



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

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

**MINUTES OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of Ordinary Council Meeting of the Shire of Katanning held on  
Tuesday 23 October 2018, in the Shire of Katanning Council Chambers,  
14 Austral Terrace, Katanning, commencing at 6:00pm.

**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 6.01pm.

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

Presiding Member: Cr John Goodheart – Deputy President

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

Council Officers: Julian Murphy, Chief Executive Officer  
Lisa Hannagan, Executive Manager Finance and Administration  
Sam Davis, Executive Manager Projects and Community Building  
Andrus Budrikis, Executive Manager Property and Assets  
Paul Webb, Executive Manager Infrastructure and Development  
Delma Baesjou, Planning Consultant  
Sophie Justins, Executive Assistant to CEO

Gallery: Ann Gordon  
June Thomas  
Matt Collis  
Beth Collis  
Isabel Collis  
William Collis  
Keith Ohlsen  
Angela Ohlsen  
Susan Lee

Media:

Apologies: Libby French, Manager Finance

Leave of Absence: Cr Liz Guidera - President

**3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS**

Nil.

**5. PUBLIC QUESTION/STATEMENT TIME****June Thomas Question**

June Thomas addressed Council in relation to Illareen Development proposal. June queried the recommendation and asked for clarification on updating the technical report and structure plan.

Cr John Goodheart invited Planning Consultant Delma Baesjou to respond to June Thomas.

**Delma Baesjou Response**

Delma Baesjou explained that the officer recommendation, should Council support the recommendation, it is asking for the document to be made clearer between the boundaries of Lots 51 & 52 and the proposed hatched lines.

**June Thomas Question**

June asked if the property been surveyed?

**Delma Baesjou Response**

Delma responded to advise the property boundary has been identified. The suggestion is for the creekline protection, parts of that should be wider than shown. The technical document needs to be made clear as to what needs to change in the future.

**June Thomas Question**

June asked if the applicant have asked to take some of that land of Lot 51? June explained that everything is running fine as it is as an agricultural block so why would land be taken from that land and not the applicants land, for the creek to be made safe?

**Delma Baesjou Response**

Delma explained that the structure plan will not force any change to the short term use of Lot 51. The State Government has advised that it needs to include the two properties to the north. The modification that has been recommended is to make it clear that there does not need to be any change in the short term and you are able to use your property as you currently using for.

**June Thomas Question**

June explained this is her concern with this development, as it will change the creek area and there will be more water coming down.

**Cr John Goodheart Response**

John Goodheart suggested a separate meeting to seek further clarification with Delma.

**June Thomas Response**

June accepted the suggestion from Cr John Goodheart.

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

**7. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil.

**8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 25 September 2018  
(SEE ATTACHED MINUTES)**

**MOVED: CR DANNY MCGRATH**

**SECONDED: CR OWEN BOXALL**

**OC125/18 That the minutes of the Ordinary Council Meeting held on Tuesday 25 September 2018 be confirmed as a true record of proceedings.**

**Voting Requirement:** Simple Majority

**CARRIED: 7/0**

Chief Executive Officer Julian Murphy left the room at 6.10pm.

Chief Executive Officer Julian Murphy returned to the room at 6.12pm.

**9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

On the 20 September 2018 Council held a public forum for Local Contractors and Suppliers. The purpose of the meeting was to keep local businesses informed of the requirements of the Shire's Purchasing and Procurement Policy. The forum was well received as it gave good understanding on how to secure work with the Shire and also gave Council better understanding on what needs to change within the Policy.

Prior to last months Council Meeting, Councillors and Staff were involved in a brainstorming session to assess possible opportunities and possible threats to our community. There were many excellent ideas discussed for further development to attract people and businesses.

Cr John Goodheart noted that the Shire staff are up to their eyeballs in work with the existing projects. John believes that Council should not lose site of planning for the next working opportunities otherwise Council could be 2-3 years starting other projects.

Currently the Federal Government has announced that it wants to encourage immigrants to move to regional Australia. Katanning is recognised as one of the best practised multiculturalism sites in Australia and therefore presents an opportunity for Council to review and look at ways of attracting more people to the town.

Recently Councillors and Senior Staff attend the Police Remembrance Day held at the Katanning Police Pools. A wreath was laid on behalf of the community.

Cr John Goodheart and Shire President Liz Guidera met with Robyn Miller and the Katanning Health Campus via video conference. Community concerns were discussed regarding a lack of doctors in town. John was pleased to report that after considerable work being done through St Luke's and through the Health Campus to ensure ongoing coverage for doctors for the rest of the year and recruitment process for getting doctors in the new year.

The role of health, law and order, education etc is traditionally a State Government responsibility, there is a growing need for Councils to take on an advocacy role and promote what we need in the country for our communities. The Shire President and CEO have already been involved in advocacy matters such as staffing levels at local police station, housing subsidies for Police in regional locations, medical services, issues with the high school, RAV ratings for road systems, harvest mass management schemes. The Councils role in advocacy is going to be increasing.

Council is making good progress to the Welcome Precinct thanks to the Shire staff. There will be some big things happening in our town next year. Council is at the stage where we need to look what we are going to do next once these projects are up and running. As Councillors a lot of the work is passing on to the staff getting all of the projects done in operation stage and the role of Councillors is going to diminish remarkably in the new year. One item that Cr Goodheart would like to propose is in the first quarter of next year is, if the Councillors get together and look what further opportunities we have for the development of the community. In particular Cr Goodheart would like to go back and look at the Supertowns Project and see what is in there that has not been properly addressed knowing that we lost \$3,000,000 out of that Supertown funding as part of this current project, if there is anything else that we need to review and see if we can go back and have another crack at it.

<b>10.     REPORTS OF COMMITTEES AND OFFICERS</b>
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## 10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS

### 10.1.1 Development Application – Dwelling Lot 805 Wake Road, Moojebing

**File Ref:** A3468 201819015 PA/18/11416 DA Ref 5N

**Reporting Officer:** D Baesjou, Consultant Planner

**Date Report Prepared:** 2 October 2018

**Issue:**

To consider an application for a Dwelling House at Lot 805 Wake Road, Moojebing.

**Body/Background:**

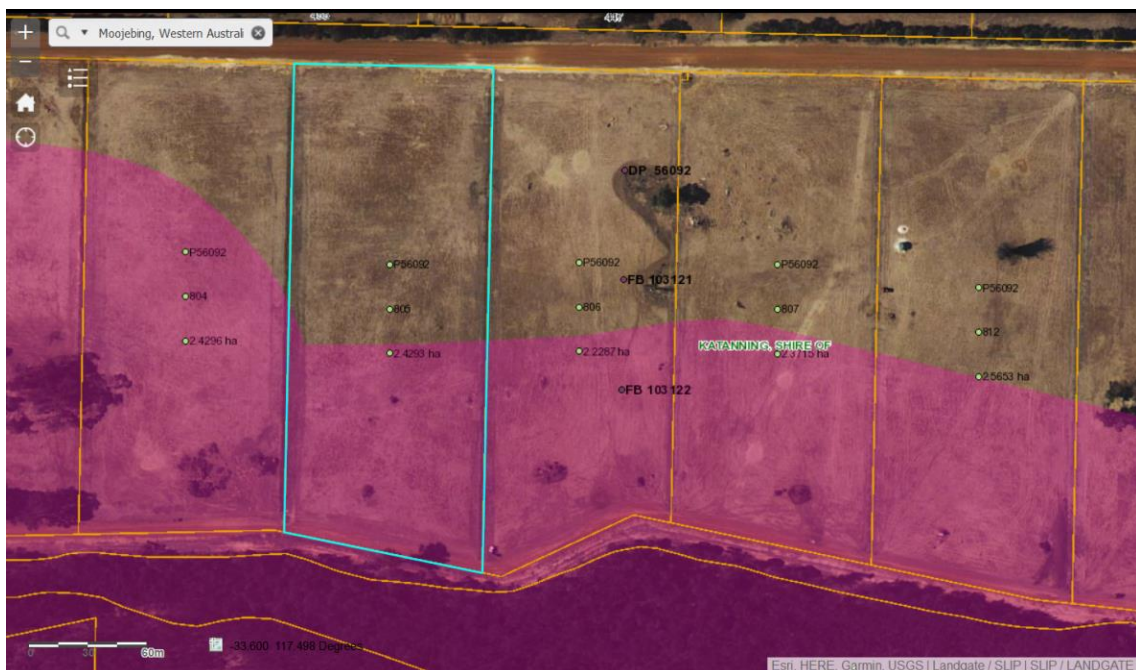
A development application has been received for a new four bedroom Dwelling. The plans show a 22.2m x 11.6m timber stud framed structure with Hardiplank fibre cement cladding and colorbond roofing. The main wall colour is 'Solver WA white' and the roof is 'shale grey'.

The proposed Dwelling is to be setback 21m from the front boundary, 30 and 58.3m from the side boundaries and approximately 200m from the rear (southern) boundary.

The subject land is zoned Rural under Local Planning Scheme 5 (LPS5). Notwithstanding 'Single House' is listed as 'P' permitted in the Rural zone, this proposal does not satisfy the 50m minimum front setback standard set out in the Scheme. Accordingly this Development Application requires determination by the Council.

Lot 805 is 2.4293ha and has frontage to Wake Road along the full length of the northern boundary.

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

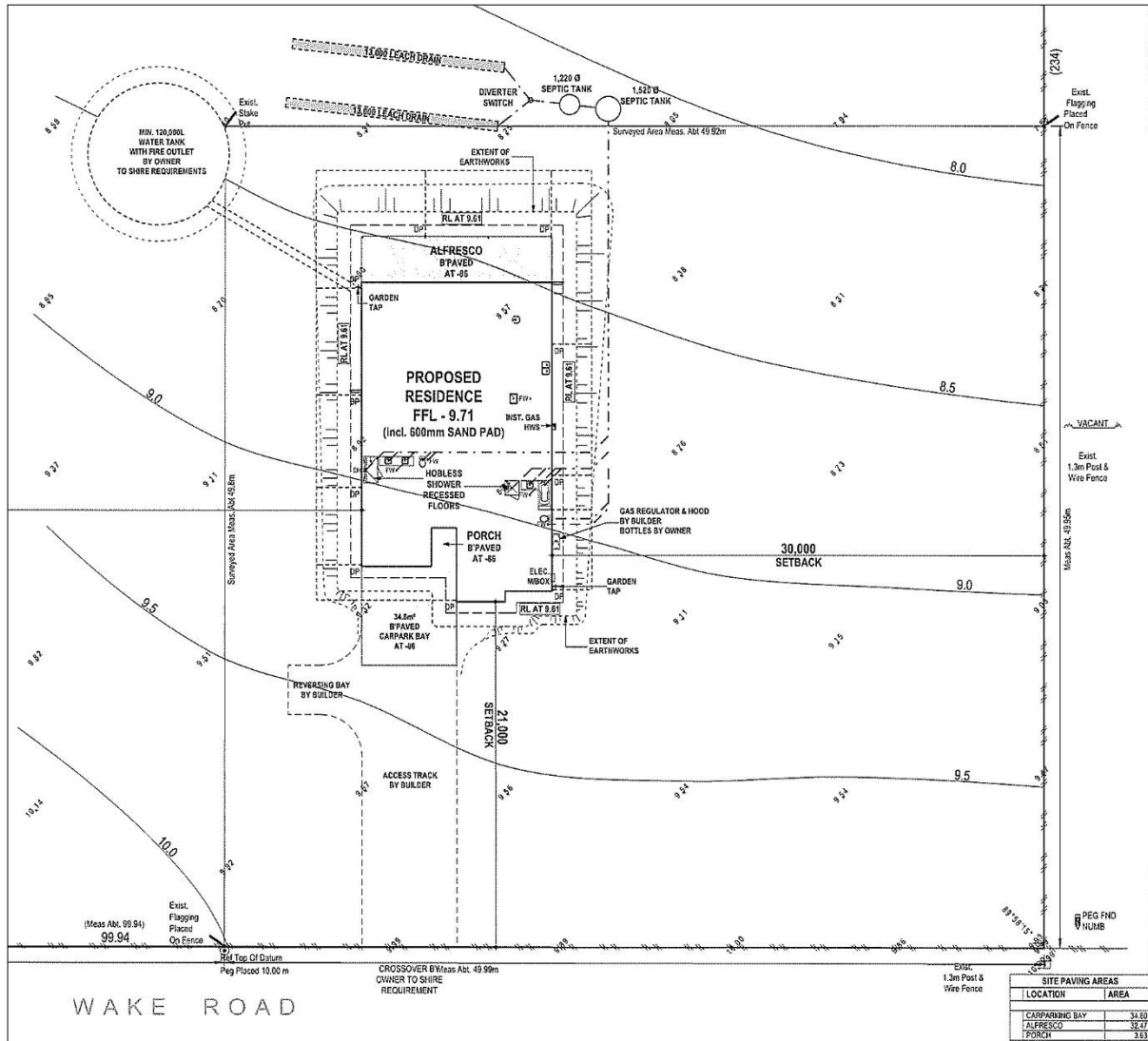


***Aerial image of Lot 805 Wake Road, Moojebing - showing subject land and Bush Fire Prone designation***

## Officers Comment

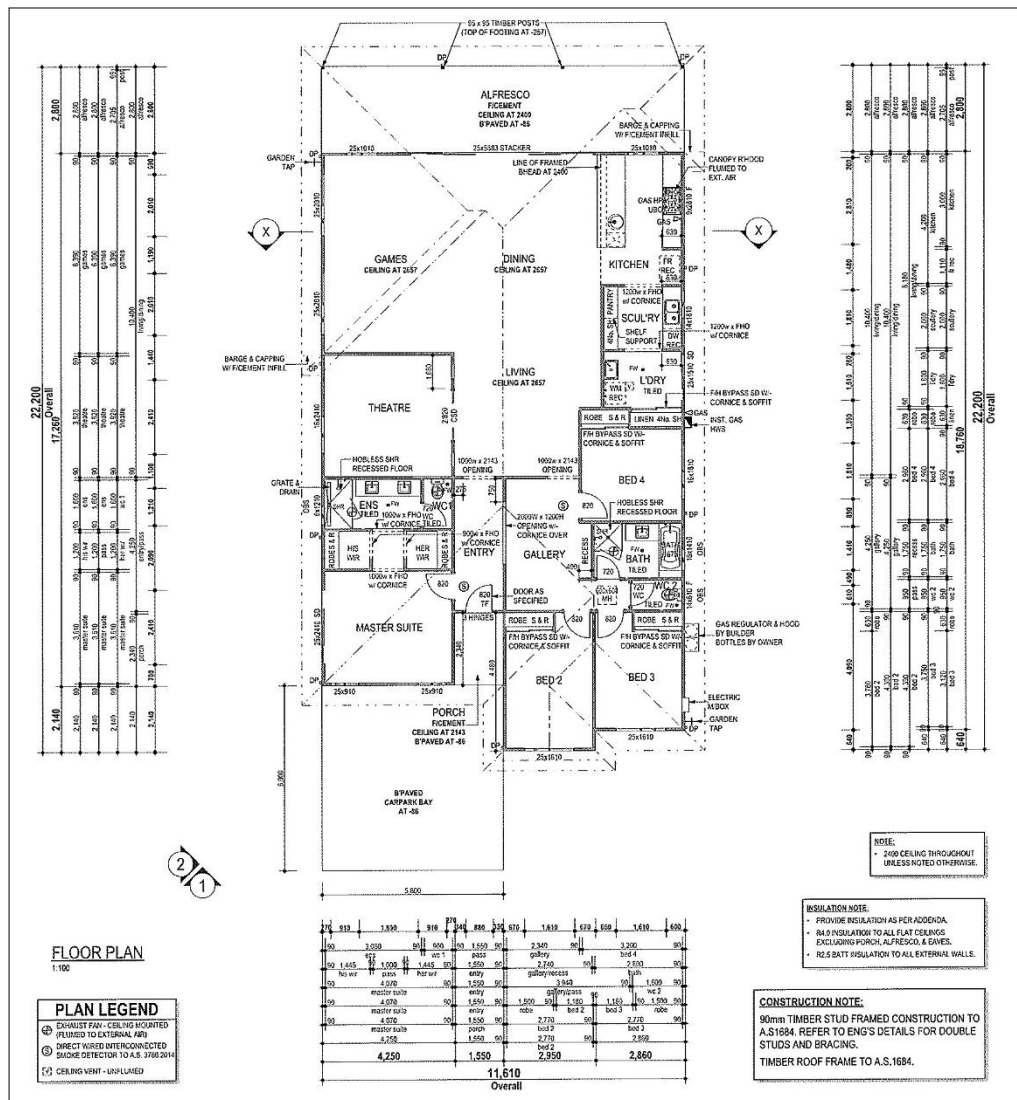
The subject land is considered to be of sufficient size to accommodate the proposed development. The dwelling is consistent with other nearby development and compatible with land uses in this area. It is considered the appearance, size and bulk will have no significant impact on adjoining land.

The proposal is considered to meet the Scheme Objectives and for the Rural zone set out in Local Planning Scheme 5 (LPS5). Development Approval is recommended, subject to conditions.

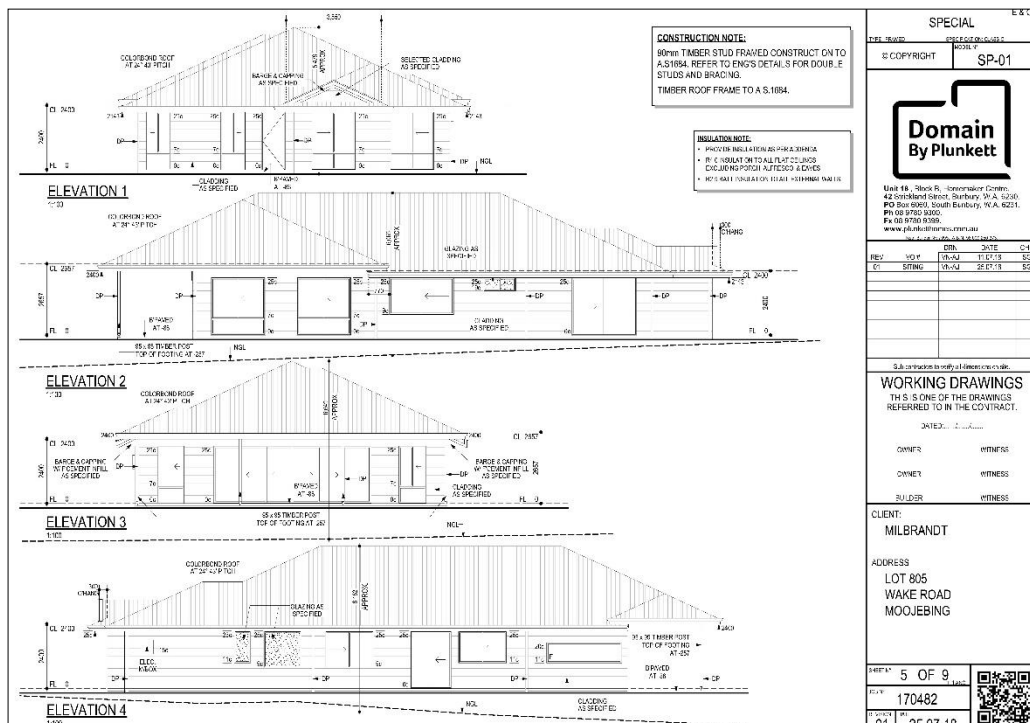


Site Plan





Floor Plan



Elevations

**Statutory Environment:**

Shire of Katanning Local Planning Scheme No. 5

The Planning and Development (Local Planning Schemes) Regulations 2015

The application was assessed, based on the requirements set out in LPS5 and the current Planning and Development Regulations.

The following summary compares the minimum and proposed setbacks for this development, based on the relevant site requirements prescribed in LPS5.

<b>Minimum Setbacks - Proposed Dwelling, Lot 805 Wake Road, Moojebing</b>			
<b>Boundary</b>	<b>Required Setback</b>	<b>Proposed Setback</b>	<b>Comment/ Assessment</b>
Front	50m	21m	<i>variation sought</i>
Side	15m	East – 58.33m	<i>Compliant</i>
		West - 30m	<i>Compliant</i>
Rear	15m	approx. 200m	<i>Compliant</i>

Clause 34 of LPS5 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 on the user/occupiers, inhabitants/neighbours or the likely future development of the locality. The Council may approve the application unconditionally or subject to appropriate conditions.

A reduced front setback for this dwelling allows for easier access to services (power, telecommunications and the local road network) and is in line with other Rural Living developments in Moojebing Heights. It also provides greater separation from the vegetated Conservation Reserve and creek to the south of the subject land.

As set out in LPS5 Item 8 of Table 8 the development is required to have potable on-site water storage capacity of at least 135kl, with bottom ¼ set aside for firefighting purposes. The plans show an indicative tanks site and nominate 120kl minimum capacity. Revised and detailed plans for the proposed water tank/s, in accordance with LPS5 and the Moojebing Fire Management Plan are required prior to the issue of a Building Permit. Recommended Conditions 2 and 3 refer.

Portion of the subject land is within a designated Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner. The proposed development is wholly outside the pink BFPA so there is no requirement for a BAL Assessment; an 'Exemption' from the requirements of SPP 3.7 and the deemed provisions is considered to apply in this case. Furthermore, the development is required to address the Fire Management Strategies set out in the 2008 Moojebing Fire Management Plan, including provision of water for firefighting purposes, fire breaks and maintenance of Hazard Separation/low fuel Zone.

**Policy Implications:**

Nil

**Financial Implications:**

The applicants have paid the \$742.73 Planning Application Fee; Receipt No. 245302.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The risk relates to the potential for the Applicants to exercise their right to apply for a review by the State Administrative Tribunal (SAT) should they be aggrieved by this determination for a proposed dwelling in Wake Road, Moojebing. In this case, the perceived level of risk is considered to be "Low (2)" based on the "Minor" consequence (2) of financial impacts and the "Rare" likelihood (1) that the Applicant would challenge the Council's decision to relax the front setback standard from 50m to 21m and grant planning approval subject to standard conditions, in accordance with Local Planning Scheme No. 5. The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B2	Places for the community to live, work and connect.
OBJECTIVE	B2.3	Orderly development (Town Planning).

**Officer's Recommendation/Council Motion:****MOVED: CR DANNY MCGRATH****SECONDED: CR ERNIE MENGhini**

**OC126/18** That Council grants the Development Approval for Lot 805 Wake Road, Moojebing for the purpose of dwelling (front setback variation), subject to the following conditions:

- 1. Development to be generally in accordance with the approved plans.**
- 2. Provision of a potable water supply having a capacity of not less than 135kl. Tanks specifications, including details of the proposed outlets and couplings to be submitted prior to the issue of a Building Permit**
- 3. Implementation of relevant measures required under the Moojebing Fire Management Plan, including of Property Owner's Responsibilities and provision of a static water supply of a minimum of 10,000L for firefighting, establishment and maintenance of the strategic fire break and low fuel zones.**

**Advice Notes**

- I. Stormwater runoff from the new structure to be adequately controlled on-site. Any connection to the district drainage system to be to the satisfaction of the Director of Engineering Services, in accordance with Engineering requirements and design guidelines.**
- II. Construction and siting of any proposed crossover requires prior approval and is to be in accordance with Shire of Katanning specifications and requirements.**
- III. Wastewater is to be managed by way of an approved on-site disposal system.**
- IV. The property is to be maintained in accordance with the Shire of Katanning Fire Management Requirement Notice, applicable at the time.**
- V. This Development Approval does not constitute a Building Permit.**
- VI. Future development/works to comply with the Building Code of Australia and relevant statutes.**

**Voting Requirement:** Simple Majority.

**CARRIED: 7/0**

Cr Danny McGrath spoke for the motion.

Cr Ernie Menghini spoke for the motion.

### 10.1.2 Conning Road – Widening and Dedication

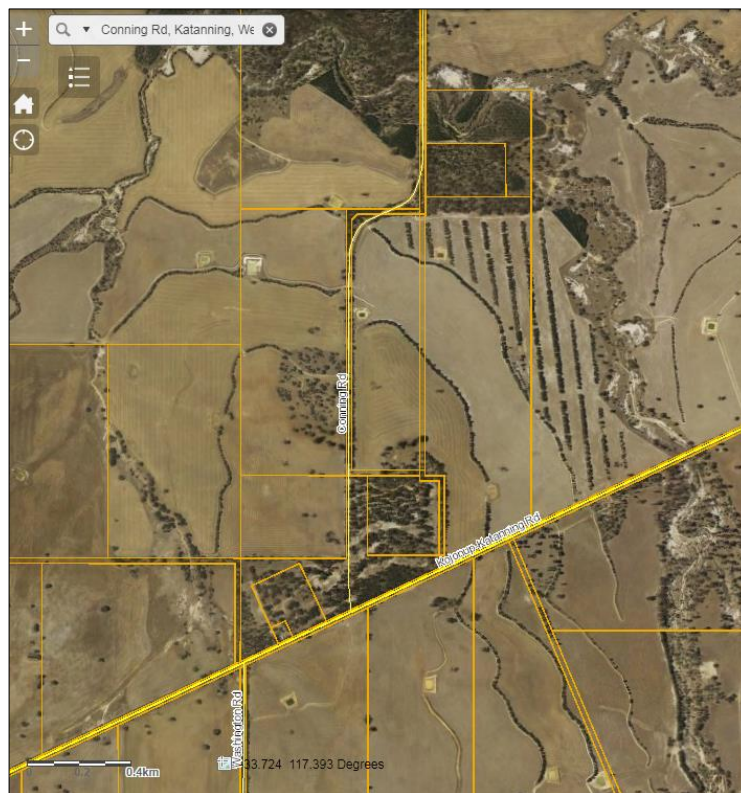
**File Ref:** LP.SB.1 A3243  
**Reporting Officer:** Delma Baesjou  
**Date Report Prepared:** 15 October 2018

**Issue:**

To initiate the widening and dedication of sections of Conning Road in the vicinity of Lots 626 and 896, Carrolup.

**Body/Background:**

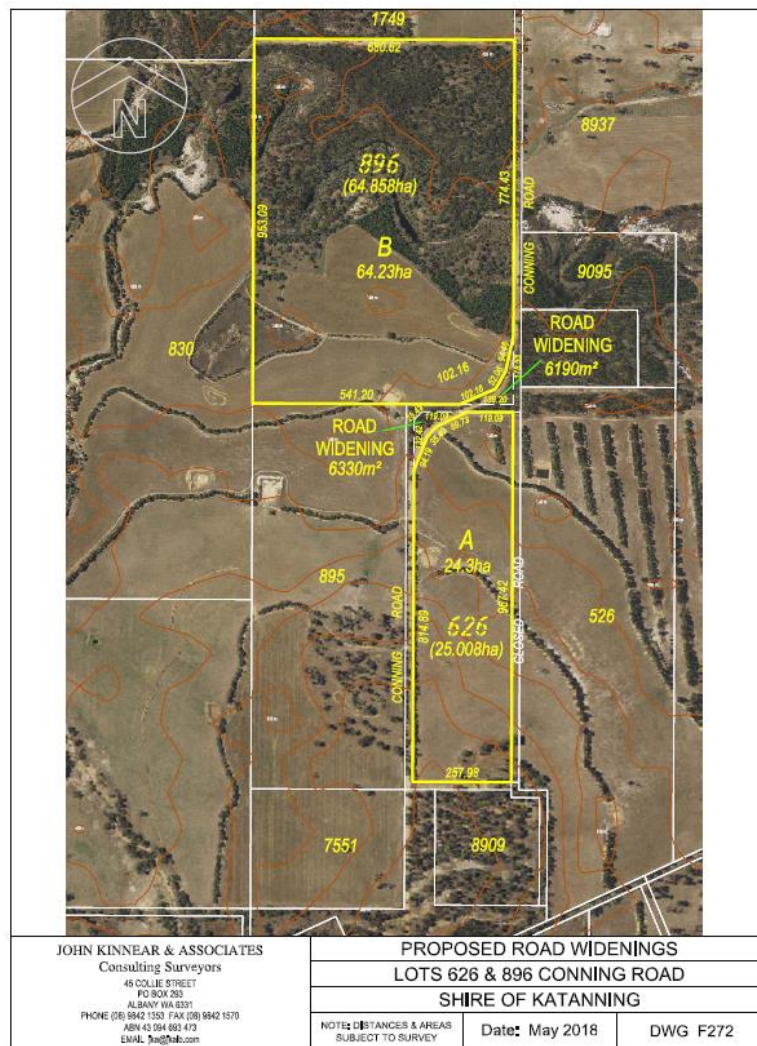
Sections of Conning Road, Carrolup have been constructed outside the existing road reserve. Correspondence was received from the owner of Lots 626 and 896 Conning Road requesting the matter be rectified, citing concerns regarding liability.



**Officer's Comment:**

There is scope to widen the existing road reserve and seek its dedication under Section 56 of the Land Administration Act (LAA).

A sketch plan has been prepared showing a proposed widening of the as-constructed sections of Conning Road within adjoining Lots 626 & 896 (Refer Drawing DWG F272).



The cumulative area of the road widenings shown on sketch is 1.2520ha. An un-made section of Conning Road through Lot 626 is shown as 'closed road'. It is shown as 1.947ha. Further investigation into the status of this land is required, however preliminary comments from staff at the Department for Planning Lands and Heritage indicate there may be scope for its amalgamation into Lot 626 and a land swap associated with the proposed road widening.

The southern section of Conning Road, including its only connection to the Kojonup-Katanning Road, is through Lot 8908, Reserve 7548. The Reserve is vested with the Shire of Katanning for the purpose of Recreation. As Crown Land, there are additional requirements under Section 177 of the LAA for the taking of land for the purpose of a road. An un-made section of Conning Road shows along the northern and eastern boundaries of Lot 8909, Reserve 7548. There is scope for its formal closure and incorporation into Lot 8909. Given its historic use and the remnant vegetation, there may be implications under other legislation such as the Heritage Acts and Soil and Land Conservation Act.

In the first instance, it is recommended the Council initiate the road widening and dedication of the as-constructed sections of Conning Road within freehold Land. Subsequent stages of the project might involve rationalisation of the redundant sections of the Conning Road reserve.

#### **Statutory Environment:**

Land Administration Act 1997.

Land Administration Regulations 1998



**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

The Shire of Katanning will incur administrative and survey costs and Fees associated with the road widening and dedication. Such cost is estimated to be between \$7000 and \$9000. Additional State Government Fees in the order of \$4,600 will apply should it be necessary to make application to the Western Australian Planning Commission for Subdivision/Amalgamation.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	ECONOMIC	
ASPIRATION	E3	Sustainable economic and population growth.
OBJECTIVE	E3.2	Continue to build Katanning's reputation as a strategic sub-regional service centre and economic hub.
OBJECTIVE	E3.2.1	Provide strategic direction and advocate for the delivery of services appropriate to a regional centre.

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

**MOVED: CR OWEN BOXALL**

**SECONDED: CR DANNY MCGRATH**

**OC127/18 That Council:**

1. Requests the Minister for Lands dedicate as a road the land shown as 'road widenings' in Drawing DWG F272, pursuant to Section 56 of the Land Administration Act 1997.
2. Indemnifying the Minister against claims for compensation for costs and expenses reasonably incurred.
3. Advises the Department of Planning Lands and Heritage it supports a land swap and/or amalgamation of the existing closed road through Lot 626 into the adjoining freehold property.
4. Seeks advice and clarification from the Department of Planning Lands and Heritage on the most expedient course of action and likely costs associated with formalising the as-constructed section of Conning Road within Lot 8909, Reserve 7548 and rationalising the un-made sections of the Conning Road reserves along the northern and eastern boundaries of Lot 8909.

**Voting Requirement:** Simple Majority.

CARRIED: 7/0

Cr Owen Boxall spoke for the motion.

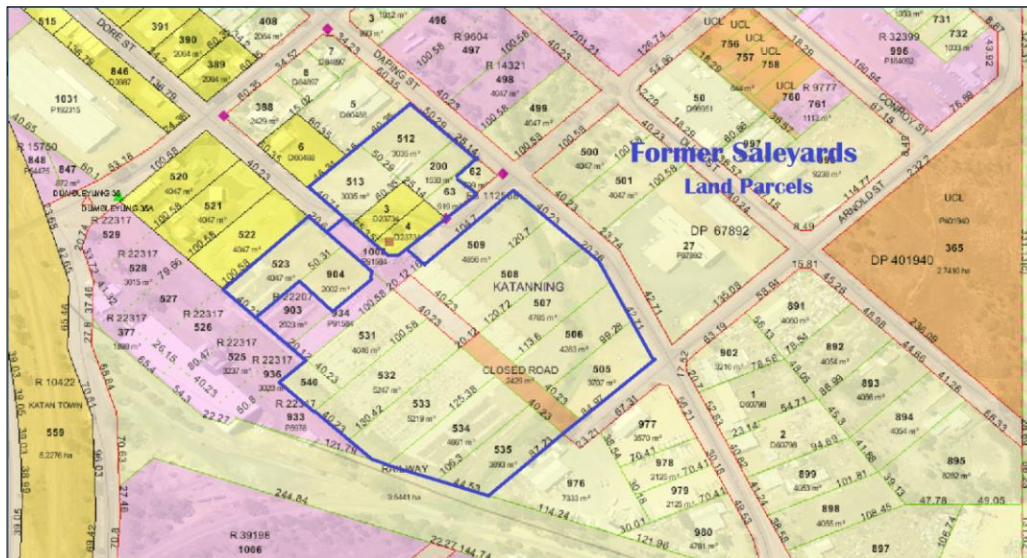
### 10.1.3 Former Saleyards – Disposal of Lot 63

**File Ref:** CP.AL.3  
**Reporting Officer:** Delma Baesjou, Consultant Planner  
**Date Report Prepared:** 12 October 2018

**Issue:**

To determine the proposed disposal of Lot 63 Anderson Street (former Saleyards, Dore and Daping Streets) Katanning.

Lot 63 is one of seventeen (17) freehold lots owned by the Shire of Katanning that comprise the former Saleyards. Since its closure and decommissioning, the site has been unoccupied.



Aerial view showing Lot 63 with existing pump station to the right (north)

**Body/Background:**

In the latter part of 2016 the Water Corporation sought comment on the prospect of acquiring Lot 63 to facilitate upgrading of its waste water pump station (WWPS) infrastructure to remedy flooding issues on adjoining Lot 62. In the interim, the Water Corporation was considering alternative design options for its facility and subsequently undertook due diligence and evaluation of the contaminated site assessment.



A formal expression of interest from the Water Corporation was received in August 2018. The offer is for 'current market value' together with reimbursement of 'reasonable costs of transfer and conveyancing'.

A report on this matter was considered by the Council at its meeting held 28 August 2018. Item 10.1.1 OC101/18 refers. It was resolved:

*That Council:*

- 1. Gives local public notice, pursuant to Section 3.58 of the Local Government Act 1995, inviting submissions on the proposed disposition of Lot 63 Anderson Street (aka Dore Street), Katanning.*
- 2. At the conclusion of advertising a further report be prepared for consideration by the Council.*

An independent valuation has been obtained for Lot 63. The Value of the property was assessed at \$15,000 on 4 September 2018.

In accordance with the requirements of the Local Government Act, the Shire of Katanning advertised the disposal of Lot 63 to the Water Corporation for the consideration sum of \$15,000, plus GST. Notices were published in the Great Southern Herald on Thursday 13 September 2018 and on the Shire of Katanning Web site. The advertising period closed on Friday 28 September 2018. No submissions or objections were received.

On 24 September 2018 confirmation was received via email from Russell Tyler, Advisor - Property Acquisitions, Procurement & Property that "Water Corporation accepts the Shire's proposal to dispose of lot 63 for \$15,000".

**Officer's Comment:**

Disposal of Lot 63 is supported. It is considered disposal will not compromise future options for the balance of the Shire's property at the former Saleyards.

The offer of \$15,000 for Lot 63 is considered to be fair.

Lot 63 is relatively unconstrained and serviced by/can be readily connected to power, sewer and water. The subject land is 919m<sup>2</sup> and has frontage to a constructed public road. Lot 63 is zoned General Industry under Local Planning Scheme No 5.

Lot 63 is approximately 45m from the Katanning creekline and is within the 'Extent of the Flood Area' identified on Figure 13F of the 2014 Katanning Flood Assessment prepared by Opus International. By extrapolating the anticipated 1:100 flood level, based on the 2m intervals and mapping contained in the Flood Assessment, the flood edge in the vicinity is estimated to be 302m AHD. It would appear that the Natural Ground Level at the site is between 302.3 and 302.8m AHD. Development is required to achieve the 500mm clearance from known flood level, as required by part 3(a) in Table 8 of draft LPS5. It is recommended that Water Corporation be advised the Shire of Katanning accepts no responsibility for any implications/consequences arising due to the subject land being within an identified flood prone area.

The nearby Katanning Creek as Heritage Place ID 22816 (Hunting Place, Natural Feature, Water Source). Accordingly, any works or development will be required to address and comply with comply with Aboriginal Heritage Act 1972.

Lot 63 on Plan 42540 on Certificate of Title Volume 2751 Folio 466 is the subject of Memorial K761385 ML – Contaminated Sites Act, Registered 4 November 2008. The Shire of Katanning recently received correspondence from the Department of Water and Environmental Regulation (DWER) advising the site has been reclassified to 'not contaminated – unrestricted use'. In accordance with Section 58 (3) of the Acts, DWER will give notice to Landgate to withdraw the current memorial lodged against the Title of Lot 63.

**Statutory Environment:**

Local Government Act 1995. - Section 3.58 relates to a disposition of local government property, including land.

Local Government (Functions and General) Regulations 1996 - Regulations 30 and 31 apply to the disposal of land.

Contaminated Sites Act 2003

A Local Government may dispose of property by way of public auction, public tender or, under Subsection (3) of S 3.58 of the LG Act by giving notice and inviting submissions. The minimum notice period is two weeks and any submissions are to be considered when deciding the matter. Full details, including the market value of the disposition, are to be recorded in the Minutes of the meeting.

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

There is no specific Fee for land transactions in the Shire's current Schedule of Fees.

Administrative, advertising and legal costs and Fees have been/will be incurred by the Shire. Some expenses will be recovered as the Offer from Water Corporation includes reimbursement of 'reasonable costs of transfer and conveyancing'.

Proceeds for the sale will go directly to the Shire of Katanning.

**Risk Implications:**

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

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

<b>PRIORITY</b>	<b>BUILT ENVIRONMENT</b>	
<b>ASPIRATION</b>	<b>B2</b>	Places for the community to live, work and connect.
<b>OBJECTIVE</b>	<b>B2.2</b>	Facilitate and encourage housing options; spaces for local service delivery, employment and recreation.
<b>OBJECTIVE</b>	<b>B2.2.2</b>	Aid the strategic development of spaces to facilitate service delivery, employment and recreation.
<b>PRIORITY</b>	<b>ECONOMIC</b>	
<b>ASPIRATION</b>	<b>E3</b>	Sustainable economic and population growth.
<b>OBJECTIVE</b>	<b>E3.2</b>	Continue to build Katanning's reputation as a strategic sub-regional service centre and economic hub.
<b>OBJECTIVE</b>	<b>E3.2.1</b>	Provide strategic direction and advocate for the delivery of services appropriate to a regional centre.
<b>OBJECTIVE</b>	<b>E3.2.2</b>	Ensure land use planning for commercial, industrial and residential development.

**Officer's Recommendation/Council Motion:****MOVED: CR DANNY MCGRATH****SECONDED: CR SERENA SANDWELL****OC128/18 That Council:**

1. **Accepts the offer of \$15,000 plus GST from Water Corporation for Lot 63 Anderson Street, Katanning, subject to:**
  - a. **Completion of a formal Offer and Acceptance; and**
  - b. **All statutory and administrative fees associated with the land transfer being met by the applicant.**
2. **Advises the Water Corporation:**
  - a. **All future development and use of the property is required to comply with relevant planning, environmental and heritage statutes; and**
  - b. **The Shire of Katanning accepts no responsibility for any implications or consequences arising due to the subject land being within an identified flood prone area.**
3. **Authorises the Shire President and Chief Executive Officer to complete all relevant documentation, sign and affix the common seal on behalf of the Council.**

**Voting Requirement:** Simple Majority

CARRIED: 7/0

Cr Danny McGrath spoke for the motion.

#### 10.1.4 Great Southern Highway – Request for Road Widening/Dedication

**File Ref:** RD.SV.1 A2823  
**Reporting Officer:** Delma Baesjou  
**Date Report Prepared:** 5 October 2018

**Issue:**

To consider a request from Main Roads WA for several parcels of land adjoining a section of Great Southern Highway, Murdong to be dedicated as road reserve.

**Body/Background:**

Correspondence was received from Main Roads WA (MRWA) on 6 August 2018 seeking dedication of the land involved in the proposed widening of Great Southern Hwy (aka Northam Cranbrook Road). The section of road is south of the Katanning town site, between Greenhills Road North and McAuliffe Road. The plans show a proposed 10m widening on the western side of the existing road reserve.



**Officer's Comment:**

MRWA advises 'it has approached all land owners and other affected parties and arrangements for acquisition are being finalised.' Dedication as road reserve is sought to 'correctly reflect the tenure of the land to be acquired for road purposes'.

Although the Highway falls under the care, control and management of MRWA, it currently has no authority to request the Minister for Lands to dedicate the land as road. Typically, MRWA requests the local government pass such a resolution.

In email correspondence received 21 September 2018, MWRA's Land Acquisition Officer, Property Management Branch advised 'Main Roads will accept all liability for the action and will be solely responsible for all dealings with the landowners and government authorities'.



**mainroads**  
WESTERN AUSTRALIA

Enquiries: Josh Eiffler on 9323 6325

Our Ref: 17/8331

Your Ref:

6 August 2018

Mr Julian Murphy  
Chief Executive Officer  
Shire Of Katanning  
PO Box 130  
KATANNING WA 6317

Dear Mr Murphy

#### **NORTHAM CRANBROOK ROAD WIDENING IMPROVEMENTS**

Attached for consideration by the Council are plans depicting land required for improvement works to be carried out on the Northam-Cranbrook Road, SLK 272–278, Katanning. In order for the project to proceed, the land shown shaded on the enclosed copies of Land Dealings Plans (201801-LDP1 to 201801-LDP5) is required for inclusion in the road reserve.

Main Roads has approached all land owners and other affected parties and arrangements for acquisition are being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the *Land Administration Act 1997* that local governments resolve to dedicate the road.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements of Regional and Metro Services (RMS) at the Department of Lands who will be arranging dedication when the land has been acquired.

*"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans (201801-LDP1 to 201801-LDP5) as a road pursuant to section 56 of the Land Administration Act 1997."*

In addition please provide a copy of the minutes of the Council meeting relating to the resolution for Department of Lands records.

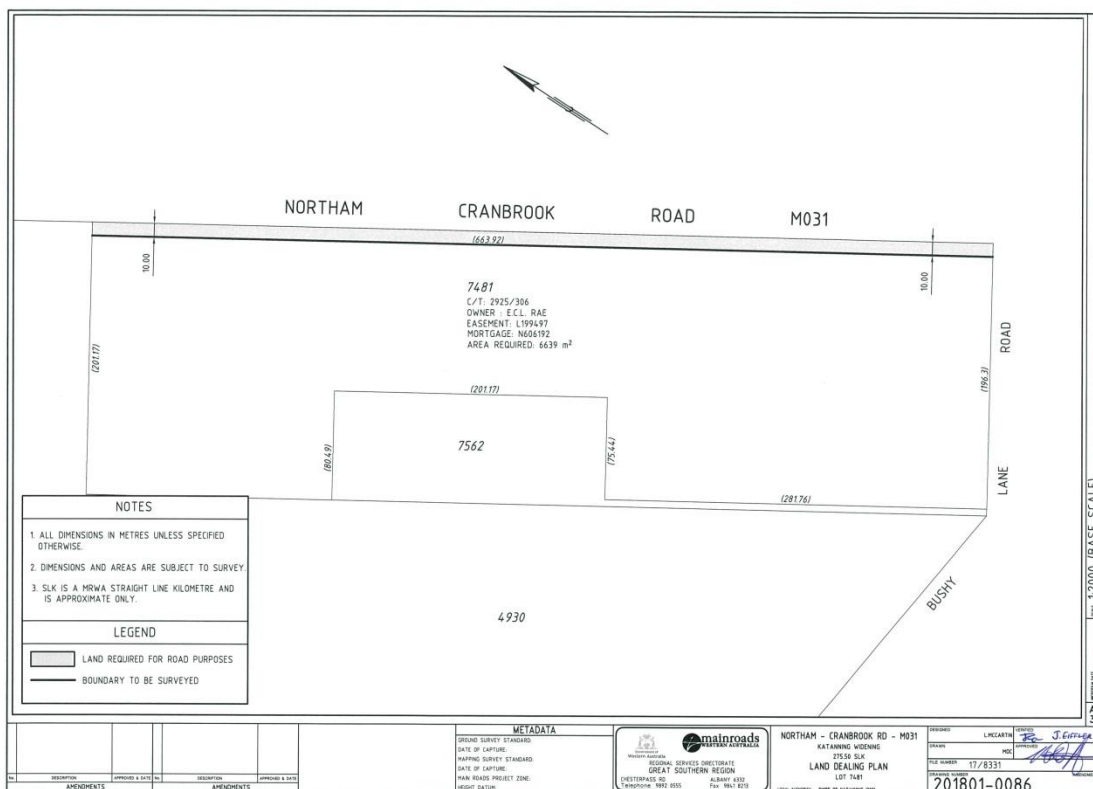
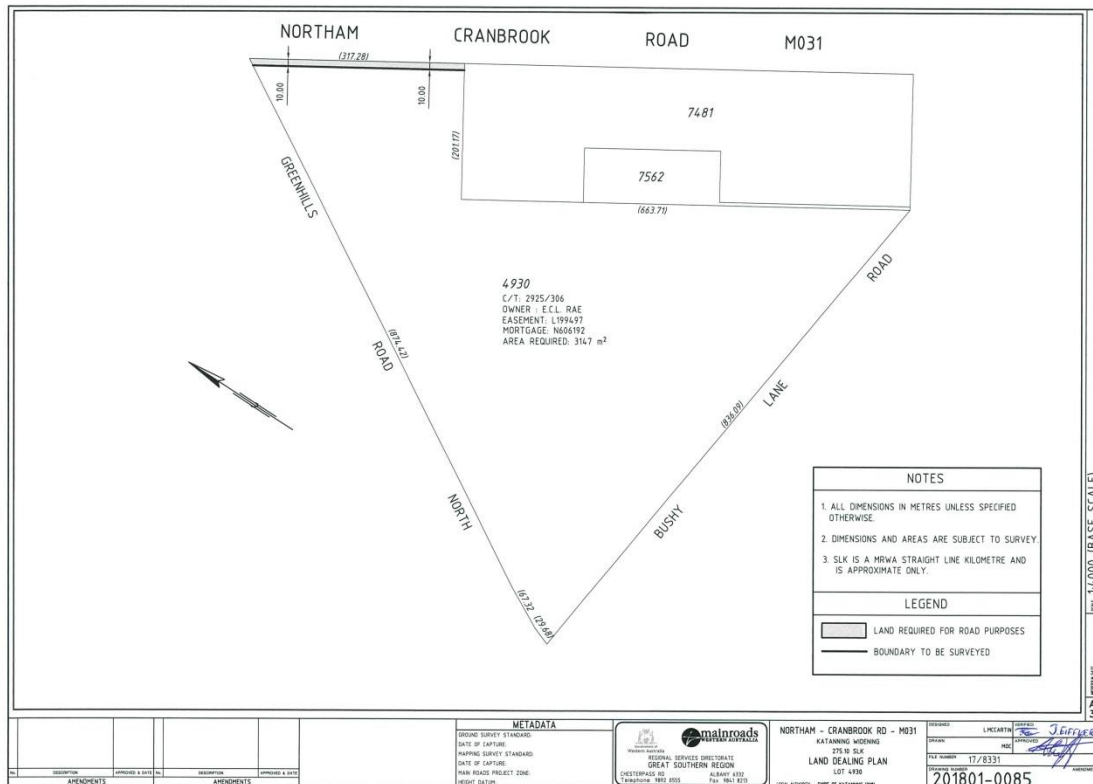
Main Roads will be responsible for any costs and claims that may arise as a result of the dedication

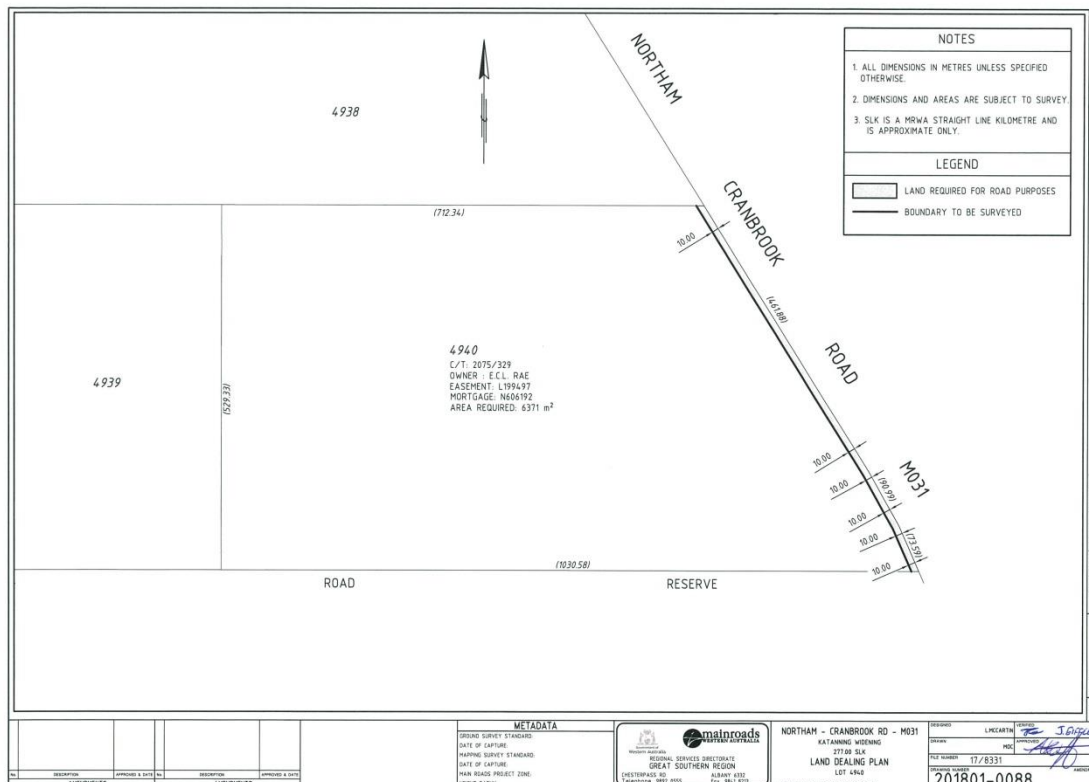
If you require any further information please contact me on 08 9323 6325.

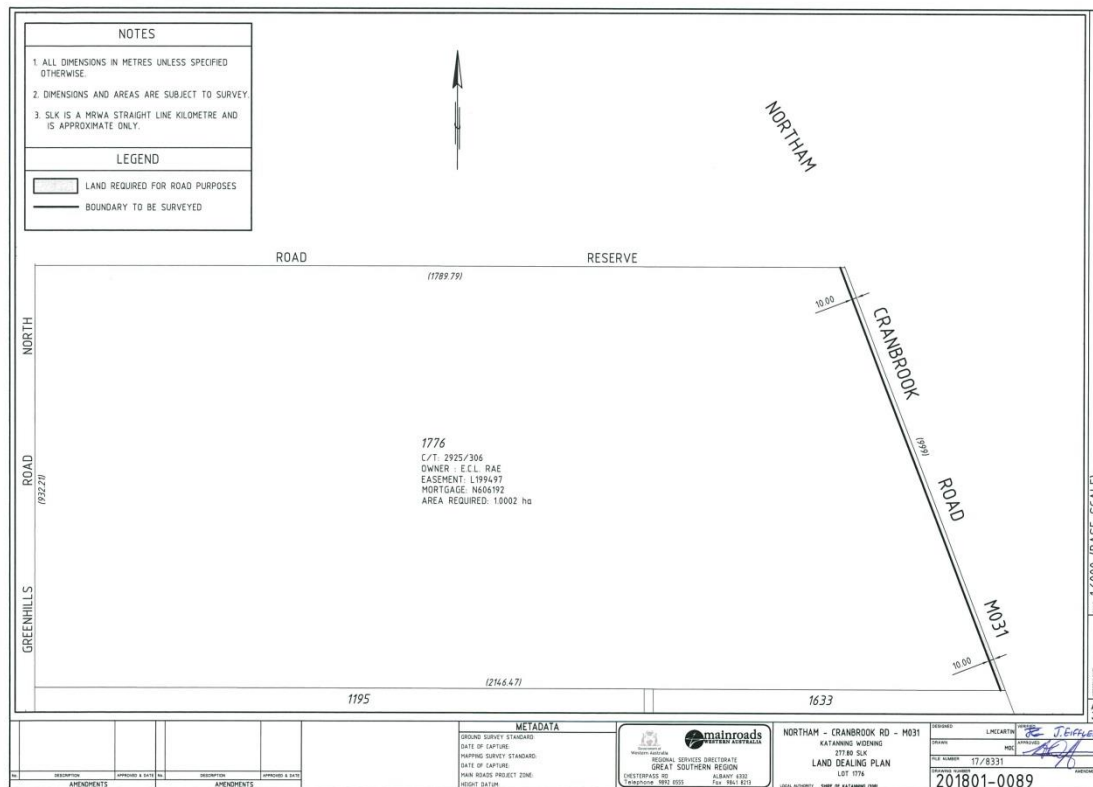
Yours faithfully

Josh Eiffler  
Project Manager  
Great Southern Region









### Statutory Environment:

Land Administration Act 1997.

## Land Administration Regulations 1998

### Policy Implications:

There are no policy implications for this report.

### Financial Implications:

There is no specific Fee for road dedications in the Shire of Katanning's current Schedule of Fees however there is scope to recover costs. In this case, MRWA has advised it will be responsible for any costs and claims that may arise as a result of the dedication.

### Risk Implications:

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

### Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	ECONOMIC	
ASPIRATION	E3	Sustainable economic and population growth.
OBJECTIVE	E3.2	Continue to build Katanning's reputation as a strategic sub-regional service centre and economic hub.
OBJECTIVE	E3.2.1	Provide strategic direction and advocate for the delivery of services appropriate to a regional centre.



**Officer's Recommendation/Council Motion:****MOVED: CR DANNY MCGRATH****SECONDED: CR ERNIE MENGHINI**

**OC129/18** That Council seeks dedication of the proposed 10m road widening of Great Southern Highway, Murdong (aka Northam Cranbrook Road) being land the subject of Main Roads WA Land Dealing Plans 201801-LDP1 to 201801-LDP5) as a road, pursuant to Section 56 of the Land Administration Act 1997, subject to Main Roads WA bearing all costs associated with the proposed road widening and indemnifying the Shire of Katanning against any costs and claims that may arise as a result of the dedication.

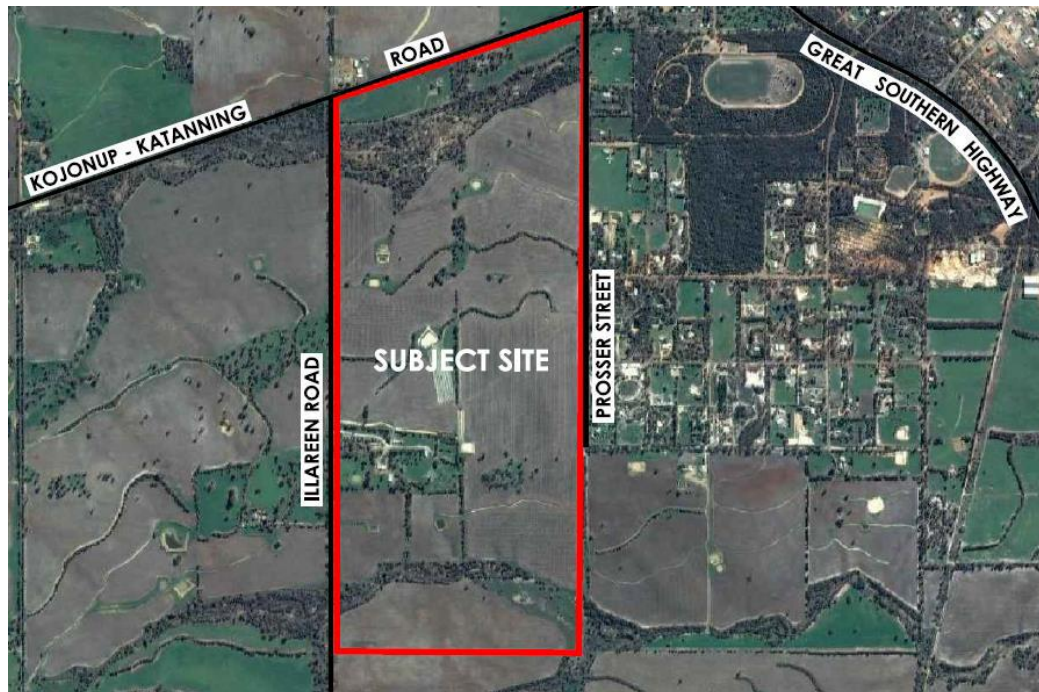
**Voting Requirement:** Simple Majority**CARRIED: 7/0**

### 10.1.5 Illareen-Prosper Structure Plan – Consideration of Submissions (ATTACHMENT)

**File Ref:** A3671 SPN/2199  
**Reporting Officer:** Delma Baesjou, Consultant Planner  
**Date Report Prepared:** 11 October 2018

**Issue:**

To consider the submissions and agency advice received during formal advertising of the draft the draft Illareen-Prosper Structure Plan.



Subject Site [Fig 2 Illareen Structure Plan]

**Body/Background:**

A Structure Plan for Lots 52 & 2979 Illareen Road and Lots 50 and 51 Kojonup-Katanning Road Katanning was submitted to the Shire of Katanning in May 2018. The Structure Plan was prepared by Taylor Burrell Barnett, on behalf of Elberton Property.

The Structure provides the framework and guidelines for future subdivision and development of approximately 240ha of land between Prosser Road and Illareen Road, Katanning.

The subject land is zoned Rural Residential under Local Planning Scheme No 5 (LPS5). Endorsement of the Structure Plan by the Western Australian Planning Commission (WAPC) is a pre-requisite to subdivision.

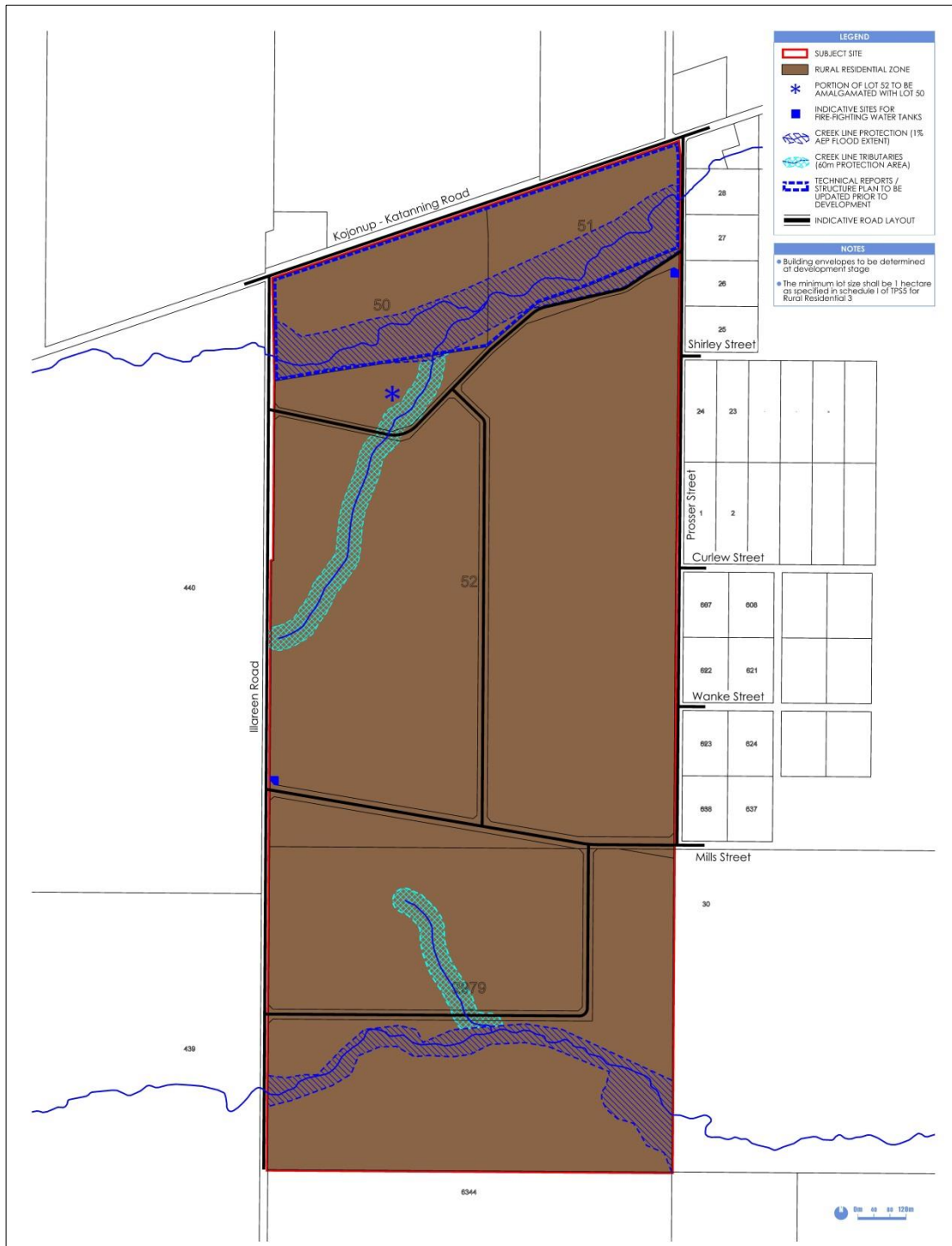
The draft Illareen-Prosper Structure Plan document comprises:

- Part 1 - Implementation
- Part 2 – Explanatory Information

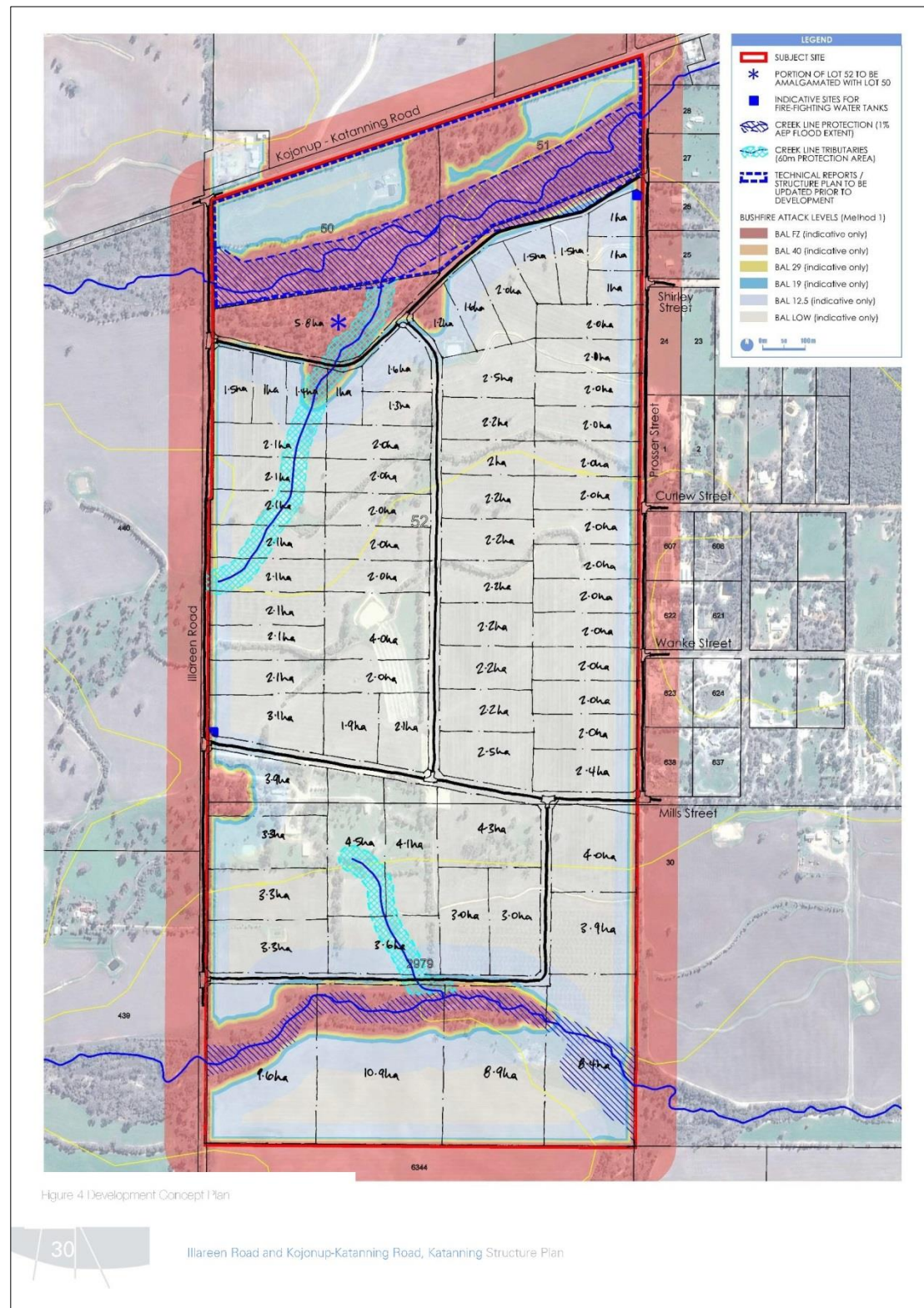
and 4 Technical Appendices:

- A. Bushfire Management Plan
- B. Environmental Assessment and Management Strategy

C. Local Water Management Strategy  
D. Engineering Servicing Report







The Concept Plan - Figure 4 (Above) provides for 72 Rural Living lots, ranging in size from 1 to 10ha, predominantly 2ha.

As set out in the Planning Regulations, the proposal was required to be advertised for a minimum of 14 days a maximum of 28 days. Accordingly, the notices were arranged in the local Newspaper, on the Shire's website and in the Shire's Administration Office. Letters were sent to adjoining landowners and Government Agencies, Infrastructure and Service Authorities inviting comment on the proposal.

A community information workshop was held on 5 September 2018, with 15 attendees, 2 Councillors and 2 staff members. Copies of the documents and supporting Technical papers, Information Sheets and Submission Forms were available at the Administration Office and on-line.

The Referrals & Notification Schedule (attachment AA) lists the 23 agencies and landowners, together with the date and nature of the responses and acknowledgements.

The Draft Structure Plan documents were forwarded to the Western Australian Planning Commission/Department of Planning and Infrastructure by post and through the eLodgement portal. The agency subsequently provided its confirmation of application lodgment and allocated reference number SPN/2199.

The formal submission period closed on 13 September 2018. At the time of preparing this report, fourteen (14) submissions had been received.

The submissions are listed in the Schedule of Submissions (Attachment BB). Of the responses received to date: one (1) provides conditional support; three (3) agencies have no objections; one (1) from Water Corporation provides advice and specifications; and six (6) raise concerns and objections.

The main issues that generated submissions relate to oversupply of hobby farm lots, viability, landuse conflict, amenity, stormwater management, water supply, onsite waste water disposal, salinity, creekline and vegetation protection, fire safety and document consistency.

As a result of the submissions, modifications to the draft IPSP have been recommended. The modifications are generally in response to agency, officer and public comments, to bring the document into conformity with contemporary standards and policy, to provide for staged servicing and land release and to address and inconsistencies and anomalies within the Appendices. See the Schedule of Modifications – (Attachment CC).

It is recommended the applicant be invited to submit additional information including revisions to the Bushfire Management Plan – Appendix A and the Local Water Management Strategy – Appendix C for endorsement by DFES and DoW and the Illareen-Prosser Structure Plan be modified in response to the additional information and to address the concerns raised in the submissions. The modified Structure Plan may be re-advertised, and then considered by the Council prior to determination by the Commission.

**Officer's Comment:**

The land is identified the land for future subdivision and development in the Local Rural Strategy, SuperTown's Growth and Implementation Plan, and the 2013 Planning Strategy. The subject land is appropriately zoned for Rural Living. Prior to subdivision, a Structure Plan [Subdivision Guide Plan] is required to be prepared and endorsed.

Supporting documents typically include a Fire Management Plan, Environmental Assessment, Local Water Management Strategy (LWMS) and servicing/infrastructure reports. The respective reports and assessments are expected to inform the Structure Plan, which would usually incorporate relevant findings and recommendations. In this instance, there are shortcomings and contradictions in some of the statements and recommendations within the LWMS [Appendix C] and the Environmental Assessment & Management Strategy [Appendix B] and the Engineering Servicing Report [Appendix D] and the 2014 Flood Study. In particular

wastewater management, onsite detention/disposal of stormwater, rainwater harvesting calculations/assumptions, use of saline groundwater as a supplementary water source, accuracy of contours in Fig 4 and whether a BUWP is appropriate/necessary as a pre-requisite to subdivision.

The subject land contains two creeklines, a number of agricultural drains and a roaded catchment. Further consideration needs to be given to stormwater and foreshore management in respect of the drainage lines/intermittent creeks that traverse the property and the 1:100 estimated flood levels shown on Figures 13G and 13E of the 2014 Katanning Flood Assessment. In its comprehensive response to the draft IPSP, the DoW advised flood management must be resolved at the local Structure Plan stage to prove up the proposed lot configurations. The DOW also advised “It is assumed that the existing creeklines and their tributaries will be afforded protection via an easement of similar for both ecological purposes and to ensure that flood flow paths are maintained post development”. This is consistent with community expectations and the Development Services team at the Shire of Katanning anticipated that a multi-function bush land/creek line and landscape protection area and drainage corridor will be established along these water ways, defined by an east-west multi-use accessways and fire track. It is appropriate for the Council to consider whether the creekline and foreshore protection areas be retained in private ownership or ceded as Public Open Space (passive recreation and conservation) and vested with/managed by the Shire of Katanning.

Access arrangement to the proposed southern-most lots requires further consideration to ensure practical all-weather access and to minimise/avoid creek crossings.

Plan 1 requires additional detail to address setbacks, vegetation protection, use of ATUs, on-site drainage and implementation of staged subdivision and development.

The BFMP and LWMS should complement the Planning Scheme and Structure Plan provisions and usual subdivision conditions to address fire safety, water supply, drainage, stormwater, water quality, groundwater and salinity issues to the satisfaction of the Department of Fire and Emergency Services, the Department of Water and the Shire of Katanning.

**Statutory Environment:**

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015, in particular Schedule 2, Part 4 Clauses 18, 19 and 20.

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

The Planning Regulations contain the requirements and procedures for preparation, advertising and processing of Structure Plans. Clause 19 relates to consideration of submissions and sets out:

- (1) The local government —
  - (a) must consider all submissions made to the local government within the period specified in a notice advertising the structure plan; and
  - (b) may consider submissions made to the local government after that time; and
  - (c) may request further information from a person who prepared the structure plan; and
  - (d) may advertise any modifications proposed to the structure plan to address issues raised in submissions.

- (2) If a local government makes a decision under subclause (1)(d) the local government must take any steps the local government considers appropriate to advertise the proposed modification to the structure plan.
- (3) Modifications to a structure plan may not be advertised on more than one occasion without the approval of the Commission.

Clause 20 of the Planning Regulations requires the Council to list and comment on the submissions, prepare a schedule of any proposed modifications and report to the Commission within 60 days of the close of advertising.

The Western Australian Planning Commission (WAPC) is to consider the proposal and, in accordance with the provisions outlined in Schedule 2 Part 4 Clause 22 of the LPS Regulations, may:-

- (a) approve the structure plan; or
- (b) require the local government or the person who prepared the structure plan to:
  - (i) modify the plan in the manner specified by the Commission; and
  - (ii) resubmit the modified plan to the Commission for approval; or
- (c) refuse to approve the structure plan.

Further, the Commission may direct the local government to re-advertise the structure Plan if it considers there have been major modifications.

Table 2, Clause 16, Part 3 of LPS5 sets out the following Objectives for the Rural Residential zone:

- To provide for lot sizes in the range of 1 ha to 4 ha.
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land and avoid off-site impacts such as nutrient loss, drainage and/or potential conflicts with adjoining land uses.
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.
- To provide for a suitable level of physical and community infrastructure.

Schedule 1 of LPS5, sets out that, in addition to the general requirements within Table 3, the following special provisions and requirements apply:

1. Subdivision of RR3 shall generally be in accordance with the relevant approved Structure Plan.
2. The minimum lot size shall be 1 hectare.

**Policy Implications:**

Nil

**Financial Implications:**

In accordance with the published schedule of Fees and Charges, an Application Fee of \$5,500.00 has been paid.

If the local government does not provide a recommendation and report on the structure plan to the Commission, within 60 days of close of advertising, i.e. 12 November 2018 (or re-advertising in accordance with Schedule 2, Part 4, Clause 19 (1) (d) of the Planning and

Development (Local Planning Schemes) Regulations 2015) the Commission may take reasonable steps to obtain the services or information on its own behalf. All costs incurred by the Commission may, with the approval of the Minister, be recovered from the local government as a debt due to the Commission.

### **Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The risk relates to the Shire role and responsibility in processing and commenting on the draft structure plan prior to its determination by the Western Australian Planning Commission. The perceived level of risk for the project is considered to be "Low", based on:

- the "minor" consequence (2) of financial impacts and the "Unlikely" likelihood (2) that the Commission would undertake re-advertising; and
- the "minor" consequence (2) of reputational impacts and the "Rare" likelihood (1) that the Structure Plan is not supported by the Commission or the Minister for Planning.

The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B2	Places for the community to live, work and connect.
OBJECTIVE	B2.2	Facilitate and encourage housing options; spaces for local service delivery, employment and recreation.
OBJECTIVE	B2.2.2	Aid the strategic development of spaces to facilitate service delivery, employment and recreation.
OBJECTIVE	B2.3	Orderly development (Town Planning).
PRIORITY	ECONOMIC	
ASPIRATION	E3	Sustainable economic and population growth.
OBJECTIVE	E3.2	Continue to build Katanning's reputation as a strategic sub-regional service centre and economic hub.
OBJECTIVE	E3.2.1	Provide strategic direction and advocate for the delivery of services appropriate to a regional centre.
OBJECTIVE	E3.2.2	Ensure land use planning for commercial, industrial and residential development.
OBJECTIVE	E3.2.3	Attract business and investment opportunities.



**Officer's Recommendation/Council Motion:****MOVED: CR KRISTY D'APRILE****SECONDED: CR DANNY MCGRATH****OC130/18 That Council:**

1. Receives and notes the submissions on the draft Illareen-Prosser Street Structure Plan –SPN/2199, as listed in the Attachment BB and supports the comments and proposed modifications to address issues raised in the submissions;
2. Requests further information from the applicant to address the non-compliance components of the Bushfire Management Strategy and the discrepancies between the Local Water Management Plan [Appendix C] and some of the findings and recommendations in the Environmental Assessment & Management Strategy [Appendix B] and the Engineering Servicing Report [Appendix D];
3. Re-advertises the draft Illareen-Prosser Structure Plan, subject to the modifications proposed to address the issues raised in the submissions, as set out in the Attachment CC, in accordance with Schedule 2, Part 4, Clause 19 (1) (d) of the Planning and Development (Local Planning Schemes) Regulations 2015; and
4. Seeks an extension of time for the local government report to the Commission on SPN/2199, as provided for in Schedule 2, Part 4, Clause 20 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015.

**Voting Requirement:** Simple Majority

CARRIED: 7/0

Cr Kristy D'Aprile spoke for the motion.

Cr Danny McGrath spoke for the motion.

Cr Martin Van Koldenhoven spoke for the motion.

## 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:** 11 October 2018

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

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

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

Month	Cheques 2018/19	EFT Payments 2018/19	Direct Debits 2018/19	Credit Card 2018/19	Payroll 2018/19	Trust 2018/19	Total Payments 2018/19
July	49,856.02	1,304,275.74	263,772.85	8,263.63	328,265.62	1,166.35	1,955,600.21
August	43,071.62	1,677,488.87	266,397.60	0.00	343,394.41	11,358.67	2,341,711.17
September	59,931.92	730,022.40	202,453.71	0.00	318,147.13	226.80	1,310,781.76
October							0.00
November							0.00
December							0.00
January							0.00
February							0.00
March							0.00
April							0.00
May							0.00
June							0.00
<b>Total</b>	<b>152,859.56</b>	<b>3,711,787.01</b>	<b>732,624.16</b>	<b>8,263.63</b>	<b>989,807.16</b>	<b>12,751.62</b>	<b>5,608,093.14</b>

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

The schedule of accounts for the month of September 2018 are attached.

The Finance Forum held on 9 October 2018 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

#### **Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

#### **Policy Implications:**

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

#### **Financial Implications:**

Expenditure in accordance with the 2018/19 Annual Budget.

**Risk Implications:**

Financial processes, such as payments to creditors are considered a LOW risk due to the majority of payments being rated “minor” (\$10,000 - \$50,000). Process are closely managed by specific procedures subject to regular monitoring and external audit.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR MARTIN VAN KOLDENHOVEN**

**OC131/18 That Council endorses the Schedule of Accounts as presented, being cheques 42098-42107 totalling \$59,931.92, EFT payments 26004-26218 totalling \$730,022.40, direct payments totalling \$202,453.71, and trust payments totalling \$226.60 authorised and paid in September 2018.**

**Voting Requirement:** Simple Majority.

CARRIED: 7/0

### 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 11 October 2018

**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 attachment.

The Finance Forum held on 9 October 2018 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

**Policy Implications:**

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

**Financial Implications:**

Monthly Statement of Financial Activity.

**Risk Implications:**

Reporting of financial information is considered a LOW risk. Financial process are closely monitored and managed by specific procedures subject to regular scrutiny including external audit.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**MOVED:** CR SERENA SANDWELL

**SECONDED:** CR KRISTY D'APRILE

**OC132/18** That Council adopts the Statement of Financial Activity for the month ending 30 September 2018, as presented.

**Voting Requirement:** Simple Majority.

CARRIED: 7/0

### **10.2.3        Statement of Business Ethics** **(ATTACHMENT)**

**File Ref:** FM.AU.3  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 27 September 2018

**Issue:**

The Regulation 17 Audit (June 2017) recommended that the Shire of Katanning adopt a Code or Statement of Business Ethics.

**Body/Background:**

The Risk Audit and review process conducted by Moore Stephens in June 2017 recommended, under the Code of Conduct items, that the Shire of Katanning develop a Code of Business Ethics.

Once adopted, the Code of Business Ethics will be communicated to all suppliers and contractors at the commencement of their engagement with the Shire of Katanning.

The Code of Business Ethics will also be published prominently on the Shire's website.

**Officer's Comment:**

The Statement of Business Ethics provides a clear statement by Council on their principles, compliance, expectations and also covers off with practical guidelines for contractors and suppliers.

The Statement of Business Ethics was reviewed by the Audit Committee at the meeting held 29 May 2018 and the Audit Committee resolved (ARC6/18) to recommend that Council adopt the proposed Statement.

**Statutory Environment:**

Regulation 17 Local Government (Audit) Regulations 1996

Local Government Act 1995

Corruption, Crime and Misconduct Act 2003

Local Government (Functions & General) Regulations 1996

Local Government (Administration) Regulations 1996

**Policy Implications:**

The Statement of Business Ethics will sit within the Council Policy Framework but will be more widely published to all contractors who transact with the Shire.

**Financial Implications:**

Nil

**Risk Implications:**

Adopting the Statement of Business Ethics is considered LOW risk.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

**Officer's Recommendation/Committee Motion:****MOVED: CR KRISTY D'APRILE****SECONDED: CR DANNY MCGRATH****OC133/18 That Council adopts the Statement of Business Ethics as proposed.****Voting Requirement:** Simple Majority**CARRIED: 7/0**

Cr Kristy D'Aprile spoke for the motion.

#### 10.2.4 Policy Register Review (ATTACHMENT)

**File Ref:** GV.PO.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 27 September 2018

**Issue:**

Section 2.7(2)(b) of the Local Government Act 1995 ("the Act") states that the making of policy is a role of the Council. Policies provide clarity, ownership and accountability to the Katanning community and for the staff of the Shire. A review of policies was commenced early in 2018 and Councillors are working through the Council Policies to ensure that they are relevant, current and strategic and which reflect the Council's commitment to ensuring best practice governance principles.

**Body/Background:**

Council were provided with the Policy review documentation and have attended three Workshops to consider Officer review/commentary.

**Officer's Comment:**

During Council's Policy Review process, a number of changes were recommended, including change in the structural layout of the Policies within the Policy Register to reflect the correct operational location for policies.

The review also determined that a number of current policies were more correctly identified as Organisational or Management Guidelines and Council has noted that, while this information is important to the management of the Shire, it is not appropriate to include them in the Council Policy Register. These policies will be rescinded.

Council policies which have undergone changes during their review are attached to this Agenda for consideration of approval.

The table below summarises the changes required to the Council Policy Register.

<b>Shire of Katanning Council Policy Register Review #3 Schedule – September 2018</b>			
Old #	New #	Policy Name	Recommendation
2.1	5.3	Use of Council Vehicles by Council Officers/Authorised Person	Rescind
2.3	5.4	Staff Retirement/Resignation – Gift/Function	Rescind
2.4	5.5	Recognition of Long Serving Employees – 20 years and over	Amend & Adopt
2.5	5.6	Study Leave & Expenses	Rescind
2.6	5.7	Staff Conferences, Seminars & Training	Rescind
2.7	5.10	Over Award Payments	Rescind
2.8	2.1	Discount on Leisure/Aquatic Centre Memberships	Amend
2.9	5.8	Salary Sacrifice for Employees	Rescind
2.11	5.9	Staff Emergency Services Leave	Rescind

2.12		Outdoor Work Protection	Rescind
2.13	5.11	Staff Uniforms	Rescind
2.15	5.13	Housing Management	Amend and Adopt
2.17		Choice of Motor Vehicle	Rescind
2.3	5.12	Employee Superannuation	NEW
4.1		Withdrawal of Infringement Notices	Rescind

**Statutory Environment:**

The *Local Government Act 1995* Section 2.7(2)(b) states that the Council is to determine the local government's policies.

**Policy Implications:**

The Policy Register will be updated according to Council resolution.

**Financial Implications:**

There are no financial implications.

**Risk Implications:**

Review of Council Policies is considered LOW risk.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

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

**MOVED: CR SERENA SANDWELL**

**SECONDED: CR OWEN BOXALL**

**OC134/18 That Council:**

1. Rescinds Policies as listed in the Policy Register Review #3 Schedule – September 2018; and
2. Adopts the Policies as proposed in the Policy Register Review #3 Schedule – September 2018.

**Voting Requirement:** Simple Majority

CARRIED: 7/0



**10.2.5      Audit & Risk Committee Recommendations to Council**

**File Ref:** GV.CM.2  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 28 September 2018

**Issue:**

The Audit & Risk Committee met on Tuesday 25 October 2018 and considered a number of reports.

**Body/Background:**

Council were provided with reports on:

1. Regulation 17 Risk Management Audit – September 2018 Update;
2. Case Studies for inclusion in Code of Conduct Training;
3. Draft Charter Terms of Reference and associated Guideline;
4. Risk Assessment and Acceptance Criteria;
5. Draft Risk Register; and
6. Draft Compliance Calendar.

**Officer's Comment:**

Council sought additional information on Agenda item 2, and this will be provided to Council at the next Audit & Risk Committee Meeting.

Council sought a minor change to Agenda item 3, and this has been incorporated into the draft Charter and circulated to Councillors.

The five recommendations made at the Audit & Risk Committee meeting have been listed below in the recommendation.

**Statutory Environment:**

*Local Government Act 1995*

*Local Government (Audit) Regulations 1996*

*Local Government (Financial Management) Regulations 1996*

**Policy Implications:**

The Policy Register will be updated according to Council resolution.

**Financial Implications:**

There are no financial implications.

**Risk Implications:**

Progressing the recommendations of the Audit & Risk Committee is considered LOW risk.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

**Officer's Recommendation/Council Motion:****MOVED: CR KRISTY D'APRILE****SECONDED: CR DANNY MCGRATH****OC135/18 That Council:**

1. Accepts the Audit & Risk Committee recommendation noting progress on addressing the recommendations of the Moore Stephens Regulation 17 Review of Risk Management.
2. Accepts the Audit & Risk Committee recommendation to adopt the Charter Terms of Reference and associated Guideline as amended.
3. Accepts the Audit & Risk Committee recommendation to include the Risk Assessment and Acceptance Criteria as part of the Risk Management Policy.
4. Accepts the Audit & Risk Committee recommendation to note:
  - i. That the Shire is developing a Strategic Risk Register; and
  - ii. That a heading for "Risk" will be included in all Council Agenda items, commencing in November 2019.
5. Accepts the Audit & Risk Committee recommendation to note that the Shire is developing a Compliance Calendar to ensure compliance with regulatory requirements.

**Voting Requirement:** Simple Majority**CARRIED: 7/0**

**10.2.6      Draft Corporate Business Plan – Quarterly Review #1**  
**(ATTACHMENT)**

**File Ref:** CM.PL.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 27 September 2018

**Issue:**

The Corporate Business Plan 2017 – 2021 is the Shire of Katanning’s 4-year service and project delivery program. It is aligned to the strategic direction and priorities set within the 10-year Strategic Community Plan 2017-2027. It was adopted by Council at the Ordinary Meeting of Council held in May 2018 (OC48/18).

**Body/Background:**

The Corporate Business Plan is a key component of the Integrated Planning and Reporting Framework requirements that were introduced in 2013. The intent of the Integrating Planning and Reporting Framework is to ensure improved strategic, financial and asset management planning across Western Australian Local Governments.

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 undertook a major review of the Strategic Community Plan in 2017. A variety of public participation processes were undertaken and the outcomes of that process informed the Draft Strategic Community Plan 2017-2027.

Council adopted the Strategic Community Plan 2017-2027 at the Ordinary Meeting of Council held 28 November 2017, Resolution OC167/17.

**Officer’s Comment:**

Section 5.56 of the Local Government Act 1995 (the Act) “Planning for the Future” requires a local government to plan for the future of the district and to make plans in accordance with the regulations. Regulations came into effect on 1 July 2013 requiring all local governments in Western Australia to develop and adopt a Strategic Community Plan and a Corporate Business Plan, supported and informed by resourcing and delivery strategies.

These plans drive the development of each local government’s annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The Integrated Planning and Reporting Framework is designed to ensure more effective delivery of the local government’s strategic intentions, and to provide a process to:

- Ensure community input is explicitly and reliably generated;
- Inform the long-term objectives of the local government with these inputs;
- Identify the resourcing required to deliver against the long-term objectives; and
- Clearly articulate the long term financial implications and strategies.

The report attached is the first Quarterly Progress Report on the Corporate Business Plan.

**Statutory Environment:**

Council must comply with the statutory requirements of the Integrated Planning and Reporting Framework.

*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.

*Local Government (Administration) Regulations 1996*

## Part 5 Annual reports and planning

## Division 3 Planning for the future

## 19DA Corporate business plans, requirements for (Act s. 5.56)

1. A local government is to ensure that that a corporate business 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 corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
3. A corporate business plan for a district is to –
  - a. Set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district;
  - b. Govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - c. Develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
4. A local government is to review the current corporate business plan for its district every year.

**Policy Implications:**

Nil.

**Financial Implications:**

The Shire's Corporate Business Plan is a key driver for the annual budget and the long term financial plan. This linkage ensures the community priorities are adequately funded.

There is also an ongoing cost associated with the review of the Corporate Business Plan and reporting on the performance as required. The costs are primarily in people resources are are managed from within existing budget allocations.

**Risk Implications:**

Reporting of Corporate Business Plan progress is considered LOW risk. Staff already report on a monthly basis on many of their core activities and the purpose of the Quarterly report is to ensure correct alignment of objectives and activities.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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

**Officer's Recommendation/Council Motion:****MOVED: CR SERENA SANDWELL****SECONDED: CR OWEN BOXALL**

**OC136/18     That Council notes the Quarterly Progress Report #1 Corporate Business Plan 2017 – 2021.**

**Voting Requirement:** Simple Majority

CARRIED: 7/0

Cr Serena Sandwell spoke for the motion.

**10.2.7      Christmas/New Year Opening Hours**

**File Ref:** GV.CM.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance and Administration  
**Date Report Prepared:** 18 October 2018

**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:

<b>Christmas Day</b>	<b>Tuesday</b>	<b>25 December 2018</b>
Boxing Day	Wednesday	26 December 2018
New Year's Day	Tuesday	1 January 2019

**Officer's Comment:**

It is recommended that the closure period for the coming Christmas/New Year period should be from 12 noon on Friday 21 December 2018 until Wednesday 2 January 2019.

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.

**Risk Implications:**

Determining the Christmas/New Year closure period has been assessed as LOW risk.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

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



**Officer's Recommendation/Council Motion:****MOVED: CR OWEN BOXALL****SECONDED: CR DANNY MCGRATH****OC137/18****That Council:**

- 1) Authorises a variation to normal opening hours during the 2018/19 Christmas/New Year period as follows:**
  - **Friday 21 December 2018 – close at 12 noon**
  - **Thursday 27 December 2018 – closed**
  - **Friday 28 December 2018 – closed**
  - **Monday 31 December 2018 – closed**
- 2) Locally advertises the modified opening hours in the lead up to the Christmas closure.**

**Voting Requirement:** Simple Majority**CARRIED: 6/1**

Cr Martin Van Koldenhoven spoke against the motion.

Cr Danny McGrath spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

**10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS****10.3.1 Great Southern Sport and Recreation Plan**  
(ATTACHMENT)

**File Ref:** CS.PL.1  
**Reporting Officer:** Sam Davis, Executive Manager of Projects & Community Building  
**Report Prepared:** 15 October 2018

**Issue:**

To consider support for the Department of Local Government, Sport and Cultural Industries (DLGSC) with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.

**Body/Background:**

DLGSC works collaboratively with local governments across the State with the aim of enhancing the life style and well-being of Western Australians. This collaborative approach was adopted to successfully deliver the Bunbury Wellington Regional Facilities study. The success of this strategy has been the department's ability to work with local governments to demonstrate the value of working collaboratively to secure funding for future facility provision across the region.

The Great Southern Sport and Recreation Plan (GSSRP) was undertaken to identify the condition and utilisation of current facilities in addition to identifying the future facility and services needs across the region. The Plan contemplates the future population growth and community needs over a 20-year planning horizon. This timeframe aligns with higher order planning documents such as the State Planning Strategy and the Great Southern Regional Investment Blueprint.

Each of the local governments have provided funding towards the cost of developing the GSSRP and the project steering committee includes representatives of several of the participant local governments. David Lanfear Consulting was appointed in May 2017 to deliver the GSSRP.

In delivering the GSSRP, the consultant was required to investigate, and present findings and key issues as follows:

- In conjunction with each local government, provide an audit to confirm the location and current condition of sport and recreation facilities.
- Review the use, functionality, and standard of each facility, including capacity to support competition and training.
- Determine the future sporting requirements of each facility through to 2036, including the requirements of sport on a regional basis and quantify the provision gap based on this timeframe.
- Investigate opportunities and constraints associated with the staging of facility development over this timeframe.
- Identify the opportunities and constraints relating to the acquisition of land for proposed future sporting and recreation developments.
- Make recommendations on the appropriate method of implementation of the key findings of the strategy.

The GSSRP includes an overview of the value of sport and recreation to communities across the Great Southern Region including its value in supporting current and emerging health and well-being trends impacting the community.

Extensive consultation was undertaken by the appointed consultant as evidence in the documentation provided. The proposed public review and comment period proposed will allow each local government to refer the GSSRP back to community for a final review. DLGSC will circulate the GSSRP to relevant State Government agencies and State Sporting Associations (SSAs) as part of its obligations as per the partnered community engagement strategy.

A four-week community and stakeholder review and comment period is scheduled for November 2018.

Local government will collate feedback from their respective communities and the DLGSC will collate State Government stakeholder and SSAs feedback. This information will be referred to the GSRLG for consideration.

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

Each of the local governments across the great southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives. Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future facility development and resources for services.

Throughout the extensive collaboration in the development of the GSSRP, the region has demonstrated its recognition that sport and recreation is an integral part of creating a liveable region with thriving communities.

Recognising that communities evolve over time, it is intended that the GSSRP will be an iterative document to ensure continuous improvement and responsive to community's needs. Continual review and revision of strategic planning documents is a vital component of the strategic planning process. To ensure the successful implementation of the GSSRP, it's expected that policy makers and planners will maintain an ongoing dialogue with all stakeholders, to ensure their needs and objectives are being considered.

#### **Key considerations and opportunities highlighted by GSSRP for Katanning are:**

Local Government	Key Considerations and Opportunities
Shire of Katanning:	<p>Club Development</p> <ul style="list-style-type: none"> <li>- More effective engagement with indigenous community groups and associations.</li> <li>- Issues with volunteering appear to be more acute than in other LG areas.</li> <li>- The benefit of KidSport and the potential to expand the program in low socio-economic areas is critical.</li> </ul> <p>State Sporting Associations</p> <ul style="list-style-type: none"> <li>- Concerns with SSA's servicing regional areas. SSA programs/events should be undertaken in partnership with GSRLG's to ensure the outcomes provide a sustainable benefit to the region.</li> </ul> <p>Facility Management</p> <ul style="list-style-type: none"> <li>- The long term management of the aquatic facility needs to be assessed against strategic community plan targets.</li> </ul>

	<p>Events and Tourism</p> <ul style="list-style-type: none"> <li>- The need for a coordinated events program is evidenced.</li> </ul> <p>Health and Wellbeing</p> <ul style="list-style-type: none"> <li>- There is a need to develop consistent senior's programs to ensure resourcing is effectively utilised. Seniors could provide a wealth of volunteer capacity to support club development.</li> <li>- The importance of using sport as a vehicle to address drug use, mental health and wellbeing should be further developed as a shared resource.</li> </ul>
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**Facility Development Priorities for Katanning have been identified in the plan as:**

Local Government	Key Facility Investment Commitments	Relative Regional Priority
Shire of Katanning	<ul style="list-style-type: none"> <li>- Bowling Club to relocate to the Country Club.</li> <li>- Pursue additional recreational activities and facilities at Lake Ewlyamartup.</li> <li>- Continual service improvements to the critical sporting hub at KLC, including upgrades to Quartermaine Oval</li> <li>- Identify a suitable site for a motorplex.</li> <li>- Prosser Park to be developed into an informal recreation space.</li> <li>- Amalgamation of ballistics sports. Pistol/Rifle Club amalgamation and lighting investment to be re-engaged.</li> <li>- O'Callaghan Park.</li> <li>- Kupara Park to potentially provide informal recreational opportunities and football (soccer) provision.</li> <li>- Re-purpose of the Forrest Hill Golf Club.</li> <li>- Welcome Precinct – destination play precinct, Piesse Lake recreational area and botanical garden developed into regionally significant recreational areas.</li> <li>- The croquet clubhouse development and irrigation.</li> <li>- Development of new skate park/youth precinct.</li> </ul>	<p>H</p> <p>H</p> <p>Local</p> <p>Local</p> <p>Local</p> <p>M</p> <p>M</p> <p>H</p> <p>M</p>

**The following strategic partnerships have been identified in the plan for Katanning:**

Local Government	Strategies and/or Partnerships	Recommended Position
Shire of Katanning	<p>Key Strategies to be developed include:</p> <ul style="list-style-type: none"> <li>- The development of a cycle plan</li> <li>- Regional Tourism Strategy</li> <li>- Regional Trails Strategy</li> </ul> <p>Key partnerships aimed at delivering specific plans include:</p>	<p>The shire, whilst integrated within the Hidden Treasures initiative is currently focused at the local level for economic</p>

	- Katanning Regional Business Association –Economic Development	development. It would be beneficial to extend that reach to VROC partners or in partnership with the Shire of Kojonup.
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This planning process is now at a pivotal point whereby each member local government within the Great Southern region needs to receive the GSSRP. Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the GSSRP.

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

Nil.

**Financial Implications:**

Financial considerations are limited to any print advertising the local government might consider in promoting public review and feedback from their respective communities.

**Risk Implications:**

Low – Acceptable – The perceived level of risk is “Low” considering the potential risks to Council’s reputation, the document presented is a regional strategy that may be utilised by Council to access future state government funding for projects undertaken in Katanning and the Great Southern Region. As the Risk Acceptance is “Acceptable”, the Executive Manager Projects & Community Building will monitor progress of this item.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	SOCIAL	
ASPIRATION	S1	A capable, vibrant, healthy and connected community.
OBJECTIVE	S1.1.1	Provide sport, recreation and leisure facilities ensuring that they are inclusive of the diverse needs of the community
OBJECTIVE	S1.1.2	Support and promote a range of leisure, sport and recreation programmes and initiatives
OBJECTIVE	S1.2.1	Work with our community and key partners to address the needs of our community

**Officer's Recommendation/Council Motion:****MOVED: CR SERENA SANDWELL****SECONDED: CR DANNY MCGRATH**

**OC138/18 That Council receives the Great Southern Sport and Recreation Plan and supports the Department of Local Government, Sport and Cultural Industries with a partnered community engagement process for the release of the plan for public review and comment for a four-week period scheduled for November 2018.**

**Voting Requirement:** Simple Majority**CARRIED: 7/0**

Cr Serena Sandwell spoke for the motion.

### **10.3.2      Great Southern Outdoor Recreation Strategy 2018-2021 Draft** **(ATTACHMENT)**

**File Ref:** CS.PL.1  
**Reporting Officer:** Sam Davis, Executive Manager of Projects & Community Building  
**Report Prepared:** 15 October 2018

**Issue:**

Support is requested to assist the Department of Local Government, Sport and Cultural Industries (DLGSC) and Great Southern Centre of Recreation Excellence (GSCORE) with a partnered community engagement strategy for the release of the plan for public review and comment for a four-week period scheduled for November 2018.

**Body/Background:**

GSCORE works collaboratively with local governments across the region with the aim of supporting the growth and development of the outdoor recreation sector.

The purpose of the Great Southern Recreation Strategy (GSORS) is to encourage collaboration to improve the provision of outdoor infrastructure and increase levels of participation in outdoor recreation activities. The Strategy delivers an integrated, whole-of-region approach to outdoor recreation across the Great Southern over a three-year period. It will enable stakeholders to plan, develop, manage and promote outdoor recreation in the Great Southern into the future.

The objectives of the Strategy are to:

- Establish strong partnerships that will guide infrastructure development and management.
- Build and manage world-class trails and facilities.
- Promote the Great Southern as an adventure tourism destination.
- Build capacity and capability amongst outdoor recreation providers.
- Ensure all people have more opportunities to participate in outdoor recreation.

Successful implementation of this Strategy will result in a strong and connected outdoor recreation system that helps make residents healthier, stimulates economic growth and jobs, encourages environmental stewardship, and contributes to all residents and visitors enjoying lives enriched through their participation in high quality, diverse, safe outdoor recreational pursuits.

Each of the local governments across the Great Southern region has various strategic objectives based on location and corporate objectives. It was revealed through this project there are geographic alignments based on communities of interest and economic and social objectives. Discussions with all the participating local governments have revealed a strong sense of collaboration and a commitment to align across the region to maximise the opportunity to attain future trails development and resources for other forms of outdoor recreation infrastructure.

**Officer's Comment:**

Throughout the extensive collaboration in the development of the GSORS, the region has demonstrated its recognition that outdoor recreation is an integral part of creating a liveable region with thriving communities.



The Strategy is an agreement to collaborate, rather than a prescription as to what any one individual, organisation, jurisdiction or sphere of government should do. It aims to minimise the duplication of initiatives and maximise efforts to reach common goals by establishing shared priorities across the transport, planning, environment, education, health, sport and recreation and tourism sectors.

This planning process is now at a pivotal point whereby each member local government within the Great Southern region needs to receive the GSORS. Support is also requested to continue the collaborative approach in the form of a partnered community engagement strategy. This will facilitate a community and stakeholder public review and comment testing and acceptance of the GSORS.

Consultation was undertaken by GSCORE as evidenced in the documentation provided. The proposed public review and comment period proposed will allow each local government to refer the GSORS back to community for a final review.

A four-week community and stakeholder review and comment period is scheduled for November 2018.

Local government will collate feedback from their respective communities. This information will be referred to the GSRAAG for consideration.

#### **Statutory Environment:**

Local Government Act 1995

#### **Policy Implications:**

#### **Financial Implications:**

Financial considerations are limited to any print advertising the local government might consider in promoting public review and feedback from their respective communities.

#### **Risk Implications:**

Low – Acceptable – The perceived level of risk is “Low” considering the potential risks to Council’s reputation, the document presented is a regional strategy that may be utilised by Council to access future state government funding for projects undertaken in Katanning and the Great Southern Region. As the Risk Acceptance is “Acceptable”, the Executive Manager Projects & Community Building will monitor progress of this item.

#### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	SOCIAL	
ASPIRATION	S1	A capable, vibrant, healthy and connected community.
OBJECTIVE	S1.1.1	Provide sport, recreation and leisure facilities ensuring that they are inclusive of the diverse needs of the community
OBJECTIVE	S1.1.2	Support and promote a range of leisure, sport and recreation programmes and initiatives
OBJECTIVE	S1.2.1	Work with our community and key partners to address the needs of our community

**Officer's Recommendation/Council Motion:****MOVED: CR KRISTY D'APRILE****SECONDED: CR SERENA SANDWELL**

**OC139/18 That Council receives the Great Southern Outdoor Recreation Strategy and supports the Department of Local Government, Sport and Cultural Industries and the Great Southern Centre for Outdoor Recreation Excellence with a partnered community engagement process for the release of the plan for public review and comment for a four-week period scheduled for November 2018.**

**Voting Requirement:** Simple Majority**CARRIED: 7/0**

Cr Kristy D'Aprile spoke for the motion.

**10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS****10.4.1 Piesse Park Concept Plan**  
(ATTACHMENT)**File Ref:** CP.PL.5**Reporting Officer:** Andrus Budrikis, Executive Manager, Property & Assets**Date Report Prepared:** 15 October 2018**Issue:**

To approve the Piesse Park Concept Plan prepared by Emerge Associates.

**Body/Background:**

The Piesse Park development is a component of the Katanning SuperTown Heritage Centre Project (KSHCP). The Hames Sharley KSHCP Masterplan, approved at OCM 31 October 2017, included Piesse Park as a component of the Piesse Lake Precinct.

A tender was held to engage a consultant to undertake the concept and detailed planning for Piesse Park. Council accepted the tender from Emerge Associates at OCM 27 February 2018 and Emerge Associates were commissioned to undertake the concept and detailed planning for Piesse Park.

A working group was formed to inform Emerge, and the project team, regarding the scope of works and design of Piesse Park. Prof Stephen Hopper was also engaged to provide expert botanical garden advice. Working group workshops were held on 9 March 2018, 27 March 2018 & 15 May 2018. Following these workshops Emerge developed two separate concepts for discussion.

The Noongar community was consulted at two workshop sessions (13 June 2018, 27 June 2018) and a public meeting held in the Town Hall to review the two concept plans (27 June 2018). Following the feedback from these sessions a further workshop was held (4 July 2018) and a merged concept developed and presented to PAG (12 July 2018).

The draft final concept was reviewed at a Council workshop (18 September 2018) and feedback incorporated into the final design. The final concept design (Rev B August 2018 attached) was presented at the 27 September 18 PAG meeting and reviewed at Council Forum 9 October 2018.

**Officer's Comment:**

Following approval of the Emerge Piesse Park concept plan work will begin on developing the construction strategy and construction requirements for the park starting with the amphitheatre area. The park construction will be separated into separate sub-contracts that will be let and managed by the Shire of Katanning. Local contractors will be encouraged to quote on sub-contract works.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Risk:**

Council approval for the Piesse Park concept plan is required to provide a Council approved plan so the project team can implement the work to construct the improvements for Piesse Park.

**Financial Implications:**

The budget for Piesse Park, as included in the KSHCP budget, is \$2,891,000 + GST including contingencies. The Emerge Opinion of Probable Cost (OPC) is \$2,909,499 + GST. The adopted strategy to deliver this project is through a series of sub-contracts. This will allow closer monitoring of project costs as the project progresses to ensure that the project is kept on budget.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need
OBJECTIVE	B1.2	Provide Council facilities that meet community need
PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B2	Places for the community to live, work and connect
OBJECTIVE	B2.1	Enhance public realm
PRIORITY	ECONOMIC	
ASPIRATION	E2	A place to live and visit
OBJECTIVE	E2.1	Strengthen the local tourism sector

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

**MOVED: CR DANNY MCGRATH**

**SECONDED: CR OWEN BOXALL**

**OC140/18 That Council approves the Piesse Park Concept Plan (Rev B October 2018) prepared by Emerge Associates.**

**Voting Requirement:** Simple Majority

**CARRIED: 7/0**

Cr Danny McGrath spoke for the motion.

Cr Kristy D'Aprile spoke for the motion.

#### **10.4.2      Piesse Lake Residential Sub-Division Revised Plan** **(ATTACHMENT)**

**File Ref:** CP.PL.5  
**Reporting Officer:** Andrus Budrikis, Executive Manager, Property & Assets  
**Date Report Prepared:** 15 October 2018

**Issue:**

To approve the Land Transaction Business Plan for the Piesse Lake Residential Development prepared by FAR lane as per the Local Government Act 1995 for public advertising as per the Act.

**Body/Background:**

The development of a 32 lot medium density (R30 – R40) residential sub-division adjacent to Piesse Lake was included within the original business case for the Katanning Supertown Heritage Centre Project (KSHCP). At the 24 May 2016 OCM Council approved the delegation of authority to the Chief Executive Officer to negotiate and execute the Financial Assistance Agreement with the State Government to secure funding for the KSHCP.

The location and notional layout of the residential sub-division was included in the business case and was further included in the KSHCP Master Plan approved at the 31 October 2017 OCM.

Town planners Hames Sharley and Wood & Grieve Engineers have been engaged by the Shire of Katanning to develop a sub-division plan, design guidelines, and business plan under the Local Government Act 1995 for a major trading undertaking.

Council approved the residential development concept plan at the 28 November 2017 OCM. This plan included 28 medium size lots and 10 larger lots. A review of the cost estimate for the proposed sub-division plan indicated that savings would have to be made to bring the project back to budget. The cost savings were made by reducing road and services costs. The revised design produced a yield of 33 lots.

Subsequently the revised plan (33 lot yield), and revised budget, were reviewed by the KSHCP PAG. The PAG recommended at the 12 April 2018 meeting that the yield of lots be reduced to 30, by removing the proposed lots that front Synnott Avenue, so that the costs saved could be re-allocated to the landscape with-in the development to ensure a development of a high standard and with-in budget. This has been done in the second revision of the plan.

Design Guidelines have been developed for the residential development by Hames Sharley and reviewed by the Shire Planning Officer and project team.

Under the Local Government Act 1995 the Shire of Katanning must complete and advertise a business case for a major trading undertaking, or land transaction, prior to commencing the undertaking. A draft business case was developed by FAR lane.

The revised plan, FAR lane Land Transaction Business Plan (LTBP), and Design Guidelines were presented at the May 2018 Forum where Councillors expressed concern regarding the lot sale values included in the LTBP. Builtform Property was engaged to advise on land values and subsequently the LTBP was revised to include a base land lot sales value of \$55/m<sup>2</sup>. As noted in the Builtform valuation the appropriate square meter land sales rate is hard to determine as there are no readily comparable developments in Katanning or regional Western Australia.

The revised plan, FAR lane LTBP and Design Guidelines were taken to the 10 July 2018 Council Forum for discussion and then for approval at OCM 24 July 2018. The item was adjourned at OCM 24 July 2018 and reviewed again at the Council Forum 14 August 2018 for further discussion. Council requested that alternative sites for the development be investigated and discussions be held with GSDC on the risks to the FAA if a change to the site was requested.

A report on the Piesse Lake Residential Development project was prepared by the Executive Manager of Property and Assets with input from GSDC and Delma Baesjou addressing:

- Possible funding implications of changing the residential development location to the FAA and RAAP funding
- Financial Costs
- Viable alternatives
- Best location
- Financial risk – time to recover investment and limited contribution of Council

A workshop was held with Councillors on 7 September 2018 to review the report and project. Following the workshop Councillors requested that the FAR lane LTBP include the following items:

- Social/ public safety issues including the design of pedestrian pathways through Piesse Park to encourage pedestrians to walk around rather than through the residential subdivision, lighting, CCTV etc
- Demand for the developed land and saleability of the land
- Alternative sites consideration and limitations
- Future managements costs

The attached revision (October 2018) of the FAR lane LTBP including the following alterations was reviewed by Councillors at the October Forum. Alterations to the LTBP are:

Added to Clause 4.4 Asset Disposal Program:

***A valuation report was commissioned by the Shire from Builtform Property to assess the saleability of the proposed lots. It was acknowledged that medium density residential lots were untested in the regional market. The report advised that the lots would have to be competitively priced in order to attract buyers.***

Clause 4.5 Financial Position was modified as follows:

*A comparison of the revenue generated with all the costs associated with the proposed development would see the Shire **carry a cost of** approximately \$2,021,090 (\$2018) over the life of the project. **(sentence referring to project net present value deleted).***

*It was identified that that the Shire will be contributing \$630,000. It is assumed that the amount could be fully recovered from the sale of lots (\$691,410). **The project cost is offset by funding from Royalties for Regions outlined in clause 4.3.***

*There is a likelihood that the parcel of land will be redeveloped following its sale and hence provide additional rate revenue of \$51,500 from dwellings for the Shire.*

The risk table has been modified:

*Site Risk: Geotechnical studies were completed as part of application for subdivision. **Alternative sites have been considered and identified as having greater limitations than the proposed site including the additional cost and time frames to of developing an alternative site.***

***Public Safety: Social/ public safety issues be addressed by including the design of pedestrian pathways through Piesse Park to encourage pedestrians to walk around rather than through the residential subdivision and appropriate lighting and CCTV provision in Piesse Park.***

***Site Maintenance: Site maintenance and clean up when required. The estimated cost is \$8,000 p.a.***

**Officer's Comment:**

The Land Transaction Business Plan for the Piesse Lake Residential Development prepared by FAR lane (LTBP) is a requirement of the Local Government Act 1995 for Local Governments wishing to undertake a major trading undertaking or major land transaction. The LTBP requires Council approval prior to being advertised for at least a six week period during which the public can make submissions regarding the LTBP. Council is to consider any submissions made and may decide \* to proceed with the development as proposed or so that it is not significantly different from what is proposed.

\* Absolute majority required.

**Statutory Environment:**

Local Government Act 1995 section 3.59 Commercial enterprises by Local Government.

**Policy Implications:**

Nil

**Risk:**

The Piesse Lake Residential sub-division project cannot proceed to WAPC submission until Council advertises the land transaction business plan for public comment and then approves to proceed with the development after reviewing the submissions. Delaying the approval to advertise will delay the implementation of the project.

**Financial Implications:**

The KSHCP project is funded by the Royalty for Regions Growing Our South Program (\$12.72m), Lotterywest (\$2m) and the Shire of Katanning (\$0.63m). The Shire of Katanning's contribution is aligned to the Piesse Lake Residential Development.

The Piesse Lake Residential Development budget is \$2.79m. The RBB (8/5/2018) cost estimate for the revised plan and scope of works including landscaping is \$2.733m. This estimate includes headworks fees of \$141k for Watercorp and \$100k for Western Power and NBN.

The FAR lane LTBP indicates that the Shire can expect a return of \$691,410 from the sale of the 30 lots and rates of \$51,500 p.a. from the lots once all are sold.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	B2	Places for the Community to live work and connect
OBJECTIVE	B2.2	Facilitate and encourage housing options, spaces for local service delivery, employment and recreation



**Officer's Recommendation/Council Motion:****MOVED: CR DANNY MCGRATH****SECONDED: CR KRISTY D'APRILE**

**OC141/18      That Council approves the Land Transaction Business Plan for the Piesse Lake Residential Development prepared by FAR lane, October 2018, for advertising as per Section 3.59 of the Local Government Act 1995.**

**Voting Requirement:** Simple Majority**CARRIED: 6/1**

Cr Danny McGrath spoke for the motion.

Cr Martin Van Koldenhoven spoke against the motion.

Cr Kristy D'Aprile spoke for the motion.

Cr Danny McGrath exercised his right of reply.

**10.5 CHIEF EXECUTIVE OFFICER'S REPORTS****10.5.1 Katanning Anglicare WA and Palmerston, White Ribbon Day Event**  
(ATTACHMENT)

**File Ref:** ED.ET.7  
**Reporting Officer:** Amy Knight, Community Relations Officer  
**Report Prepared:** 17 October 2018

**Issue:**

Katanning Anglicare WA and Palmerston have requested the placement of a purple bench in a Katanning park through the Women's Council Purple Bench project that honour victims of domestic homicide in Western Australia before 23 November 2018.

**Body/Background:**

Ann Gordon from Katanning Anglicare WA has begun planning for the 2018 White Ribbon Day event to be held on 23 November 2018. Previously Anglicare WA and Palmerston have organised a march which they plan to continue this year. They also want to install a 'Purple Bench' through the Women's Council Purple Bench project that honour victims of domestic homicide in WA. The march location will then depend on the location of the bench. The Katanning Men's Shed has agreed to donate the bench, Ms Gordon is in the process of obtaining a donor for the paint as well. The plaque will be made through Coventry's.

**Officer's Comment:**

The purple bench will be required to be installed before the White Ribbon Day march held on 23 November 2018. The suggested location for the bench is Prosser Park, corner of Carew and Cliff Street or near the FH Piesse Statue in Austral Terrace.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Risk Implications:**

The risk is assessed as Low and can be adequately managed by routine procedures.

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

PRIORITY		
SOCIAL		
ASPIRATION	S3	A resilient, engaged community with a strong sense of pride.
OBJECTIVE	S3.2	Build social resilience through providing diverse options for participation and engagement.
PRIORITY		
LEADERSHIP		
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1.2	Create and seek out collaborative partnerships that maximise resources and make improvements for the greater good of the community.

**Officer's Recommendation/Council Motion:****MOVED: CR MARTIN VAN KOLDENHOVEN****SECONDED: CR DANNY MCGRATH**

**OC142/18** That Council supports Anglicare WA's proposal to install the purple bench in support of the Women's Council Purple Bench Project and delegates authority to the Chief Executive Officer to approve the final location.

**Voting Requirement:** Simple Majority.

CARRIED: 7/0

Cr Martin Van Koldenhoven spoke for the motion.

Cr Danny McGrath spoke for the motion.

**10.6 ADVISORY COMMITTEE MEETING**

Nil.

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

Nil.

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

Nil.

**13. CONFIDENTIAL ITEM****PROCEDURAL MOTION****MOVED: CR OWEN BOXALL****SECONDED: CR SERENA SANDWELL**

- OC143/18** That Council closes the meeting to the public to consider the following items:
- **Tender for the New Administration Building Furniture Supply and Install**
  - **Appointment of Katanning Landcare to provide professional services for Piesse Park.**

**CARRIED: 7/0**

The Public left the room at 6.43pm.

**13.1** **Tender for the New Administration Building Furniture Supply and Install**  
(ATTACHMENT)

**File Ref:** CP.TE.8

**Reporting Officer:** Andrus Budrikis, Executive Manager Property & Assets

**Date Report Prepared:** 15 October 2018

**Reason For Confidentiality:**

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

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

**MOVED: CR DANNY MCGRATH****SECONDED: CR OWEN BOXALL**

- OC144/18** That Council accepts the tender for the adjusted scope – schedule of items required from The Eric MacFarland Family Trust t/as Katanning Furnishings for Request for Tender 03-2018 for the New Administration Building Furniture Supply and Install as per the tender report attached.

**Voting Requirement:** Simple Majority

**CARRIED: 7/0**

Cr Owen Boxall spoke for the motion.

**13.2                    Appointment of Katanning Landcare to Provide Professional Services for Piesse Park****File Ref:** CP.PL.5**Reporting Officer:** Andrus Budrikis, Executive Manager of Property & Assets**Date Report Prepared:** 17 October 2018**Reason For Confidentiality:**

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

**Officer's Recommendation/Council Motion:****MOVED: CR KRISTY D'APRILE****SECONDED: CR ERNIE MENGhini**

**OC145/18      That Council appoints Katanning Land Conservation District Committee (Katanning Landcare) as the supplier of appropriate seedlings as well as professional landscape design, project management and advisory services for the dry creek beds, reed beds, botanic garden zones, Friends of Piesse Lake garden and the Piesse Dam zone of the Piesse Park project.**

**Voting Requirement:** Simple Majority

CARRIED: 7/0

Cr Kristy D'Aprile spoke for the motion.

**PROCEDURAL MOTION****MOVED: CR SERENA SANDWELL****SECONDED: CR DANNY MCGRATH**

**OC146/18      That Council reopens the meeting to the public.**

CARRIED: 7/0

<b>14.      CLOSURE OF MEETING</b>
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The Presiding Member declared the meeting closed at 6.46pm.