



Shire of
Katanning
Heart of the Great Southern

‘A prosperous, vibrant and diverse community working together.’

**NOTICE OF A
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on
Tuesday 28 November 2017, in the Shire of Katanning Council Chambers,
14 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 23 November 2017

DISCLAIMER

The Council of the Shire of Katanning hereby
advises that before taking any action on an application or a
decision of the Council, any applicant or members of the
public should wait for written advice from the Council.

PRESIDING MEMBER _____

DATE SIGNED _____



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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Presiding Member declared the meeting open at ____ pm.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart
Cr Danny McGrath
Cr Serena Sandwell
Cr Martin Van Koldenhoven
Cr Alep Mydie
Cr Owen Boxall
Cr Ernie Menghini
Cr Kristy D'Aprile

Council Officers: Julian Murphy, Chief Executive Officer
Sam Davis, Executive Manager, Projects and Community Building
Andrus Budrikis, Executive Manager Property & Assets
Paul Webb, Executive Manager Infrastructure & Development
Libby French, Manager Finance
Taryn Human, Governance Executive Officer
Sophie Justins, Community Relations Officer

Gallery:

Media:

Apologies:

Leave of Absence:

3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE**4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****5. PUBLIC QUESTION/STATEMENT TIME****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS/DEPUTATIONS/PRESENTATIONS****8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 31 October 2017
(SEE ATTACHED MINUTES)**

OC/17 That the minutes of the Ordinary Council Meeting held on Tuesday 31 October 2017 be confirmed as a true record of proceedings.

Voting Requirement: Simple Majority

CARRIED/LOST:

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

10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS

10.1.1 Subdivision Referral - Lot 1 (211) Cheviot Hills Road, Carrolup

File Ref: A2919 C/17/2132. WAPC 155791
Reporting Officer: Delma Baesjou – Consultant Planner
Date Report Prepared: 16 November 2017

Issue:

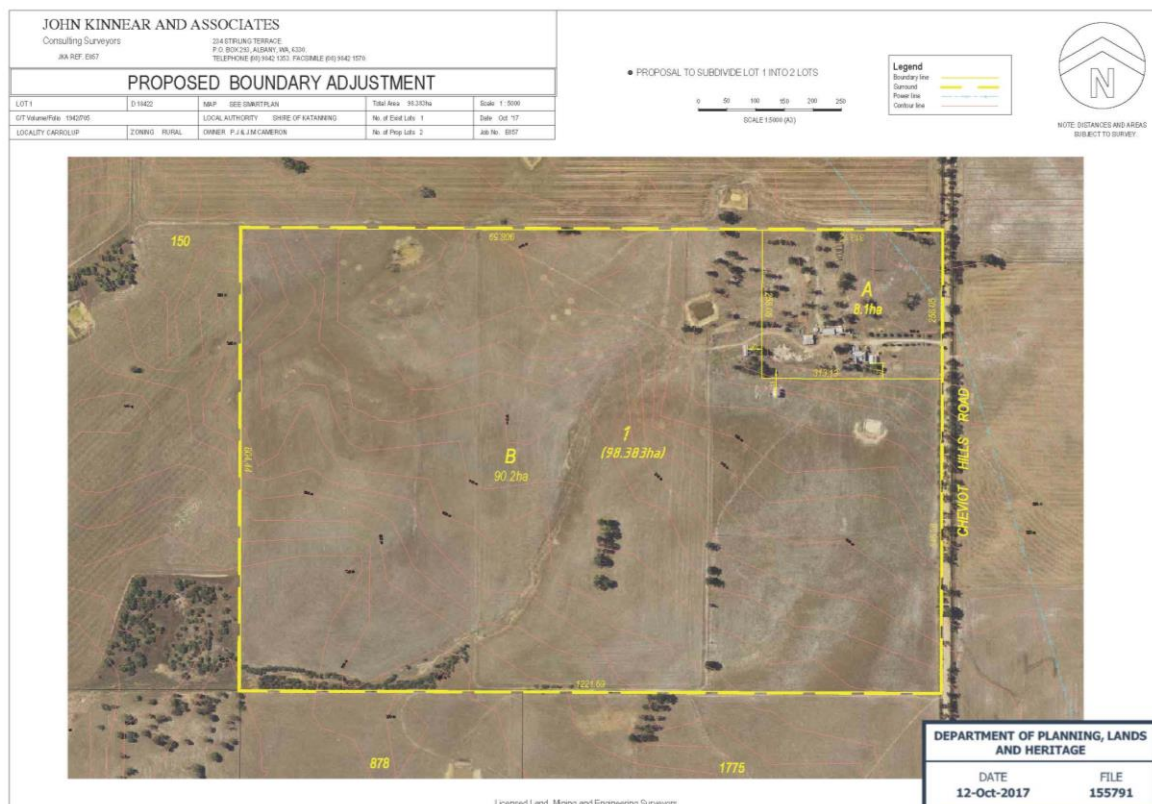
To consider an application for Subdivision of Lot 1 (211) Cheviot Hills Road Carrolup.

The proposal involves excising the existing Homestead and immediate surrounds (proposed Lot A – 8.1ha) and to create a Balance of Title Lot (proposed Lot B – 90.2ha).

Body/Background:

An application for Subdivision has been referred to the Shire by the Western Australian Planning Commission. The Application was prepared by John Kinnear & Associates on behalf of KRIP Pty Ltd (Director Peter Battersby and Christine Battersby Secretary). The documentation was received on 19 October 2017.

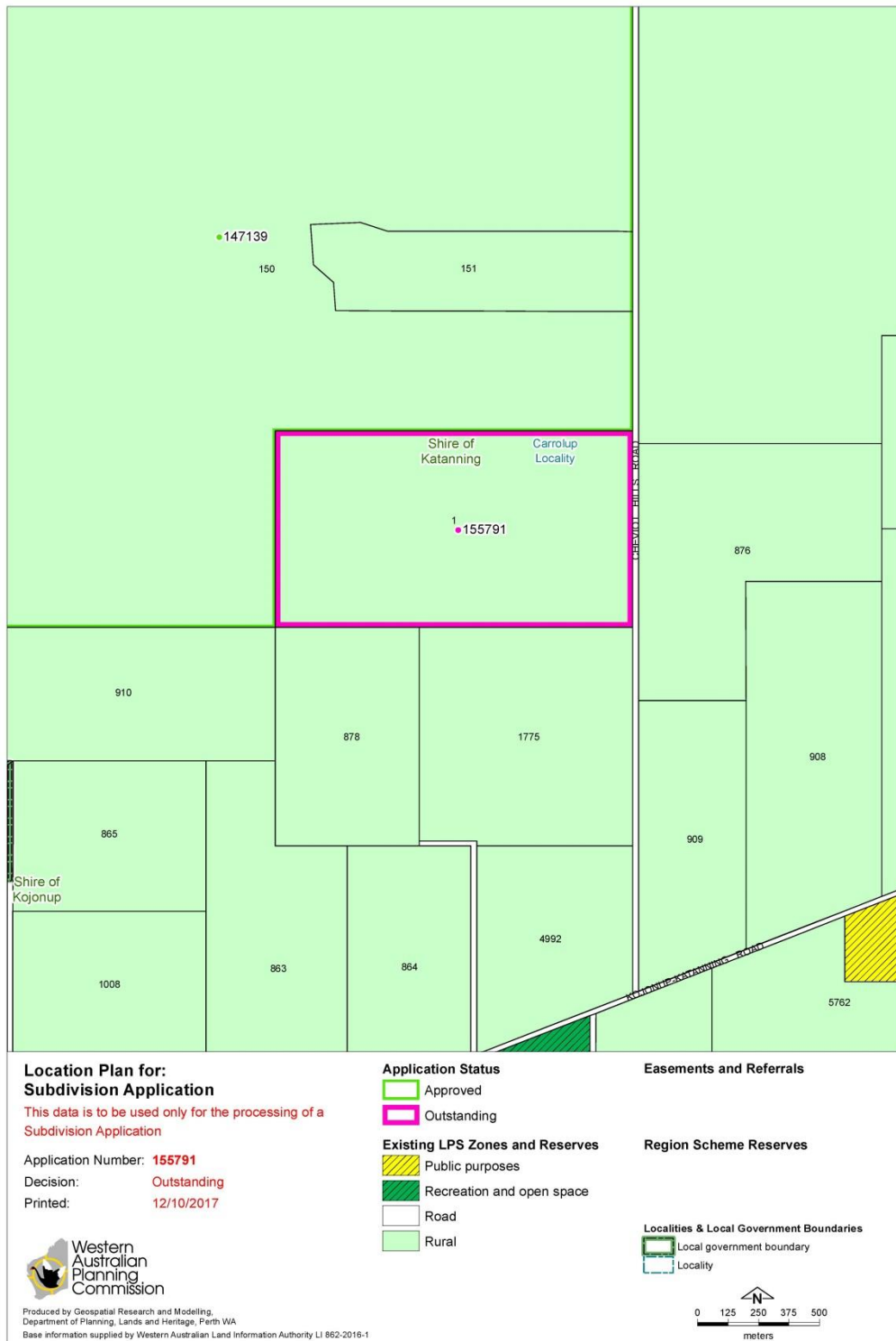
Lot 1 is 98.383ha and has frontage to Cheviot Hills Road along the entire eastern boundary. The existing Dwelling, Outbuildings and Rural Sheds are located in the north eastern corner of the subject land. The property is used for general farming purposes (cropping and grazing), defined as 'Agriculture – Extensive' under TPS4.



Homestead Lot Application - Plan of Subdivision

Officer's Comment:

Lot 1 is zoned Rural under the Shire of Katanning Town Planning Scheme No.4 (TPS4) and draft Local Planning Scheme No. 5 (LPS5). Refer WAPC Zoning and Application display plan below.



Under both TPS4 and draft LPS5 'Single House' and 'Agriculture – extensive' are listed as (P) Permitted uses.

The following Table compares the minimum and proposed setbacks for Rural development, based on the relevant site requirements as set out in TPS4 and draft LPS5

Minimum Setbacks to existing buildings Proposed Subdivision Lot 1 Cheviot Hills Rd, Carrolup WAPC Ref 155791			
Boundary	Required Setback	Existing/Proposed Setback	Comment/ Assessment
Lot A			
Front	50m	>100m	No change/Compliant
Side	15m	North - approx. 180m	No change/Compliant
		South - 27m	New/Compliant
Rear	15m	> 70m	New/Compliant
Lot B			
Front	50m	>275m	No Change/Compliant
Side	15m	North - 18m	New/Compliant
		South - >500m	New/Compliant
		East – 25m	New/Compliant
Rear	15m	>850m	No Change/Compliant

Part 6.8 of TPS4 includes the following Objectives for the Rural zone:

- a) to ensure the continuation of broad-hectare farming as the principal landuse in the District and encouraging where appropriate the retention and expansion of agricultural activities.*
- b) to consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment.*

Part 6.8.3 of TPS4 sets out the following in regard to subdivision:

Having regard to the prime agricultural importance of land in the zone the Council will only recommend to the Commission support for further subdivision of existing lots where:

- a) the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);*
- b) the lots are for farm build-up purposes;*
- c) the lots are for specific uses such as recreation facilities and public utilities; or*
- d) the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the travelling public and tourists.*

Part 9 of LPS5 sets out aims of the Scheme, and item (e) relating to Agriculture and Rural Land is relevant:

“Protect rural land for agricultural production and provide for a broad range of rural and ancillary land use opportunities”.

The Objectives for the Rural Zone, as set out in Table 2 include:

- To provide for the maintenance or enhancement of specific local rural character.*
- To protect broad acre agricultural activities such as cropping and grazing and intensive*

uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.

- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.*

Based on the information provided by the applicant this proposal does appear to satisfy the criteria for Homestead Lots set out in part 6.6 of DC3.4 which provides for Homestead lots to “be created to enable an approved existing house on a rural lot to continue to be occupied”.

The front portion of the subject land (within 100m of the rural roadside vegetation) is designated Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner (Designation Dates: 1/6/2017 since 8/12/15).



Aerial image of Lot 1 Cheviot Hills Road, Carrolup - Bush Fire Prone designation

Additional planning and building requirements might apply to future development within the designated BFPA. None-the-less, a significant portion of both proposed lots is outside the designated BFPA; accordingly future Development could be sited on much of the property, without the need for a BAL assessment. At this stage, given the relatively low intensity of rural development, coupled with the safeguards and controls available to local government through the planning and building permit processes, it is considered that no additional fire hazard assessment is necessary.

As outlined in WAPC Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas, October 2016:

Exemptions from the requirements of SPP 3.7 and the deemed provisions should be applied pragmatically by the decision maker. If the proposal does not result in the intensification of development (or land use), does not result in an increase of residents or employees; or does not involve the occupation of employees on site for any considerable amount of time, then there may not be any practicable reason to require a BAL Assessment.

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

Statutory Environment:

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Katanning Town Planning Scheme No. 4

Draft Local Planning Scheme No. 5

As cited on its website, “The Western Australian Planning Commission (WAPC) is the responsible authority for subdivision approvals in Western Australia. Development Control Policy 3.4: Subdivision of rural land (DC 3.4) sets out the principles that will be used by the WAPC in determining applications for the subdivision of rural land. The policy is consistent with the objectives of State Planning Policy 2.5: Rural Planning, which establishes the statewide policy framework for rural land use planning in Western Australia”.

Policy Implications:

Shire of Katanning: Nil.

WAPC Development Control Policy 1.1 - General principles for the subdivision of land.

WAPC Development Control Policy 3.4 - Subdivision of rural land.

Financial Implications:

There are no Local Government Fees for this referral stage of the Subdivision/Amalgamation process.

Strategic Implications:

Shire of Katanning Draft Strategic Community Plan 2017 – 2027

BUILT ENVIRONMENT

B2 Aspiration: Places for the community to live, work and connect

Objective B2.3 – orderly development (Town Planning)

Officer's Recommendation/Council Motion:**OC/17****That Council:**

- 1) Advises the Western Australian Planning Commission the Shire of Katanning supports to proposal to subdivide Lot 1 (211) Cheviot Hills Road, Carrolup (WAPC file ref: 155791, date stamped 12 October 2017), subject to;**
 - a) the lot configuration being generally in accordance with the Plan of Subdivision to ensure the existing buildings are set back a minimum of 10m from the new side and rear boundaries.**
 - b) Crossovers to the Homestead Lot and Balance of Title Lot B being located, constructed and drained to the satisfaction of the Executive Manager of Infrastructure and Development, and in accordance with Shire of Katanning specifications and requirements.**
- 2) Grants authority to the Shire President and Chief Executive Officer to affix the Common Seal of the Council to Restrictive Covenant documentation pertaining to the creation of the new associated with Subdivision WAPC reference 15791, Cheviot Hills Road, Carrolup in accordance with Part IV Division 3A of the Transfer of Land Act 1893 (as amended).**

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.1.2 Development Application – Outbuilding Lot 5 (33) Curlew Street, Katanning

File Ref: A3200 201718020 3C
Reporting Officer: Delma Baesjou, Consultant Planner
Date Report Prepared: 21 November 2017

Issue:

To consider an application for an Outbuilding on Lot 5 (33) Curlew Street, Katanning.

Body/Background:

A development application was received on 21 November 2017. The proposal is for a 12m x 14m Outbuilding. The steel frame structure will be clad in colorbond (Surfmist walls and Deep Ocean doors & gutters) with a zincalume roof. The side wall height is 4m and the height to the ridge is 4.12m.

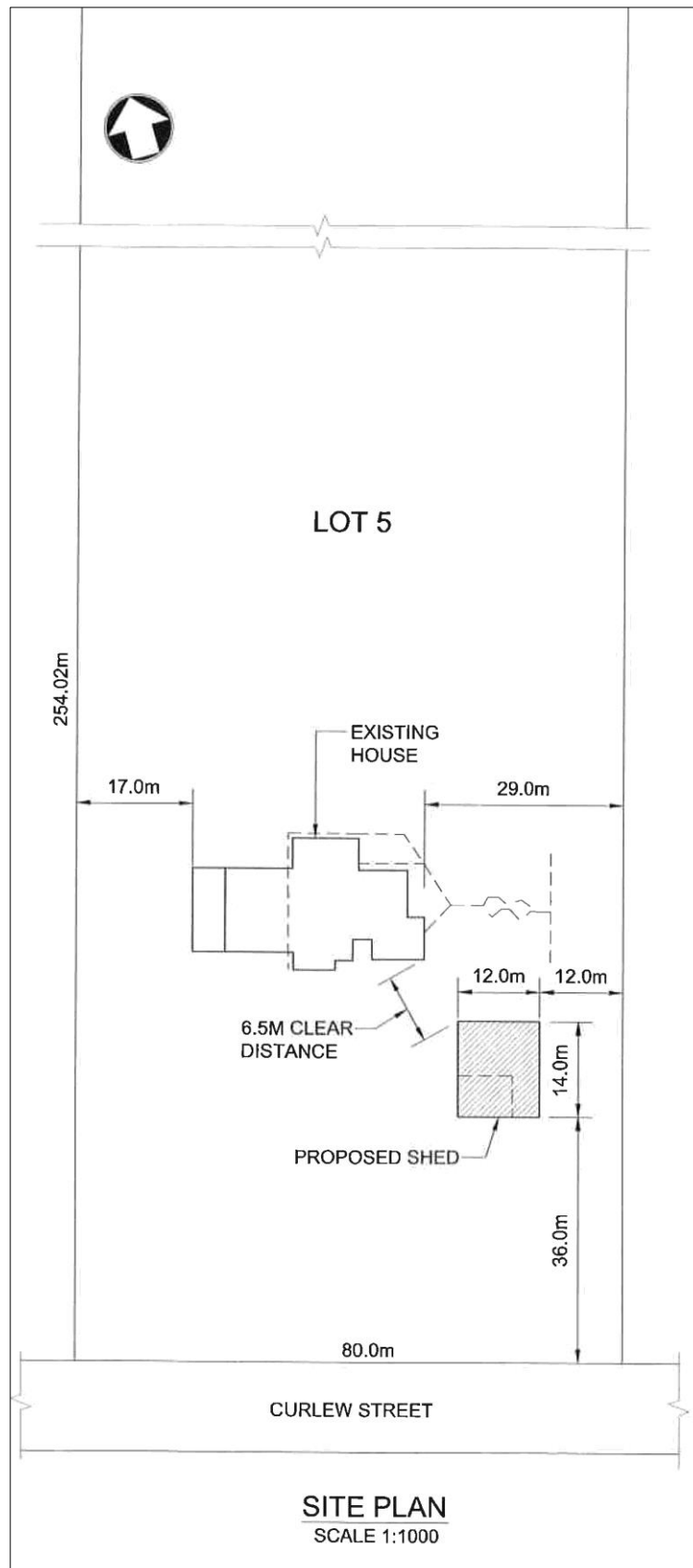
The proposed Outbuilding is to be setback 36m from the front boundary and 12m from the eastern side boundary.

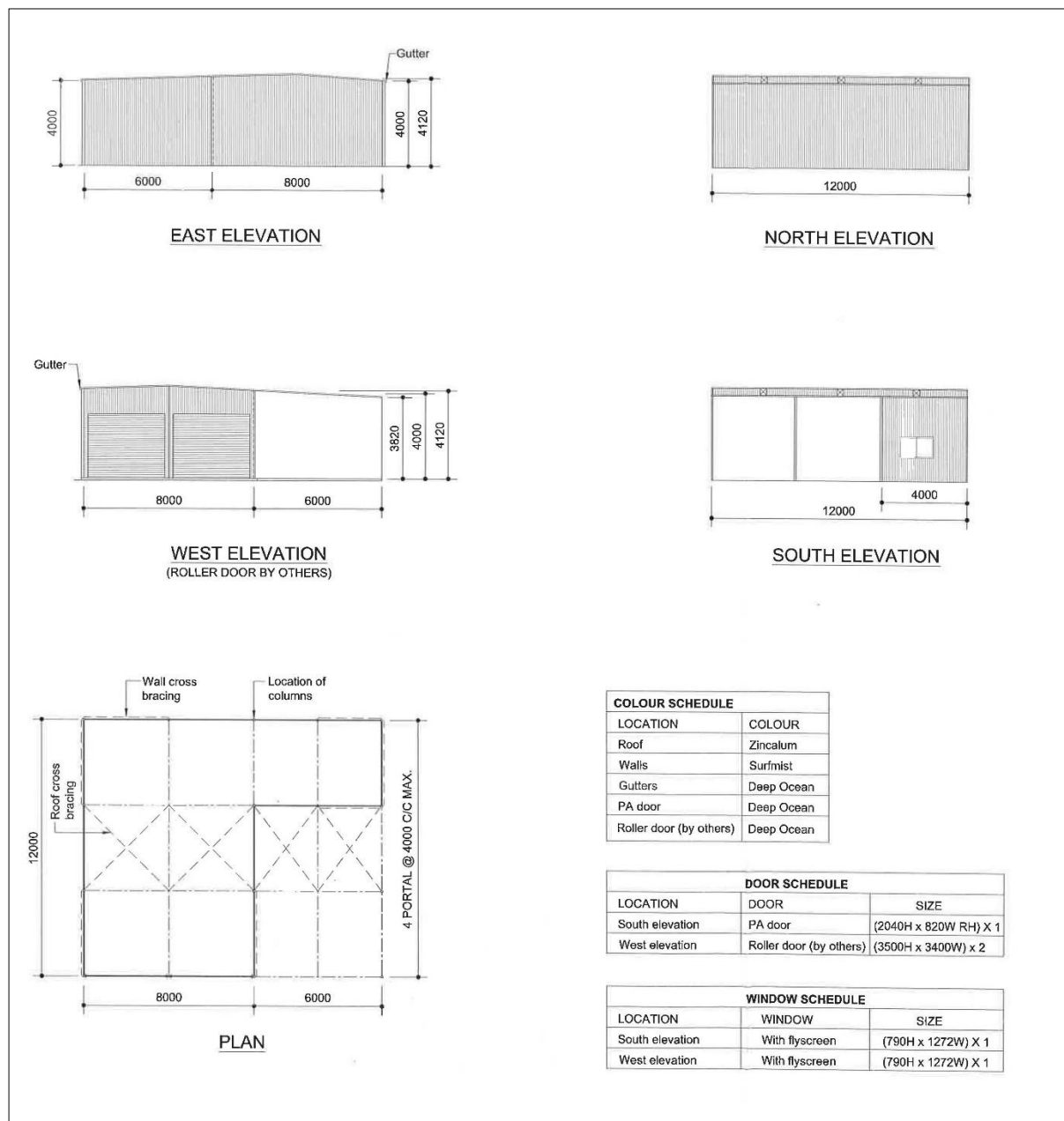
Lot 23 is 2.0235ha and has frontage to Curlew Street along the full length of the southern boundary. Existing development on Lot 5 includes a single storey dwelling, temporary outbuildings and water tank together with a constructed driveway and domestic garden/private open space.

The subject land is zoned Special Rural 2 under Town Planning Scheme No. 4 (TPS4). Notwithstanding 'Single House' is listed as 'P' permitted in the Special Rural zone, Clause 6.7.4.1 specifies that the Council's planning approval is required for all development.

Adjoining lots to the north, west and south are zoned Special Rural and are used for Rural Living. The adjoining bushland to the east is owned by the Shire of Katanning and is proposed Public Open Space under Local Planning Scheme No. 5 (LPS5).







Elevations and Specifications

Officers Comment:

The application was assessed, based on the requirements and procedures prescribed in TPS4, LPS5 and the Planning and Development (Local Planning Schemes) Regulations 2015.

Clause 6.7 of TPS4 sets out the following Objectives and Requirements for the Special Rural Zone:

Objectives

- To select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats.*
- To make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*

Clause 6.7.4.1 sets out requirements regarding rural amenity. Any tree removal needs Council authorisation, tree planting may be required as a condition of development approval and the keeping of animals shall not cause nuisance degradation or be detrimental to the environment.

Clause 6.7.4.2 of TPS4 states: in considering an application for planning approval within the Special Rural zone, Council shall have regard to the following:

- a) *the colour and texture of external building materials;*
- b) *building size, height, bulk, roof pitch;*
- c) *setback and location of the building on its lot;*
- d) *architectural style and design details of the building;*
- e) *relationship to surrounding development;*
- f) *provision to be made for bush fire control; and*
- g) *other characteristics considered by the Council to be relevant*

The following summary compares the minimum and proposed setbacks for this development, based on the relevant site requirements as set out in TPS4 and draft LPS5

Minimum Setbacks - Proposed Outbuilding, Lot 5 (33) Curlew Street, Katanning			
Boundary	Required Setback	Proposed Setback	Comment/ Assessment
Front	20m	36m	<i>Compliant</i>
Side	10m	East- 12m	<i>Compliant</i>
		West - 56m	<i>Compliant</i>
Rear	10m	approx. 204m	<i>Compliant</i>

The proposal satisfies the development standards and is considered to meet the Scheme Objectives and for the Special Rural zone set out in both TPS4 and the draft Local Planning Scheme 5. Planning Approval is recommended, subject to conditions.

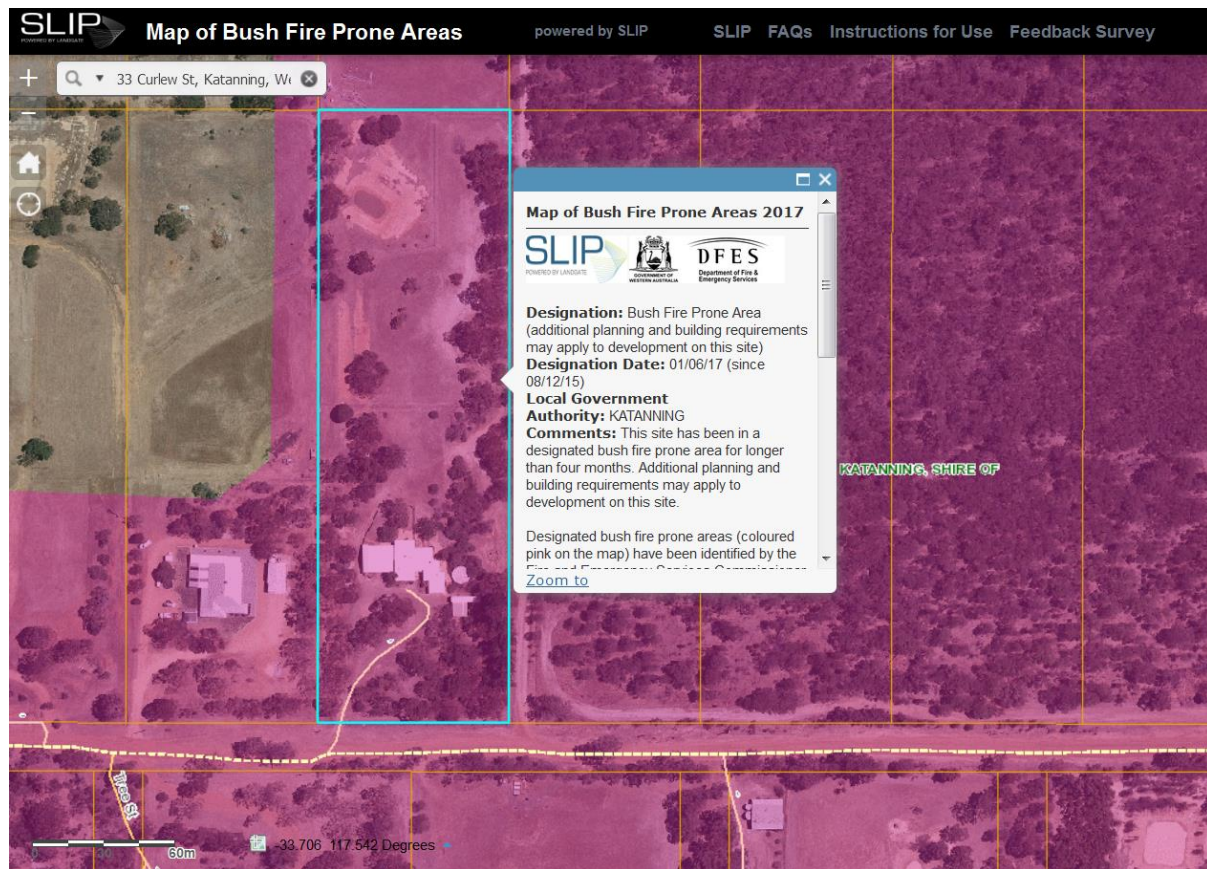
Statutory Environment:

Shire of Katanning Town Planning Scheme No. 4

The Planning and Development (Local Planning Schemes) Regulations 2015

The subject land is not of historical cultural significance. The site is not recorded in the State Register of Heritage Places, the Municipal Inventory or other Heritage lists. It is not listed as a Registered Aboriginal Site or Survey Area.

Lot 5 is designated as Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner (Designation Dates: 1/6/2017 since 8/12/15). In this case an 'Exemption' from the requirements of SPP 3.7 and the deemed provisions is considered to apply to the Outbuilding which is more than 6m from the Dwelling. In any case, the landowner is required to comply with the Fire Management Requirement Notice, including provision of a '2.5 metre wide bare earth firebreak immediately inside along all external boundaries'.



Policy Implications:

The Shire of Katanning Town Planning Scheme Policy No. 1 Outbuildings (SoK Policy 1) provides for Outbuildings in the Special Rural zone up to 4.2m in wall height and a maximum cumulative total floor area of 200m². This proposal accords with SoK Policy 1.

Financial Implications:

The applicant has paid the \$147 Planning Application Fee, as set out in Council's Schedule of Fees and Charges. Receipt Number 238108, 21/11/17.

Strategic Implications:

Shire of Katanning Draft Strategic Community Plan 2017 – 2027

BUILT ENVIRONMENT

B2 Aspiration: Places for the community to live, work and connect

Objective B2.3 – orderly development (Town Planning)

Officer's Recommendation/Council Motion:**OC/17 That Council:**

Grants Development Approval for Lot 5 (33) Curlew Street, Katanning for the purpose of Outbuilding, subject to the following conditions:

- 1) Development is to be generally in accordance with approved plans.**
- 2) Maintenance of the crossover is the responsibility of the developer.**
- 3) All stormwater runoff from the new structure to be adequately controlled on-site. Any connection to the district drainage system is to be to the satisfaction of the Executive Manager of Infrastructure & Development.**

Advice Notes

- I. Any alterations or upgrading of the crossover to be in accordance with Shire of Katanning specifications and requirements.**
- II. This Development Approval does not constitute a Building Permit.**
- III. Future use and development is to comply with the Building Code of Australia and relevant statutes.**
- IV. Lot 5 is designated as Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner (Designation Dates: 1/6/2017 since 8/12/15). In this case an 'Exemption' from the requirements of SPP 3.7 and the deemed provisions is considered to apply to the Outbuilding which is more than 6m from the Dwelling.**

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.1.3 Development Application – Outbuilding – Setback Variation Lot 120 (62) Katanning-Dumbleyung Road, Pinwernying

File Ref: A 3016 Application 201718024 2017-4F
Reporting Officer: Delma Baesjou, Consultant Planner
Date Report Prepared: 20 November 2017

Issue:

To consider an application for a setback variation for an Outbuilding extension at Lot 120 (62) Katanning-Dumbleyung Road, Pinwernying.

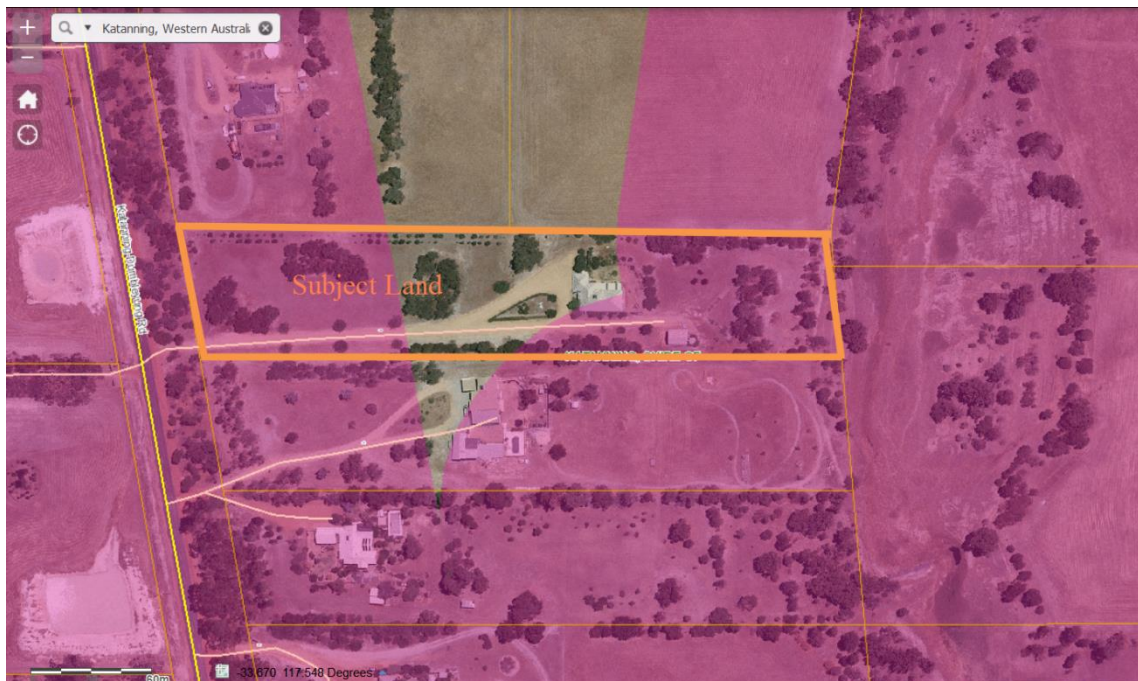
Body/Background:

An application for Development Approval was received on 13 November 2017. The proposal is for a 10m x 4m lean-to extension on the southern side of the existing Outbuilding which is located behind the dwelling house.

The side of the proposed development is to be setback 4m from the southern boundary, Lot 120 is 2.0080 ha and has frontage to Katanning-Dumbleyung Road along the full length of the western boundary. Existing development on Lot 120 includes a single storey dwelling, shed and domestic garden/private open space.

The subject land is zoned Special Rural 1 under Town Planning Scheme No. 4 (TPS4) and Rural Residential under draft Local Planning Scheme 5 (LPS5). Notwithstanding 'Single House' is listed as 'P' permitted in the Special Rural zone, Clause 6.7.4.1 specifies that the Council's planning approval is required for all development.

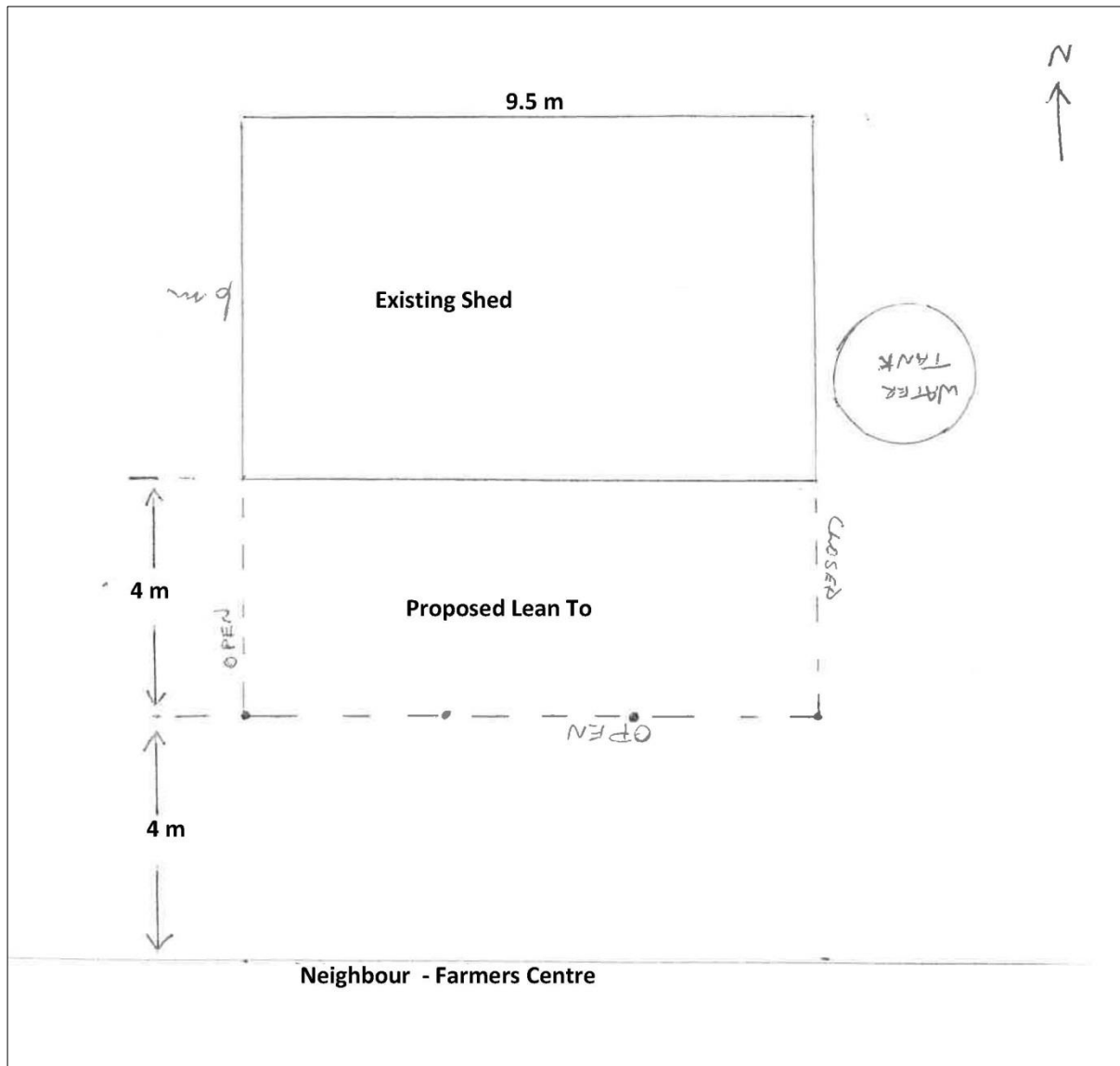
Adjoining lots are zoned Special Rural and are used for Rural Living.

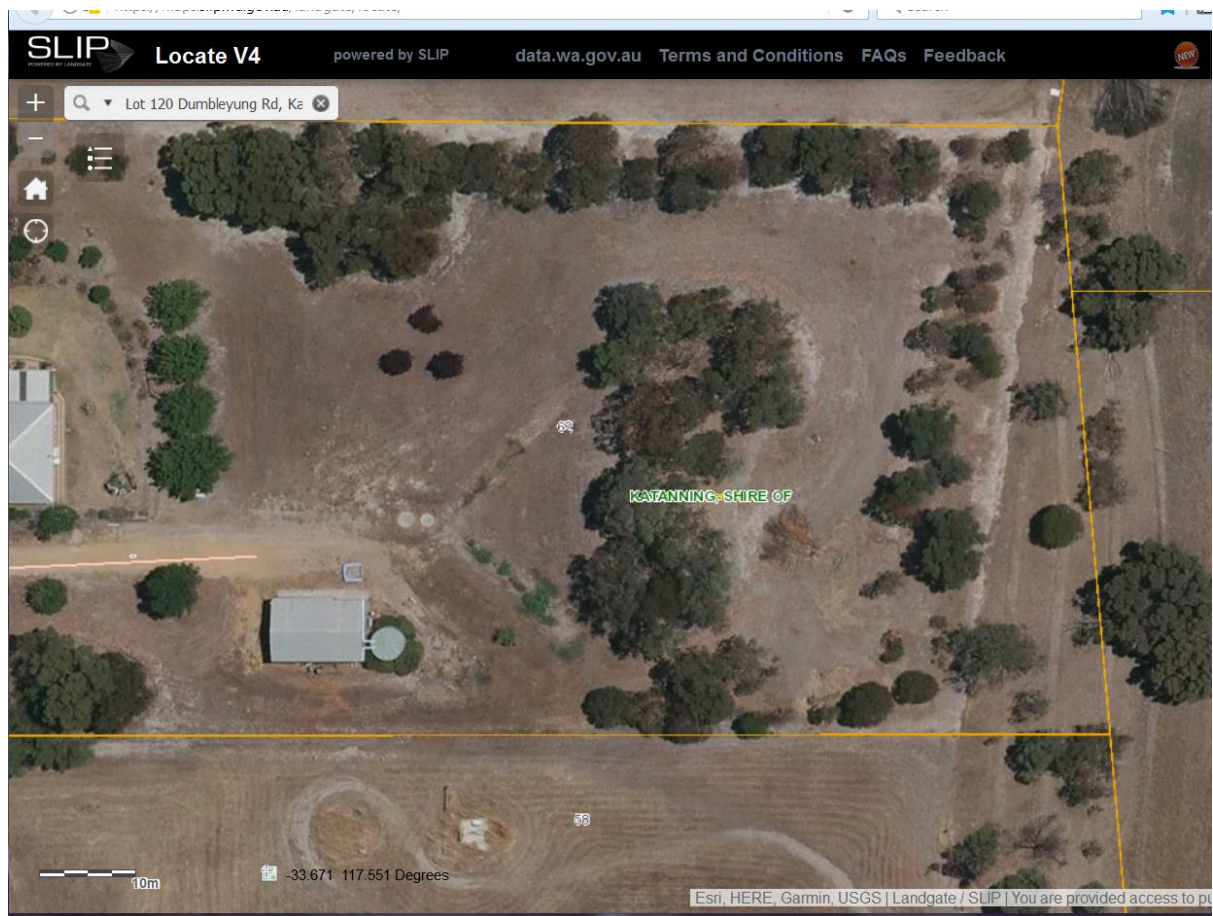


Aerial image of Lot 120 (62) Katanning-Dumbleyung Road showing BFP designation

P.J. & J.J. KERIN - LOT 120 (62) KATANNING/DUMBREYUNG RD

PROPOSED LEAN-TO, ON EXISTING SHED
for CARAVAN STORAGE





Officers Comment:

The application was assessed, based on the requirements set out in TPS4, LPS5 and the Planning and Development (Local Planning Schemes) Regulations 2015. This proposal does not satisfy the 10m minimum side setback standard set out in both TPS4 and Draft Local Planning Scheme 5 (LPS5).

Clause 6.7 of TPS4 sets out the following Objectives and Requirements for the Special Rural Zone:

Objectives

- c) *To select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats.*
- d) *To make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*

Clause 6.7.4.1 sets out requirements regarding rural amenity. Any tree removal needs Council authorisation, tree planting may be required as a condition of development approval and the keeping of animals shall not cause nuisance degradation or be detrimental to the environment.

Clause 6.7.4.2 of TPS4 states: in considering an application for planning approval within the Special Rural zone, Council shall have regard to the following:

- h) *the colour and texture of external building materials;*
- i) *building size, height, bulk, roof pitch;*
- j) *setback and location of the building on its lot;*
- k) *architectural style and design details of the building;*
- l) *relationship to surrounding development;*
- m) *provision to be made for bush fire control; and*
- n) *other characteristics considered by the Council to be relevant*

The following summary compares the minimum and proposed setbacks for this development, based on the relevant site requirements as set out in TPS4 and draft LPS5

Minimum Setbacks - Proposed Outbuilding addition, Lot 120 (62) Katanning-Dumbleyung Road, Katanning			
Boundary	Required Setback	Proposed Setback	Comment/ Assessment
Front	20m	Approx. 228m	<i>Compliant</i>
Side	10m	North- approx. 50m	<i>Compliant</i>
		South - 4m	<i>variation sought</i>
Rear	10m	approx. 75m	<i>Compliant</i>

Clause 7.2 of TPS4 provides Council with discretion to modify development standards, including setbacks, if it is satisfied the development is orderly and proper, and will not have adverse effects.

More Particularly:

if a development the subject of an application for planning approval does not comply with a standard prescribed by the Scheme with respect to minimum lot sizes, building height, setbacks, site coverage, car parking, landscaping and related matters, the Council may, notwithstanding that non-compliance, approve the application unconditionally or subject to such conditions as the Council thinks fit. The power conferred by this clause may only be exercised if the Council is satisfied that:

- a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;*
- b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.*

A reduced side setback for the proposed 3m high lean-to allows for practical access and weather protection for the landowners' caravan. The existing sliding doors are on the north side of the shed which is 'not suitable for the caravan due to height.'

The subject land is considered to be of sufficient size to accommodate the proposed development which is consistent with other development and compatible with land uses in this area. A letter of no objection has been received from the adjoining land owners.

The proposal is considered to meet the Scheme Objectives and for the Special Rural zone set out in both TPS4 and the draft Local Planning Scheme 5. Planning Approval is recommended, subject to conditions.

Statutory Environment:

Shire of Katanning Town Planning Scheme No. 4

The Planning and Development (Local Planning Schemes) Regulations 2015

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

Portion of the subject land is within a designated Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner (Designation Dates: 1/6/2017 since 8/12/15). In this case an 'Exemption' from the requirements of SPP 3.7 and the deemed provisions is considered to apply to the Outbuilding which is more than 6m from the Dwelling. Furthermore, the landowner is required to comply with the Fire Management Requirement Notice, including provision of a '2.5 metre wide bare earth firebreak immediately inside along all external boundaries'.

Policy Implications:

The Shire of Katanning Town Planning Scheme Policy No. 1 Outbuildings (SoK Policy 1) provides for Outbuildings in the Special Rural zone up to 4m in wall height and a maximum cumulative total floor area of 200m². This proposal accords with SoK Policy 1.

Financial Implications:

The applicant has paid the \$147 Planning Application Fee, as set out in Council's Schedule of Fees and Charges. Receipt Number 238141, 22/11/17

Strategic Implications:

Shire of Katanning Draft Strategic Community Plan 2017 – 2027

BUILT ENVIRONMENT

B2 Aspiration: Places for the community to live, work and connect

Objective B2.3 – orderly development (Town Planning)

Officer's Recommendation/Council Motion:

OC/17

That Council:

Grants Development Approval for Lot 120 (62) Katanning-Dumbleyung Road, Pinwernying for the purpose of Outbuilding - Addition, subject to the following conditions:

- 1) Development is to be generally in accordance with approved plans.**
- 2) Maintenance of the crossover is the responsibility of the developer.**
- 3) All stormwater runoff from the new structure to be adequately controlled on-site. Any connection to the district drainage system is to be to the satisfaction of the Executive Manager of Infrastructure & Development**

Advice Notes

- I. Any alterations or upgrading of the crossover to be in accordance with Shire of Katanning specifications and requirements.**
- II. This Development Approval does not constitute a Building Permit.**
- III. Future use and development is to comply with the Building Code of Australia and relevant statutes.**
- IV. Portion of Lot 120 is designated as Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner (Designation Dates: 1/6/2017 since 8/12/15). In this case an 'Exemption' from the requirements of SPP 3.7 and the deemed provisions is considered to apply to the Outbuilding which is more than 6m from the Dwelling.**

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

10.2.1 Schedule of Accounts (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Libby French, Manager Finance
Report Prepared: 23 November 2017

Body/Background:

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

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

Month	Cheques 2017/18	EFT Payments 2017/18	Direct Debits 2017/18	Credit Card 2017/18	Payroll 2017/18	Trust 2017/18	Total Payments 2017/18
July	2,094.85	489,112.68	339,827.72	0.00	306,119.77	5.42	1,137,160.44
August	2,811.70	1,522,631.19	312,531.27	5,770.39	339,435.06	1,212.68	2,184,392.29
September	11,566.95	673,455.54	207,121.69	9,182.67	512,962.08	0.00	1,414,288.93
October	1,593.85	609,769.21	311,427.60	6,525.35	136,693.64	777.84	1,066,787.49
November							0.00
December							0.00
January							0.00
February							0.00
March							0.00
April							0.00
May							0.00
June							0.00
Total	18,067.35	3,294,968.62	1,170,908.28	21,478.41	1,295,210.55	1,995.94	5,802,629.15

Officer's Comment:

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

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

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

Financial Implications:

Expenditure in accordance with the 2017/18 Annual Budget.

Strategic Implications:**LEADERSHIP**

L2 Aspiration: A collaborative, progressive and resilient local government which is sustainably resourced.

Objective L2.1 – Optimise use of shire resources – improve organisational systems.

Officer's Recommendation/Council Motion:

OC/17 That Council endorses the Schedule of Accounts as presented, being cheques 41968-41969 totalling \$1,593.85, EFT payments 23879-23986 totalling \$609,769.21, direct payments totalling \$311,427.60, credit card payments totalling \$6,525.35, and trust payments totalling \$777.84, authorised and paid in October 2017.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.2 Monthly Financial Reports
(ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Libby French, Manager Finance
Report Prepared: 23 November 2017

Body/Background:

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

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

Officer's Comment:

A variance report is included with the monthly financial statements.

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

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

Financial Implications:

Monthly Statement of Financial Activity.

Strategic Implications:

Shire of Katanning Draft Strategic Community Plan 2017 – 2027

LEADERSHIP

L2 Aspiration: A collaborative, progressive and resilient local government which is sustainably resourced.

Objective L2.1 – Optimise use of shire resources – improve organisational systems.

Officer's Recommendation/Council Motion:

OC/17 That Council adopts the Statement of Financial Activity for the month ending 30 September 2017, as presented.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS**10.3.1 Strategic Community Plan
(ATTACHMENT)**

Reporting Officer: Denise Gallanagh-Wood & Community Development & Projects' Coordinator
File Ref: CM.PL.2.
Date Report Prepared: 22 November 2017
Issue: For Council to adopt the draft Strategic Community Plan.

Body/Background:

In accordance with the Local Government Act 1995, all Local Governments are required to plan for the future of their district. The Strategic Community Plan is Council's principal strategy and planning document that links community aspirations with the Council's vision and long term strategy. The Strategic Community Plan forms the basis of the Integrated Planning and Reporting Framework and provides the foundation to develop other strategic documents.

The Shire of Katanning Strategic Community Plan was first adopted by Council at the Ordinary Meeting held on 27 February 2013, Resolution No. OC22/14.

The Shire of Katanning has undertaken a major review of the Strategic Community Plan. A variety of public participation processes were undertaken and the outcomes of that process have informed the Draft Strategic Community Plan.

Public comment period closed 16 November 2017, comments were received, reviewed and a few minor changes were made to the Draft Strategic Community Plan (Please refer to attachment).

Officer's Comment:

Community engagement was central to the major strategic review process. A key purpose of the major strategic review was to reengage with the community to determine the Shire's vision, outcomes and priorities for the following ten year period.

The adoption of the Strategic Community Plan will be advertised in the newspaper and on social media. Copies of the document will be available through the Shire's website, at the Library, Katanning Leisure Centre and Shire Administration.

Statutory Environment:

The requirements for preparation, consideration, consultation and advertising of a Strategic Community Plan are detailed in the Local Government Act 1995.

Extract Local Government Act 1995***5.56.Planning for the future***

- (1) A local government is to plan for the future of the district.*
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Extract Local Government (Administration) Regulations 1996*19C. Strategic community plans, requirements for (Act s. 5.56)*

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) demographic trends.*
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

Further guidance on the achievement of best practice standards is outlined within the Department of Local Government and Communities Integrated Planning and Reporting Framework and Advisory Standard.

Integrated Planning and Reporting Framework

The Integrated Planning and Reporting Framework addresses the requirements to plan for the future under Section 5.56 of the Local Government Act 1995, and provides the basis for improving the practice of strategic planning in Local Government. The Framework outlines the processes and activities to achieve an integrated strategic plan.

Under the framework, three major parties are involved in the development of an integrated plan:

- The Local Government Administration;
- The Council; and

- The Community.

A successful Integrated Planning and Reporting process delivers the following outcomes:

- A Strategic Community Plan that clearly links the community's aspirations with the Council's vision and long term strategy;
- A Corporate Business Plan that integrates resourcing plans and specific Council plans with the Strategic Community Plan; and
- A clearly stated vision for the future viability of the Local Government area.

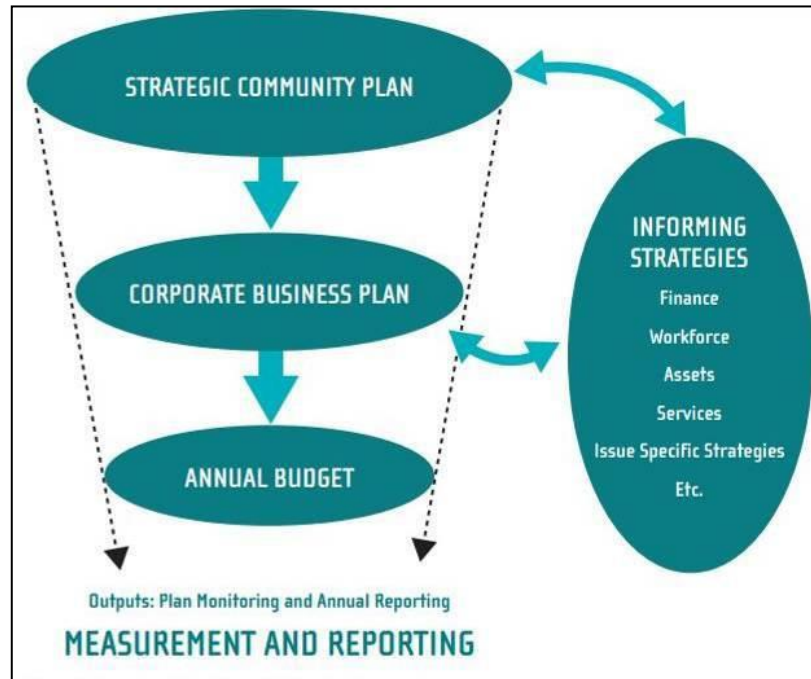


Figure1: Integrated Planning and Reporting Process

Integrated Planning and Reporting Advisory Standard

The Integrated Planning and Reporting Advisory Standard complements the legislative requirements required to for plan for the future.

The Advisory Standard outlines 'Achieving', 'Intermediate' and 'Advanced' standards of Integrated Planning and Reporting performance.

Element	Regulatory requirements	Standards
Strategic Community Plan	<p>A Strategic Community Plan:</p> <ul style="list-style-type: none"> i. Is for a minimum 10-year timeframe. ii. States community vision, aspirations, and objectives. iii. Was developed or modified through engagement with the 	<p>Standard is NOT met:</p> <p>If a Council has not adopted a Strategic Community Plan that meets all of the regulatory requirements.</p>
Achieving Standard:	<p>Achieving Standard is met when: community, (and this is documented.)</p> <ul style="list-style-type: none"> iv. Has regard to current and future resource capacity, demographic trends and strategic performance measurement. v. Is adopted, or modifications to it are adopted, by an absolute majority of council. vi. is subject to a full review scheduled for 4 years from when it is adopted. 	<ul style="list-style-type: none"> • A Council has adopted a Strategic Community Plan that meets all of the regulatory requirements¹ • The local government has a community engagement policy or strategy • Community engagement² involves at least 500 or 10% of community members, whichever is fewer, and is conducted by at least 2 documented mechanisms • A Strategic Review is undertaken every two years, alternating between a Minor Strategic Review and a Major Strategic Review
Intermediate Standard:		<p>Intermediate Standard is met when:</p> <ul style="list-style-type: none"> • The Strategic Community Plan connects most of the activities and services that are delivered by the local government with the community's vision, aspirations and objectives • The Strategic Community Plan takes into account a range of relevant external factors, including relevant plans of State and Commonwealth agencies • Community engagement involves more than the minimum number of community members as provided for in the Achieving Standard, is inclusive and uses more than the minimum number of documented mechanisms that apply in the Achieving Standard
Advanced Standard:		<p>Advanced Standard is met when:</p> <ul style="list-style-type: none"> • The Strategic Community Plan meets Achieving and Intermediate standards • The Strategic Community Plan connects all of the activities and services that are delivered by the local government with the community's vision, aspirations and objectives • The Strategic Community Plan demonstrates effectiveness in achieving community objectives

Policy Implications:

Nil

Financial Implications:

Advertising cost for Public Notice approximately \$400.

Strategic Implications:

Shire of Katanning Draft Strategic Community Plan 2017-2027

LEADERSHIP

G1 Aspiration: An inclusive community, recognised as a great place to live and visit.

Objective G1 – Operate with the high ethical and professional standards, being open, transparent and responsive to the community and other stake holders.

Officer's Recommendation/Council Motion:

OC/17 That Council adopts the Strategic Community Plan – Katanning 2027 as attached.

Voting Requirement: Absolute Majority

CARRIED/LOST:

10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS**10.4.1 Piesse Lake Residential Sub-Division Concept Plan**
(ATTACHMENT)

File Ref: CP.PL.5
Reporting Officer: Andrus Budrikis, Executive Manager, Property & Assets
Date Report Prepared: 15/11/2017

Issue:

To approve the Concept Plan for the Piesse Lake Residential Sub-Division

Body/Background:

The Piesse Lake Structure Plan has been prepared to provide guidance on the future development of this key medium density residential site. The focus is on land uses to support the ongoing development of the Lake and surrounds which are recognised as the Shire of Katanning's premier passive open space destination.

The first draft of the Piesse Lake Structure Plan was prepared in 2015 and was updated to accord with the Planning and Development (Local Planning Schemes) Regulations 2015 and the associated Structure Plan Framework.

The Piesse Lake Structure Plan - Version F was endorsed for advertising by the Council at its meeting held 24 May 2016 (Resolution OC52/16 Item 10.1.2 refers). The draft Structure Plan was advertised in accordance with the new Regulations and procedures. Notices were published in the local newspaper and on the Shire's website and displayed in the Administration Office. Landowners and public authorities were invited to view and comment on the Draft Plan. Copies of the documents and supporting Technical papers, Information Sheets and Submission Forms were available at the Administration Office and on-line. An information workshop was held on 21 June 2016. The formal, 28 day submission period closed on 15 July 2016. The Plan was re-referred to selected agencies, including the Department of Water and an 'extension', as provided for under Clause 20 sub-regulation (1) (c), was provided to allow additional time for agency referral and for the Shire to prepare its response.

The submissions were considered by the Council at its meeting held 25 Oct 2016. It was resolved to adopt the Piesse Lake Structure Plan, subject to six modifications (Resolution OC123/16 item 10.1.2 refers).

The Draft Structure Plan documents were forwarded to the DoP/WAPC in November 2016, as hard copies and through the eLodgement portal. Following several meetings and liaison with DoW and representatives from Land Insights, in March 2017 the DoP advised it required the Local Water Management Strategy – Appendix to be revised and endorsed by the DoW.

The revised LWMS (version C) was received from Shawmac in June 2017 and subsequently endorsed by DOW and forwarded to DoP on 13 June 2017.

On 29 August 2017 the Department of Planning Lands and Heritage (DoPLH) advised the WAPC required 13 modifications to the Piesse Lake Structure Plan. The changes are generally as requested/recommended by the Council and in response to agency comments. The modifications have been completed Land Insights and a current aerial image was sourced, geo-

referenced and formatted for the consultant. The modified documents were submitted to DPLH on 17 October 2017.

Hames Sharley was commissioned by the Shire of Katanning in June 2017 to develop the concept plan for the Piesse Lake Residential Sub-Division based on the Piesse Lake Structure Plan. Engineers WGE have also been engaged to develop the civil and service engineering concept plans.

Officer's Comment:

The Hames Sharley Piesse Lake Residential Sub-Division Concept Plan 13/11/2017 satisfies the development criteria of the Piesse Lake Structure Plan. The attached report and concept plan was presented to the Council Forum on 14/11/2017 for discussion and circulated to PAG members on 15/11/2017 for comment.

It is necessary for Council to approve the concept plan, as part of the project management process, so that Hames Sharley and WGE can proceed with further detailed design, the business case and WAPC lodgement for sub-division approval.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

The project is funded by the Royalty for Regions Growing Our South Program (\$12.72m), Lotterywest (\$2m) and the Shire of Katanning (\$0.63m).

Strategic Implications:

Shire of Katanning Draft Strategic Community Plan 2017 – 2027

BUILT ENVIRONMENT

B1 Aspiration: Infrastructure that meets community need

Objective B1.2 – provide council facilities that meet community need

B2 Aspiration: Places for the community to live, work and connect

Objective B2.1 - Enhance Public Realm

Objective B2.2 – Facilitate and encourage housing options; spaces for local service delivery, employment and recreation

Officer's Recommendation/Council Motion:

OC/17 That Council approves the Concept Plan produced by Hames Sharley for the Piesse Lake Residential Sub Division subject to final approval from WAPC of the Piesse Lake Structure Plan.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5 CHIEF EXECUTIVE OFFICER'S REPORTS**10.5.1 Christmas/New Year Opening Hours**

File Ref: GV.CM.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 22 November 2017

Issue:

To consider the closure of Council facilities over the Christmas/New Year period.

Body/Background:

In previous years Council has approved the variation of the Shire's normal operating hours during the Christmas/New Year period to close from lunchtime on the last business day before Christmas until the morning of the first business day following New Year's Day. The following public holidays fall during this period:

Christmas Day	Monday	25 December 2017
Boxing Day	Tuesday	26 December 2017
New Year's Day	Monday	1 January 2018

Officer's Comment:

It is recommended that the closure period for the coming Christmas/New Year period should be from 12 noon on Friday 22 December 2017 until Tuesday 2 January 2017.

A small number of Works Crew and other staff will be on-call throughout the closure. Most staff will be required to take some form of accrued leave during the closure.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

Staff (except for skeleton or called out support) will be accessing approved leave types during the closure. There will be minor reductions in overheads due to offices not being open.

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

G1 Aspiration: an inclusive community, recognised as a great place to live and visit
Objective G1.1 – Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stakeholders.

Officer's Recommendation/Council Motion:**OC/17****That Council:**

- 1) Authorises a variation to normal opening hours during the 2017/18 Christmas/New Year period as follows:**
 - **Friday 22 December 2017 – close at 12 noon**
 - **Wednesday 27 December 2017 – closed**
 - **Thursday 28 December 2107 – closed**
 - **Friday 29 December 2017 – closed**
- 2) Locally advertises the modified opening hours in the lead up to the Christmas closure.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5.2 Soil Conservation Service Charge **(ATTACHMENT)**

File Ref: RV.FE.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 22 November 2017

Issue:

To consider a request from the Katanning Land Conservation District Committee (LCDC) to support an adjustment to the service charge for the rate years 2018-2019, 2019-2020, 2020-2021 with an increase from \$30 to \$35 per rateable assessment.

Body/Background:

Since 1999 the Shire of Katanning has supported a service charge on landowners to contribute to the cost of providing a soil conservation service. The service charge is imposed by the Minister for Agriculture acting on advice from the Katanning Land Care District Committee (LCDC) to support their continued Landcare operations within the Shire.

The Minister's approval for the service charge ceases with the 2017/18 rates assessments. If the arrangement is to continue it is necessary for the LCDC to request the Minister for Agriculture and Food to approve the service charge for the next three years. Council must agree to the imposition of the service charge.

The steps that must be undertaken by LCDCs considering a soil conservation service charge are:

- The LCDC to pass a resolution to impose a service charge;
- The LCDC must hold a public meeting to vote on the service charge proposal;
- Recommendation of public meeting to be forwarded to Local Government; and
- Following confirmation of Local Government support, forward a recommendation to the Minister.

The public meeting was held at the Katanning Library Community Room on Tuesday 19 September 2017, at which the following resolution was carried:

"That a Soil Conservation Service Charge be raised under section 25A of Soil and Land Conservation Act 1945 (amended 1999). This charge to be \$35 per rateable assessment for the financial years 2018-2019, 2019-2020 and 2020-2021, for the purpose of assisting with the funding of the following projects:

- i. Katanning LCDC District Landcare Officer and Resource Centre*
- ii. Project development for on ground works for salinity management (draft title)"*

Officer's Comment:

The Katanning LCDC is a local community group that has been very effective over the past years in undertaking many landcare initiatives including the Lake Ewlyamartup restoration project and Piesse Lake revegetation project and is worthy of Council's continued support.

A copy of the Minutes of the public meeting are attached

Statutory Environment:

Soil and Land Conservation Act 1945

The Minister, acting on advice of an LCDC, may impose a service charge on landowners to meet the cost of providing a soil conservation service.

25A. Imposition of rate or service charge

- (1) Subject to subsections (6) and (7) the Minister acting on the recommendation of the district committee for a land conservation district may, by notice published in the *Gazette*, impose a rate in respect of that district or such part of that district as is specified in the notice, and where a rate is so imposed rates shall be assessed, collected and paid on land in accordance with this Division at the rate so imposed.
- (3) Subject to subsection (5) a rate imposed under subsection (1) applies to all land within the land conservation district or part of a land conservation district, as the case may be, that is at the time of the imposition of the rate rateable land in a local government district for the purposes of Part 6 of the *Local Government Act 1995* and the amount payable by way of rates on any land —
 - (a) shall be assessed on the gross rental value of that land or unimproved value of that land, as the case may be, shown at that time in the rate record of the local government of that district; and
 - (b) is payable by the owner of that land as shown at that time in the rate record of the local government of that district.
- (3a) Subject to subsection (5), a service charge imposed under subsection (1a) —
 - (a) applies to all land within the land conservation district or part of a land conservation district, as the case may be, that is at the time of the imposition of the service charge rateable land in a local government district for the purposes of Part 6 of the *Local Government Act 1995*; and
 - (b) is payable by the owner of that land as shown at that time in the rate record of the local government of that district.
- (7) Before exercising any power conferred on him by this section the Minister shall consult with the local government of each district that is wholly or in part comprised within the land conservation district, or part of a land conservation district, in respect of which the power is proposed to be exercised.
- (8) Before imposing a service charge the Minister is to ensure that the prescribed steps have been taken or will be taken by the district committee for the land conservation district in which it is proposed to impose the service charge.
- (9) The steps that are prescribed for the purposes of subsection (8) in relation to a proposed service charge are to include —
 - (a) the holding of one or more public meetings for the consideration of the service charge by persons who would be required to pay it and who attend such a meeting;
 - (b) the placing of prescribed information before any such public meeting; and
 - (c) the giving of an opportunity to persons referred to in paragraph (a) to vote at a public meeting for or against the service charge or otherwise to express their views.
- (10) Regulations made as mentioned in subsection (9)(a) in relation to public meetings are to include —
 - (a) requirements to be observed in connection with the calling of any public meeting, including a requirement to give public notice of the meeting;
 - (b) provision as to the chairperson; and
 - (c) provision for the procedures to be followed, including provisions for a quorum and in respect of voting.
- (11) The imposition of a service charge is of no effect if any prescribed step is not taken or is not taken in accordance with the regulations.

Policy Implications:

Nil.

Financial Implications:

The Service Charge raised in 2017/18 at \$30 per assessment was approximately \$63,500. It is estimated this will increase to approximately \$74,500 if the service charge is increased to \$35 per rateable assessment. The Shire receives an administration fee of 5% (approximately \$3,700).

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

N1 Aspiration: a community and Council that are environmentally aware and engaged

Objective N1.1 – Promote environmentally friendly action

N2 Aspiration: a high level of biodiversity and healthy ecosystems

Objective N2.1 – Encourage the community to feel proud and take ownership of public spaces

Officer's Recommendation/Council Motion:

OC/17 That Council:

- 1) Endorses the Katanning Land Conservation District Committee's (LCDC) recommendation that a Soil Conservation Service Charge be raised under section 25A of Soil and Land Conservation Act 1945 (amended 1999). This charge to be \$35 per rateable assessment for the financial years 2018-2019, 2019-2020 and 2020-2021, for the purpose of assisting with the funding of the following projects:
 - i. Katanning LCDC District Landcare Officer and Resource Centre
 - ii. Project development for on ground works for salinity management (draft title); and
- 2) Advises the Katanning LCDC that the Shire of Katanning is willing to levy and collect the service charge on their behalf, and confirm that the administration fee for collection will remain at 5%.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.6 ADVISORY COMMITTEE MEETING

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

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

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

OC/17 That Council closes the meeting to the public to consider the following item regarding the appointment of Executive Manager Finance & Administration.

CARRIED/LOST:

13.1 **Appointment of Executive Manager Finance & Administration**
(ATTACHMENT)

File Ref: PR.RE.5

Reporting Officer: Julian Murphy, Chief Executive Officer

Date Report Prepared: 21 November 2017

Reason For Confidentiality

The Chief Executive Officer's Report is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with matters affecting an employee and the personal affairs of a person.

Officer's Recommendation/Council Motion:

OC/17 That Council endorses the appointment of the preferred applicant, as per the confidential report prepared by the CEO, to the position of Executive Manager Finance and Administration, in accordance with section 5.37(2) of the *Local Government Act 1995*.

Voting Requirement: Simple Majority

CARRIED/LOST:

PROCEDURAL MOTION**MOVED:****SECONDED:**

OC/17 That Council reopens the meeting to the public.

CARRIED/LOST:

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ____ pm