



Shire of
Katanning
Heart of the Great Southern

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

**NOTICE OF
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on
Wednesday 23 July 2025 at the Shire of Katanning’s Council Chamber,
52 Austral Terrace, Katanning commencing at 6.00pm.

Peter Klein
CHIEF EXECUTIVE OFFICER
Friday 18 July 2025

DISCLAIMER

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

PRESIDING MEMBER _____

DATE SIGNED _____

Table of Contents

Item No.	Item Heading	Page No.
1	Declaration of Opening/Acknowledgement of Country	3
2	Record of Attendance	3
3	Announcements by Presiding Member Without Discussion	4
4	Response to Previous Public Questions Taken on Notice	4
5	Disclosure of Financial/Impartiality Interest	4
6	Public Question/Statement Time	4
7	Applications for Leave of Absence	4
8	Petitions/Deputations/Presentations	4
9	Confirmation of Minutes of Previous Meetings	4
9.1	Ordinary Council Meeting – Wednesday 25 June 2025	4
9.2	Special Council Meeting – Monday 7 July 2025	4
10	Reports of Committees and Officers	5
10.1	General Manager Operations	5
10.1.1	Amendments to Outbuilding Policy – No. 1	5
10.1.2	Amendments to Temporary Accommodation - Policy No 8.5	9
10.1.3	Proposed Review of the Shire of Katanning Local Planning Scheme No.5	13
10.1.4	Work Health and Safety Policy	18
10.1.5	Risk Management Policy	20
10.2	Executive Manager Corporate Services	22
10.2.1	Schedule of Accounts –June 2025	22
10.2.2	Monthly Financial Report – June 2025	24
10.2.3	Amendment to 2025/26 Fees & Charges	29
10.2.4	Katanning Equestrian Association Inc. Lease	31
10.2.5	Customer Service Charter 2025	34
10.3	Executive Manager Community Development	36
10.4	Chief Executive Officer's Reports	36
10.4.1	Annual Review of Delegations Register	36
10.4.2	Proposed Shire of Katanning Dogs & Bush Fire Brigade Amendment Local Law	38
10.4.3	Community Benefit Guidelines for Renewable Energy Projects	41
11	Elected Members Motion of Which Previous Notice Has Been Given	43
12	New Business of an Urgent Nature	43
13	Confidential Item	44
13.1	Amherst Village Unit 7 Allocation	44
14	Closure of Meeting	45

PLEASE NOTE:

Council Meetings are recorded for accuracy of minute taking.

1. DECLARATION OF OPENING/ ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member declared the meeting open at ____ pm.

Acknowledgement of Country

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

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Kristy D'Aprile - President

Members: Cr Liz Guidera – Deputy President
Cr John Goodheart
Cr Matt Collis
Cr Ian Hanna
Cr Paul Totino
Cr Michelle Salter

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

Gallery:

Media:

Apologies:

Leave of Absence:

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****6. PUBLIC QUESTION/STATEMENT TIME****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. PETITIONS/DEPUTATIONS/PRESENTATIONS****9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****9.1 Ordinary Council Meeting – Wednesday 25 June 2025**
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/25 That the minutes of the Ordinary Council Meeting held on Wednesday 25 June 2025 are confirmed as a true record of proceedings.

CARRIED/LOST:
FOR:
AGAINST:

9.2 Special Council Meeting – Monday 7 July 2025
(SEE ATTACHED MINUTES)

Voting Requirement: Simple Majority

OC/25 That the minutes of the Ordinary Council Meeting held on Monday 7 July 2025 are confirmed as a true record of proceedings.

CARRIED/LOST:
FOR:
AGAINST:

10. REPORTS OF COMMITTEES AND OFFICERS**10.1 GENERAL MANAGER OPERATIONS****10.1.1 AMENDMENTS TO OUTBUILDING POLICY – NO.1**

Attachment 1 – Current Outbuilding Policy

Attachment 2 – Local Planning Policy - Outbuildings 2025

Attachment 3 –Outbuildings Fact Sheet

File Ref: GV.PO.1
Reporting Officer: Adrian Nicoll, Town Planner
Date Report Prepared: 26 June 2025
Disclosure of Interest: No Interest to disclose

Issue:

The Shire of Katanning's outbuilding Policy is not up to date with legislative changes undertaken for the *Planning and Development (Local Planning Schemes) Regulations*, the *Residential Design Codes* and the Shire's *Local Planning Scheme No.5*.

For example:

- The current outbuilding Policy makes requirements for development in the 'Special Residential' zone; however, Katanning does not have a 'Special Residential' zone classification. The old Scheme No.4 included a 'Special Residential' zone classification. This was removed during the development of the current scheme No.5.
- The *Planning and Development (Local Planning Schemes) Regulations* and the *Residential Design Codes* exempt the need for development approval of outbuildings of a certain size. The Shire's current outbuilding Policy does not provide for exemptions.

Background:

The Shire's current outbuilding Policy was adopted in association with the Shire's old Local Planning Scheme No.4. The Local Planning Scheme No.4. has been replaced by the Local Planning Scheme No.5, with changes that need to be reflected in the Shire's Outbuilding Policy.

Since the adoption of the current outbuilding Policy, the state government has introduced legislative changes to cut-red- tape, including expediting approvals for outbuildings. The changes were adopted under the *Planning and Development (Local Planning Schemes) Regulations* and the *Residential Design Codes*. The Department of Planning, Lands and Heritage developed an Outbuilding Fact Sheet to help explain what an outbuilding is and including exemptions for development approval. For reference, please see the attached Outbuilding Fact Sheet.

The Shire's current outbuilding Policy does not outline exemptions that may apply in accordance with the *Planning and Development (Local Planning Schemes) Regulations* and the *Residential Design Codes*.

The Shire's current outbuilding Policy also lacks guidance, on the development of shipping containers, which technically fall under the definition of an outbuilding, and which require safety standards associated with anchoring to the ground.

Comment:

It is considered appropriate to amend the Shire's 'Outbuilding Policy', to ensure alignment with the new updated regulations and to ensure shipping containers are appropriately developed.

The following amendments are proposed for the Shire's current 'Outbuilding Policy'.

- Update the zone classifications in the Policy, to reflect the Shire's endorsed Local Planning Scheme No.5 (e.g. delete the 'Special Residential' zone classification)
- Exempt the need for planning approval for outbuildings where the Residential Design Codes apply (E.g. Residential, Commercial, Urban Development and Enterprise zones), subject to complying with the following criteria:
 - 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
- Introducing standards for shipping containers. A shipping container is considered an outbuilding. Shipping Containers shall be appropriately anchored to the ground (in accordance with engineer certification).
- For the Rural, Rural Residential and Rural Smallholdings zone classifications, include standards for maximum floor area and building height.
- The new proposed outbuilding Policy does not support the development of an outbuilding on a vacant lot.
 - The current Policy does. Under the current Policy position, compliance issues may arise with landholders taking-up occupancy of an outbuilding, which is a breach of planning, building and health legislation. The current Policy position also goes against the definition of an outbuilding, which is a structure detached from a dwelling.
 - Under the new Policy, we can consider an outbuilding as 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 new proposed outbuilding Policy seeks to keep the following standard, which was adopted under the current outbuilding Policy:

- Contrary to the Residential Design Codes, the new proposed outbuilding Policy seeks to allow the development of outbuildings with a greater wall height and a larger floor area. The variation is considerate of the larger lot sizes, endemic to the regional area.
 - The larger lots allow for the strategic location of outbuildings away from streetscapes and neighbouring property boundaries.
 - The larger lots allow for the development of an outbuilding, whilst ensuring suitable private open space is maintained for recreation and sunlight penetration.

The proposed amendments bring about consistency with state legislation and are expected to allow for flexibility in the approval process and to expedite approvals for outbuildings.

The proposed amendments are also expected to improve the safety standards associated with the development of shipping containers. Shipping containers should be suitably secured to the ground to ensure against uplift forces in cyclonic conditions.

It is recommended, in the first instance, that the Council accept and approve the proposed new outbuilding Policy for the purpose of advertising.

Advertising is to be undertaken for a minimum period of 21 days and is expected to include a notice on the Shire's website, inviting landholders and the public to make comment. An officer will be available to answer any queries.

Statutory Environment:

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration of a local planning Policy involves two decisions:

- 1) An agreement of Council to prepare/advertise the Policy; and
- 2) An agreement of Council to finally adopt, considerate of any comments received during advertising.

The *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed provisions for local planning schemes, Part 2 Local planning framework cl. 3*, states:

- A Local Planning Policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the Policy applies.
- The period for making submissions must not be less than the period of 21 days.
- After the expiry of the period within which submissions may be made, the local government must:
 - Review the proposed Policy in the light of any submissions made; and
 - Resolve to proceed with the Policy without modification, or proceed with the Policy with modification, or not to proceed with the Policy.

Should Council resolve to adopt a Local Planning Policy, a notice of the Policy must be published in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Policy Implications:

There are no Policy implications relating to an agreement of Council to advertise the updated – Shire of Katanning ‘Outbuilding Policy’.

A Local Planning Policy gives a planning authority an opportunity to state how decisions should or will be exercised under the planning scheme. It can help applicants, and the community understand how a proposal will be considered and what will influence decision-making.

Financial Implications:

There are no financial implications to advertising the Updated – Shire of Katanning Outbuilding Policy.

Risk Implications:

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

Strategic Implications:

There are no strategic implications relating to the proposed updated ‘Outbuilding Policy’.

Voting Requirement: Simple Majority

Officer’s Recommendation/Council Motion:

OC/25

That Council

1. **Agree to the advertising of the updated – Shire of Katanning ‘Outbuilding Policy’, being the version attached to this report. ‘Local Planning Policy - Outbuildings 2025’, pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

CARRIED/LOST:

FOR:

AGAINST:

10.1.2 AMENDMENTS TO TEMPORARY ACCOMMODATION - POLICY NO 8.5
Attachment 1 – Current Policy - Temporary Accommodation (2022)
Attachment 2 – Local Planning Policy - Temporary Accommodation (2025)

File Ref: GV.PO.1
Reporting Officer: Adrian Nicoll, Town Planner
Date Report Prepared: 26 June 2025
Disclosure of Interest: No Interest to disclose

Issue:

With a shortage of rental accommodation and high costs associated with building a home, more people are resorting to living temporarily in a caravan, on their property. Living temporarily in a caravan, affords a landholder time and financial savings to invest in building a home on their property.

The Shire has a 'Temporary Accommodation' Policy, which gives a landholder the opportunity to live in a caravan for 12 months, whilst building their home. The Shire's 'Temporary Accommodation' Policy varies from the *Caravan Parks and Camping Grounds Regulations 1997* (Regulations), which allows a temporary accommodation timeframe of 24 months.

The 24-month timeframe is considered reasonable, given the need to make financial savings, to get the various planning, building and health approvals completed and to build a home for occupation.

The purpose of this report item is to request that the Council agree to amend their current 'Temporary Accommodation' Policy, to allow a landholder to live in their caravan, for up-to 24 months, subject to conditions.

An amended 'Temporary Accommodation' Policy is provided as an attachment for Councillors to review. Council is requested to adopt the updated Policy, for the purpose of advertising. Post advertising, the Council will be requested to consider comments and make a final decision to amend the current Policy.

Background:

In 2024, the state government amended the *Caravan Parks and Camping Grounds Regulations 1997* by extending the period that local governments can approve temporary accommodation arrangements on private land, to 24 months.

The changes were introduced to reduce the administrative and financial burden for applicants, who are often focused on recovering from a natural disaster or building a new home.

Comment:

The Shire's current 'Temporary Accommodation' Policy was adopted prior to the State amending the *Caravan Parks and Camping Grounds Regulations 1997* (Regulations).

Some of the measures imposed by the Shire's current 'Temporary Accommodation' Policy, are not in-keeping with amendments made to the Regulations. It is therefore considered

appropriate to amend the Shire's 'Temporary Accommodation' Policy, so as to more formally align with the new updated Regulations.

The following amendments are proposed for the Shire's current 'Temporary Accommodation' Policy:

- 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 an outbuilding. The application process must include reference to the installation of a 135,000L (minimum capacity) 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.
- 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.
- Include a provision requiring the temporary accommodation to be located to comply with setback standards of the applicable zone, and at least 1.8 metres from any structures.
- Remove the requirement for the caravan to be located in a shed.
- Remove the requirement for a \$5000 bond and propose that the Shire use an enforcement mechanism. That is, if a local government suspects that unlawful development is being carried out on land, then one of the primary enforcement options available to the local government (aside from prosecution) is to issue a direction pursuant to section 214 of the Planning and Development Act 2005 (also known as a 'stop work order' or a 'pull down order').
- Change the requirement for a 50,000L water tank, to a requirement for a 135,000L water tank, as required by the Shire's Local Planning Scheme.
- Include a requirement for occupiers of adjacent properties to be notified in writing and any responses being considered prior to granting temporary accommodation approval.
- Include a note to advocate that the temporary accommodation cannot be used as holiday rental or for tourism purposes.

It is proposed that the following current provisions are retained:

- Applications will only be considered for areas zoned 'Rural' or 'Rural Residential'.
- The temporary accommodation is subject to the following services being provided: power, potable water, wastewater management, cooking and laundry facilities, emergency management (fire suppression and smoke detection), waste and recycling and any other requirement at the request of the Shire.

- Applicants are to install a smoke alarm to the temporary accommodation.
- The temporary accommodation being inspected and approved by the Environmental Health Officer or Building Surveyor prior to occupation.
- The temporary accommodation approval applies to the landholder, for the purpose of residing in a caravan temporarily, whilst preparing for and developing a house.
- 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.

The proposed amendments are expected to give a landholder an affordable living option, whilst preparing to build a home on their property. The amendments are also expected to reduce the number of private properties illegally used for camping and to ultimately get persons living in an approved dwelling.

It is recommended that the Council approve the proposed amendments and agree to advertise the updated 'Temporary Accommodation' Policy.

Advertising is to be undertaken for a minimum period of 21 days and is expected to include a notice on the Shire's website and the local newsletters, inviting landholders and the public to make comment. An officer will be available to answer any queries.

Statutory Environment:

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, consideration of a local planning Policy involves two decisions:

- 1) An agreement of Council to prepare/advertise the Policy; and
- 2) An agreement of Council to finally adopt, considerate of any comments received during advertising.

The *Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2, Deemed provisions for local planning schemes, Part 2 Local planning framework cl. 3*, states:

- A Local Planning Policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the Policy applies.
- The period for making submissions must not be less than the period of 21 days.
- After the expiry of the period within which submissions may be made, the local government must;
 - Review the proposed Policy in the light of any submissions made; and
 - Resolve to proceed with the Policy without modification, or proceed with the Policy with modification, or not to proceed with the Policy.

Should Council resolve to adopt a Local Planning Policy, a notice of the Policy must be published in accordance with clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Policy Implications:

There are no Policy implications relating to an agreement of Council to advertise the updated – Shire of Katanning ‘Temporary Accommodation’ Policy.

A Local Planning Policy gives a planning authority an opportunity to state how decisions should or will be exercised under the planning scheme. It can help applicants, and the community understand how a proposal will be considered and what will influence decision-making.

Financial Implications:

There are no financial implications to advertising the Updated – Shire of Katanning Temporary Accommodation Policy.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area Built Environment

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

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

Voting Requirement: Simple Majority

Officer’s Recommendation/Council Motion:

OC/25

That Council:

1. **Agree to the advertising of the updated – Shire of Katanning ‘Temporary Accommodation’ Policy, being the version attached to this report ‘Local Planning Policy - Temporary Accommodation 2025’, pursuant to the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

CARRIED/LOST:

FOR:

AGAINST:

10.1.3 Proposed Review of the Shire of Katanning Local Planning Scheme No.5

Attachment 1 – ‘Report of Review’ Local Planning Scheme No.5

Attachment 2 - Agency Submissions

File Ref: LP.PL.5
Reporting Officer: Adrian Nicoll, Town Planner
Date Report Prepared: 02 July 2025
Disclosure of Interest: No Interest to disclose

Issue:

The *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) require a local government to carry out a review of its Local Planning Scheme nominally every five years (via a ‘**Report of Review**’).

The ‘Report of Review’ must consider whether the local planning scheme is up-to-date and complies with the Regulations.

The ‘Report of Review’ is to be approved by a resolution of Council and then submitted to the Western Australian Planning Commission (WAPC).

The WAPC will decide whether it agrees or disagrees with the recommendations in the ‘Report of Review’. The resolution by the WAPC will determine the next steps to be taken by the Shire.

Background

At its March 2025 Ordinary Council Meeting, Council resolved to give in principle support for the Shire to proceed with a review of its Scheme including initial consultation with the local community and the development of a ‘Report of Review’.

In response to the March Council resolution, consultation on the proposal to amend the Scheme was undertaken (17 April – 30 May) and a ‘Report of Review’ document prepared.

At the close of advertising, seven (7) government agencies provided comment. The submissions are summarized in the attached ‘Report of Review’. A full copy of each submission and a schedule containing submissions is also attached.

The ‘Report of Review’ has been prepared to consider whether the Shire’s local planning strategy and scheme, and any structure plans adopted under the scheme are: satisfactory in their existing form; or should be amended; or should be revoked and/or have a new one prepared.

Comment

The purpose of the Shire’s Scheme is to outline the statutory planning related requirements and controls for how land in the Shire can be used and developed and provides the framework for decision making.

The Scheme is also the primary mechanism for implementing the Shire’s Local Planning Strategy.

Since the Gazettal of the Shire's Scheme seven years ago, amendments have been undertaken to the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and various State Planning Policies (e.g. State Planning Policy 7.3 – Residential Design Codes). The changes respond to industry feedback to help reduce any further impacts on the housing construction sector and keep the cost of delivering affordable housing down.

According to the 'Report of Review' undertaken for the Shire's Scheme, the Scheme **should be amended** to align with the changes undertaken for the Regulations and State Planning Policy. Amendments to the Scheme, to align with the Regulations and State Planning Policy should include:

- Amend classifications in the Scheme for zones, reserves and land uses so as to align with the State legislation
- The permissibility of land uses (e.g. Permitted or Not Permitted), to be amended so as to align with State Planning Policy objectives and exemptions applicable to the Regulations.

The layout of the Shire's Scheme text should also be amended to conform with the Regulations (model scheme). New schedules should be included in the scheme text to contain details of all development standards applicable to all zones, as well as general development standards applicable in certain circumstances (e.g. carparking standards).

According to the 'Report of Review', amendments to the Shire's Scheme should consider the following characteristics and trends:

- The Shire of Katanning's population is growing
- Katanning is an important hub, providing services to residents from neighbouring towns such as Broomehill-Tambellup, Kojonup, Woodanilling, Wagin, Dumbleyung, Gnowangerup and Nyabing.
- There is sufficient land suitably zoned to accommodate subdivision and development demand – across all land-use categories (commercial, industrial and residential)

The 'Report of Review' is recommending that the Shire Council agree to recommend to the Western Australian Planning Commission, that:

1. The Shire's Local Planning Strategy is satisfactory in its existing form as it remains contemporary and fit-for-purpose. The Shire's 2013 Local Planning Strategy has earmarked areas for future growth, which are yet to be taken up for development. No review of the Strategy is recommended at this time. There is enough land strategically planned to accommodate demand for housing, industry and commercial development for the next 10 years; and
2. The Shire's Local Planning Scheme No.5 (Scheme) is not satisfactory in its existing form. The Scheme should be amended to align with State legislative and Policy updates, especially for land-use classifications and permissibility and for development exemptions associated with land use and works. The Shire's Scheme does not need a complete review as there is adequate land zoned for future development.

Assuming the Commission endorses the 'Report of Review', amendments to the scheme required thereafter will be advertised for public comment for the minimum required period of

42 days in accordance with the procedural requirements of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Statutory Environment:

Section 77 of the *Planning and Development Act 2005* requires that, in preparing or amending a local planning scheme, the local government is to have due regard to any State Planning Policy (SPP) affecting its district.

Regulation 65 of the *Planning and Development (Local Planning Schemes) Regulations* states that:

“A local government must carry out a review of each local planning scheme prepared by the local government –

- a) in the 5th year after the scheme is published in the Gazette under section 87(3) of the Act; and*
- b) in the 5th year after the completion of each review carried out under this Division.”*

Regulation 66 of the *Planning and Development (Local Planning Schemes) Regulations* outlines the steps that are required to be undertaken to complete the review of the Scheme, and includes the following:

- a) A report must be prepared, approved by resolution of Council, and then forwarded to the WAPC (Regulation 66 (1))
- b) The report must be prepared in the manner and form specified by the WAPC (Regulation 66 (2)) and
- c) The report must recommend whether the existing Scheme and Strategy for the local government are satisfactory, require amendment, or should be repealed and replaced.

Regulation 67 requires the WAPC to:

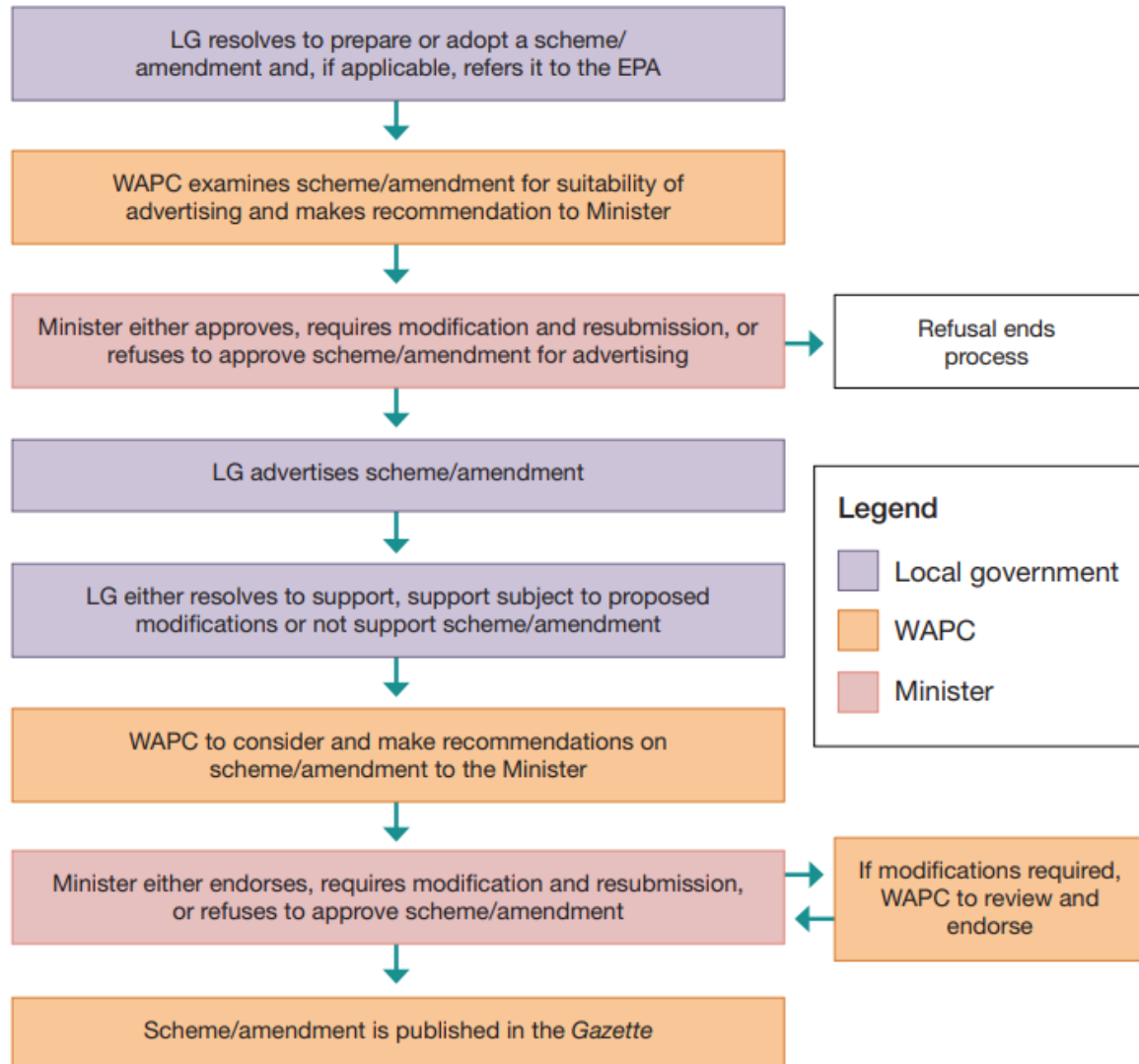
“(1) Within 90 days of receiving a report of a review of a local planning scheme, or such longer period as the Minister or an authorised person allows, the Commission must consider the report and —

- a) decide whether the Commission agrees or disagrees with the recommendations in the report; and*
- b) notify the local government which prepared the report of the Commission’s decision.*

(2) After receiving notification of the Commission’s decision on a report of a review of a local planning scheme the local government must publish in accordance with regulation 76A —

- a) the report; and*
- b) notice of the Commission’s decision.”*

The resolution by the WAPC will determine the next steps to be taken by the Shire. Should the Minister agree that the Shire’s Scheme needs amending, the following outlines the procedure for amending the Scheme.



Policy Implications:

The Shire's existing Local Planning Policies will need to be reviewed and possibly amended or revoked depending upon the outcomes from the Scheme review and amendment process to ensure they are relevant and enforceable.

Financial Implications:

Amendments to the Scheme can be undertaken in-house by Shire staff.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area Built Environment

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

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council 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.**

CARRIED/LOST:

FOR:

AGAINST:

10.1.4 Work Health and Safety Policy **(ATTACHMENT)**

File Ref: GV.PO.1
Reporting Officer: Graham Barnes, General Manager Operations
Date Report Prepared: 25 June 2025

Issue:

Amend the current Health and Safety Policy for the Shire of Katanning.

Body/Background:

The Shire of Katanning has recently completed a Local Government Insurance Service (LGIS) safety audit. The audit forms a key part of the LGIS 3 Steps to Safety Program. This program was established to recognise and meet the needs of local government with the aim of driving safety performance and minimising claim costs. As part of the program, a three (3) tiered approach has been set to recognise the size and diversity of local government. Safety assessment requirements are set that are considered realistic and achievable.

The first part of the audit process involved collection of information relevant to required evidence criteria. This information was then presented during the LGIS audit, which was conducted on site (Katanning Shire).

The second part of the audit program required completion of an action plan provided by LGIS. The action plan consisted of a list of criteria that was either not addressed with sufficient information during the audit or where criteria was simply not addressed/evidenced.

One specific criterion not adequately addressed related to the Shire Health and Safety Policy. In particular:

- The current Shire Health and Safety Policy was outdated and had not been reviewed accordingly. The Policy was dated 14/12/2016 and showed no evidence of any document review(s) being completed.
- The current Policy was titled Shire of Katanning – Occupational Safety and Health Policy. The title is not consistent with changes in legislation
- The current Policy does not reference current legislation (Work Health and Safety Act 2020).

Officer's Comment:

The completion and acceptance of an updated Work Health and Safety Policy ensures compliance with current legislative requirements and address evidence gaps noted during the recently completed LGIS 3 Steps to Safety audit. Key Policy improvements include:

- Text relevant to Policy purpose and Policy scope
- Updated objectives aligned to current legislative requirements
- More comprehensive Commitments Statement
- Use of appropriate and applicable terminology aligned to current legislation
- Addition of key Council outputs

Having a Policy that is relevant, applicable and compliant shows you're committed to health and safety and preventing work-related injury and illness. It also sets the rules and standards you expect everyone to follow.

Statutory Environment:

Work and Health and Safety Act 2020 (WHS Act)

Work Health and Safety (General) Regulations 2022

Policy Implications:

The amended Work Health and Safety Policy will be added to the Council Policy Register and continue to be reviewed every two years. The Policy will underpin the creation of an effective safety management framework and system

Financial Implications:

There is no cost implication in adopting an amended Work Health and Safety Policy. However, it is intended that a more robust Policy and supporting documentation and process implementation will contribute to improved safety performance and a reduction of any cost(s) incurred through incident, accident or injury.

Risk Implications:

There are no inherent risks with the adoption of the amended Work Health and Safety Policy. The perceived level of risk is "Low".

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To facilitate diversity and representation within the decision-making process.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25 That Council adopts the amended Work Health and Safety Policy as proposed.

CARRIED/LOST:

FOR:

AGAINST:

10.1.5 **Risk Management Policy** (ATTACHMENT)

File Ref: GV.PO.1
Reporting Officer: Graham Barnes, General Manager Operations
Date Report Prepared: 30 June 2025

Issue:

Review and amend the current Risk Management Policy for the Shire of Katanning.

Body/Background:

The Shire of Katanning Risk Management Policy has not undergone a review since the Policy was reviewed in 2022.

In May 2025 the Shire completed an LGIS safety audit (3 Steps to Safety). It was noted as a listed criteria that organisational stakeholders are required to complete regular reviews of work health and safety documentation inclusive of policies, procedures etc. Further to the issue of legislative and regulatory compliance there is also a requirement to ensure that the Shire Risk Management Policy is aligned to the Strategic Community Plan, Corporate Plan and Long-Term Financial Plan.

Officer's Comment:

The completion and acceptance of an updated Risk Management Policy is a key step in ensuring the Shire continues to comply with specific legislative and regulatory requirements.

In particular:

- *Work Health and Safety Act (WA) 2020.*
Part 2 — Health and safety duties Division 1 — Introductory Subdivision 1 — Principles that apply to duties

Key Policy amendments and improvements include:

- Revised Policy Purpose Statement
- Specific reference to work Health and Safety Act (WA) 2020
- Revised Policy guidelines
- Included General Manager Operations as the responsible person for Policy review

An effective risk management Policy is crucial to the sustainable delivery of local government services and also importantly, the continued health and safety of its workforce and all other personnel engaged in Shire related tasks and activities.

Statutory Environment:

Work Health and Safety Act 2020 (WA)

Local Government Act 1995

Local Government (Audit) regulations 1996

ISO 31000:2018 – Risk management Guidelines

Policy Implications:

The amended Risk Management Policy will be added to the Council Policy Register and continue to be reviewed every two years. The Policy will underpin the creation of an effective risk management framework and process

Financial Implications:

There is no cost implication in adopting an amended Asset Management Policy. However, the implementation of an effective asset management process will require strategic changes to the organisational structure

Risk Implications:

There are no inherent risks with the adoption of the amended Risk Management Policy. The perceived level of risk is “Low”.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

Objective To facilitate diversity and representation within the decision-making process.

Voting Requirement: Simple Majority

Officer’s Recommendation/Council Motion:

OC/25 That Council adopts the amended Risk Management Policy as proposed.

CARRIED/LOST:

FOR:

AGAINST:

10.2 EXECUTIVE MANAGER CORPORATE SERVICES

10.2.1 Schedule of Accounts – June 2025 (ATTACHMENT)

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

Issue:

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

Body/Background:

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2024/25	EFT Payments 2024/25	Direct Debits 2024/25	Credit Card 2024/25	Payroll 2024/25	Total Payments 2024/25
July	\$4,136.00	\$684,927.78	\$124,124.10	\$5,494.87	\$242,598.67	\$1,061,281.42
August	\$218.00	\$682,403.96	\$130,875.64	\$11,493.47	\$354,282.34	\$1,179,273.41
September	\$848.25	\$706,783.05	\$78,163.61	\$6,702.68	\$230,693.76	\$1,023,191.35
October	\$865.95	\$1,061,303.44	\$98,988.32	\$6,238.29	\$252,178.79	\$1,419,574.79
November	\$192.00	\$592,465.43	\$248,860.46	\$5,913.72	\$262,613.19	\$1,110,044.80
December	\$39,174.29	\$1,479,775.43	\$106,450.56	\$10,647.26	\$256,017.46	\$1,892,065.00
January	\$200.00	\$437,576.16	\$112,012.92	\$5798.91	\$370,408.74	\$925,996.73
February	\$30,421.98	\$851,922.77	\$107,413.13	\$3,170.98	\$243,383.95	\$1,236,312.81
March	\$224.00	\$1,188,152.48	\$72,047.52	\$4,603.70	\$262,373.17	\$1,527,400.87
April	\$22,392.45	\$1,111,342.54	\$123,595.03	\$9,894.39	\$246,784.98	\$1,514,009.39
May	\$756.20	\$1,344,857.37	\$240,146.83	\$6,740.59	\$251,582.57	\$1,844,083.56
June	\$196.00	\$729,701.52	\$161,128.54	\$6,981.85	\$263,300.19	\$1,161,308.10
Total	\$99,625.12	\$10,871,211.93	\$1,603,806.66	\$83,680.71	\$3,236,217.81	\$15,894,542.23

Officer's Comment:

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

Statutory Environment:

Local Government Act 1995.

6.8. Expenditure from municipal fund not included in Annual Budget

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

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

* Absolute majority required.

Policy Implications:

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

Financial Implications:

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

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/25 That Council endorses the Schedule of Accounts as presented, being EFT payments 39786 - 39952 totalling \$729,701.52, Cheques 42510-42511 totalling \$196.00, Payroll payments totalling \$263,300.19 Direct Debit payments totalling \$161,128.54, Credit Cards (May) totalling \$6,981.85, all totalling \$1,161,308.10, authorised and paid in June 2025.

CARRIED/LOST:

FOR:

AGAINST:

10.2.2 Monthly Financial Report – June 2025
(ATTACHMENT)

File Ref: FM.FI.4
Reporting Officer: David Blurton, Executive Manager Corporate Services
Report Prepared: 16 July 2025
Disclosure of Interest: No Interest to disclose

Body/Background:

This item presents the Monthly Financial Report, which contains the 'Statement of Financial Activity' for the period ending 30 June 2025.

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

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

Council should be aware that the financial results to 30 June 2025 are unaudited and are subject to change before finalisation of the 24-25 Annual Financial Report.

Officer's Comment:

Below are the highlights for this reporting period:

Revenue from Operating Activities

- Rates levied is \$22,126 more than budget. The budget provided for \$100,000 in rate write offs and at time of printing only \$87,332 had been processed. Furthermore, back rates levied totalled \$8,604 more than budgeted for the year.
- Operating Grants, subsidies and contributions finished the year \$897,241 under budget which relates to the prepayment of 70% of the Council's General Purpose Grants in the 23/24 financial year. Only 50 % of 25-26 General Purpose Grants and Untied Road grants were prepaid into 24-25. Grant income from Fire Prevention programs \$77,000, Community Development Grants \$99,000 and debt collection reimbursement \$74,329 were all under budget.
- Fees and charges income ended \$208,349 over budget which relates to the following items
 - KLC fees \$45,073 more than budget
 - Tenants Fees (Amherst Village) \$29,420 less than budget. Village Solutions is now managing rent collections on behalf of Council.
 - Town hall hire income is \$17,379 more than budget
 - Building Fees & Licences \$10,657 less than budget.
 - Standpipe Fees are \$12,157 more than budget

- Yarding Fees \$174,754 -, reflecting greater numbers of sheep being processed at the facility.
 - Truck Wash Income \$15,136 more than budget
 - Property lease fees are \$7,497 more than budget relating to invoices for the last 5 years for the lease agreement between the Shire and DPIRD for the use of lot 508 Police Pools Road.
- Interest Revenue income was \$21,645 by the end of June 2025.
 - Profit on Asset Sale is \$213,096 more than budget as more Kaatanup Way Lots have sold than budgeted.

Expenditure from Operating Activities

- Employee costs finished the year \$473,964 under budget reflecting savings achieved due to officer vacancies for the year to date in particular
 - Community Development salaries \$67,096 under budget
 - Road Maintenance - \$362,496 under budget
 - Admin Salaries - \$52,308 over budget. \$29,117 of this is an accrued salary journal posted to 30-6-25.
 - Refuse Site - \$40,696 over budget
 - Public Works Overhead salaries - \$178,113 under budget
 - FBT costs \$28,676 more than budgeted
- Materials and Contracts are \$782,524 below budget which mainly relates to the following items.
 - Consultants – Elected Members \$23,870 under budget
 - Admin Building - \$26,710 over budget relating to air conditioning problems
 - Professional Advice and Services is \$24,022
 - Computer Software Subscriptions \$70,524 over budget – Council’s 25/26 subscription to ReadyTech (Synergyssoft) has been paid in 24/25
 - Integrated planning and reporting \$42,270 under budget
 - Subscriptions and memberships \$24,638 under budget
 - CCTV maintenance cost \$24,149 under budget
 - Professional Advice and Services – Admin \$34,025 under budget
 - Consultants – Town planning are over budget by \$24,896
 - Local Planning Scheme review is underbudget by \$60,000
 - Works program – other reserves material component \$89,321 under budget
 - Debt collection legal expenses is \$56,641 under budget.
 - Cemetery Master Plans - \$13,750 under budget
 - Community Development special projects material cost \$48,573 under budget
 - Youth Activity Expenses \$14,209 under budget
 - Health Consultants are \$16,183 over budget
 - Audit fees are \$81,427 under budget as 23/24 audit fees expense has been allocated to the 23/24 financial year.
 - Consultants Roads - \$25,000 under budget
 - Minor Asset Purchases \$50,000 under budget
 - Amherst Management Fees \$71,078 under budget

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- KAC Contract Management is \$50,386 over budget as previous part payment has been allocated to the incorrect financial year.
 - KAC maintenance expense \$27,510 under budget.
 - KAC consultants \$25,000 under budget
 - Fire mitigation expenses \$76,995 under budget
 - KLC Building Program \$43,774 under budget
 - Consultants Saleyards \$22,500 under budget
 - Cemetery Master Plans \$15,000 under budget
 - Fuel and oil purchases \$86,193 under budget
 - Plant repairs \$38,413 under budget
 - Saleyard General Maintenance \$22,500 under budget
 - Consultants – roads \$28,900 under budget
 - Utility charges are \$31,038 over budget with each of the following areas overbudget - Aquatic Centre \$22,151, KLC \$15,954 and water standpipe charges \$12,914.
 - Depreciation Expenses are \$697,623 under budget as Depreciation and Assets have not been updated for June at time of printing.
 - Insurance Costs are \$23,848 less than budget representing savings made on premiums with Councils fleet of plant and equipment.
 - Other expenditure is underbudget by \$133,901. A large portion of this relates to suspense account deposit of \$21,572 (GL1123) which is unclaimed funds relating to the sale of lot 885 Wanke St. This amount will be paid to the public trustee in due course. Tourism Contributions are underbudget by \$20,000, shop front enhancement scheme \$15,000 and salary package – vehicle \$27,557 under budget. Councillor donations are also under budget by \$13,440.
 - Loss on disposal of assets is \$40,000 under budget which represented expected losses on plant and equipment; however the disposal never occurred.
 - Proceeds from capital grants, subsidies and contributions are \$9,466,386 underbudget. The following grants funds were anticipated to have been received.
 - DFES grant for BFB shed \$250,000 – claim yet to be submitted.
 - Early Childhood hub grants \$8,711,073 – project yet to commence.
 - University Study hub fit out \$18,670 – with change of venue, Council is not responsible for fit out and will therefore not receive the grant funds.
 - Saleyard ear tagging equipment grants \$27,884 under budget.
 - Regional Road Group Funding \$123,600 underbudget – it was assumed that Warren Road would be fully claimed in 24-25, however only the first 40% has been claimed to 30 June 2025.
 - Roads to Recovery \$69,385 underbudget due to Langaweira Rd not being completed at 30/6/25.
 - LRCI phase 4B - \$81,173 under budget – this relates to Piesse and Dore Streets and will be paid in 25/26 upon final acquittal of projects.
 - LRCI phase 4A - \$136,713 under budget relating to Quartermaine oval project. This will be paid upon final acquittal.

- Other culture – non operating grants \$18,290 under budget relates to Lotterywest grant for the Art Gallery lighting. The project was completed underbudget.
 - Quartermaine Oval grants and contributions \$25,980 under budget. Council revised its budget in the mid-year budget review on the assumption that 1/3 of full revised project cost would be claimed from the CSRFF program. However, the grant was capped at a revised project cost meaning that Council could not claim the full grant amount as planned from the CSRFF program.
- Proceeds from Asset sales is above budget by \$284,009 relating to disposal of plant and equipment and land (Kaatunup Loop properties).
- Payments for property, plant and equipment and infrastructure are generally below budget. The table below itemises each project expenditure against budget. More detail can be found on page 11 of the attachment.
- Transfers from reserves is well below budget mainly attributable to the Early Childhood Hub project as funds were expected to be transferred from reserve in 24/25, however this will now occur in 25/26.

Statutory Environment:

Local Government Act 1995

Section 6.4 Financial Report

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

Local Government (Financial Management) Regulations 1996.

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

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

Policy Implications:

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

Financial Implications:

There are no financial implications for this report.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority.

Officer's Recommendation/Council Motion:

OC/25 That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the Monthly Statement of Financial Activity for the period ending 30 June 2025, as presented.

CARRIED/LOST:

FOR:

AGAINST:

10.2.3 Amendment to 2025/26 Fees & Charges

File Ref: FM.FC.1
Reporting Officer: Patrick Kennedy, Manager Finance
Date Report Prepared: 14 July 2025
Disclosure of Interest: No Interest to disclose.

Issue:

To make an amendment to the 2025/2026 Fees & Charges.

Body/Background:

Following adoption of the 2025/2026 Fees and Charges, it was identified that;

- a) three Refuse Site Disposal Charges for Commercial Operators (Non-Katanning Shire) highlighted below in green, were listed as \$98.80/t instead of the approved \$120/t, and
- b) the charge for mattresses & bases were listed as \$60.00 instead of \$64/item.

Officer's Comment:

The proposed amended 2025/2026 Fees & Charges are:

G/L	CHARGE DETAILS	STATUTORY OR COUNCIL CHARGE	BASIS	GST STATUS	2025/26
<i>Refuse Site Disposal Charges</i>					
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) (Non-Katanning Shire)	Council	per tonne	GST Inc	\$120.00
126130	Builders Rubble (Commercial Operator) (Non-Katanning Shire)	Council	per tonne	GST Inc	\$120.00
126130	Mattress or base - any size	Council	per item	GST Inc	\$64.00

Statutory Environment:

Section 6.16 (3) of *Local Government Act 1995* states:

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

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

* Absolute majority required.

Policy Implications:

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

Financial Implications:

Amendment of Fees and Charges in accordance with section 6.16 (3) (b) of the Local Government Act 1995.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 - 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Absolute Majority.

Officer's Recommendation/Council Motion:

- OC/25** That Council, pursuant to section 6.16 of the *Local Government Act 1995*, amends the 2025/2026 fees and charges as follows;
- Waste to be land filled (Commercial Operator) (Non-Katanning Shire) \$120 per tonne
 - Waste to be land filled contaminated with recyclables (Commercial Operator) (Non-Katanning Shire) \$120 per tonne
 - Builders Rubble (Commercial Operator) (Non-Katanning Shire) \$120 per tonne.
 - Mattress or base – any size \$64 per item.

CARRIED/LOST:

FOR:

AGAINST:

10.2.4 Katanning Equestrian Association Inc. Lease

File Ref: LS.AA.1
Reporting Officer: David Blurton, Executive Manager of Corporate Services
Date Report Prepared: 3 July 2025
Disclosure of Interest: No Interest to disclose

Issue:

The previous lease for the Katanning Equestrian Club for use of the buildings, grounds and stables at the Katanning Leisure Centre (KLC) has expired and a new lease has been prepared for the club which will require Council endorsement.

Body/Background:

The Katanning Equestrian Club Inc has previously used the grounds and buildings at the Katanning Leisure centre through an Agreement for Lease arrangement. The club has recently reformed and now seeks to renew their tenancy arrangement with Council.

After discussion with Council's lawyers, officers recommend that a formal lease agreement be executed giving the association exclusive use of the club building, parade ring and stable areas and non-exclusive use of grassed areas. This is depicted in the image below and will ensure that the club is responsible for maintenance of their own facilities but ensuring that other groups can still use the grassed areas when required.



Officers have prepared a draft and sent to the association for review. at time of writing, no feedback has been received.

Officer's Comment:

Officers have considered the previous lease agreement and Council's existing policy 2.10 Lease of licence to occupy community assets to develop the new draft lease. Key lease terms are as follows:

	Draft lease
Term	3 years with additional term of 3 years commencing 1/7/25
Annual Fee	75% of Minimum rates
Lease area	Clubroom, stables, parade rings including fencing
Agreed use	To use the premises for the purposes of conducting Equestrian and social events and uses reasonably ancillary thereto.
Outgoings	Lessee to pay all outgoings and maintenance of leased area as identified in lease

Statutory Environment:

Local Government Act 1995 S3.58 – Disposal of Property requires any disposal of property (including leases) to undergo a process including either disposal by highest bidder at public auction (2a) or tender (2b), or by giving public notice in prescribed form (3a).

However, exemptions apply as per regulation 30 of Local Government Act (Functions and General) Regulations

(2)A disposition of land is an exempt disposition if —

- (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
 - (i) its market value is less than \$5 000; and*
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
- or*
- (b) the land is disposed of to a body, whether incorporated or not —*
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

In this case, Regulation 30(2)(b) would apply.

As this land forms part of Reserve 12292, the lease will require the consent of the Minister for Lands will be required.

Policy Implications:

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. The 25/26 minimum rates is \$1245, so the amount payable by the club will be \$934.

Financial Implications:

\$934 lease fee payable per annum.

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low".

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Focus Area Built Environment

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

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25 That Council authorise the use of the common seal and subject to approval by the Minister for Lands, resolve to lease portion of reserve 12292 identified as the equestrian grounds and facilities at the Katanning Leisure Centre A2244, Pemble St, Katanning to the Katanning Equestrian Association Inc. with the following key terms

1. 3 year term with a 3 year option for further term
2. Annual Fee to be 75% of Minimum rates
3. Lease area to be clubroom, stables, parade rings as identified in the body of this report.
4. Other matters as per the Council policy.

CARRIED/LOST:

FOR:

AGAINST:

10.2.5 Customer Service Charter 2025
(ATTACHMENT)

File Ref: GR.SR.1
Reporting Officer: David Blurton, Executive Manager of Corporate Services
Date Report Prepared: 4 July 2025
Disclosure of Interest: No Interest to disclose

Issue:

Council has sought to update its Customer Service Charter document and a draft document is presented to the Council for consideration.

Body/Background:

The Customer Service Charter defines the level and standard of customer service expected of officers when dealing with the members of the public. The current charter was adopted several years ago and officers, including staff with community facing roles have been working on developing a new draft document which is now presented to Council.

The Charter includes

- The new organisational values
- Council's expectations on the level of service that officers will provide to members of the public including a revised requirement to respond to inquiries immediately and failing this within 7-days to correspondence, in person enquiries and phone calls that are complicated and require additional consideration. The previous charter required a response within 10-days.
- Complaints handling process.
- How customers can assist us to deliver excellent customer service.

Officer's Comment:

Once adopted, the Charter will be communicated to officers who will be expected to meet expectations. Officers' performance will be monitored against the Charter and reported on.

The new Charter will also be made public to communicate the Council's expectations with regard to Customer service delivery.

Statutory Environment:

N/A

Policy Implications:

N/A

Financial Implications:

N/A

Risk Implications:

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The perceived level of risk is considered to be "Low".

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25 That Council adopt the Customer Service Charter 2025, as presented.

CARRIED/LOST:

FOR:

AGAINST:

10.3 EXECUTIVE MANAGER COMMUNITY DEVELOPMENT**10.4 CHIEF EXECUTIVE OFFICER'S REPORTS****10.4.1 Annual Review of Delegations Register
(ATTACHMENT)**

File Ref: GV.AT.1
Reporting Officer: Peter Klein, Chief Executive Officer
Date Report Prepared: 1 July 2025

Issue:

To review delegations from Council to the Chief Executive Officer.

Body/Background:

In accordance with section 5.18 a local government is to keep a register of delegations made under this division and review the delegations at least once every financial year.

In accordance with section 5.42 of the *Local Government Act 1995*, a local government can delegate some of its powers to the Chief Executive Officer. The Chief Executive Officer may also delegate to other employees.

Officer's Comment:

This review of the Delegations Register resulted in only minor changes, as follows;

- a) changes to reflect altered position titles, and
- b) the delegation of approval authority to the Town Planner, (a position that has recently changed from contractor to a direct employee).

The updated Delegations Register is presented for Council's consideration and endorsement. Ongoing compliance with the Act ensures that decision-making responsibilities are clearly defined, legally sound, and support effective governance and operational efficiency.

Statutory Environment:

Local Government Act 1995

Section 5.18 states that 'A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.'

Section 5.42 Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) this Act other than those referred to in section 5.43; or*
 - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

Policy Implications:

There are no Policy implications in this matter.

Risk Implications:

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

Financial Implications:

There are no financial implications in this matter.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2032

Focus Area Leadership

Aspiration Katanning is an inclusive and respectful community.

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

Voting Requirement: Absolute Majority

Officer's Recommendation/Council Motion:

OC/25 That Council adopts the revised 2025 Delegations Register.

CARRIED/LOST:

FOR:

AGAINST:

10.4.2 Proposed Shire of Katanning Dogs and Bush Fire Brigades Amendment Local Law

(ATTACHMENT - Draft Dogs & Bush Fire Brigades Amendment Local Law).

File Ref: GR.LG.2
Reporting Officer: Chris Liversage, Contractor
Date Report Prepared: 1 July 2025
Disclosure of Interest: No Interest to disclose

Issue:

The *Shire of Katanning Dogs Local Law 2025* was published in the Government Gazette on 8 April 2025 and the *Bush Fire Brigades Local Law 2025* was published on 23 April 2025.

The WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) has subsequently requested amendments to these recently gazetted laws. The requested changes are relatively straightforward but require the making of an Amendment Local Law.

Body/Background:

The *Shire of Katanning Dogs Local Law 2025* and *Bush Fire Brigades Local Law 2025* was made by Council on 25 March 2025 (items 10.4.1 and 10.4.2 refer) and as noted above, published in the Gazette on 8 April 2025 and 25 April 2025 respectively.

The JSCDL has requested that:

1. The Dogs Local Law be amended as follows:
 - a. In clause 3.14(1)(d)(ii), the reference to clause 4.10(3) be corrected to refer to clause 3.10(3);
 - b. In clause 5.1, in the definition of 'infringement notice', replace the reference to clause 5.3 with a reference to clause 5.4;
 - c. In Schedule 1, at the top of the form replace '2022' with '2025'.
2. In item 1.1(2) of the First Schedule of The Bush Fire Brigades Local Law, '[insert name of local government]' be replaced with 'Shire of Katanning';
3. The Shire does not enforce the local laws to the contrary before they are amended in accordance with items 1 and 2 above; and
4. The Shire ensures that copies of the local laws include a copy of these undertakings wherever they are made publicly available, whether in hard copy or electronic form.

Officer's Comment:

While the request from the JSCDL is to amend the local laws when next reviewed, it is considered that the Shire should provide the undertaking sought and now make an amendment local law.

A draft proposed *Shire of Katanning Dogs and Bush Fire Brigades Amendment Local Law* is attached.

Statutory Environment:

Section 41 of the *Bush Fires Act 1954* and s51 of the *Dog Act 1976* sets out the process to make & amend bush fire brigade and dog local laws.

Amongst other things this requires a local government to give local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice and allow for a period of 6 weeks after it first appears for comments. A copy is also to be sent to the CEOs of the Departments of Local Government and the Department of Fire and Emergency Services.

Policy Implications:

Nil.

Financial Implications:

There are costs associated with the drafting, adverting and Gazettal of the proposed Amendment Local Law.

Risk Implications:

Local Governments may make local laws about dogs in accordance with the Dog Act and its associated regulations, with such laws helping to reduce risks to the community. Similarly, under the Bush Fires Act, Local Governments with bush fire brigades are required to have a local law in place. While the risk of non-compliance is considered low, it is important that the Shire ensures it meets all statutory obligations.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2032

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25

That Council

1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, gives local public notice stating that:
 - (a) Council proposes making a *Shire of Katanning Dogs and Bush Fire Brigades Amendment Local Law*;
 - (b) Copies of the proposed local law may be inspected at the Shire offices during normal opening hours;
 - (c) Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;
2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given, send a copy of the proposed local law to the CEOs of the Departments of Local Government and Emergency Services;
3. In accordance with s3.12(3)(c) of the Act, notes that a copy of the proposed local law is to be supplied to any person requesting it;
4. Notes that the results of the public consultation are to be presented to Council for consideration of any submissions received; and
5. Advises the WA Parliamentary Joint Standing Committee on Delegated Legislation that the Shire has commenced the process to amend the Dogs and Bush Fire Brigades local laws, as requested in its correspondence to the Shire on 24 June 2025.

CARRIED/LOST:

FOR:

AGAINST:

10.4.3 Community Benefit Guidelines for Renewable Energy Projects **(ATTACHMENT)**

File Ref:**Reporting Officer:** Peter Klein, Chief Executive Officer**Date Report Prepared:** 7 July 2025**Disclosure of Interest:** No Interest to disclose.**Issue:**

The State Government has released draft guidelines that are intended to provide a reference point for Local Governments and proponents as they negotiate arrangements to ensure that new renewable energy projects benefit host communities.

The State Government through PoweringWA is seeking feedback on these draft guidelines by 18 August.

Body/Background:

The WA State Government has committed to the target of net zero carbon emissions by 2050 and a major step towards achieving this outcome will be the phasing out of government owned coal fired generation by 2030.

Renewable energy sources will play an increasing role in the delivery of electricity to our homes and to industry in the lead up to and beyond 2030. It is noted that the establishment of wind farms and to a lesser extent solar farms create winners and losers within the communities they operate and consequently the social licence required for these projects is complicated and potentially costly to the proponent.

To date, the approach in WA to the negotiation of community benefit has been inconsistent and has exacerbated rather than pacified concern between those that gain financially and those that lose aesthetically.

To address this inequity in the delivery of benefits, in response to industry requests, the state government has released the attached draft guidelines.

Although WALGA will prepare a submission on behalf of the sector, they are encouraging all interested Local Governments to provide their own submissions.

The key principles supporting the development of these guidelines, are as follows;

- 1) Community benefit is a negotiated outcome with the proponent and is separate and in addition to landholder agreements.
- 2) The guidelines are just that, there is no obligation on a proponent to agree to contribute a community benefit & outcomes will be very much determined by the proponent's goodwill.
- 3) Typically, community benefit arrangements have been managed by the developer and are based on sponsorships or a grants scheme. These schemes generally provide direct support to a small section of a community and broader more meaningful opportunities are missed for example, enhancements to local infrastructure or other initiatives that provide lasting social or economic benefit.
- 4) To capture these broader benefits, it's important that community benefit is negotiated with local governments and other community representatives.

The guideline suggests as follows;

- 1) Although each project is unique, the value of benefit should be negotiated within the following range;
 - \$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.
- 2) Most wind towers produce between 2 to 3 MW per annum.
- 3) A negotiated benefit should be tied to the project not the company to protect against loss of benefit should the project be sold to a new entity.
- 4) Windfarm projects have long lives and there should be provision for the effect on the community and viability of the project to be periodically reviewed.
- 5) The relationship between landholders directly hosting a windfarm and their neighbours can have a significant bearing on the community's acceptance of a project.
- 6) Although the imposition of rates on a landowner, to recover direct Council costs, should be viewed as separate from a community benefit, the cumulative impacts on the proponent should be considered.

Prior Council's feedback to PoweringWA being submitted, it is suggested that the draft sector wide submission being compiled by WALGA be reviewed and that any additional relevant argument be included within our submission.

Statutory Environment:

Local Government Act 1995, s 5.56 Planning for the future.

Local Government (Administration) Regulations 1996; Regulation 19DA Corporate Business Plan.

Policy Implications:

Nil

Financial Implications:

Nil current direct or immediate financial implication.

Risk Implications:

Project risk is considered low as there are currently no known wind farm proponents proposing to locate a windfarm within the Katanning Shire's boundary.

Strategic Implications:

Shire of Katanning Strategic Community Plan 2022 – 2023

Aspiration	Katanning is an economic hub of the Great Southern region, offering a range of employment and business opportunities.
Objective	To work alongside local businesses to facilitate employment, growth and development.

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

- OC/25** That Council makes the following key comments in a submission to the WA Government's draft Guidelines on Community Benefits for Renewable Energy Projects;
- a) That the WA State Government mandate the negotiation of a community benefits scheme as a condition of project approval.
 - b) That the Government sets a minimum community benefit value of \$1,000 per MW per annum.
 - c) That the hosting local government be a signatory to the mandated community benefits scheme.
 - d) The local government may act at its sole discretion as to whether it approves a proposed community benefits scheme.
 - e) The scheme must involve at least 70% of the agreed financial contribution to be reserved for community infrastructure or a use that will provide a sustaining social or economic benefit to community.
 - f) The host local government be responsible for administering the fund and for establishing the investment strategy.

CARRIED/LOST:

FOR:

AGAINST:

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

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

13. CONFIDENTIAL ITEMS**PROCEDURAL MOTION****MOVED:****SECONDED:**

OC/25 **That Council closes the meeting to the public to consider the following item relating to:**

- **Amherst Village Unit 7 Allocation**

CARRIED/LOST:**FOR:****AGAINST:**

13.1 **Amherst Village Unit 7 Allocation**

File Ref: LS.AA.1

Reporting Officer: David Blurton, Executive Manager Corporate Services

Date Report Prepared: 16 July 2025

Disclosure of Interest: Nil

Reason for Confidentiality

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

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

OC/25 **That Council approves the allocation of Amherst Village Units 7 as proposed, for the agreed market value and based on the lease for life terms & conditions approved during the October 2024 Council meeting.**

CARRIED/LOST:**FOR:****AGAINST:**

PROCEDURAL MOTION**MOVED:****SECONDED:****Officer's Recommendation/Council Motion:****Voting Requirement:** Simple Majority**OC/25 That Council reopens the meeting to the public.****CARRIED/LOST:****FOR:****AGAINST:**

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ____ pm.