

Shire of Katanning
Proposed 2015/16 Schedule of Fees & Charges

GL CODE	FEE TYPE	S Denotes Statutory Fee		* Denotes GST Inclusive		Draft 2015/16	2014/15
		DISCOUNT RATE	GST	SF	BASIS		
Building Control - Statutory Fees (all fees in this category are set by Regulation and are GST free)							
156130	Uncertified application - building permit			S		0.32% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$95.00	0.32% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$90.00
156130	Certified application - building permit			S		0.19% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$85.00	0.19% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$90.00
156130	Application for the grant of a building permit to do building work in respect of a building or incidental structure of Class 2 to 9 for a certified application.			S		0.09% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$85.00	0.09% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$90.00
156130	Application for Demolition permit			S		\$95.00	\$90.00
156130	For the grant of a demolition permit to do demolition work in respect of a building or incidental structure of Class 2 to 9			S		\$95.00 for each storey	\$90.00 for each storey
156130	Application to extend the time during which a building or demolition permit has effect (s. 32(3) (f)).			S		\$95.00	\$90.00
156130	Application for 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			S		\$95.00 per application	\$90.00 per application
156130	Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2))			S		\$104.65 or \$10.50 per strata unit, whichever is greater	\$100.00 or \$10.00 per strata unit, whichever is greater
156130	Application for Occupancy Permit for a building in respect of which unauthorised work has been done (s 51 (2)).			S		0.18% of the estimated value (inclusive of GST) of the building work as determined by the permit authority but not less than \$95.00	0.18% of the estimated value (inclusive of GST) of the building work as determined by the permit authority but not less than \$90.00
156130	Application for building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3)).			S		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 \$95.00	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 \$90.00
156130	Application for a building approval certificate for an existing building where unauthorised work has not been done			S		\$95.00	\$90.00
156130	Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3) (a))			S		\$95.00	\$90.00
156130	BCITF Levy (applies to all applications for building and demolition permits)			S		0.2% of the estimated value (GST inclusive) for values over \$20,000.00	0.2% of the estimated value (GST inclusive) for values over \$20,000.00
156130	Building Services Levy Building permit			S		0.137% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$40.50	0.09% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$40.50
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.			S		0.137% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$40.50	0.09% of estimated value (inclusive of GST) of the proposed building work as determined by the permit authority but not less than \$40.50
156130	Pool Inspections Private Swimming Pool Fence Inspection (once every 4 years)			S		\$57.45	\$54.00

COUNCIL POLICY – COUNCIL STAFF

Policy No: 2.11

Policy Subject: **Staff Emergency Service Leave**

Policy Statement: To ensure that members of recognised emergency service organisations employed by Council can access a reasonable amount of additional leave for that purpose.

Objectives: It is recognised that the participation of employees in volunteer emergency organisations is a positive and often vital role, particularly in regional communities. Employees seeking leave to participate in a volunteer emergency service organisation under this policy must provide certification that they have become members of a recognised volunteer service organisation.

Guidelines:

1. Paid leave of up to 38 hours per financial year will be granted to employees who are members of an approved volunteer emergency service organisations (Town Volunteer Fire Brigade, Bush Fire Brigade, State Emergency Service, Defences Reserves and Ambulance Service) for the purpose of participating in the service, at the discretion of the employee's manager. This leave will be in addition to annual leave entitlements.
2. Service in excess of 38 hours per financial year is subject to the approval of the Chief Executive Officer and is conditional upon the likely disruption to the employee's work.
3. Paid leave granted under this policy will be treated as continuous service for the purposes of calculating annual leave, long service leave, sick leave or any other entitlements. Unpaid leave will be treated as leave without pay.
4. Employees granted paid leave under this policy shall be paid for time absent from duty up to the total of ordinary time usually worked in that day or period during the emergency, but not including time in excess of ordinary working hours, weekends or public holidays.
5. Managers are required to approve Emergency Service Leave and ensure that appropriate documentation is supplied by the employee.

Resolution No: Ordinary Council OC291/03

Resolution Date: 25 June 2003

Amended: 22 October 2014 OC/106/14

Source: Director of Corporate Services

Review Date: October annually

Review
Responsibility: Director of Corporate and Community Services



Shire of
Katanning
heart of the great southern

**FIRE
MANAGEMENT
REQUIREMENTS
2015 - 2016**

Please retain this document for your reference

FIRST AND FINAL NOTICE to all owners and occupiers of land in the Shire of Katanning. This document constitutes the Shire of Katanning Fire Management Requirements (Bush Fire Notice) pursuant to Section 33 of the Bush Fires Act 1954 you are hereby required, on all land owned or occupied by you, as a measure for preventing the spread and extension of a bush fire, to plough, cultivate, scarify, burn, chemically spray or otherwise clear upon the lands Fire Access tracks (fire breaks) in such manner as set out in this notice.



HELP STOP ARSON
Report suspicious
activity to
Crime Stoppers on
1800 333 000

By order of the Council
ANDREW HOLDEN
ACTING CHIEF EXECUTIVE OFFICER

DEFINITIONS

For the purpose of this Notice the following definitions apply:

Flammable Material: Material that can be easily ignited, (i.e.- dead or dry grass and crops, leaves, timber, boxes, cartons, paper, plastic and other material or things deemed by an authorised officer to be capable of combustion) but does not include green growing trees, growing bushes or garden plants.

CBFCO: Shall mean the Chief Bush Fire Control Officer as appointed by the Shire of Katanning.

DCBFCO: Shall mean the Deputy Chief Bush Fire Control Officer as appointed by the Shire of Katanning.

BFCO: Shall mean the Bush Fire Control Officer as appointed by the Shire of Katanning.

DBFCO: Shall mean the Deputy Bush Fire Control Officer as appointed by the Shire of Katanning.

CESM: Shall mean the Community Emergency Services Manager Authorised Officer as appointed by the Shire of Katanning.

RANGER SERVICES: Shall mean the Authorised Officer appointed by the Shire of Katanning

Total Fire Bans (TFB): Total Fire Bans are the bans imposed by the Minister for Emergency Services or his/her representative on days of severe or catastrophic fire hazards.

Burning of Garden Refuse: Means lighting or use of a fire in the open air for the purpose of destroying garden refuse. One cubic metre or less, is referred to as a garden refuse.

Fire & Rescue District: The area covering the Katanning town site. Fire & Rescue Services are responsible for all fires within this gazette district. The Shire of Katanning is directly responsible for the issuing of Fire Permits.

Bare Earth: Where referred to anywhere in this notice means an area of land which must be kept and maintained void of all material (living or dead) for the whole of the compliance period.

Risk Mitigation Measures: Efforts taken to reduce either the probability or consequence of a threat.

Shire Officer: As appointed by Council under Section 38 of the Bushfires Act 1954 being the CESM, CBFCO, DCBFCO, BFCO and Ranger.

SUBURBAN AND RESIDENTIAL BLOCKS

RESIDENTIAL LOT CLEARING:

If the area of the land is 2023m² (approximately ½ acre) or less, remove flammable material on the land except living standing trees from the whole of the land by **1 November 2015** by one of the following methods and with all other associated conditions mentioned above to apply:

ploughing, cultivating, scarifying, chemical spraying, mowing, burning or any other approved method. Mowed grass to be no higher than 150 mm.

Where residential zoned land exceeds 2023m² (approximately ½ acre), in addition to the grass height above, a 2.5 metre wide firebreak immediately inside and along all external boundaries is required.

RURAL LAND AND SPECIAL RURAL LAND OUTSIDE OF TOWN BOUNDARY

**Boundary firebreaks are not compulsory,
However:**

- (a) **Firebreaks shall** be installed at least 10 metres wide around the perimeter of any homestead building (excluding isolated non-flammable buildings), haystacks (within 100 metres of any building) or group of structures or installations and are to be cleared to the satisfaction of the Shire Officer. In addition, you may be required to carry out further works which may be deemed necessary by the Shire Officer and specified by way of a separate written notice forwarded to the address as shown on the Shire of Katanning rate records for the land. In some instances naturally occurring features such as rocky outcrops, natural water courses or landscaping such as reticulated gardens, lawns or driveways may be an acceptable substitute for cleared firebreaks. This option must first be discussed with and approved by the Shire Officer.
- (b) Landowners can provide firebreaks if they desire, no less than 2.5 metres wide.
- (c) All properties within the **Moojebing Heights** subdivision are to ensure compliance with the additional requirements of the Fire Management Plan dated April 2009.

SPECIAL RURAL WITHIN KATANNING & PINWERNYING TOWNSITES

Must have a 2.5 metre wide bare earth firebreak immediately inside along all external boundaries. Grass to be no higher than 150 mm. Living standing trees, remnant vegetation, maintained gardens and natural bush are exempt. Where multiple blocks of land are grouped together, a perimeter 2.5 metre firebreak encompassing all land will be considered subject to an application for a variation.

All firebreaks as designated above must be prepared on or before 1 NOVEMBER 2015 or within 14 days of becoming the owner or occupier should this be after that date and maintained clear of flammable material up to and including 30 April 2016.

Application to Vary the Above Requirements

If it is considered to be impracticable for any reason whatsoever to meet requirements as required by this notice, you may apply to the Shire of Katanning no later than **15 October 2015** for permission to provide alternative risk mitigation measures on the land. If permission is not granted by the Shire you must comply with the requirements of this notice.

If the requirements of this notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act.

The Penalty for failing to comply with this notice will be in accordance with the Bushfires Act 1954, and a person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

NUISANCE SMOKE

It is an offence under the Health Act 1911 to create nuisance smoke. If planning to burn, please consider your neighbours, other properties that may be affected and the condition and type of materials to be burnt. It is important to ensure that smoke is not toxic and does not disrupt traffic on roads.

BURNING OF BUSH AND GRASS ON ANY LAND

Burning of bush and grass is totally **prohibited** between **1 November and 14 February** inclusive (Prohibited Burning Period). Permits are required between 15th October inclusive and 31ST October inclusive and between 15 February and 30 April inclusive (Restricted Burning Periods)

PERMITS TO BURN

Under the Bush Fires Act 1954, it is an offence to light fires during the Prohibited and Restricted Burning Times, except in certain circumstances.

GARDEN REFUSE AND HINTS

During the Restricted Burning Periods small heaps of garden refuse (up to one cubic meter) may be burnt on the ground between 6.00pm and 11.00 pm, without a permit. A 5 metre wide firebreak must be cleared around the fire and at least one able bodied person must be in attendance at all times. No burning is allowed during the Prohibited Burning Period.

**BURNING IS PROHIBITED ON
VERY HIGH, SEVERE, EXTREME OR CATASTROPHIC FIRE DANGER DAYS.**

HAZARD REDUCTION PROGRAM

Autumn to Winter (May-August)

- Tree pruning – remove lower branches, check that power lines are clear. Use a professional contractor
- Reduce fuel levels around the house, clear long grass, leaves, twigs and flammable shrubs.
- Ensure petrol and other flammables are safely stored away from the main dwelling.
- Accommodation providers must make sure all guests are aware of emergency plan, including evacuation routes.

Spring (September – November)

- Move wood piles and stack timber away from the main dwelling.
- Keep grass short
- Install firebreaks in accordance with this Fire Management Requirements.

Summer (November – May)

- Water lawns, trees and shrubs near buildings to keep green.
- Recheck fire-fighting equipment, screens, water supplies and that gutters remain clear.

Long Term precautions

- Make sure that buildings are safe – fit wire screens and shutters, fill gaps into roof/wall spaces, fit fire screens to evaporative air conditioners and have them operable to provide a water supply.
- Give consideration to installing external building sprinkler systems and backup power for emergencies.
- Ensure that access to emergency water supplies has the correct fittings, is unobstructed and trafficable.
- Get basic training in fire-fighting by contacting the Shire of Katanning.

Hints for Burning:

- Don't light a fire on a hot or windy day.
- Don't try to burn more than you can control.
- Inform your neighbours.
- Make sure smoke and sparks will not affect neighbours washing or open windows.
- Cut or rake long grass around trees, buildings and fences before burning.
- Burn against wind.
- On a sloping block, burn from the top down.
- Have a hose or spray pack to dampen down fire intensity.
- Extinguish fire by midnight.

PRIVATE PROPERTY

Wood and solid fuel barbecues shall only be used where they are enclosed and all flammable material in a 5m radius is cleared. Fire cannot be lit on days of very high, severe, extreme or catastrophic fire danger days.

BBQ's and INCINERATORS

Gas and electric barbecues are permitted at any time. Solid fuel barbecues and incinerators are **prohibited on days of VERY HIGH, SEVERE, EXTREME or CATASTROPHIC fire danger days.**

COMPLIANCE WITH THIS NOTICE IS REQUIRED BY 1 NOVEMBER EACH YEAR AND IS TO BE MAINTAINED UNTIL 30 APRIL EACH YEAR OR AS OTHERWISE GAZETTED



Non – compliance



Complying



Compliant

Take notice, that pursuant to section 33(4) of the Bush Fires Act, where the owner or occupier of land who has received this Notice fails or neglects to comply with the requisitions of the Notice within the time specified, the Shire of Katanning may, by its officers, vehicles and machinery as the officers deem fit, enter upon the land and carry out the requisitions of the Notice which have not been complied with and pursuant to section 33(5) of the Bush Fires Act, the amount of costs and expenses incurred may be recovered from you as the owner or occupier of the land. The penalty for failing to comply with this notice is a fine not exceeding \$5000 and the person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this Notice if it is not carried out by the owner or occupier by the date required by this Notice. If the requirements of this Notice are carried out by burning, such burning must be in accordance with the relevant provisions of the Bush Fires Act.

CONTRACTORS

Ray Jones ph 98211 212
Alexander Brown Contractors
ph Tim 9823 1115 or 0418 470 920
Katanning Bobcat Hire
ph Glen & Tracy Watts 98212449
Bouquet Cleaning Services
ph Troy or Suzee 98211 916

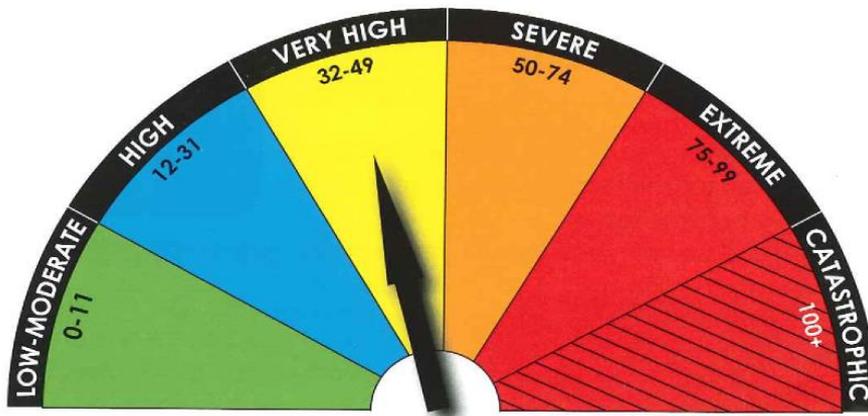
The contractors mentioned have lodged their names with this Council for public reference if required.

They are not employed as sub-contractors, nor is Council responsible for any works carried out if used in a private capacity.

FIRE DANGER RATING

- The Fire Danger Rating gives you advice about the level of bushfire threat on any given day. It is based on the forecast weather conditions.
- The higher the rating, the more likely people may die or be injured during a fire.
- Only well prepared, well constructed and actively defended homes may offer any safety up to the category of Extreme.
- Consider in your bushfire survival plan if your actions will change at different Fire Danger Rating categories.
- The Fire Danger Rating is published by the Bureau of Meteorology at www.bom.gov.au and through the media.

THE SHIRE FALLS UNDER THE BEAUFORT RIVER FIRE WEATHER DISTRICT



TOTAL FIRE BAN: When a TFB is declared the lighting of any fire in the open air is prohibited. The ban includes all open fires for the purpose of cooking and camping.

A Total Fire Ban prohibited other activities, for further information please refer to the DFES Website.

TOTAL FIRE BAN PENALTY: A fine of up to \$25,000 or imprisonment for 12 months or both.

THE HARVEST BAN HOTLINE NUMBER

ph: 98 219 990

HARVEST AND VEHICLE MOVEMENT BANS

The Shire of Katanning may impose a Vehicle Movement and/or Harvest Ban due to dangerous fire weather conditions or if there are bush fires already burning. When imposed, any operation of machinery involved in harvesting crops, or other produce MUST come to a stop.

ANY BAN WILL BE COMMUNICATED VIA ABC LOCAL RADIO, SMS AND THE BUSH FIRE BRIGADES RADIO NETWORK

Farmers and personnel from relevant industries may subscribe to the Shire of Katanning SMS Service for the communication of Harvest and Vehicle Movement Ban information. Some activities may continue during a Harvest and Vehicle Movement Ban at sites approved by and registered with the Shire. For more information, please contact the Shire of Katanning or your local FCO.

REGISTRATION FOR SMS NOTIFICATION OF HARVEST & MOVEMENT BANS

Telephone your name, organisation and mobile number to the Shire of Katanning, 08 98219999.

Listen to ABC Radio on 558 or 630AM. At the time of printing, broadcasting times are: 10:05am, 12:35pm & 14:05pm. These times are subject to change.

Regulation 38A – Harvesting, Swathing/Baling of Stubble and Track Chaining:

Conditions: It is hereby notified for public information that **pursuant** to the power granted under Regulation 38A of the above Act, a person shall not operate or suffer the operation of a grain harvesting machine, or any machine used for swathing, baling or slashing of stubble and track chaining, on any land within the Shire of Katanning except in accordance with the following specified condition:

Specified condition: No person shall operate grain harvesting machinery as stated above on any land unless a mobile and operational firefighting unit, having a water capacity of at least **500 litres**, is situated in or immediately adjacent to the paddock where harvesting operations are being conducted.

Penalties: An infringement of \$250.00. A penalty of up to \$5000.00.

The recommended minimum standards for fire unit requirements are based on property size as follows:

- (i) 50-1000ha - Light Duty Unit. One tonne utility either 2WD or 4WD. 500 litre water capacity.
- (ii) 1000 to 2500ha - Medium Duty Unit. Light truck either 2WD or 4WD. 2500 litre water capacity.
- (iii) 2500 + ha - Heavy Duty Unit. 6 tonne capacity truck, preferably diesel. 4000 litre water capacity.
- (iv) All units are to be fully operational and ready to go at all times during the prohibited burning period.

BURNING INFORMATION

PERMITS TO BURN

Under the Bush Fires Act 1954, it is an offence to light fires during the Prohibited Time.

During the Restricted Burning Time, permits to burn are required. These may be obtained from the Local Volunteer Fire Control Officer, for your area or the Shire of Katanning if the property is within the Fire & Rescue District.

RESTRICTED	PROHIBITED	RESTRICTED
PERMIT REQUIRED		PERMIT REQUIRED
15 October to 31 October	1 November to 14 February	15 February to 30 April

WHEN TO OBTAIN A PERMIT

1. For burning of bush and grass at any time between 15TH October and 31ST October inclusive and 15TH February and 30TH April inclusive.
2. For burning small heaps of garden refuse **outside** the hours of 6.00pm and 11.00pm during the same dates as (1) above.
3. For carrying out **protective burning** around dwellings and buildings pursuant to Section 23 of the Bush Fires Act until the 15TH November.
4. Sunday burning is discouraged.

These times may be varied by the Shire of Katanning depending on seasonal conditions. Changes will be publicised in local papers and on the Shire of Katanning website.

ABC Emergency

MAJOR INCIDENTS

Information to the community from the Incident Controller will be broadcast regularly on the ABC Radio on 558AM or available on the DFES Website under Alerts and Warnings.

WHEN THE FIRE WEATHER FORECAST IS VERY HIGH, SEVERE, EXTREME OR CATASTROPHIC, NO FIRES MAY BE LIT AND ALL PERMITS ARE SUSPENDED

***Remember this Ratio = 1m of flame height requires 4m of distance to escape radiant heat.**

BUSH FIRE BRIGADE CONTACT DETAILS

**COMMUNITY EMERGENCY SERVICE
MANAGER #
CINDY PEARCE: mbl: 0417071567**

**RANGER SERVICES
MBL: 0409891645**

VOLUNTEER FIRE BRIGADES

Highlights Officers that are able to issue Permits to Burn

Katanning Fire & Rescue (Town)

Captain: Trevor Watson 98211950 0427080018

First Lieutenant: Chris Brooks 0429120030

Rural Volunteer Bushfire Brigades

Chief Bush Fire Control Officer

Ian Knapp # 98 227037 0427215635

Deputy Chief Bushfire Control Officers

Tim Clegg # 98 235151 0427771938

Geoff Stade # 98 231533 0428211551

Chief Fire Weather Officer

Richard Marshall # 98221522 0429904130

Deputy Fire Weather Officers

Barry Kowald # 98211167 0407384097

Jeff Baxter 98214414 0428528840

Volunteer Bush Fire Brigades

Carrolup FCO's

Geoff Stade # 98231533 0428211551

Matthew Kitchens 98211745 0428822727

Cameron Beeck 98212068 0438925733

DFCO's

Ian Coleman # 98210013 0429955778

Alan Wilson 98211942 0427772142

Rob Conning 98210047 0427210047

Chris Quartermaine 98 214937 0427214553

DCFWO

Barry Kowald # 98211167 0407384097

Central FCO

Kim Kowald # 98212908 0438337708

DFCO

Alistair Dusting 0417185147

Badgebup FCO

Tony Richardson 98221504 0428149545

DFCO's

Murray Harris # 98214889 0428580678

Norman Flugge 98221505 0427984446

CFWO

Richard Marshall # 98221522 0429904130

Merrebin FCO

Greg Garlick # 98211851 0428211851

DFCO

Cameron Mills 98212505 0428215040

Shane Butterworth 98212709 0428212709

Matthew Kerin 98212062 0429376593

DCFWO

Jeff Baxter 98214414 0428528840

A FIRE CONTROL OFFICER HAS THE AUTHORITY UNDER THE BUSH FIRES ACT 1954 TO HALT ANY ACTIVITY OR OPERATION THAT THEY DEEM AS HAZARDOUS OR LIKELY TO START A FIRE.

Fire Attendance

All Brigade members attending a fire must check the following:

That adequate protective clothing is worn;

That any slip – on unit is bolted securely to the tray of the vehicle;

That the Fire Incident Control is aware of your presence at the fire.

PREPARE. ACT. SURVIVE.

FIRE PREPAREDNESS

- Prepare. Act. Survive. (Material available from the Shire of Katanning and DFES Websites)
- You are responsible for your own FIRE PROTECTION

The Biggest Penalty Of All

*Standing in the wreckage of your home knowing the smoldering mess is **your** fault because **you** didn't take proper precautions.*

SHIRE OF KATANNING

16-24 Austral Tce

KATANNING WA 6317

Phone: 98 219999

Fax : 98 219998

Web: www.katanning.wa.gov.au

For additional bush fire safety information, please visit
The Department of Fire and Emergency Services website:

www.dfes.wa.gov.au

Volunteers make up the Bush Fire Brigades in the Shire of Katanning. Help to provide a safer community by becoming an active member of your brigade. For more information, call your local brigade or the Shire of Katanning. Emergency Services in the Shire are also seeking volunteers for a range of support roles and we welcome your inquiry.

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NOTES



Katanning Action Network

Look what we KAN do together

Katanning Action Network (KAN) is a volunteer organisation that inspires, equips and mobilises the community to take action that will create positive changes in Katanning.

Nomination Form

For the election of Committee members according to KAN constitution.

ALL POSITIONS WILL BECOME VACANT AT THE END OF GENERAL BUSINESS.

Please ensure nomination forms are sent to kan6317@gmail.com by COB 27th May 2015. Self-nominations are acceptable.

I (*name*) _____

Nominate (*name*): _____

for position of: _____

Signed: _____

Date: _____

The KAN-AC will comprise eleven voting members and one ex officio being:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Shire Council representative
6. Chair of the Events & Enterprise subcommittee
7. Chair of the Townscape & Tourism subcommittee
8. Chair of the Community & Culture subcommittee
9. Ordinary member
10. Ordinary member
11. Ordinary member
12. Shire Executive representative (non voting)



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Katanning Action Network

Look what we KAN do together

Terms of Reference

This document summarises the membership, authority, purpose, operational guidelines, responsibilities and resources of the Katanning Action Network (KAN). It should be read in conjunction with the KAN Constitution.

Mission: “Katanning Action Network (KAN) is a volunteer organisation that inspires, equips and mobilises the community to take action that will create positive changes in Katanning”

1. Vision Statement

The *KAN Administration committee* proactively communicates its goals with the community and other key stakeholders to increase engagement in KAN’s purpose.

The *Events and Enterprise sub-committee* is a network that aims to increase the number of people actively supporting local businesses and community events.

The *Townscape and Tourism sub-committee* aims to beautify the townscape of Katanning, encouraging community ownership of public space, and thereby increasing town pride.

The *Community and Culture sub-committee* aims to increase the number of people connected to community groups and actively volunteering in our community.

2. Purpose of the Katanning Action Network

2.1 To assist with and provide support to local groups and community organisations in facilitating their own events and projects; acting in an ‘enabling’ role.

2.2 To work collaboratively with the Shire of Katanning to provide community feedback and input into local projects.

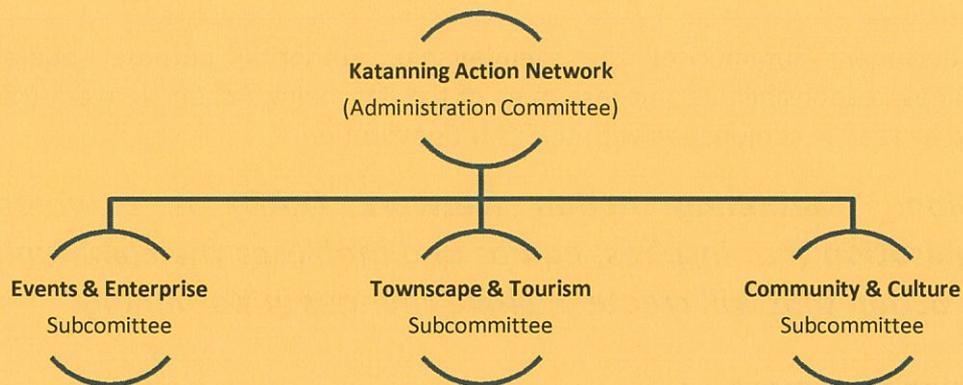
2.3 To identify, develop and implement projects to support the development of community, in collaboration with other local community groups and the Shire of Katanning.

2.4 The KAN activities are guided by the KAN Action Plan, as adopted by the Administration Committee.

3. Governance Structure

The KAN is managed by the Administration Committee (KAN-AC). The terms KAN-AC and KAN are interchangeable. There are three subcommittees under the KAN as per figure 1, which report back to the Administration Committee.

Figure 1: Current structure of the KAN



The KAN-AC is the overarching management committee for the KAN. This committee is responsible for ensuring effective communication between community members, and local stakeholders and project partners. The Committee is responsible for prioritising project ideas from subcommittees and updating and ensuring implementation of tasks in the KAN Action Plan.

3.1 KAN-AC Membership

3.1.1 The KAN-AC will comprise twelve voting members being:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Shire Executive representative
6. Shire Council representative
7. Chair of the Events & Enterprise subcommittee
8. Chair of the Townscape & Tourism subcommittee
9. Chair of the Community & Culture subcommittee
10. Ordinary member
11. Ordinary member
12. Ordinary member

3.1.2 Ex Officio members may be invited to join KAN Committee and subcommittee meetings at the invitation of the Chairperson.

3.2 Role & responsibility

3.2.1 The KAN-AC will oversee the implementation of the KAN Action Plan, and approve amendments and additions as required.

3.2.2 The KAN-AC will consider project ideas put forward by subcommittees, in the context of broader stakeholder information, for prioritisation and inclusion in the KAN Action Plan.

3.2.3 The KAN-AC is the contact point and conduit for communication with strategic stakeholders and project partners during project development, prioritisation and implementation.

3.2.4 The KAN-AC may delegate project implementation to a relevant subcommittee.

3.3 Meetings

3.3.1 The KAN-AC meetings will be held as required, with a minimum four times per year plus the Annual General Meeting as per the constitution.

3.3.2 At a KAN-AC meeting seven committee members constitute a quorum.

3.3.3 Minutes will be taken by the secretary using the KAN minute template.

3.4 Delegation

The Chairperson of the KAN Administration Committee has the authority to close or create new subcommittees under the KAN as required, and to appoint Chairs of those Subcommittees (SC-Chair).

4. Subcommittees

The purpose of a subcommittee is to identify and prioritise project ideas within their portfolio area, and oversee implementation as directed by the KAN-AC through the KAN Action Plan. See figures 2 and 3.

As of 1 April 2015, there are three subcommittees under the KAN:

1. Events & Enterprise
2. Townscape & Tourism
3. Community & Culture

4.1 Role & responsibility

4.1.1 The subcommittees will develop project ideas to address local needs and opportunities, prioritise these and present them, through the SC-Chair to the KAN-

AC. The KAN-AC will then consider them for overall prioritisation and the inclusion in the KAN Action Plan.

4.1.2 Implementation of priority tasks will then be delegated to the relevant subcommittee(s) by the KAN-AC.

4.1.3 SC-Chairs will develop project implementation plans to guide projects according to the KAN Project Plan template. Where significant or complex projects are undertaken, these plans should be presented to the KAN-AC level for input.

4.2 Subcommittee membership

4.2.1 The membership of subcommittees is open to all KAN members with an interest in the specified portfolio area/project.

4.2.2 The SC-Chair will encourage participation/input to project development from relevant community groups such as, but not limited to, Katanning Landcare, the Katanning Regional Business Association, Rotary, Rural Youth etc.

4.3 Meetings

4.3.1 Subcommittee meetings will be held as required. Minutes will be taken by a member of the subcommittee using the KAN minute template. Joint meetings may be held between subcommittees where cross portfolio projects have been identified.

4.3.2 The SC-Chair will attend KAN-AC meetings and provide a report on subcommittee activities, project updates and present recommendations for the KAN Action Plan.

5. General membership

5.1 As per the constitution, membership of the KAN is open to residents in the Shire of Katanning and residents of surrounding Shires who use facilities and services in Katanning. In order to become a member of the KAN, a person must complete the membership form including provision of full contact details.

5.2 Members are required to disclose any actual or potential conflicts of interest (including financial, impartiality and proximity interests) for topics under discussion at meetings.

6. Media contact

All media contact shall be through the chairperson of the KAN-AC. Members of the KAN and its subcommittees should not express opinions on behalf of the KAN without first coordinating those comments through the KAN Chairperson.

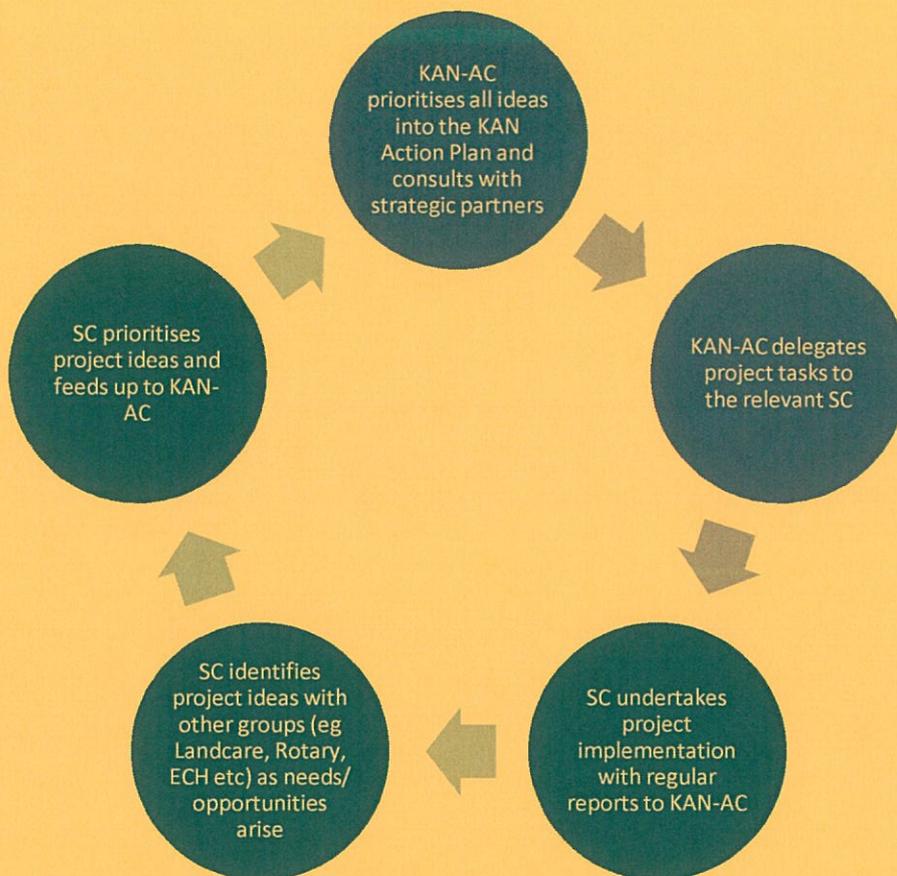
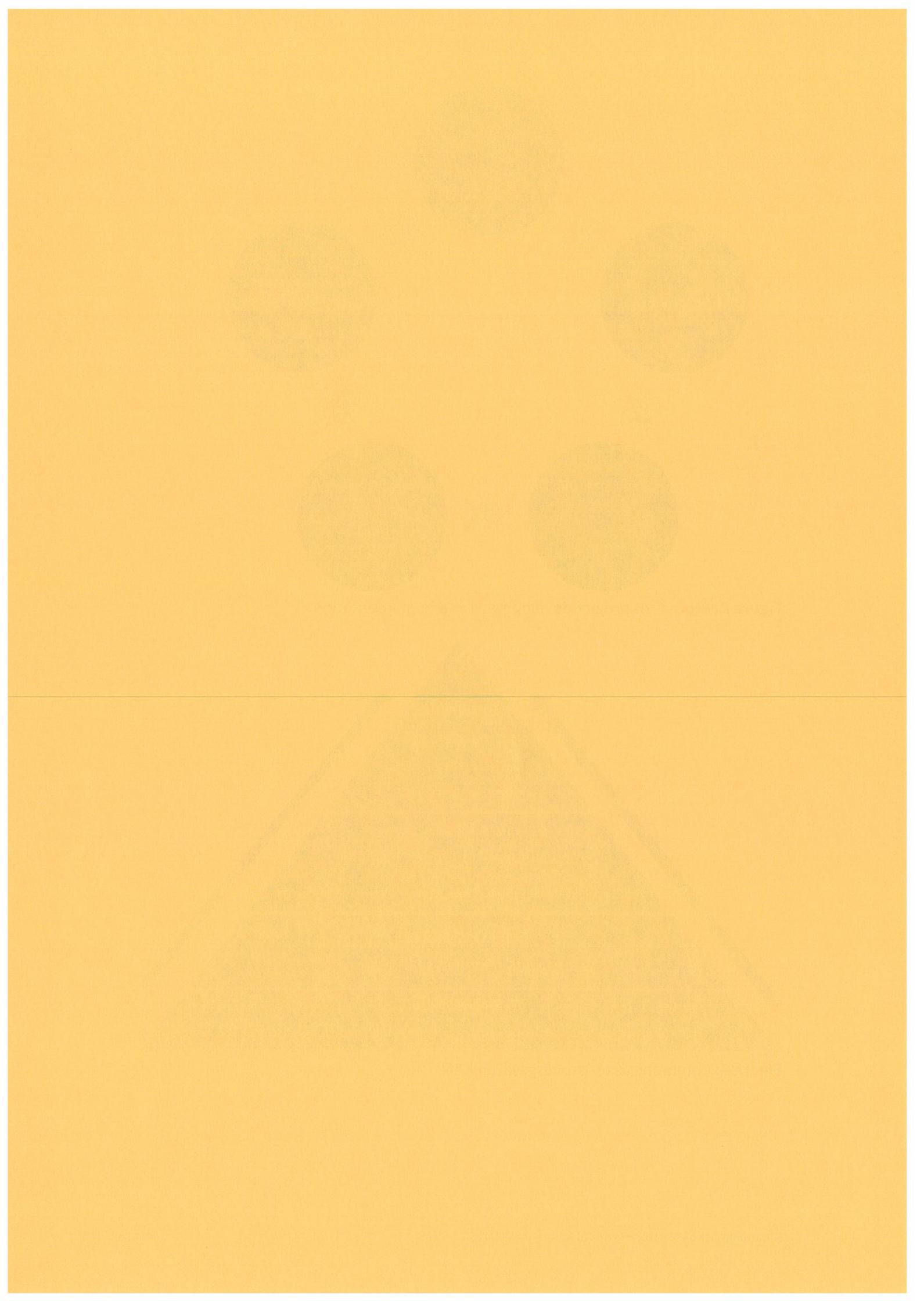


Figure 2: Process of project development and implementation



Figure 3: Communication process within KAN





GEONOMA Enquiry Details

Main Details:

Full Name	Henry
Road Type	Street (ST)
Road Suffix	
Feature Class	Public Road (ROAD)
Date Approved	27-JAN-1998
Date Archived	** none specified **
Date Recorded	** none specified **
Name Type	Approved Name (C)
Security Class	Complete Access (C)
Derivation Code	** none specified **
Feature Number	100180578
Name Id	180578

Location Details:

Katanning, Shire of (4340) Katanning (LOCB)

Map References:

BJ29/32.33

Y

Display Name:

Henry

Origins and History:

Henry chosen because it is the name of the original owner of the land and the resident is the pioneer's grandson.



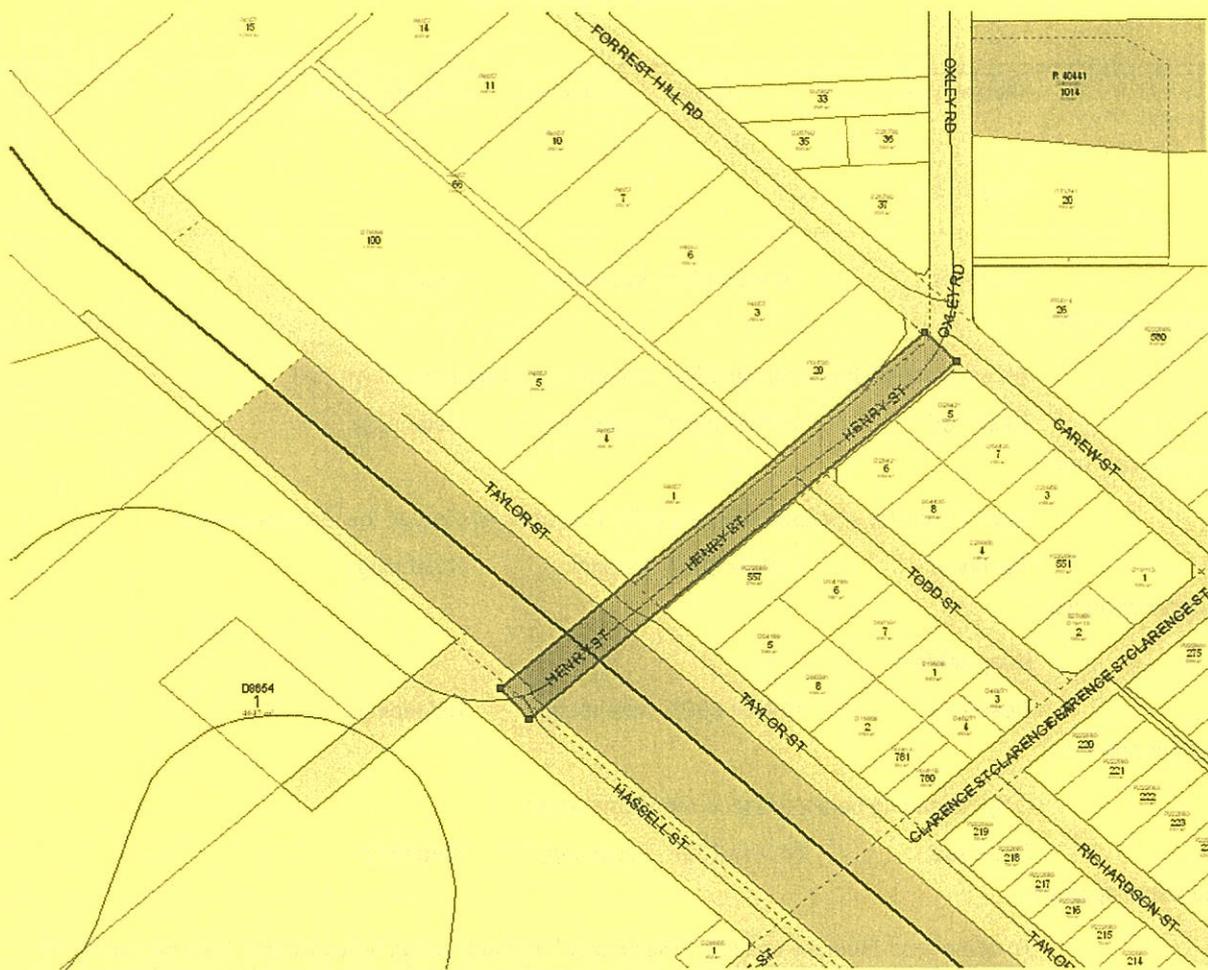
GEONOMA Adhoc Report

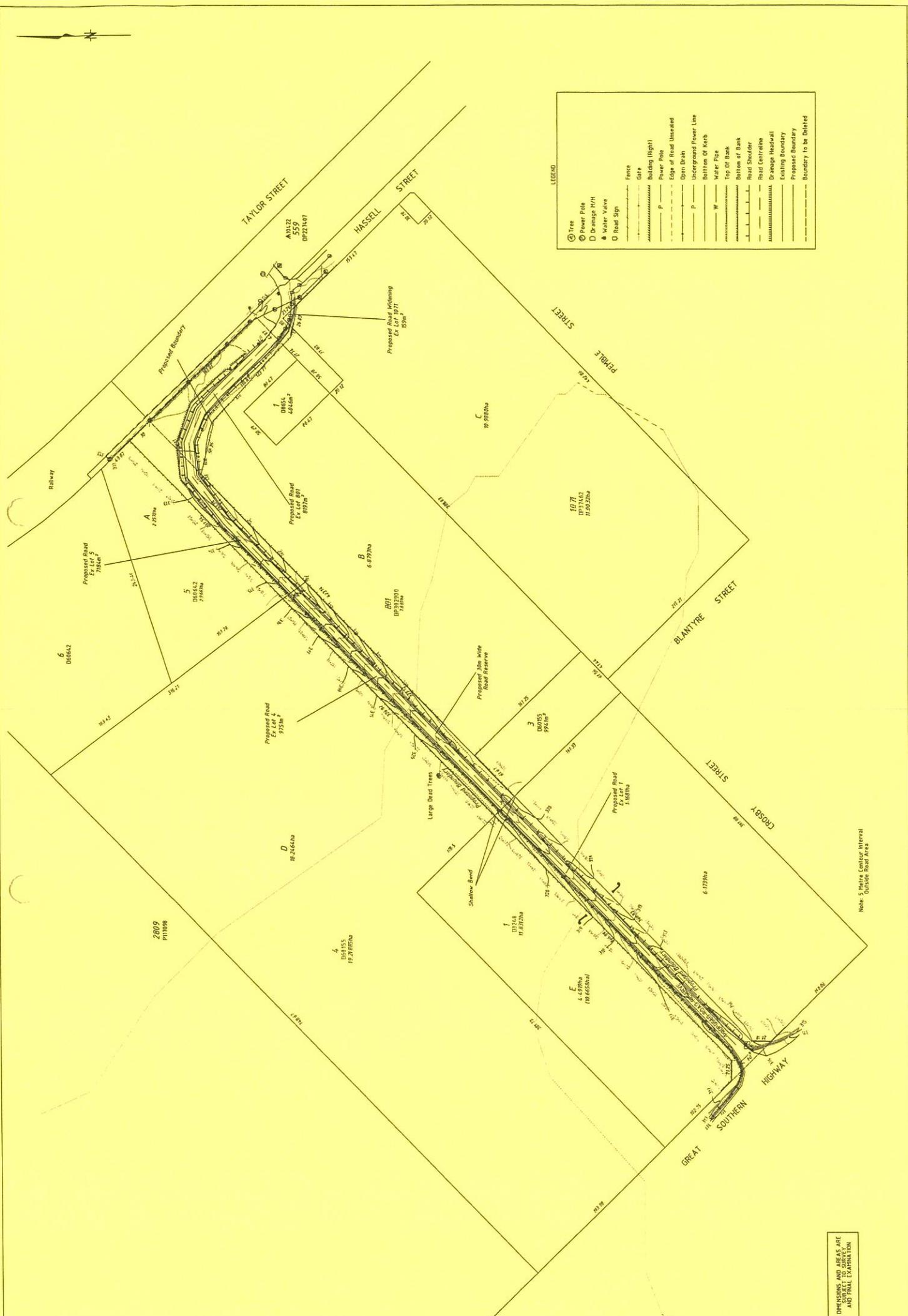
Full Name	Name Type	Name	Lga Name	Locality Name
Thomas	Reserved	14-Nov-2007	Katanning,	Katanning
Reserve Register approval.	Origin Text			
	Early settlers.			
Gilbert	Reserved	14-Nov-2007	Katanning,	Katanning
Reserve Register approval.	Origin Text			
	Early chemist.			
Severin	Reserved	14-Nov-2007	Katanning,	Katanning
Approval as archive Severin Road, the road has reverted back as Baker Road.	Origin Text			
	Severin is named after a pioneering farmers H and C Severin as noted on pages 307-309.			
Grover	Reserved	14-Nov-2007	Katanning,	Katanning
Reserve Register approval.	Origin Text			
	Pioneers, early settlers at Police Pools.			
Cheetham	Reserved	14-Nov-2007	Katanning,	Katanning
Reserve Register approval.	Origin Text			
	Early settlers			
Fitzmaurice	Reserved	14-Nov-2007	Katanning,	Katanning
Reserve Register approval.	Origin Text			
	Early auctioneer.			
Severin	Reserved	14-Nov-2007	Katanning,	Katanning
Returned to Reserve Register for re-use in Katanning.	Origin Text			
	Severin is named after a pioneering farmers H and C Severin as noted on pages 307-309.			
Wickenna	Reserved	14-Nov-2007	Katanning,	Katanning
Reserve Register approval.	Origin Text			
	First policeman in Police Pools, 1864.			
Hutcheson	Reserved	14-Nov-2007	Katanning,	Katanning
Reserve Register approval.	Origin Text			
	Uniting Church Minister - established 'Bethshan'.			
Severin	Reserved	14-Nov-2007	Katanning,	Katanning
Original approval as Severin Road. Formerly portion of Baker Road. BJ29/32.34	Origin Text			
	Severin is named after a pioneering farmers H and C Severin as noted on pages 307-309.			



GEONOMA Adhoc Report

Full Name	Name Type	Name	Lga Name	Locality Name
Comments	Origin Text			
Kanzler Reserve Register approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	An early school bus driver and involvement in movies in the Town Hall.			
Kennedy Reserve Register approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	Baptist Minister who established Baptist Churches all through the Great Southern.			
Hanna Reserve Register approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	Early settlers.			
Crouch Reserve Register approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	Only Katanning person killed in the Vietnam war.			
Noonan Reserve road name approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	To commemorate early settlers. William and Eleanor Noonan arrived in WA from Ireland on 13 January 1853 on the Travencore with their children Mary, Bridget Mary, Eleanor, William Jnr and Margaret Elizabeth. The family moved to Kojonup where William Sen. was pensioner guard. Many descendents still reside in the area.			
Biltoff Reserve Register approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	Early photographer of the Shire.			
Old Reserve Register approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	MLA and community contributor.			
Bradbury Reserve Register approval.	Reserved	14-Nov-2007	Katanning,	Katanning
	Early settlers.			





LEGEND

- Tree
- Power Pole
- Drainage T/H
- Water Valve
- Road Sign
- Fence
- Gate
- Building (light)
- Power Pole
- Edge of Road Unseal
- Open Drain
- Underground Power Line
- Bottom of Kerb
- Water Pipe
- Top of Bank
- Bottom of Bank
- Road Shoulder
- Road Centreline
- Drainage Headwall
- Existing Boundary
- Proposed Boundary
- Boundary to be Deleted

DATE SURVEYED: 17/12/14
DATE DRAFTED: 22/12/14
SURVEYORS: JAI & CREB
DRAWING REV: 0, 1, 1K

Scale: 1:1000
 BY: JAI & CREB
 ALL HEIGHTS ARE IN METRES
 ALL DISTANCES IN METRES

Local Authority: Shire of Katanning
Proprietor: Shire of Katanning
Land Title: See Proposed Subdivision Plan
Project: Katanning Truck Bypass
Location: Hassell Street, Katanning
Lot: Lot 1, 4, B1 and 5
Client: Shire of Katanning

NOTE: The boundary depicted in this drawing is based on limited unverified survey marks located on adjacent properties. A formal boundary re-establishment survey is required prior to the undertaking of any construction works or activities on Lot 100.

UNDEVELOPED AND AREAS ARE SUBJECT TO SURVEY AND FINAL EXAMINATION.

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