions upon the exercise of the power of delegation and effects of delegation; these sections apply to all delegations under written laws however, they may be varied by the statute which provides the power of delegation.

58. Delegates, performance of functions by

Where under a written law the performance of a function by a person is dependent upon the opinion, belief, or state of mind of that person in relation to a matter and that function may be performed by the delegate upon the opinion, belief, or state of mind of the delegate in relation to that matter.

59. Power to delegate, construction of

- (1) *Where a written law confers power upon a person to delegate the exercise of any power or the performance of any duty conferred or imposed upon him under a written law –*
 - (a) *such a delegation shall not preclude a person so delegating from exercising or performing at any time a power or duty so delegated;*
 - (b) *such a delegation may be made subject to such conditions, qualifications, limitations or exceptions as the person so delegating may specify;*
 - (c) *if the delegation may be made only with the approval of some person, such delegation, and any amendment of the delegation, may be made subject to such*

- conditions, qualifications, limitations or exceptions as the person whose approval is required may specify;*
- (d) such a delegation may be made to a specified person or to persons of a specified class, or may be made to the holder or holders for the time being of a specified officer or class of office;*
 - (e) such a delegation may be amended or revoked by instrument in writing signed by the person so delegating;*
 - (f) in the case of a power conferred upon a person by reference to the term designating an office, such a delegation shall not cease to have effect by reason only of a change in the person lawfully acting in or performing the functions of that office.*
- (2) The delegation of a power shall be deemed to include the delegation of any duty incidental thereto or connected therewith and the delegation of a duty shall be deemed to include the delegation of any power incidental thereto or connected therewith.*
- (3) Where under a written law an act or thing may or is required to be done to, by reference to or in relation to, a person and that person has under a written law delegated a relevant function conferred or imposed on him with respect to or in consequence of the doing of that act or thing, the act or thing shall be regarded as effectually done if done to, by reference to or in relation to the person to whom the function has been delegated.*

The Concept of ‘Acting Through’

In addition to covering delegations, the *Local Government Act 1995* introduces the concept of “acting through.” In relation to delegations, section 5.45 of the Act states that nothing prevents a “local government from performing any of its functions by acting through a person other than the CEO” or “a CEO from performing any of his or her functions by acting through another person.”

While the Act does not specifically define the meaning of the term “acting through, it cites a key difference between a delegation and “acting through” in that a delegate exercises the delegated decision-making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For administrative purposes, a person may sign a letter in his or her own name on behalf of the CEO while, with delegated powers, the person would sign a letter in his or her own name, in accordance with the delegated authority.

Register of Delegations

The *Local Government Act 1995* requires the Shire to maintain a register of approved delegations. The register must include prescribed information detailing how delegated authority has been exercised in a range of circumstances. The requirement to record the prescribed information applies only to delegations made using the power of delegation under part of the *Local Government Act 1995* and does not extend to other legislation.

STANDARD CONDITIONS

Any person proposing to exercise a power under delegated authority shall comply with the following standard conditions of delegation:

1. Actual decisions relating to the matter delegated shall be made by the person nominated in the delegation. However, it is understood that other staff may carry out administrative and technical work relating to those decisions.
2. Compliance with all relevant legislative requirements, Local Laws, Council Policies, resolutions of Council and the Business Management System Procedures.
3. Delegated authority cannot be exercised where a Financial Interest or an Interest Affecting Impartiality is evident.
4. It is a statutory requirement to maintain a record of each decision made under delegated authority. Documents relating to delegated authority decisions shall, as a minimum, record:
 - a. Date the decision was exercised;
 - b. Name of the Officer/Committee exercising the decision;
 - c. Description of how the person exercised the power or discharged the duty, including where appropriate, any directions to staff to carry out work associated with the decision unless those directions are included in Policies, Management Procedures or the Delegation Register;
 - d. Notation of the people or class of people directly affected by the decision (other than Council or Committee members or employees of the Shire).
5. Wherever possible the requirements of point 4 above shall be incorporated into administrative documents such as memos, file notes, cheque vouchers, etc.
6. Instruction is provided for each delegation on record keeping requirements.

LOCAL GOVERNMENT ACT 1995

DELEGATIONS TO CEO

DA01 – APPOINTMENT OF AUTHORISED OFFICERS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> Part 3, Division 3, Subdivision 2 s3.24 – Certain provisions about land s9.10 Appointment of authorised officers <i>Cat Act 2011</i> s44 Delegation by local government <i>Dog Act 1976</i> s10AA Delegation of local government powers and duties <i>Food Act 2008</i> s122 Appointment of authorised officers <i>Building Act 2011</i> s96(3) Authorised persons Litter Act 1979 s26 Authorised officers, appointment and jurisdiction of etc. Planning and Development Act 2005 s228 Giving infringement notice Control of Vehicles (Off-Road Areas) Act 1976 s5 Local government's functions Health Act (Miscellaneous Provisions) 2011 s26 Powers of local government (subject to s28 Appointments to be approved) Bushfires Act 1954 s38 Local government may appoint bush fire control officer General Local Law 1997

Cemetery Local Law 1997

Dogs Local Law 1997

Extractive Industries Local Law 1997

Katanning Airport Local Law 1997

Removal of Refuse, Rubbish & Disused Materials Local Law 1998

Health Local Law 1998

Public Health Act 2016 S.24(3) Power to designate Persons as Authorised Officers.

FUNCTION:

Appoint authorised officers in writing and issue certificates of authorisation to allow for the enforcement of the above Acts, associated Regulations and Local Laws.

CONDITIONS:

Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".

Authorised Officers for the *Food Act 2008* must hold office as an environmental health officer under the *Health Act 1911*.

A power or duty under section 63, 64 or 65 of the *Cat Act 2011* cannot be delegated to an authorised person. The Shire is required, under s9.10(2) of the *Local Government Act 1995*, to issue each person so authorised a certificate and/or letter of authorisation. Authorised persons may be required to produce letter/certificate when exercising authorised functions.

RECORD KEEPING:

Record details of authorisations issued.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

REFERENCES:

Shire of Katanning Council Policy 3.5 – Statutory Appointments

COUNCIL AUTHORISATIONS:

Chief Executive Officer
General Manager Operations
Environmental Health Officer
Shire Ranger

SUPPLEMENTARY CONDITON:

Above stated conditions apply.

POWER TO SUBDELEGATE:

Local Government Act 1995:

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Authorised Officers

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA02 – POWERS OF ENTRY

POWER / DUTY ASSIGNED TO: Local Government

POWER TO DELEGATE: *Local Government Act 1995*
s5.42 Delegation of some powers or duties to CEO
s5.43 Limitations on delegations to CEO

DELEGATION TO: Chief Executive Officer

POWER / DUTY DELEGATED: *Local Government Act 1995*
Part 3, Division 3, Subdivision 3 – Powers of entry

FUNCTION: To give effect to powers of entry as required in performing the functions of the *Local Government Act 1995*.

CONDITIONS: Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".

RECORD KEEPING: Record decisions to enter property.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

COUNCIL AUTHORISATIONS: Chief Executive Officer
General Manager Operations
Environmental Health Officer
Shire Ranger

POWER TO SUBDELEGATE: *Local Government Act 1995*
s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO: Authorised Officers

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA03 – ROAD CLOSURES – Temporary

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.50 Closing certain thoroughfares to vehicles s3.50 A Partial closure of thoroughfares for repairs or maintenance s3.51 Affected owners to be notified of certain proposals s3.52 Public access to be maintained and plans kept
FUNCTION:	All duties and functions described in the delegated sections of the <i>Local Government Act 1995</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Record decision to undertake a closure. Record advice to owners/occupiers. Record agreements for maintenance of private structures in public thoroughfares /places. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Operations
SUPPLEMENTARY CONDITIONS:	Above stated conditions apply.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA04 – TENDERS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996</i> Part 4 – regs. 11 to 24
FUNCTION:	<p>To call tenders and set weighted criteria as outlined in the relevant legislation and this delegation.</p> <p>To authorise purchases and accept tenders in accordance with the conditions of this delegation.</p>
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Authorise purchases that are exempt from tendering regulations as outlined in regulation 11.2, excluding 2(d), of the <i>Local Government (Functions and General) Regulations 1996</i>, where the purchase value is no more than \$250,000 per annum.</p> <p>Accept tenders where there is a Council budget provision approved for the following:</p> <ul style="list-style-type: none">▪ Annual supplies of a routine operational nature within budget amount and where the tender is for no greater than 5-years and no more than \$250,000 per annum;▪ Replacement plant, equipment, furniture and maintenance within a net (changeover) cost of less than \$250,000;▪ New plant, equipment, furniture and construction where the tender is for less than an amount of \$250,000 and within budget amount.▪ Goods or Services where a budget provision exists and the purchase value is under \$250,000. <p>The Chief Executive Officer may reject tenders of any amount.</p> <p>Accept tenders relating to the disposal of impounded perishable and non-perishable goods in accordance with Section 3.47 of the <i>Local Government Act 1995</i></p>

Approve minor variations to the scope of work specified in a tender (up to a maximum of 10% of the total contract value) following the receipt of submissions but prior to entering into a contract

Where a tender is accepted with an option to extend the contract beyond the initial period, the Chief Executive Officer may exercise or decline that option.

To call, accept the short listing and if required reject all Expression of Interests.

RECORD KEEPING:

Maintain Tender Register, recording details of decisions under this delegation and insert links to relevant evidentiary documents.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:

Local Government Act 1995

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Executive Manager Corporate Services

General Manager Operations

SUPPLEMENTARY CONDITIONS:

Can **ONLY** call Tenders or Expressions of Interest and set weighted criteria where there is a Council budget provision approved and the product or service being sought is not considered to be extraordinary.

Can **ONLY** approve minor variations to the scope of work specified in a tender (up to a maximum of 10% of the total contract value) following the receipt of submissions but prior to entering into a contract

Can **ONLY** call Tenders or Expression of Interests relevant to the activities of the respective General Manager's division.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA05 – ACQUISITION AND DISPOSAL OF LAND

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some Powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.58 (2) (3) Disposing of property
FUNCTION:	Undertake the function of acquiring and disposal of land, including lease and purchase.
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Acquire and dispose of ‘real property’, which is specifically identified within the Budget with a value of up to \$1,000,000.</p> <p>Acquire and dispose of a leasehold interest in property for a cumulative cost over the life of the lease of up to \$1,000,000.</p> <p>Manage lease / licence clauses, including but not limited to terminations, renewal options, assignments, subletting, and the establishment of special conditions or variations to payment schedules.</p> <p>Assignment of leases and licences is subject to appropriate Police Clearances and Credit Checks (where unsatisfactory refer to Council).</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.

POWER TO SUBDELEGATE:

Local Government Act 1995

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

CEO has exercised the right not to sub-delegate this delegation.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA06 – DISPOSAL OF ASSETS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s3.58 Disposing of property <i>Local Government (Functions and General) Regulations 1996 –</i> reg.30(3) Dispositions of property excluded from Act s3.58
FUNCTION:	Dispose of assets surplus to the Shire’s operational needs.
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Authorise the disposal of minor plant and assets with a depreciated value of not more than \$25,000 without the requirement for Council approval.</p> <p>Authorise the disposal of a plant item or asset with a depreciated value of no more than \$90,000 in accordance with the requirements of s3.58.</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.

POWER TO SUBDELEGATE:*Local Government Act 1995*

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Executive Manager Corporate Services

SUPPLEMENTARY CONDITIONS:

May dispose of surplus computer and related hardware with a depreciated value of up to \$5,000, in accordance with procedures to be developed and approved by the CEO.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA07 – MUNICIPAL FUND/PROCEDURES AND PAYMENTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.7 Municipal fund <i>Local Government (Financial Management) Regulations 1996</i> reg.11 Payments, procedures for making etc. reg.12 Payments from municipal fund or trust fund, restrictions on making
FUNCTION:	Make payments from the Municipal Fund in accordance with procedures.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Retain Cheque Vouchers, including electronic transfer records as evidence of decisions to make payments. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.
POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Executive Manager Corporate Services
Manager Finance
General Manager Operations

SUPPLEMENTARY CONDITONS:

Authorise payments from the Municipal Fund (i.e. sign cheques, initiate and authorise electronic payments)

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA08 – TRUST FUND / PROCEDURES AND PAYMENTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.9(3) Trust fund <i>Local Government (Financial Management) Regulations 1996</i> reg.12 Payments from municipal or trust fund, restrictions on making
FUNCTION:	Make payments from the Trust Fund in accordance with procedures.
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.
RECORD KEEPING:	Minute details of Council’s resolution to receive the Authorised Cheque Listing and retain Cheque Vouchers as evidence of decisions to make payments. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.

POWER TO SUBDELEGATE:*Local Government Act 1995*

s5.44 CEO may delegate powers and duties to other employees

CEO DELEGATION TO:

Executive Manager Corporate Services

Manager Finance

General Manager Operations

SUPPLEMENTARY CONDITIONS:

Above stated conditions apply.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA09 – WAIVER OR CONCESSIONS - Granting

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.12(1)(b)(c) and (3) Power to defer, grant discounts, waive or write off debts
FUNCTION:	Waive or grant concessions in relation to money owed to the Shire. Write off money owed to the Shire. Determine the conditions to be applied to waive, grant a concession or write off money owed to the Shire.
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”. Authorise a waiver, grant a concession or write off an amount of money owed to the Shire to a maximum value of \$1,000 GST exclusive. Write offs to be reported to Council monthly with the Sundry Debtors Listing. Write offs exclude instances where a debtor has been incorrectly charged.
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.

POWER TO SUBDELEGATE:

Local Government Act 1995

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

CEO has exercised the right not to sub-delegate this delegation.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference
22/05/2025	Peter Klein	CEO	Debt write Off	DB/25/92

DA10 – INVESTMENTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996</i> reg.19 Investments, control procedures for
FUNCTION:	<p>Money held in the municipal fund or the trust fund that is not, for the time being, required by the local government for any other purpose may be invested in accordance with Part III of the <i>Trustees Act 1962</i>.</p> <p>Establish and document internal control procedures to ensure control over investments that enable the identification of the nature and location of all investments and the transactions related to each investment.</p>
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.
RECORD KEEPING:	<p>Record details of documented procedures; the subsequent amendment of procedures and ECM-links to relevant evidentiary documents.</p> <p>Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i>, are retained in the Shire’s record keeping systems.</p>

POWER TO SUBDELEGATE:*Local Government Act 1995*

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Executive Manager Corporate Services
Manager Finance

SUPPLEMENTARY CONDITONS:

Establish and maintain procedures

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA11 – RECOVERY OF UNPAID RATES

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.56(1) Rates or service charges recoverable in court s6.60 Local government may require lessee to pay rent s6.64 Actions to be taken s6.69(2)(3) Right to pay rates, service charges and costs, and stay proceedings s6.74(1) Power to have land re-vested in the Crown if rates in arrears 3 years Schedule 6.2(1)[1] Provisions relating to lease of land where rates or service charges unpaid [Section 6.65] Schedule 6.3(1)[4] and (4)[1] Provisions relating to sale or transfer of land where rates or service charges unpaid [Section 6.68(3)]
FUNCTION:	<p>Undertake recovery of overdue unpaid rates, as well as the costs of proceedings, if any, for that recovery, incurred in a court of competent jurisdiction.</p> <p>As part of the legal recovery of rates and charges in court, documents such as summonses and warrants are required to be duly authorised.</p>
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Legal representation is limited by the <i>Magistrates Court (Civil Proceedings) Act 2004</i>.</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.
REFERENCES:	<i>Magistrates Court (Civil Proceedings) Act 2004 – Part 4</i>

POWER TO SUBDELEGATE:*Local Government Act 1995*

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Executive Manager Corporate Services
Manager Finance

SUPPLEMENTARY CONDITIONS:

Above stated conditions apply.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA12 – BANK ACCOUNTS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.6 Funds to be established <i>Local Government (Financial Management) Regulations 1996</i> reg.8 Separate bank etc. accounts required for some monies.
FUNCTION:	Maintain separate accounts with a bank or other financial institution for money required to be held in: <ul style="list-style-type: none">▪ the municipal fund;▪ the trust fund; and▪ reserve accounts.
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.
RECORD KEEPING:	Record details of accounts opened and maintained. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire’s record keeping systems.

POWER TO SUBDELEGATE:*Local Government Act 1995*

s5.44 CEO may delegate powers and duties to other employees.

CEO DELEGATION TO:

Executive Manager Corporate Services
Manager Finance

SUPPLEMENTARY CONDITIONS:

Above stated conditions apply

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA13 – EXTENSION FOR RATE EXEMPTION APPLICATION

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government Act 1995</i> s6.76 Grounds of Objections
FUNCTION:	Determine an application to extend the time for lodging an objection to the rate record where an objection is to be made relating to a rates exemption in accordance with <i>s6.26 Rateable Land</i> beyond 42 days from the date of service of the rate notice.
CONDITIONS:	<p>Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".</p> <p>Applications for an extension are to be made in writing.</p> <p>A recommendation on a rates exemption is to be referred to Council.</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	Executive Manager Corporate Services Manager Finance
SUPPLEMENTARY CONDITIONS:	Above stated conditions apply

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA14 – AUTHORISED OFFICERS – Variation of Meeting Date – Annual Electors Meeting

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	Local Government Act 1995 S5.27 Electors' general meetings
FUNCTION:	Change the Annual Electors Meeting date should the need arise.
CONDITONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Record details of authorisations issued. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems
<hr/>	
POWER TO SUBDELEGATE:	Local Government Act 1995 S5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	CEO has exercised the right not to sub-delegate the Delegation.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA27 – BEHAVIOUR COMPLAINTS OFFICER

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government (Model Code of Conduct) Regulations 2021</i> <i>Schedule 1 Model code of conduct Division 3 Behaviour cl. 11</i>
FUNCTION:	Authority to appoint 1 or more persons to receive complaints and withdrawals of complaints.
CONDITIONS:	<p>Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".</p> <p>Appointment to the role of Behaviour Complaints Officer must be made in writing to the nominee for a defined period.</p> <p>The Chief Executive Officer is to consider the skills, knowledge and training required for the role when making an appointment.</p>
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems

POWER TO SUBDELEGATE: Nil

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

BUILDING ACT 2011

DA15 – BUILDING ACT 2011

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Building Act 2011</i> s127 Delegation: special permit authorities and local governments
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Building Act 2011</i> The following Permit Authority functions as required by the <i>Building Act 2011</i> and subsidiary Regulations s20 Grant of building permit s21 Grant of demolition permit s22 Further grounds for not granting an application s27 Conditions imposed by permit authority s58 Grant of occupancy permit s62 Conditions imposed by permit authority s65 Extension of period of duration s110 Building orders s111 Notice of proposed building order other than building order (emergency) s117 Revocation of building order
FUNCTION:	The Authority to approve or refuse to grant permits and issue Building Orders:
CONDITIONS:	Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”. Notify Council of all refusals to grant Permits and Building Orders issued.

RECORD KEEPING:

Any Permit granted or Building Order duly completed is sufficient record for the purposes of this Delegation.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:

Building Act 2011

s127 (6A) The CEO of a local government may delegate to any other local government employee.

CEO DELEGATION TO:

General Manager Operations

SUPPLEMENTARY CONDITIONS:

Above stated conditions apply with regards to:

- s110 Building orders
- s111 Notice of proposed building order other than building order (emergency)
- s117 Revocation of building order

CEO DELEGATION TO:

Building Surveyor

SUPPLEMENTARY CONDITONS:

Above stated conditions apply with regards to:

- s20 Grant of building permit (Certified)
- s20 Grant of building permit (Uncertified; within level of Building Surveying Practitioner Registration)
- s21 Grant of demolition permit
- s22 Further grounds for not granting an application
- s27 Conditions imposed by permit authority
- s58 Grant of occupancy permit
- s62 Conditions imposed by permit authority
- s65 Extension of period of duration
- s110 Building orders
- s111 Notice of proposed building order other than building order (emergency)
- s117 Revocation of building order

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA16 – VERGE PERMITS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> reg.6 Obstruction of public thoroughfare by things placed and left
FUNCTION:	Consider and issue Verge Permits, with or without conditions in accordance with the requirements of reg.6.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations". In issuing permits, licences and approvals ensure the Code of Conduct requirements for 'Quasi-Judicial Role' are applied.
RECORD KEEPING:	As per Building / Demolition Permits, a Verge Permit duly completed is sufficient record for the purposes of this Delegation. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
CEO DELEGATION TO:	General Manager Operations Building Surveyor
SUPPLEMENTARY CONDITONS:	Above stated conditions apply.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

LOCAL PLANNING SCHEME No 5

DA17 – CONTROL OF PLANNING MATTERS

Delegation Title	Control of Planning Matters
Delegation Number	DA17
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> <ul style="list-style-type: none">– s.5.42 Delegation of some powers or duties to the CEO– s.5.43 Limitations on delegations to the CEO– s.5.44 CEO may delegate powers and duties to other employees– s.5.45 Other matters relevant to delegations under this Division– s.5.46 Register of, and records relevant to, delegations to CEO and employees.–
Express Power or Duty Delegated:	<i>Planning and Development Act 2005;</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2 (Deemed Provisions) clauses 82, 83 & 84; and</i> <i>Shire of Katanning Local Planning Scheme No.5.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as follows:</p> <ol style="list-style-type: none">1. <u>Advertising Applications for Development Approval</u> <p>Public advertising of development applications in accordance with Clause 64 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> where specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers.</p>2. <u>Consideration and Final Determination of Applications for Development Approval</u><ol style="list-style-type: none">2.1 Approve development applications with a use class permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Shire of Katanning Local Planning Scheme No.5 in accordance with Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, and impose conditions as required where:

- a) the proposed development is compliant with all relevant standards and requirements, including any proposed variations thereto where no substantial impacts are considered likely to occur; and
 - b) no valid planning objections have been received (if advertised).
- 2.2 Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding development of or associated with a heritage protected place, the Chief Executive Office shall determine the application as required by Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2.3 Approve an application to amend an aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2.4 Grant an extension of development approval for up to two (2) years with no changes to any conditions of approval as per clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
- 2.5 Refusal of all development applications where the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Shire of Katanning Local Planning Scheme No.5).
- 2.6 With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination:
 - a) Where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination; or
 - b) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation; or
 - c) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any associated policy and valid planning objections have been received within the time specified.

3. Use Not Listed

To determine if a use not specifically listed in the Zoning Table (Table 1) of the Shire of Katanning Local Planning Scheme No.5 is consistent, may

be consistent or is not consistent with the objectives of the zone and publicly advertise a development application in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* where the use may be consistent with the objectives of the subject land's relevant zoning classification.

4. Waiving of Development Application Fees

Waive the statutory fee payable for an application for development approval where the applicant and/or owner (as appropriate) is a registered not-for-profit organisation, and the proposed development is for community benefit.

5. Advertising Extensions for Local Planning Scheme Amendments

To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.).

6. Directions Regarding Unauthorised Development

To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the *Planning and Development Act 2005* incidental to such written direction, including but not limited to:

- a) issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the local government; and/or
- b) commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.

These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

7. Responsible Authority Reports to the Development Assessment Panel

To prepare and submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the *Planning and Development (Development Assessment Panels) Regulations 2011* in relation to applications for development approval under Shire of Katanning Local Planning Scheme No.5. The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Development Assessment Panel (DAP) application at the next available Council meeting.

8. Subdivision Applications

- 8.1 Prepare and submit formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and green title subdivision applications (including amalgamations) with due regard for the WAPC's Model Subdivision Conditions Schedule (as amended) and the standards and requirements of the

Shire of Katanning Local Planning Scheme No.5 including any associated local planning policies of relevance, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land (as applicable).

- 8.2 Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent.

9. State Administrative Tribunal Applications

- 9.1 Respond to applications for review lodged with the State Administrative Tribunal, including the preparation of any statements required during the process, liaison with the State Administrative Tribunal as required, and representations at review hearings, where a decision made by Council, or a condition or conditions associated with that decision, is substantively in accordance with the responsible officer's recommendation.
- 9.2 Engage independent professional advice, including legal advice, where a decision made by Council, or a condition or conditions associated with that decision, is substantially different to the responsible officer's recommendation.

Important Note:

The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case.

Council Conditions on this Delegation:

1. Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote:

Determination of this application has been made under delegated authority. If you object to this decision or any of the conditions imposed you may request that Council reconsider the decision. The right to request reconsideration is separate from and does not impinge upon any right of appeal under the Planning and Development Act 2005.

2. All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.

3.

Express Power to Sub-Delegate:

- Local Government Act 1995:
— s.5.44 CEO may delegate some powers and duties to other employees.

Sub-Delegate/s:
Appointed by CEO

General Manager Operations
Town Planner

CEO Conditions on this Sub-Delegation:

Conditions on the original delegation also apply to the sub-delegations.

1. Where any development application has been determined under the delegations outlined above the approval shall contain the following footnote:

Determination of this application has been made under delegated authority. If you object to this decision or any of the conditions imposed you may request that Council reconsider the decision. The right to request reconsideration is separate from and does not impinge upon any right of appeal under the Planning and Development Act 2005.

2. All matters determined under delegated authority are to be listed at the first available Ordinary Meeting of Council.

Compliance Links:

File notes, notices and correspondence to be entered in the Shire of Katanning Central Records system.

Record Keeping:

File notes, notices and correspondence to be entered in the Shire of Katanning Central Records system in accordance with Regulation 19 of the *Local Government (Administration) Regulations 1996*.

Version Control:

1	New delegation for the control of various town planning related matters adopted by Council on [*insert date*] June 2024 to replace previous delegation numbers DA17, DA18 and DA19 in the Shire of Katanning Delegations Register July 2022.
2	
3	

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

BUSH FIRES ACT 1954

DA20 – BUSH FIRES ACT – Powers and Functions

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Bush Fires Act 1954</i> s48 Delegation by local governments
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Bush Fires Act 1954</i>
FUNCTION:	All powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Maintain records of activities and decisions made under this delegation. Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems

POWER TO SUBDELEGATE: Community Emergency Services Manager.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

MAIN ROADS ACT 1930

DA21 – MAIN ROADS – Control of Advertisements

POWER / DUTY ASSIGNED TO: Local Government

POWER TO DELEGATE: *Main Roads Act 1930*
s33C Commissioner may delegate powers etc. under regulations to local government

DELEGATION TO: Chief Executive Officer

POWER / DUTY DELEGATED: ***Main Roads Act 1930***

FUNCTION: All powers, duties and functions of the local government under the *Main Roads Act 1930*.

CONDITIONS: Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".

RECORD KEEPING: Maintain records of activities and decisions made under this delegation.

Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems

POWER TO SUBDELEGATE: CEO has exercised the right not to sub-delegate this delegation.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

FOOD ACT 2008

DA22 – PROHIBITION ORDERS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Food Act 2008</i> s118 Functions of enforcement agencies and delegation s119 Conditions on performance of functions by enforcement agencies s120 Performance of functions by enforcement agencies and authorised officers
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Food Act 2008</i> s65 Prohibition order s66 Certificate of clearance to be given in certain circumstances s67 Request for re-inspection
FUNCTION:	This delegation provides authority to:- <ol style="list-style-type: none">1. Serve a prohibition order on the proprietor of a food business in accordance with s65 of the <i>Food Act 2008</i>;2. Give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any improvement notices;3. Give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection.
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE:	CEO has exercised the right not to sub-delegate this delegation.
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Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA23 – REGISTRATION OF FOOD BUSINESS

POWER / DUTY ASSIGNED TO: Local Government

POWER TO DELEGATE: *Food Act 2008*
s118 Functions of enforcement agencies and delegation
s119 Conditions on performance of functions by enforcement agencies
s120 Performance of functions by enforcement agencies and authorised officers

DELEGATION TO: Chief Executive Officer

POWER / DUTY DELEGATED: *Food Act 2008*
s110 Registration of food business
s112 Variation of conditions or cancellation of registration of food businesses.

FUNCTION: The delegation provides the authority to:-

1. Register a food business in respect of any premises for the purposes of Part 9 of the *Food Act 2008* and issue a certificate of registration;
2. After considering an application, determine to grant (with or without conditions) or refuse the application;
3. Vary the conditions or cancel the registration of a food business in respect of any premises under Part 9 of the *Food Act 2008*.

CONDITIONS: Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".

RECORD KEEPING: Ensure that evidentiary documents that meet the requirements of *Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))*, are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE: Environmental Health Officer.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA24 – FOOD ACT 2008 - PROSECUTIONS

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Food Act 2008</i> s118 Functions of enforcement agencies and delegation s119 Conditions on performance of functions by enforcement agencies s120 Performance of functions by enforcement agencies and authorised officers
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Food Act 2008</i> s125 Institution of proceedings
FUNCTION:	The authority to institute proceedings for an offence under the <i>Food Act 2008</i> .
CONDITIONS:	Must act in accordance with the Shire's "Standard Conditions Relating to Delegations".
RECORD KEEPING:	Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i> , are retained in the Shire's record keeping systems.

POWER TO SUBDELEGATE: CEO has exercised the right not to sub-delegate this delegation.

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

LIQUOR CONTROL ACT 1988

DA25 – LIQUOR LICENSING – SECTION 39 CERTIFICATES

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Liquor Control Act 1988</i> s39 Certificate of local government as to whether premises comply with laws
FUNCTION:	The authority to approve or refuse to grant section 39 Liquor Licensing Certificates.
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Delegation provides authority to confirm premises comply with the requirements of the: <i>Health Act 1911</i>, <i>Food Act 2008</i> and any written law applying to the sewerage or drainage of those premises.</p>
RECORD KEEPING:	<p>Record details of certificates issued.</p> <p>Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i>, are retained in the Shire’s record keeping systems.</p>

POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees
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CEO DELEGATION TO:	Environmental Health Officer.
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Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

DA26 – LIQUOR LICENSING – SECTION 40 CERTIFICATES

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s5.42 Delegation of some Powers or duties to CEO s5.43 Limitations on delegations to CEO
DELEGATION TO:	Chief Executive Officer
POWER / DUTY DELEGATED:	<i>Liquor Control Act 1988</i> s40 Certificate of planning authority as to whether use of premises complies with planning laws
FUNCTION:	The authority to approve or refuse to grant section 40 Liquor Licensing Certificates.
CONDITIONS:	<p>Must act in accordance with the Shire’s “Standard Conditions Relating to Delegations”.</p> <p>Delegation provides authority to confirm premises comply with the requirements of the <i>Planning and Development Act 2005</i> and Local Planning Scheme No. 5.</p>
RECORD KEEPING:	<p>Record details of certificates issued.</p> <p>Ensure that evidentiary documents that meet the requirements of <i>Local Government (Administration) Regulations 1996 reg.19 Delegates to keep certain records (Act s5.46(3))</i>, are retained in the Shire’s record keeping systems.</p>

POWER TO SUBDELEGATE:	<i>Local Government Act 1995</i> s5.44 CEO may delegate powers and duties to other employees.
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CEO DELEGATION TO:	Environmental Health Officer.
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Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

LOCAL GOVERNMENT ACT 1995

DELEGATIONS TO COMMITTEES

DA50 – BEHAVIOUR COMPLAINTS COMMITTEE

POWER / DUTY ASSIGNED TO:	Local Government
POWER TO DELEGATE:	<i>Local Government Act 1995</i> s.5.16 Delegation of some powers and duties to certain committees
DELEGATION TO:	Behaviour Complaints Committee
POWER / DUTY DELEGATED:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> <i>Clause 12 Dealing with a complaint</i> <i>Clause 13 Dismissal of complaint</i>
FUNCTION:	<ol style="list-style-type: none">1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [<i>MCC.cl.12(1) and (3)</i>]. In making any finding the Committee must also determine reasons for the finding [<i>MCC.cl.12(7)</i>].2. Where a finding is made that a breach has occurred, authority to:<ol style="list-style-type: none">a. take no further action [<i>MCC.cl.12(4)(a)</i>]; orb. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [<i>MCC.cl.12(4)(b), (5) and (6)</i>].3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [<i>MCC.cl.13(1) and (2)</i>].
CONDITIONS:	<ol style="list-style-type: none">a. The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy Code of Conduct Behaviour Complaints Management.b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act.c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item.

- d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance.

NOTE TO CONDITIONS (C) AND (D): The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.

RECORD KEEPING:

Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

POWER TO SUBDELEGATE:

Nil

Date Delegated Power Exercised	Name Of Delegated Officer	Position Of Delegated Officer	Details of Delegation	File Reference

**Local Government Act 1995
Dog Act 1976
Bush Fires Act 1954**

**Shire of Katanning
Dog and Bush Fire Brigades Amendment Local Law 2025**

Under the powers conferred by the *Local Government Act 1995*, and all other powers enabling it, the Council of the Shire of Katanning resolved on **dd mm** 2025 to make the following local law:

1. Citation

This local law is cited as the *Shire of Katanning Dog and Bush Fire Brigades Amendment Local Law 2025*.

2. Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

3. Dog Local Law 2025 amended

The *Shire of Katanning Dogs Local Law 2025* published in the *Government Gazette* on 8 April 2025 is amended as follows:

- a. In clause 3.14(1)(d)(ii), ‘clause 4.10(3)’ is replaced by ‘clause 3.10(3)’;
- b. In clause 5.1, in the definition of ‘infringement notice’, ‘clause 5.3’ is replaced with ‘clause 5.4’;
- c. In Schedule 1, at the top of the form ‘2022’ is replaced with ‘2025’.

4. Bush Fire Brigades Local Law 2025 amended

In item 1.1(2) of the First Schedule of the *Shire of Katanning Bush Fire Brigades Local Law 2025* published in the *Government Gazette* on 23 April 2025, [‘insert name of local government’] is replaced with ‘Shire of Katanning’.

Dated **dd mm** 2025

The Common Seal of the Shire of Katanning was affixed by authority of a resolution of the Council in the presence of –

.....
President

.....
Chief Executive Officer



Department of **Energy, Mines,
Industry Regulation and Safety**
Energy Policy WA



PoweringWA

2025

Draft Guideline on Community Benefits for Renewable Energy Projects

Consultation Paper



An appropriate citation for this paper is: Draft Guideline on Community Benefits for Renewable Energy Projects - Consultation Paper

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Glossary

Term	Definition
Renewable Energy	Electricity generated from renewable resources, such as wind and solar energy.
Wind Projects	Renewable energy projects that predominantly comprise of wind turbines, with an installed capacity of more than 25MW ¹ .
Large-scale solar Projects	Renewable energy projects that predominantly comprise of solar panels, with an installed capacity of more than 25MW ² .
SWIS	South West Interconnected System, the main electricity grid in WA.
MW	Megawatt, a unit to measure electricity output.

¹ As defined under eligibility for the LRET; [Eligibility for the Renewable Energy Target | Clean Energy Regulator](#).

² As above.

Overview

The energy transition is underway in Western Australia (WA). To meet our State's future energy needs, we need to decarbonise our energy system, moving away from carbon intensive resources (such as coal) to renewable resources, firmed by storage and gas.

The energy transition will have significant benefits and opportunities for regional communities hosting this infrastructure, such as economic growth and investment, but will also bring challenges and changes to the local landscape. Benefits are not always experienced in proportion to the impact these projects have on hosting communities.

The larger benefits of renewable energy infrastructure are often strategic and shared across the State, including major industries and export sectors. Unlike other projects which have high levels of employment and economic activity created throughout the life of the project, renewable energy projects are characterised by large assets with much lower ongoing activity in the surrounding regions.

Community benefit sharing involves sharing the rewards of renewable energy development with local communities. It aims to integrate a development in the local community by contributing to the future vitality and success of the region. It is based on a desire to establish and maintain positive long-term connections to the area and to be a good neighbour.

Ultimately community benefits flow through to electricity costs, and so policy frameworks for community benefits must balance the need to recognise and support the contribution played by host communities with ensuring that electricity prices remain affordable.

The purpose of this paper is to respond to requests from communities and renewable energy developers to provide a resource for determining appropriate community benefits arrangements for renewable energy infrastructure. This guideline can be applied to renewable energy generation infrastructure such as wind turbines, solar farms and batteries. The principles in this guideline are broad and can be applied across WA. However, many of the suggested benefits values are most relevant to projects in the State's South-West, especially those intending to connect to the South West Interconnected System (SWIS).

Community benefits are only one part of social performance for renewable energy projects, and there are many other ways that projects can contribute to local communities. It is expected that projects will follow best practice in how they are developed, including local training and employment, procurement of goods and services and development and use of local infrastructure. Renewable energy projects are only a subset of electricity infrastructure – for instance, social performance for transmission infrastructure is also important and will be considered separately.

Feedback is sought on the proposed guideline as outlined in this paper; as well as case studies for inclusion in the final paper.

Introduction

The Energy Transition

The energy transition is underway in Western Australia (WA), bringing clean, reliable and affordable energy to Western Australians that can underpin our economic diversification and create opportunities. To meet our State's future energy needs, we need to decarbonise our energy system, moving away from carbon intensive resources (such as coal) to renewable resources.

Increasing demand for electricity from households and industry, coupled with projected economic growth, means that we may need to produce as much as ten times the current level of electricity for the State's main grid to reach WA's target of net zero by 2050.

The most cost-effective way to manage this transition is to build large-scale wind and solar power, supported by storage and gas, to maintain reliability. The transition from coal-fired generation to large-scale renewable energy generation projects represents a significant change to the energy system and surrounding landscape. These projects will need to be located throughout the state in areas where there is strong renewable resource availability and proximity to high voltage transmission infrastructure.

Many of these projects will be in regional areas, consistent with planned extensions and upgrades to the state's main transmission network, the South West Interconnected System (SWIS).

Communities and the Energy Transition

Large-scale renewable energy brings significant benefits to Western Australia, reducing our emissions and helping to deliver more affordable and reliable power supply.

Regional communities located where there is strong renewable resource availability will play a key role in this energy transition. Many communities are located close to new electricity infrastructure.

Importantly, this transformation will ensure cleaner, affordable and more reliable energy for all Western Australians and growing WA industry into the future. The energy transition will bring significant benefits and opportunities to communities, such as economic growth and investment, but will also bring challenges and changes to the local landscape.

In addition to direct benefits to hosting landholders and sometimes neighbours, wider community opportunities can include local jobs and business procurement, community infrastructure, and local economic development. However, the greater benefits of renewable energy infrastructure are often strategic and shared across the State. Benefits are not always experienced in proportion to the impact these projects have on hosting communities. Hosting renewable energy infrastructure can also present challenges for regional communities. The construction process can cause disruption in the community, and objections by some community members may cause social and economic division.

Community benefits seek to promote equitable outcomes and participation by regional communities throughout the transition, and to recognise impacts on those hosting the infrastructure. These arrangements encourage greater empowerment of communities to derive equitable benefit from the energy transition, as well as improve investor certainty and reduce delays in the development of large-scale electricity infrastructure.

Renewable energy project proponents and communities are actively discussing community benefits, but to date these discussions have been inconsistent. This guideline is intended to support these discussions through providing a tool for developers and communities to refer to when negotiating community benefits contributions. Reflecting the diverse makeup of regional communities is key to developing a benefits framework that serves each unique community. This includes a reflection of the

local government needs, representation of diverse groups within a community, and other features specific to each community and project.

While community benefits are important, it is vital that they are based on specific community needs and proportionate to the impacts of the project. Early and continuous consultation with the community, local government, and impacted groups is crucial to maintain social licence and social performance throughout the lifecycle of the project. By prioritising transparent communication and proactive engagement, proponents can foster strong community relationships that support the success of their projects.

At the same time, it is important to ensure that these projects remain viable. This includes considering the cumulative costs, and local government rates. Striking the right balance is essential to keep energy affordable for households and businesses while delivering real outcomes for regional communities.

Purpose of this Paper

The purpose of this paper is to:

- Provide information to communities about the types of benefit sharing arrangements available for the renewable energy infrastructure they are hosting,
- Provide information to developers about State Government expectations for community benefits arrangements,
- Provide a guide on appropriate value of community benefits in different contexts,
- Provide suggestions for the governance and administration of community benefits funds, and
- Provide confidence and clarity for proponents and investors by setting out a clear framework for benefit-sharing arrangements across Western Australia.

This guideline can be applied to large-scale, grid-connected renewable energy generation and storage projects, such as wind turbines and solar farms, and battery installations. It is not intended for behind the meter or embedded generation projects. The principles in this guideline are broad and can be applied across WA, particularly to projects located within the South West Interconnected System (SWIS) in Western Australia. It is important to note that projects in the North West Interconnected System (NWIS) may require tailored approaches due to different network characteristics and community contexts. Many of the suggested benefits values are most relevant to projects in the State's South-West, especially those intending to connect to the SWIS.

Invitation for Submission

On behalf of the State Government, PoweringWA is seeking feedback on this guideline.

Making a Submission

The closing date for providing comments is 18 August 2025.

Submissions should be sent by email to poweringwa@demirs.wa.gov.au.

Submissions may also be sent by post, addressed to:

PoweringWA
Locked Bag 100
East Perth WA 6892

Publication

PoweringWA will publish a summary of submissions received on the [Energy Policy WA website](#).

Please indicate in your submission any information you would prefer to keep confidential, for example your name or organisations name, or information or data in your submission which should be redacted.

Please note that submissions made in response to this paper will be subject to freedom of information requests and will be treated in accordance with the *Freedom of Information Act 1992* (WA).

Next Steps

PoweringWA will review submissions and publish a finalised guideline, informed by the submissions received.

Detailed documentation will also be developed to enable and support the implementation of the final positions, including case studies which may support engagement between proponents and communities. The timing of the implementation of these positions will be dependent on the nature of any changes.

Community Benefits

Community benefits seek to recognise the contribution hosting communities are making to the energy transition and share value from renewable energy projects with host communities, through direct support for local projects or financial contribution towards a local or regional fund. This has historically been referred to as ‘benefit sharing’. Many new renewable energy projects provide community funds and negotiate these proposals with local communities to deliver meaningful benefits. These payments are considered separately and in addition to landholder agreements and compensation, planning / environmental conditions applied to manage and mitigate impacts, and in some other jurisdictions, payment in lieu of rates.

Community benefits can be financial or non-financial, and the appropriate mix of community benefits for each project can be negotiated between the developer and community. A financial commitment to a community fund is one of the clearest and most practical ways to deliver lasting benefits. It also gives proponents confidence they’re meeting community expectations, especially when funds are managed appropriately and reflect best practice. This guideline sets out clear expectations to help get good projects off the ground and deliver benefits for communities and the broader energy system.

Community benefits should be based on the desire to establish and maintain the project’s positive connection to an area in the long term – a legacy for the community. Benefit sharing for the community brings positive economic and social outcomes to the broader community – not just landholders hosting projects. It is vital that benefit sharing should reflect the needs and desires of each host community, as what is appropriate for one community doesn’t always fit another. Flexibility is also important to ensure that lasting economic benefits can be achieved, particularly where there are multiple projects in a location.

It is important to ensure that benefits-sharing arrangements reflect the unique nature of renewable energy projects. These projects differ to mineral and petroleum projects, transmission infrastructure or other significant energy infrastructure developments. These are established industries embedded in regional WA which provide a range of benefits. Renewable energy is creating new opportunities in regions with strong wind and solar resources, and community benefit arrangements are a way to ensure locals see real value. Community benefits are about making sure the regions that power WA’s clean energy future also share in the jobs, investment and long-term benefits that come with it.

Current Situation

Increasingly, developers are recognising that community benefits are a fundamental part of project development. These community benefits arrangements differ in value, governance and longevity. This lack of consistency creates uncertainty for both communities and proponents.

Often, these arrangements are managed by the developer, in consultation with stakeholders who they have identified as being impacted by the development. The developer will provide benefits to some part of the community through a mechanism such as sponsorship, or through a central fund that community members can apply to. This approach may favour small, visible contributions rather than those most highly valued by the community, and those which can build lasting economic benefits. Of the community benefit examples available, those undertaken collaboratively and with community can be the most effective arrangement for community benefits.

Therefore, a more consistent approach to agreeing benefits arrangements between community representatives, the relevant Local Government(s), regions and the developer is proposed.

Types of Community Benefit

Community benefit sharing arrangements can take many forms. The approach for each community should be tailored to that community's needs and provide benefit throughout the renewable energy infrastructure's life.

These arrangements can be financial or non-financial, however there is usually some financial contribution from the developer. Some examples of different benefit-sharing arrangements are outlined below.

Benefit sharing can include:

- *Legacy funding and grant fund initiatives.* These financial arrangements are explained in greater detail below, along with a suggested range for contribution.
- *Sponsorship.* This contributes to local groups and/or activities and can also build the local reputation of a project. Sponsorship can work well in combination with more long-term funding or support.
- *Community Infrastructure.* Infrastructure for the use of the community, such as local housing used as worker accommodation during construction of the development, can be donated to the community by the developer or constructed with direct financial support by the developer. Where there is a community need for these services, project proponents can also fund or supply upgraded solar, battery and/or telecommunications infrastructure.
- *Innovative financing and co-ownership.* Developers may choose to offer the local community additional opportunities to become involved in local projects.

Principles for community benefit arrangements

The following principles should be considered when developing community benefit arrangements.

- *Appropriate:* the arrangements should consider the project size and its impact on the host community, with the contribution being commensurate to the scale of the project.
- *Provide Opportunity:* the arrangements should support the community to benefit from hosting a project and reap lasting economic benefits.
- *Equitable and Inclusive:* the arrangements should aim to include affected community as much as practicable and distribute benefits equitably.
- *Legacy Building:* the arrangements should leave a lasting positive impact on the community.
- *Bespoke:* the arrangements should be created with local input to address specific needs and concerns in the area.
- *Transparent:* the arrangements should be clearly communicated, with local involvement and collaboration whenever possible.

Community Benefits Arrangements in WA

As outlined above there is currently significant variability across individual projects in terms of the agreed approach to community benefit sharing. For new developments, there is an opportunity to improve consistency and provide upfront guidance to developers, local governments, and the broader community. To assist in building a more consistent approach and managing expectations across parties, the WA Government suggests community benefits be designed in line with the below guidelines, in accordance with the principles detailed above. Payment into a defined community benefits fund is presented as an option and to assist in providing a standard baseline for approaching these negotiations.

Application of this guideline

This guideline can be applied to communities hosting renewable energy projects across Western Australia. However, many of the suggested benefits values are most relevant to projects intending to connect to the SWIS. In areas of the State where communities can look very different – such as the Pilbara – it is important that a benefit sharing program takes the uniqueness of that community into account. These guidelines are not intended to apply to embedded renewable generation projects (such as those directly supplying mining operations) as these are by their nature part of a larger project with associated economic activity.

Benefit value guidelines

Guidance for community benefits values is informed by benchmarking of best practice arrangements across Australia. Recognising that each project is unique, flexibility is encouraged within a range of:

- \$500–\$1,500 per MW per annum for wind projects; and
- \$150–\$800 per MW per annum for solar projects,

paid over the life of the development and indexed to inflation.

While no range is proposed for storage projects (there is no industry benchmark for this currently), it is expected that these projects also provide some benefit to the hosting community. Where projects have multiple elements, benefits should be paid for each.

Under this guideline, a 200MW wind project would contribute between \$100,000 and \$300,000 in benefits per annum.

The final benefits offering should be informed by the impact of the project on the community, the size of the impacted community, whether there are multiple communities impacted and the extent that neighbouring landholders have also shared in benefits. This includes factors such as the impact on community services and amenity for community members, the ability of the community to access economic value from ongoing maintenance of renewable energy infrastructure (e.g. availability of accommodation and housing), and the cumulative impact multiple projects may have on a single community or region. In sparsely populated areas, a lower per MW amount may be appropriate compared to areas of higher population or small landholdings or multiple communities/Local Government areas impacted. Additionally, a wider spread of benefits might be appropriate where services are delivered through a regional centre.

Note on this draft:

It is intended that the final version of this guideline will showcase some of the innovative benefits sharing arrangements that some developers and communities have negotiated, which recognise the needs and aspirations of the community in question.

Criteria for application of guidelines

Factors considered by developers and communities when agreeing a community benefits arrangement with a value within the proposed range could include:

- the population and population density of the community (or communities) most impacted by the renewable energy infrastructure;
- the impact a potential renewable energy project will have on the amenity of the area;
- the scale and staging of the renewable energy project;
- whether a high proportion of community members experiencing impacts to their amenity are also receiving neighbour or landholder compensation;
- the application of other fees and charges incurred by the developer, including local government rates and any pre-existing community focused financial commitments;
- the ability of the community or regional centre to support the ongoing maintenance of the infrastructure and infrastructure deficits that need to be addressed to ensure ongoing community benefits;
- the community benefits experienced as a result of the project's construction, such as local employment and supply chain opportunities and improved housing or temporary worker facilities that can be repurposed for ongoing use;
- the cumulative impact of multiple renewable energy projects on the community; and
- other unique factors specific to each project and community.

Developing Community Benefits arrangements

Effective community engagement is crucial to developing a community benefits solution that will help maintain community acceptance throughout the project lifecycle. The following engagement principles are based on the National Guidelines for Community Engagement and Benefits for Transmission Projects, which provide a strong foundation that can be applied to developing community benefit arrangements for generation projects.

To achieve best practice in community engagement for developing community benefits, developers should adhere to the following principles:

- Engage early, to ensure community benefits arrangements can be agreed to in principle before the Development Application is submitted.
- Ensure engagement is diverse, equitable and inclusive, through ensuring members of the community have an ability to have a direct say or direct participation in the design of benefits arrangements.
- Be responsive to community input and enable participation.
- Engage with Aboriginal people and be responsive to their input and influence.
- Partner with the community.
- Provide accurate, transparent and accessible information.
- Engage impacted groups in the process.
- Be aware of community expectations.
- Build long-term legacy.
- Measure broadly and regularly.
- Report accurately and transparently.

Benefits for Aboriginal Western Australians

The First Nations Clean Energy Strategy sets out the principles and actions that all governments, industry and community should take to ensure that First Nations peoples across the country are supported to participate in the energy transition. The WA State Government has endorsed the vision, goals and objectives of the Strategy, which considers the intersection between the clean energy transition and the rights and interests of all First Nations peoples.

Western Australia is a geographically diverse state, with equally diverse communities. An Aboriginal perspective should be included all community consultation and consideration of benefits programs to ensure a social licence to operate renewable energy projects. This is particularly the case in parts of the State where the proximate communities have a predominantly Aboriginal population. This social licence to operate is separate, but related to specific statutory rights and processes under State and Federal legislation such as the *Aboriginal Heritage Act 1972* and the *Commonwealth Native Title Act 1993* (which includes a statutory right to compensation), as well as specific rights held by the parties in the South West Native Title Settlement and Yamatji Nation Indigenous Land Use Agreement areas.

Governance and Administration

Governance Structure

There are several options for the administration and governance of a community benefits fund, should this option form part of the community benefits arrangement. These arrangements must also contemplate the delivery of the scheme, in particular recognising the varying level of interest and capacity of Local Governments in implementing such arrangements. A series of models are suggested here; however, the exact governance structure will depend on the hosting community.

- *Local Government Administered* – Suitable in a community where the Local Government has the capacity and resources to manage community benefit programs but not the resources to set up and manage an additional trust structure. Several Local Governments have expressed a preference for this option.
- *Community Trust Fund* – Suitable where the community has the capacity and resources to set up and manage a trust fund. Members would need to be representative of the community, and it would aim to support programs, services or infrastructure that reflects local needs and delivers enduring benefits for local communities. Decisions on funding would include representatives from the relevant Local Government/s, community and proponent/s. This would take the form of a consultative community panel and could include representatives from existing community organisations. The panel would identify, review and recommend appropriate funding opportunities for a local community benefits fund.
- *Local Government-led Community Trust Fund* – Suitable where a Local Government has the capacity to set up a trust fund to support the allocation of funding. Decisions on funding would ideally be made in a consultative way similar to the above option, but governance would ultimately sit with the Local Government. This is similar to the model proposed in some other jurisdictions, where community benefits are attached to Renewable Energy Zones. Involvement in this structure would be subject to restrictions placed on Local Governments under the *Local Government Act 1995*.

Often, multiple projects will fall in one area due to the renewable resource availability and/or grid connections. Where there are multiple projects in one area, developers are encouraged to collaborate on a benefit sharing arrangement where possible. Governance through a community trust fund is well suited to this.

Commencement of benefit sharing arrangements

The WA Government recognises that renewable energy infrastructure development impacts hosting communities starting in the planning phase, peaking in the construction phase, through operation to decommissioning. Local communities may have an expectation that benefits will begin to be delivered during the construction phase to compensate for this.

However, in the case of a community benefits fund arrangement, commencing payment into the fund before a project is generating income may adversely impact the viability of a project. There can be a significant gap between the first construction stages of a renewable energy project, and the date that revenue is first received from the electricity generated by that infrastructure.

Discussion between the developer and affected community is encouraged to agree on a commencement date for community benefits, taking both perspectives into account. The facilitation of these arrangements could be staggered, providing different benefits between construction and operation periods, but this is at the discretion of the developer and the hosting community.

Length of Arrangements

Community Benefits arrangements are suggested to take place throughout the life of the project. All members of the community should have an opportunity to derive benefits from the proposal, as opposed to the benefits being distributed within the first 1 – 5 years of operations. This means that community benefits arrangements should be tied to a specific project, rather than the project proponent, and should be maintained regardless of any change in project ownership.

Ongoing contributions into a fund, as an alternative to single one-off payment benefit arrangement, may assist in maintaining a project's social licence over time and assist in the building of longer-term legacy benefits for proponents.

Consistent with the above principles, community benefits arrangements are most successful where there is an ongoing commitment tailored to the needs of unique communities, and the knowledge that these may change over the project lifecycle.

Reporting and Review

Renewable energy projects have a long lifespan. For example, a wind farm can operate for up to 30 years, so it is crucial that evaluation of impact on the community is reviewed over time, as local needs and priorities may shift. Developers need certainty too, as projects age and maintenance increases. There are ongoing roles for communities and developers over the life of a project, and benefit sharing should strike a balance between supporting communities while giving proponents the confidence to plan ahead.

What is considered effective for a community now might not be the same in a decade, so evaluating the role and effectiveness of community benefits should always be an ongoing process. How often evaluation takes place is dependent on project needs.

Some key considerations include:

- Clearly setting evaluation objectives is an important first step. Benefits arrangements vary by community and project, so evaluation of outcomes should be clearly linked to the success of the project. Methods of evaluation should always be highly tailored to project needs. Where benefits are delivered through a fund, responsibility for monitoring outcomes will rest with the fund administrator and should be addressed through the fund's governance arrangements.
- The identification of key questions, concepts, or factors to measure community benefits consistently throughout the project should be considered early.
- Evaluation needs to encompass measurement across diverse community groups for greater accuracy.

- Using indirect and direct sources of data can be useful when reviewing community benefits. For example, a direct source of evaluation could be the amount of money distributed through a community-run grants program, while an indirect source could be the reported satisfaction with the project and benefits program from the community.
- Communicating results and establishing a feedback loop between the developer and community is important for productive evaluation.

Monitoring Implementation of the Framework

Consistency with this guideline will support a project's progression through the planning, regulatory and connection processes, as well as eligibility for Commonwealth Government support, such as the Capacity Investment Scheme.

Other considerations

Nearby communities

Communities or regional centres outside of the hosting local government area, but near where the renewable energy project is located should be considered in the allocation of community benefits. There may be instances where broader regional investment would assist the whole region to support the energy transition (i.e., where the project is far from population areas, but regional centres will be important for hosting the servicing and maintenance of the infrastructure). There may also be impacts on nearby communities that should be considered (e.g., in terms of traffic flows, wear and tear on roads, water use, sand and gravel available for local road maintenance). Providing community benefits for projects is an opportunity for a mutual win for both members of the community and developers. Community benefits assist in ensuring both parties see benefits and minimal costs associated with renewable energy projects.

Neighbours

Neighbours are a part of the community, and the relationship between landholders directly hosting renewable energy projects and the neighbouring property can be a key part of the community's acceptance of a new renewable energy development. While any neighbour payments are separate to community benefits arrangements, they can be considered in ensuring an appropriate split of landholder payments, neighbour payments and community benefits. Suggestions for agreements with neighbours, and other considerations for neighbours to those hosting, are outlined in the Australian Energy Infrastructure Commissioner's Observations and Recommendations.

The role of rates

Most Local Governments are not currently collecting rates revenue from renewable energy projects but at the same time are incurring costs from these projects. Unless otherwise agreed, community benefits should be viewed as separate to any cost recovery undertaken by Councils, including rates specific to renewable energy projects. Nevertheless, communities and Local Governments should consider the cumulative impact of any change in ratings approach along with any independently negotiated community benefits program. This will ensure commerciality is maintained, sovereign risk is reduced, and that additional revenue is split fairly between hosting councils seeking to recover their costs, and communities seeking benefits for hosting new renewable energy projects.

Landholders considering hosting renewable energy infrastructure should ensure that consideration of rate increases on their land, and how these are passed through, is included in their agreement with the developer.

Development benefits

The way in which developers undertake projects can also result in lasting benefits for communities. For instance, the development of local skills, job opportunities and housing. Where possible, projects should optimise their overall impact on the community. Development benefits may offer a way to accelerate the delivery of planned regional economic development activities. For example, contributions to headworks for residential or industrial land development that may support the ongoing operation of renewable energy projects.

Flexibility in community benefits acknowledges that some important benefits may be able to be delivered through a considered approach to project development, and that this should be acknowledged.

Additional Resources

- [Clean Energy Council \(CEC\) guide to benefit sharing options for renewable energy projects](#) – This CEC guide has provided communities and developers with a resource since 2019. The suggestions in this guide provide a good overview of the options available for benefit sharing. This paper aims to supplement the CEC guide by providing current, WA-specific guidance and resources.
- [CEC best practice charter for developers](#) – This charter outlines a commitment by signatories to engage respectfully with the communities in which they plan and operate projects, to be sensitive to environmental and cultural values and to make a positive contribution to the regions in which they operate.
- [Australian Energy Infrastructure Commissioner's Observations and Recommendations](#) – This includes a number of observations and recommendations for consideration in relation to the governance, development and operation of wind farms, solar farms and energy storage facilities.
- [National guidelines for community engagement and benefits for electricity transmission projects](#) – These guidelines were developed following extensive consultation. While they are specific to transmission infrastructure, the principles are also relevant for generation projects in WA.
- [First Nations Clean Energy Strategy](#) – This is a useful resource for inclusion of First Nations people in a community benefits arrangement. The Strategy is a national framework to guide investment, influence policy, and support First Nations people to self-determine how they participate in, and benefit from, Australia's clean energy transition.
- [CEC/KPMG Leading Practice Principles: First Nations and Renewable Energy Projects](#) – This provides a national guide on First Nations engagement, participation and benefit sharing for renewable energy projects.
- [On the frontline: climate change and rural communities](#) – This provides an overview of the opportunities for rural communities in the energy transition. It also outlines the effects of climate change on rural communities, and the long-term role that renewable energy can play in mitigating these.