



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

'A prosperous, vibrant and diverse community working together.'

**NOTICE OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Tuesday 30 July 2019 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Wednesday 24 July 2019

DISCLAIMER

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

PRESIDING MEMBER \_\_\_\_\_

DATE SIGNED \_\_\_\_\_



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**1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS**

The Presiding Member declared the meeting open at \_\_\_\_ pm.

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

Presiding Member: Cr 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 & Community Building  
Heidi Cowcher, Executive Manager Property and Assets  
Shane Chambers Acting Executive Manager Infrastructure and  
Development  
Libby French, Manager Finance  
Sue Eastcott, Executive Assistant to CEO  
Delma Baesjou – Consultant Planner

Gallery:

Media:

Apologies: Cr Liz Guidera - President

Leave of Absence:

**3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****5. PUBLIC QUESTION/STATEMENT TIME****6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS/DEPUTATIONS/PRESENTATIONS****8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 25 June 2019  
(SEE ATTACHED MINUTES)**

**OC240/19** That the minutes of the Ordinary Council Meeting held on Tuesday 25 June 2019 be confirmed as a true record of proceedings.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**8.2 Special Council Meeting – 2 July 2019  
(SEE ATTACHED MINUTES)**

**OC241/19** That the minutes of the Special Council Meeting held on Tuesday 2 July 2019 be confirmed as a true record of proceedings.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

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

**10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS**

**10.1.1 Subdivision Referral, Amended Plan of Subdivision – Lot 8 Round Drive, Katanning.  
(ATTACHMENT)**

**File Ref:** A2373 C/18/6604 WAPC 157270  
**Reporting Officer:** Delma Baesjou – Consultant Planner  
**Date Report Prepared:** 11 July 2019

**Issue:**  
To consider an amended Plan of Subdivision for Lot 8 Round Drive, Katanning to create three 2ha ‘Superlots’.



**Superlot Application – Amended Plan of Subdivision**

**Body/Background:**

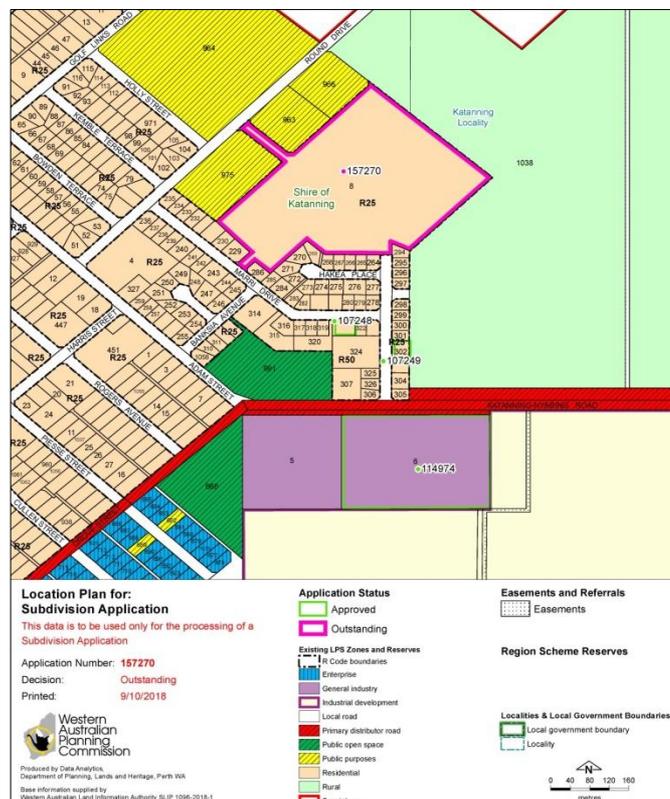
An amended Plan of Subdivision has been referred to the Shire by the Western Australian Planning Commission (WAPC). The application was prepared by MNG on behalf of TAQWA Holdings Pty Ltd. The proponent’s Accompanying Information Notes and Stormwater Management Plan are attached to this report.

A similar proposal for the same parcel of land was considered by the Council at its meeting held 26 February 2019. The Council resolved to advise the WAPC of its support for that subdivision, subject to eleven conditions. (Refer Item 10.1.1 OC185/19)

Following dialogue with staff from the Department of Planning Lands and Heritage, and the applicant, the decision date for this Application was deferred until 31 May and then again until 31 July 2019.

Lot 8 is 9.764ha and has frontage to Round Drive, Marri Drive and Casuarina Drive. The site is located approximately 1.5 kilometres to the east of Katanning town centre, adjacent to the former Residential College on Reserves 27059 and 27716. Lot 975, Reserve 27059 contains stormwater dams. Land to the south and south-west has been developed for residential purposes. The Katanning High School is located on the opposite side of Round Drive. The adjoining property to the north and east is zoned Rural and used for farming purposes.

The subject land is zoned Residential under the Shire of Katanning Local Planning Scheme No.5 (LPS). The R25 Density-Code applies. Refer WAPC Zoning and Application location display plan below.



**Officer's Comment:**

The Amended Plan shows three 2ha lots, proposed road reserves and nominates a 1.05ha Public Open Space (POS) Reserve. It is supported by a revised Bushfire Management Plan, a Stormwater Management Plan and a revised 'concept plan' for future subdivision. It should be noted the concept plan has no status and has not been formally assessed.

The proposed POS is located in the southwest corner of Lot 8 adjacent to the dam bank along the common boundary with Lot 975. The Plan shows a 0.25ha detention basin. The applicant advises this low point is the preferred location for the future drainage infrastructure.

The POS nominated on the previous Plan encompassed a number of mature trees near the southern boundary at the rear of the houses in Hakea Place. Retention of the trees within POS would have water management, environmental and amenity benefits. The existing shelter belt on the south eastern boundary aligns to a nominated future road reserve, may be able to be incorporated as verge planting.

Portion of the subject land is designated Bush Fire Prone Area (BFPA) as identified by the Fire and Emergency Services Commissioner. Accordingly, a revised Bushfire Management Plan (BMP) has been prepared to accompany this application. Part 4 identifies the bushfire hazards and Part 6 sets out responsibilities for implementation. Additional planning and building requirements will apply to future development within the designated BFPA. The BMP was reviewed by the Shire's Community Emergency Services Manager who has no comments or concerns.



***Aerial image of Subject Land – Lot 8 Round Drive (and surrounds) showing 2019 Bush Fire Prone designation (in Pink)***

Bushfire Management Plan – BAL Contour

#### **4 IDENTIFICATION OF BUSHFIRE HAZARD ISSUES**

The most significant Bushfire Hazard Issue is the adjoining cropping land located to the east of the subject land, which is likely to pose a hazard while cropped from the commencement of the bushfire season until at least harvest of the crop. The use of a 14m Asset Protection Zone will lower the Bushfire Attack Level to BAL-19.

It is recommended future development of the created lots provide road reserves at least 14m wide between the cropping land and the residential development.

A secondary Bushfire Hazard Issue is the vegetation management of the dams and Department of Education Land located to the west of the subject land. This land was not found to be reliably kept in minimum fuel condition. As abutting subject land reaches its lowest point, a drainage retention area will be required and public open space is a part of the requirement, it most suitable to locate these items adjacent to this land, particularly the water storages.

Extract from Part 4 of BMP

#### **Statutory Environment:**

Planning and Development Act 2005.

Planning and Development (Local Planning Schemes) Regulations 2015.

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

As cited on its website, “The Western Australian Planning Commission (WAPC) is the responsible authority for subdivision approvals in Western Australia”. WAPC Development Control Policies 1.1, 2.2, 2.6 and 3.1 set out the principles and standards that will be used by the Commission in determining applications for the subdivision of residential land.

#### **Policy Implications:**

There are no Shire of Katanning policy implications for this report.

Relevant WAPC Policies include:

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

Development Control Policy 2.2 – Residential Subdivision

Development Control Policy 2.6 – Residential Road Planning

State Planning Policy 7.3 - Residential Design Codes Volume 1

#### **Financial Implications:**

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

#### **Risk Implications:**

This item has been evaluated against the Shire of Katanning’s Risk Assessment and Acceptance Criteria. Local Government is a referral authority for subdivision applications which are determined by the Western Australian Planning Commission. Accordingly, the perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with current resources.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 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	B2.3	Orderly development (Town Planning)

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

OC242/19

**That Council:**

- 1) **Advises the Western Australian Planning Commission the Shire of Katanning supports to proposal to Subdivision Lot 8 Round Drive, Katanning (WAPC file ref: 157270, date stamped 29 May 2019) subject to;**
  - A. **Implementation of Fire Safety requirements and recommendations contained in the Bushfire Management Plan, in particular the establishment of 14m wide Asset Protection Zones to be maintained in low fuel condition (less than 100mm).**
  - B. **Upgrading and drainage of new subdivisional roads, including truncations, to provide practical vehicular access and serve as Emergency Access Ways, to the specifications and satisfaction of the Shire of Katanning.**
  - C. **Construction of crossovers to all proposed lots to Local Government specifications.**
  - D. **All proposed lots being provided with sewer connection.**
  - E. **All existing structures being setback from the new lot boundaries in accordance with Scheme and R Codes requirements.**
  - F. **Appropriate arrangements and assurances to be in place for the upgrading and development of the POS, at the future subdividers' expense.**
  - G. **Appropriate measures being taken to ensure the identification and protection of any vegetation on the site worthy of retention that is not impacted by the proposed development.**
  - H. **The proponent being advised that:**
    - **Clause 26(1) of Local Planning Scheme No 5 sets out that for R25 Density Coded areas, the maximum permitted density for any residential development where the development is not connected to reticulated sewer infrastructure shall be R10.**
    - **Clause 26(3) of Local Planning Scheme No 5 allows for a maximum plot ratio of 150m<sup>2</sup> for an aged persons' dwelling, excluding any attached garage/carport/ verandah.**
    - **The draft 'Concept Plan', including the survey strata Retirement Village, has not been subject to formal assessment and should not be construed as approved or**

supported by the Shire of Katanning with particular regard to urban water management, road widths, connectivity, POS development, the Residential Design Codes and Liveable Neighbourhoods.

- 2) Grants authority to the Shire President and Chief Executive Officer to affix the Common Seal of the Council to Notifications and Restrictive Covenant documentation pertaining to the creation of the new lots associated with Subdivision WAPC reference 157270, dated 29 May 2019, Lot 8 Round Drive, Katanning in accordance with Part IV Division 3A of the Transfer of Land Act 1893 (as amended).

**Voting Requirement:** Simple Majority.

CARRIED/LOST:



**Officer's Comment:**

The subject land is zoned Special Use 8 under Local Planning Scheme 5 (LPS5). In accordance with LPS5 and the 2015 Planning Regulations, the proposal requires Development Approval because it involves a substantial alteration and addition to the existing structure and is therefore regarded as 'works'.

Works, in relation to land, means —

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land; and
- (b) the carrying out on the land of any excavation or other works

Development Approval would not typically be required for maintenance or replacement fencing (like with like), especially in rural zones where stock containment is required and other legislation also applies.

Table 6 of LPS5 sets out the permissible land uses and nominates that all development standards for the subject land are at the discretion of Council. The relevant extract is shown below:

No.	Description of land	Special use	Conditions
SU8	Northern portion of Lot 3 Great Southern Highway, Katanning  <i>WAMMCO</i>	Abattoir, water storage, stockyards & skin-drying sheds  Other associated complementary uses approved by the Local Government.	Development standards/requirements shall be determined by the Local Government upon application.

Elements of the Shire of Katanning Local Law Part XII – Fencing provide relevant guidelines for this application. Clauses 12.3 and 12.4 provide for fencing up to 1.8m in height. Division 3 outlines acceptable materials, including tubular steel. Division 6 deals with Fences in Business and Industrial zones and provides for 'a wire link mesh fence of not more than 1.8m in height.

The proposed fencing is similar to that on many commercial and industrial properties in Katanning. It is used by various Government Departments and utility providers including the Water Corporation, Western Power. The proposed materials are not dissimilar to the existing fencing at KLC, around the dams on Round Drive and on other properties on South Coast Highway and the approaches to the townsite. Conditional Development Approval is recommended

**Statutory Environment:**

Shire of Katanning Local Planning Scheme No. 5.  
Planning and Development (Local Planning Schemes) Regulations 2015.

**Policy Implications:**

There are no policy implications for this report.

**Financial Implications:**

Based on the published schedule of Fees and Charges, the Planning Application Fee of \$295.00 is applicable.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. 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 be aggrieved by the Council's decision to grant conditional development approval subject to standard conditions. 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)
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

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

**OC243/19**

**That Council grants Development Approval for 2.25m high security fencing on the boundary of Lot 3 (28013) Great Southern Highway, Katanning, subject to the following conditions:**

- 1. The new structures shall be aligned to, or within the property boundary.**
- 2. Any damage or disruption to infrastructure within the road reserves is to be remediated at the proponent's cost.**

**Advice Notes**

- 1. The landowner is responsible for obtaining all necessary approvals for any proposed works or vegetation removal within the adjoining Reserves managed by Main Roads WA, the Public Transport Authority and or its subsidiaries.**

**Voting Requirement:** Simple Majority.

CARRIED/LOST

**10.1.3**            **Modified Illareen-Prosser Structure Plan**  
(ATTACHMENT)

**File Ref:**                            A3671            SPN/2199  
**Reporting Officer:**            D Baesjou, Consultant Planner  
**Date Report Prepared:**        12 July 2019

**Issue:**

To consider the modified Illareen-Prosser Structure Plan – SPN/2199 prior to advertising, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015.

**Body/Background:**

The modified Structure Plan for Lots 52 & 2979 Illareen Road and Lots 50 and 51 Kojonup-Katanning Road Katanning was submitted to the Shire of Katanning on 5 July 2019. It was prepared by Taylor Burrell Barnett (TBB), on behalf of Elberton Property Pty Ltd, in response to the schedule of modifications specified by the Council in part 2 of its October 2018 Resolution (Ref OC130/18).

The Structure provides the framework and guidelines for future subdivision and development of the western portion of Rural Residential Area 3 between Prosser Road and Illareen Road, Katanning.

The Technical Appendices prepared to inform the Structure Plan include:

- Bushfire Management Plan (revised 21 June 2019)
- Environmental Assessment and Management Strategy
- Engineering Services Plan
- Local Water Management Strategy (revised 4 July 2019)

The main changes, compared to the 2018 draft Structure Plan, include:

- Revised road alignments and intersections.
- Wider road reserve adjacent to the creek to accommodate multi-use trail.
- Short cul-de-sac on southern boundary to provide access to three larger lots.
- Extended Creek line protection areas.
- Updated provisions and text to clarify issues relating to mains water connection, on-site effluent requirements and implementation of fire safety measures.
- Minimum front setback for lots fronting Illareen Road increased from 15m to 50m.

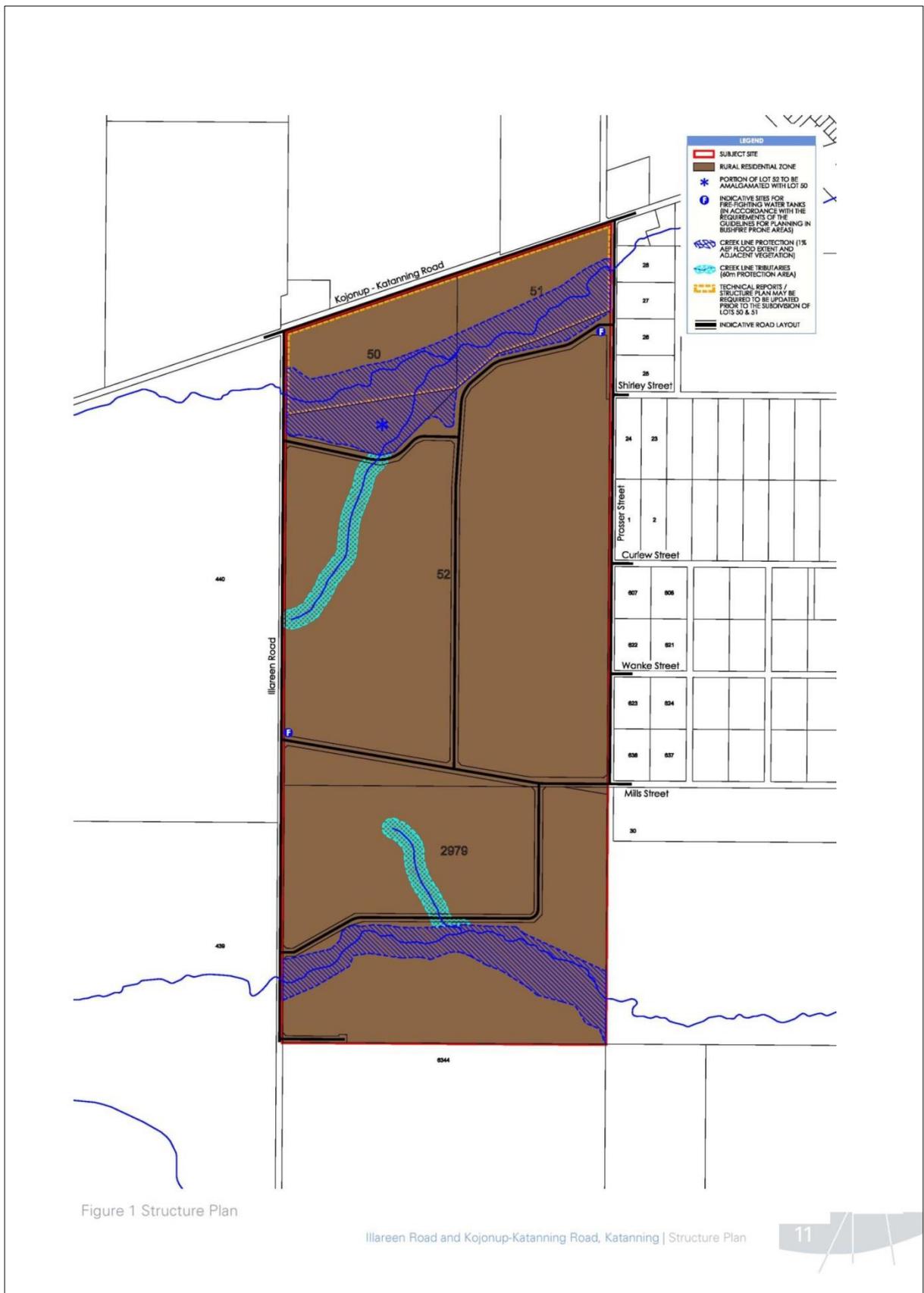


Figure 1 shows the Rural Residential zone, indicative roads, creekline and tributary protection areas and nominates sites for emergency/fire water supply tanks.

The revised Development Concept Plan (see Figure 7 below) shows 71 lots, ranging in size from 1 to 10ha, predominantly 2ha.

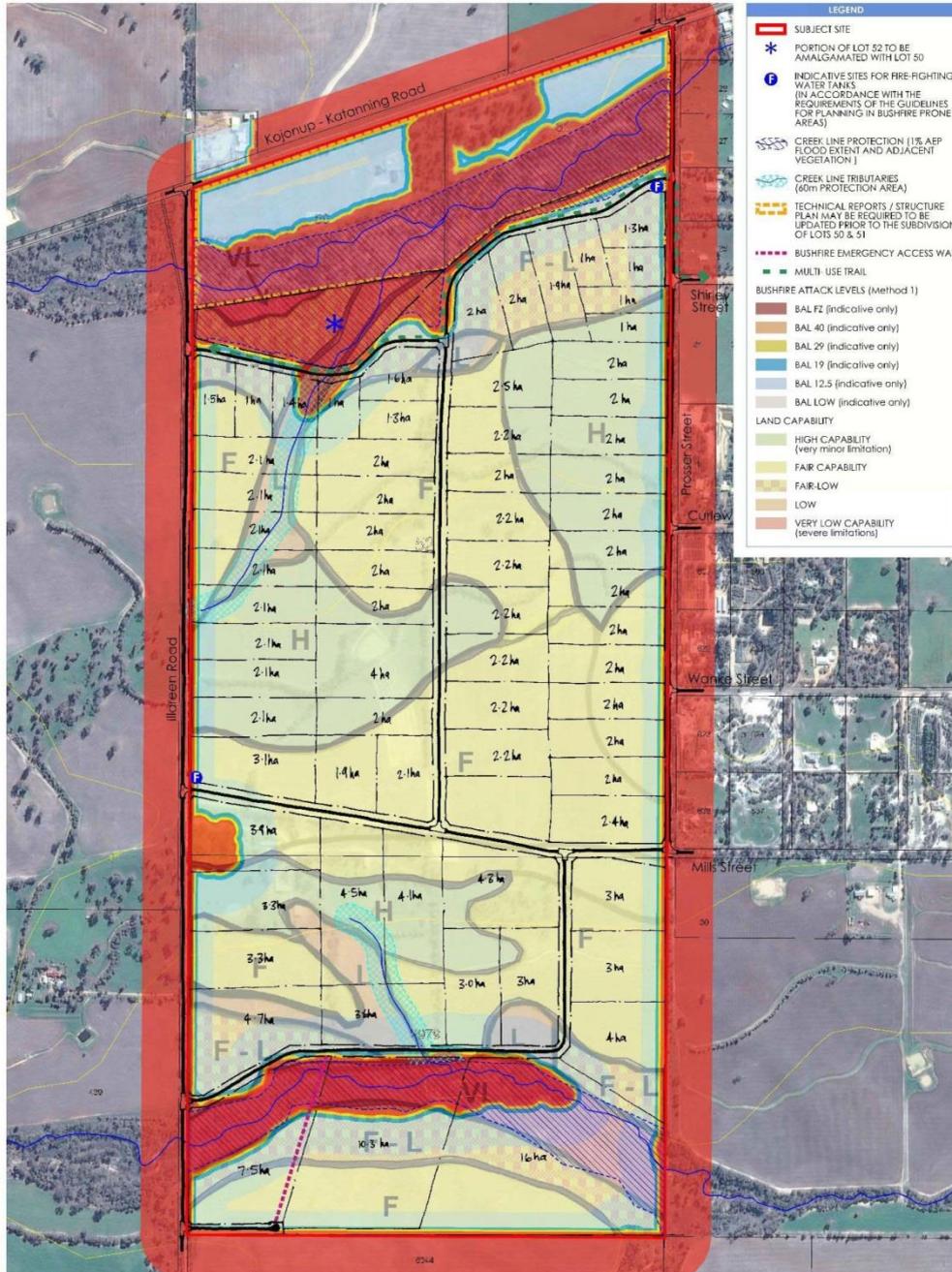
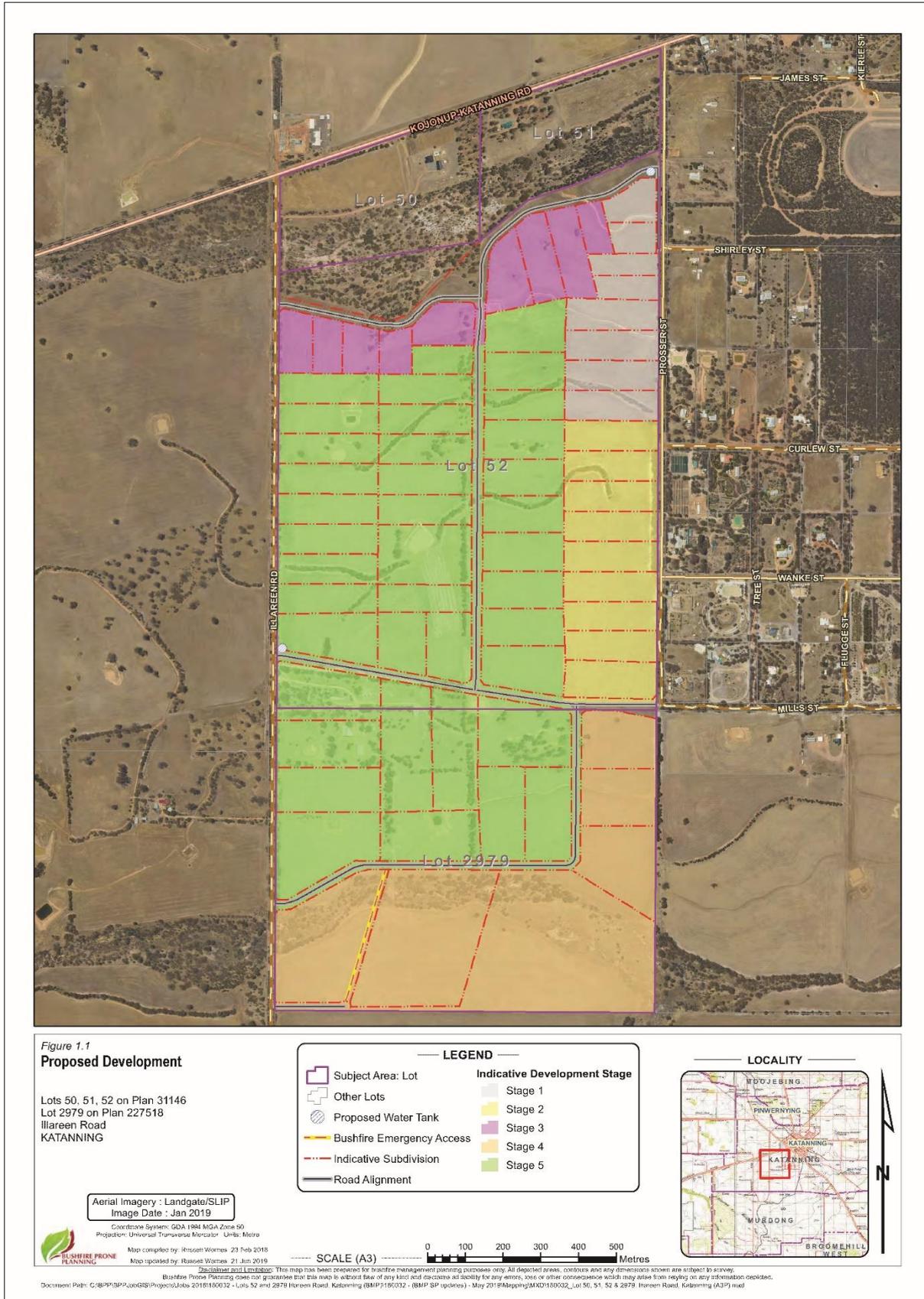


Figure 7 Development Concept Plan

An indicative Staging Plan (see below) is Fig 1.1 of the Bushfire Management Plan



The draft Structure Plan was submitted in May 2018. It was advertised in accordance with the Planning Regulations. This included Notifications 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 and a community information workshop was conducted. The formal submission period closed on 13 September 2018.

At its meeting held 23 October 2018, the Council considered the proposal, along with the fourteen (14) submissions received during advertising. (Item 10.1.5 refers). As a result of the agency advice, submissions and identified shortcomings and discrepancies in the documentation modifications to the draft IPSP were recommended prior to re-advertising. The following resolution was adopted:

**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.**

Subsequent to the Council meeting in October, correspondence was provided to the applicant, Taylor Burrell Barnett (TBB) advising of the Council's decision. There has been on-going liaison and conferral with TBB, the landowners and agencies to clarify and address the matters set out in part 2 of the Council Resolution.

On 7 December 2018 the Department of Planning Lands and Heritage staff confirmed that there was no requirement for Council to request and extension of time for reporting on the Structure Plan. The 60 day timeframe applies from the close of re-advertising on the modified Structure Plan.

**Officer's Comment:**

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

The modifications to the Structure Plan and Technical Appendices are generally in accordance with the schedule of modifications specified by the Council in October 2018. In the interim, Shire Officers have consulted with the applicant, the landowners and representatives from the Departments of Planning Lands and Heritage (DPLH) and Water and Environmental Regulation (DWER). Officers have provided feedback on several preliminary proposals, undertaken site visits and attended a site meeting in March 2019.

The following Table lists the 16 modifications required by the Council, together with a summary of the action or change and officer comment.

No.	Modification Required by SoK 2018	Reason/Justification	Subsequent Action/Officer Comment 2019
1	Review and revise the proposed road layout, lot sizes and configuration to take account of creeklines and tributaries, drainage lines, water management, remnant vegetation and revegetation areas, soil types and land capability/suitability for on-site effluent disposal and fire safety.	To reflect the recommendations in the Environmental Assessment & Management Strategy and respond more sensitively to the site characteristics and constraints.	<i>Revised road layout, width and lot configuration depicted on new Figure 1</i>  <i>Wider creekline protection areas nominated.</i>  <i>Features and Land capability information shown on new Figure 7 - Indicative Concept Plan.</i>
2	Revise Bushfire Management Plan – Appendix A, in accordance with SPP 3.7; more specifically Vehicular Access A3.2 Staging Plan 'through access'; Water A4.4 - location, number and specifications insufficient /not demonstrated; Implementation Table 5.1.1 Developers Responsibilities - require details of all works, roads and static water supplies	To address the non-compliant components of the Bushfire Management Strategy to the satisfaction of DFES and to accord with State Planning Policy 3.7 Planning in Bushfire Prone Areas and associated Guidelines	<i>Revised BMP submitted (Version 1.1, 29 June 2019)</i>  <i>Includes Emergency Access Way, cul-de-sac and battle-axe in the south east of the Structure Plan area.</i>  <i>Non-standard Emergency Access Way (alternative access to cul-de-sac) concept supported at Officer level, BMP &amp; Variation to the acceptable solutions of the Bushfire Protection Criteria yet to be endorsed.</i>
3	Review and revise Local Water Management Strategy – Appendix C.	To rectify discrepancies between the various Technical Appendices and to the address non-compliant components of the Strategy to accord with Department of Water, Department of Health and the Shire of Katanning Guidelines and Policies.	<i>Discussions and correspondence with TBB, Landowners and DWER in February 2019.</i>  <i>Revised LWMS submitted.(Version 2558 AF, 4 July 2019)</i>
4	Plan 1. Modify the wording, symbols and colours to differentiate the 1:100 Flood Extent and Technical Report layers.	Legibility; layers are not readily distinguishable.	<i>Edge of layer depicting 'technical reports / structure plan to be updated' changed from blue to yellow on new Figure 1.</i>
5	Plan 1. Modify wording relating to Technical Report to reflect that Updates/further assessment may	Correction  Assessment may be necessary prior to	<i>Wording on legend now reads "Technical Reports and Structure Plan may be required to</i>

	be a pre-requisite for subdivision of Lots 50 and 51.	subdivision, however is not necessarily required for interim development.	be updated prior to the subdivision of Lots 50 and 51" <i>on new Figure 1.</i>
6	Plan 1. Identify Development Exclusion Areas and/or creekline/foreshore protection areas	Protection of remnant vegetation, ephemeral creeks and tributaries.	<i>Wider Creek line and foreshore protection areas depicted on new Figure 1</i> <i>New Figures 8 – Indicative multi-use trail</i>
7	Plan 1. Identify areas/lots requiring increased setbacks from the creeklines, tributaries, remnant vegetation, and adjacent Rural zoned land.	To ensure the subdivision configuration and future development respond to the site characteristics and constraints.	<i>New Figure 1 and revised Text.</i> <i>New provisions in Part 1 Section 5.3.2. : Increased minimum boundary setbacks to Illareen Road: front 50m, side/rear 15m (elsewhere 15m and 10m)</i>
8	Plan 1 to identify the areas/lots requiring use of nutrient removing ATUs	Accuracy and adherence to WAPC Policy and Health statutes.	<i>New Figure 7 - Development Concept Plan includes land capability relating to on-site effluent disposal systems.</i> <i>Supported by new provisions (see 9 and 10)</i>
9	Include provisions requiring all structures and effluent disposal systems to be confined to Building Envelopes (on selected lots)	Implementation	<i>New provisions in Part 1 Section 5.4.1 Creekline protection areas</i>
10	Include provisions specifying use of nutrient removing ATUs on selected lots	Implementation and adherence to WAPC Policy and Health statutes.	<i>New provisions in Part 1 Sections 5.4.2 Land Capability including use of inverted leach drains, and areas requiring ATUs.</i>
11	Information, details and provisions relating to potable water, minimum storage capacity, rainwater harvesting, roof area, household consumption and use of groundwater/bores to be consistent, accurate and appropriate to Rural Residential Area 3	Accuracy and Implementation	<i>Structure Plan Text revised – Part 2 Sections 2.6.1.2 and 2.6.1.3</i>
12	Include provisions specifying revegetation using native species		<i>New provision in Part 1 Section 5.4.1. c): "Creek lines are to be revegetated with appropriate native species, as recommended in the Environment Assessment &amp; Management Strategy (Appendix B) to the satisfaction of the Shire of Katanning."</i>
13	Technical Appendices - general Images and Plans within the Structure Plan and Technical documents to be consistent	Accuracy and consistency	<i>Various Figures updated/replaced</i>
14	Replace the Contour plan Figure 4 of the LWMS	Accuracy and consistency.	<i>Replacement Contour Map inserted into document and Figures rearranged and re-numbered</i>
15	Structure Plan Part 2.6.1.4 and corresponding provisions to be updated to reflect any subsequent advice from Water Corporation regarding extension of reticulated mains water to service future subdivision.	Provisions to reflect level of service provision and avoid ambiguity.	<i>New provisions in Part 1 Section 5.4.3. : "In the absence of reticulated water supply a 150,000 litre storage water tank is required, of which 10,000 litres shall be kept in reserve for fire-fighting purposes."</i>
16	Amend the document to include Ref: SPN/2199.	To accord with the WAPC Structure Plan numbering format.	<i>Correct reference number shown on front cover.</i>

The modifications have been completed by TBB and address concerns and shortcomings in the original Structure Plan. The changes include improved road alignments, better foreshore and vegetation protection, increased setbacks to Illareen Road and more appropriate provisions regarding water supply, on-site effluent requirements, revegetation and fire safety. One of the significant changes relates to the proposed cul-de-sac on the southern boundary provides access to three lots, one of which is a battle-axe configuration.

This layout avoids the need for new creek crossings, however relies on a non-standard, alternative emergency egress (Emergency Access Way (EAW)). Under the current State Planning Fire Guidelines, all new lots are to be provided with an alternative, or secondary, means of emergency access. The Fire Consultant’s justification for a variation to the criteria is reproduced below.



**4.2 Local Government Variations to the Bushfire Protection Criteria (BPC)**

Local governments may apply specific acceptable solutions or technical requirements that vary from those specified in the Guidelines. When applicable, the Proposal will be assessed against these variations and the changed technical requirements of the acceptable solutions associated with each 'Element' will apply.

Are there any endorsed local variations to the acceptable solutions of the Bushfire Protection Criteria elements that are to apply to this Proposal?	Yes
Are there any endorsed local variations to the technical requirements of the Bushfire Protection Criteria acceptable solutions that are to apply to this Proposal?	No

The inclusion of an Emergency Access Way (EAW) to connect the proposed cul-de-sac located in the south east of the Structure Plan area, is supported by the local government as a variation to the acceptable solutions of the Bushfire Protection Criteria. The proposed EAW will enable a secondary connection through to the internal road network for the 3 Lots in the south of the Structure Plan area. The alignment of this EAW will be along the Lot boundary to coincide with the required firebreak location and will be subject to an easement detail on the Lot.

The EAW will cross the creek at an existing creek crossing point, which is accessible during the drier months of the year, when the immediate area is conducive to bushfires, due to the curing of crops and vegetation. The crossing will be constructed and maintained to ensure minimal disturbance of the creek line and erosion of the foreshore area in consultation with and to the specification of the Shire of Katanning. The timing of the subdivision stages as part of this Structure Plan proposal, may in the future not require the implementation of the EAW, where future development of adjoining land provides for additional road connections. The variation to the acceptable solution will be re-assessed at the relevant subdivision stage to ensure compliance with current standards and risk mitigation requirements at that time.

The proposed EAW can meet the construction technical requirements established by the Guidelines and/or the local government and will be complied with. This is the developer/proponent's responsibility to construct the EAW at the future subdivision stage.



Existing crossing – Proposed EAW crossing location

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180032 - lot 52 & 2979 illareen road katanning (bmp) v1.1
33

The option of utilising the existing seasonal summer crossing was considered by the Shire's Infrastructure and Development Officers and Community Emergency Services Manager in March. The CESM advised that sighting the 'flood modelling would assist emergency services in highlighting areas/ buildings to respond to first in the event of a large rain event'. In general, providing existing creek crossing satisfies relevant design and technical standards, the EAW identified in the 2019 Bushfire Management Plan and supported at officer level. It is acknowledged that the Plan is yet to be formally referred to DFES and endorsed/approved.

Requirements and procedures for the preparation, assessment and advertising on Structure Plans are set out in the Planning Regulations. With regard to re-advertising, Schedule 2, Part 4 cl 19 (2) provides for Local Government to take any steps it considers necessary advertise the proposed modifications. In this instance, Officers propose similar methods and timeframes to the original advertising and notifications. This would include letters or emails to affected landowners and previous submitters, publishing a notice in the local paper and on the Shire's web site and seeking further comment from public authorities and utility service providers.

The standard advertising period is between 14 and 28 days. As set out in cl.20(1)(b) of the Planning Regulations, following re-advertising, there is a 60 day time frame for the Council to consider any submissions and forwarded its report to the Commission.

**Statutory Environment:**

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015, in particular Schedule 2, Part 4 – Structure Plans.

Shire of Katanning Local Planning Scheme No. 5.

WAPC State Planning Policy 3.7– Planning in Bushfire Prone Areas and Associated Guidelines

**Policy Implications:**

There are no Local Government policy implications for this report.

**Financial Implications:**

In accordance with the published schedule of Fees and Charges applicable at the time, a Fee of \$5,500.00 was paid when the original Structure Plan was submitted in 2018.

There is no specific Fee for considering modifications, however 'Advertising (newspaper) at cost plus 15% Admin' may be recouped.

**Risk Implications:**

This item has been evaluated against the Shire of Katanning's Risk Assessment and Acceptance Criteria. The risk relates to the timeliness of Council's acceptance and advertising of a compliant Structure Plan, considering any submissions and forwarding its report to the Commission. In this case, within 28 days of receipt, and no later than 60 days after re-advertising, respectively.

The perceived level of risk for the project is considered to be "Low (2)", based on the "insignificant" consequence (1) of compliance and reputational impacts, the "minor" consequence (2) of financial impacts and the "Rare" likelihood (1) that the timeframes would be exceeded. 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)
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.

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

**OC244/19** That Council pursuant to Schedule 2, Part 4 cl 19 (2) of the Planning and Development (Local Planning Schemes) Regulations 2015, accepts and advertises the modified Illareen-Prosser Structure Plan for SPN/2199 (Revision 16-092-3). Such advertising to include letters or emails to affected landowners and previous submitters, publishing a notice in the local paper and on the Shire's web site and seeking further comment from public authorities and utility service providers.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

**10.1.4 Review Refuse Site Operations**

**File Ref:** A3170  
**Reporting Officer:** Shane Chambers Acting Manager of Infrastructure & Development  
**Date Report Prepared:** 15 July 2019

**Issue:**

To consider review of opening hours for the Katanning Refuse Site.

**Body/Background:**

Katanning refuse site is currently open seven days a week and is operated by two full time employees for an average of 8.3 hours per day. To ensure that the site remains open daily, staff are required to alternate their days off which means that the site is only manned by two employees simultaneously, three days per week. The current arrangement presents several challenges to the effective management of a large licensed refuse site.

**The main concerns are:**

Inability of employees to effectively man the gate:

When an employee is away from the gate operating machinery, they are unable to control access to the site, which results in a loss of revenue, inability to provide customers with advice, poor record keeping, and illegal items entering the site.

Compliance with DWER license conditions:

As a licensed facility the refuse site has numerous licensing conditions which need to be complied with daily. When an employee works alone it is impossible to control the gate, manage waste entering the site, cover waste, stockpile waste correctly and comply with all license conditions. As a result, compliance gets overshadowed by the day to day operation of the site.

Waste Recovery and Avoidance:

The Waste Avoidance and Recovery Act 2007 sets stringent targets for all local governments to meet by 2020. There is an expectation that 50% of household waste generated must be diverted away from landfill by 2020. The act also sets targets for building waste and local authorities are expected to recycle 75% of building waste by 2020. When employees work alone it is difficult to manage waste streaming and work towards national waste reduction strategies. Waste avoidance and recovery is a massive issue facing local governments throughout Australia.

OH&S and Working Alone:

When employees work alone it is hard to manage public movements on site. The public are prohibited from accessing several areas on site due to safety concerns. When employees work alone they are not only putting themselves at risk, but they are also putting the public at risk by not managing vehicle movement across the site.

### Compliance with License Conditions:

The refuse site has several licensing conditions which need to be complied with. These conditions include:

- Covering waste including animal pit, asbestos, household waste and medical waste
- Formation of new cells (animal pits, asbestos pit, etc...)
- Pushing or burning of any green waste
- Checking fence lines
- Litter pick around site (continuous and ongoing)
- Recording volumes of material entering the site (mandatory)
- Separation and correct storage of waste including oil, batteries, tyres, plastic, DrumMuster, green waste, building rubble, bulky waste
- Supervision of members of the public
- Supervision of the tip shop
- Relocation of internal wind fences
- Maintenance of onsite stormwater
- Spraying for weeds
- Maintaining firebreaks and setback requirements

All the above tasks need to be undertaken routinely however the site is currently run by a single employee, four days a week and it is difficult to man the gate, maintain the facility and comply with license conditions.

### Comparison with shires in the Great Southern (Green Indicates Days Open)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Kulin	Green			Green			Green
Kojonup	Green		Green		Green	Green	
Jerramungup			Green		Green		Green
Chittowurup		Green					Green
Gnowangerup		Green	Green	Green		Green	Green
Broomhill	Green			Green	Green		Green
Tambellup	Green			Green	Green		Green
Woodanilling				Green		Green	Green
Dumbleyung					Green	Green	Green
Kukerin					Green	Green	Green
Wagin	Green				Green	Green	Green

If Council were to consider closing the refuse site two days a week and reducing the operating hours per day compared to the Great Southern average of 6 hours per day based purely on the days which other shire facilities are open. The current arrangement is both costly and inefficient from an operational and compliance perspective.

### Possible Solutions:

Based on vehicle entries between 14 November 2017 to 20 May 2018;

Mon total	Tue total	Wed total	Thu total	Fri total	Sat total	Sun total
463	448	518	460	567	354	598

**Option 1:**

If Council were to consider closing the refuse site two days a week and reducing the operating hours from 11am – 5pm, this would enable the shire to roster both employees off on the days when the facility is closed. This would mean that the site is permanently manned by two employees. One employee would be required to operate the gate, control and record waste entering the site, manage the tip shop and waste receival areas in the immediate vicinity of the gate whilst the other employee would be working on the tip face, covering general waste, asbestos, medical waste and animal waste. They would also be required to manage fire breaks, weed control and ensuring that all license conditions are being met.

Based on vehicle movements Council could consider closing the refuse site on the two quietest days. Given that most employees enjoy having some time off over the weekend, Saturday is the quietest day and may be a suitable day for closure. The other low volume days are Monday and Tuesday and the shire could consider closing on either or both.

**Option 2:**

Most employees prefer two consecutive days off at a time. Given that Monday and Tuesday are low volume days Council could consider closing on both days as well as reducing daily general operating hours from 11am – 5pm. This would prevent single operator coverage and help improve overall compliance. This option may not suit employees with families however it is likely to work well with community expectations and the need for the facility to be open throughout the weekend.

**Option 3:**

Consider closing the waste transfer station on Friday and Saturday and reduce the overall daily opening hours from 11am to 5pm. This would allow both operators to be rostered off on the same days whilst having some weekend time. This option would also assist the shire to improve compliance.

**Officer's Comment:**

Consider closing the refuse site permanently on Monday and Tuesday and reduce the opening hours to 11am – 5pm on Wednesday to Sunday (option 2).

**Statutory Environment:**

Environmental Protection Act 1986.

**Policy Implications:**

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

**Financial Implications:**

Potential savings on staff costs.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 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:**

**OC245/19**                    **That Council endorses the following opening hours for the Katanning Refuse Site:**

- **Wednesday – Sunday: 11am to 5pm.**
- **Monday- Tuesday: Closed.**
- **Public Holidays: Closed.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.1.5 Piease Lake Subdivision Referrals – Lot 79 Synnott Avenue, Katanning**  
**(ATTACHMENT)**

**File Ref:** A2260 WAPC 158213 and 614-19  
**Reporting Officer:** Delma Baesjou – Consultant Planner  
**Date Report Prepared:** 11 July 2019

**Issue:**  
 To consider a Subdivision application to create thirteen lots, Public Open Space and roads, and a concurrent Survey Strata application for twenty-four lots for Lot 79 Synnott Avenue, Katanning.

The Freehold subdivision, WAPC ref 158213 proposes:

- Lots 1-6 ranging in size from 720m<sup>2</sup> – 999m<sup>2</sup>.
- Lots 7, 9-12 @ 1440m<sup>2</sup>.
- Lot 8 @ 1504m<sup>2</sup>
- Public open space totalling 14,600m<sup>2</sup>.
- Road Reserve = 7,220m<sup>2</sup>.
- Public Access Way (PAW) = 360m<sup>2</sup>.
- Balance of Title Lot 0.985ha (in two portions).



Subdivision Application – WAPC ref 158213

The Survey Strata application, reference 614-19 comprises:

- 24 survey strata lots ranging in size from 890 – 999m<sup>2</sup>.
- Common driveways, totalling 1,300m<sup>2</sup>.



Survey Strata Subdivision Application – ref 614-19

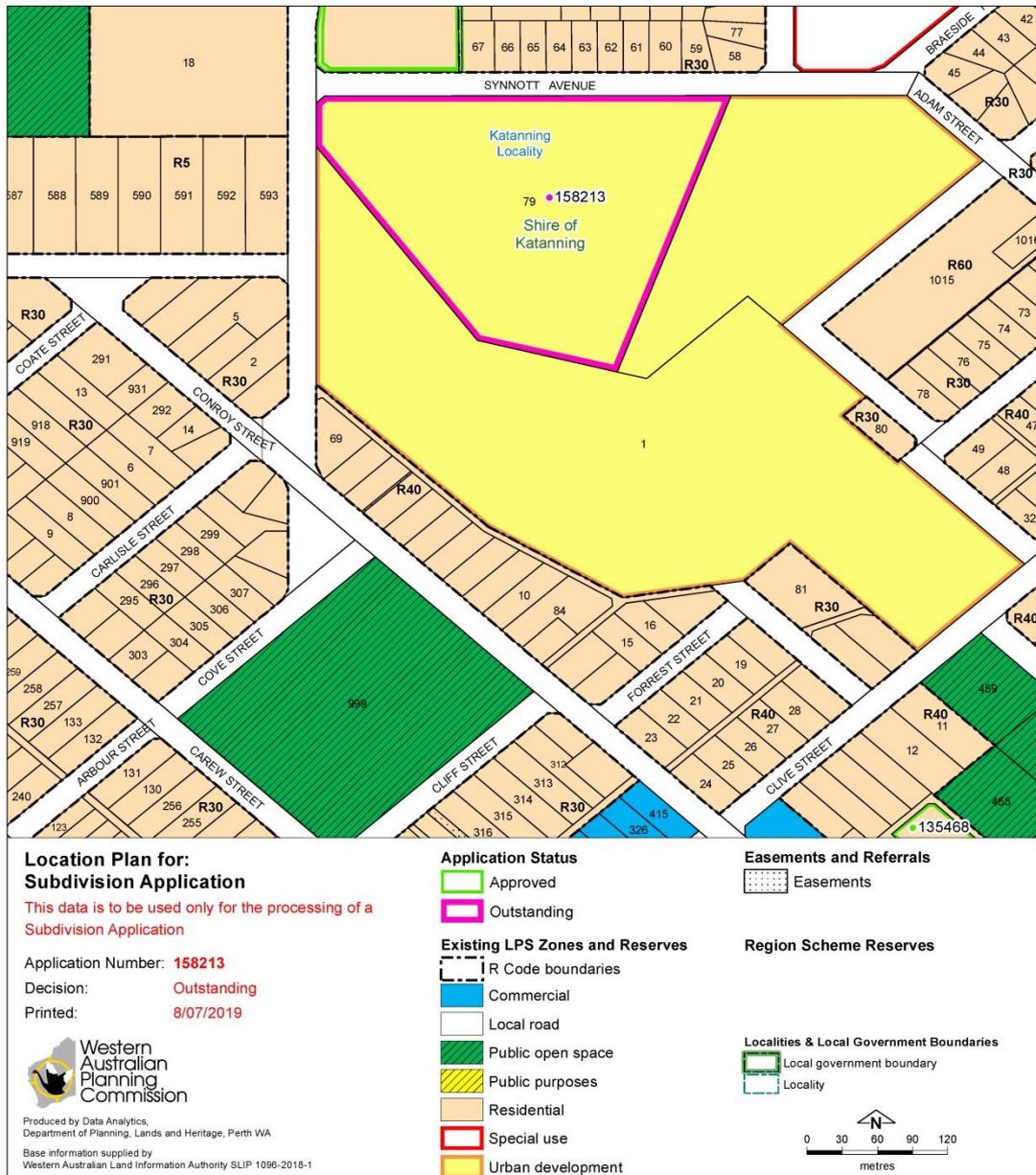
**Body/Background:**

The Subdivision applications have been referred to the Shire by the Western Australian Planning Commission (WAPC). The applications were prepared by Hames Sharley on behalf of the Shire of Katanning. The proposals are supported by an Application Report and the following Appendices/Reports:

- Piesse Lake Residential Development Design Guidelines (Hames Sharley)
- Transport Assessment, Piesse Park, Preliminary Structure Plan (Shawmac)
- Piesse Park Local Water Management Strategy (Shawmac)
- Piesse Lake Engineering Services and Schematic Design Report (Wood and Grieve Engineers)
- Bushfire Management Plan (Bushfire Prone Planning 2014)

Lot 79 is 4.61ha and has frontage to Synnott Avenue and Warren Road.

The subject land is zoned Urban Development under the Shire of Katanning Local Planning Scheme No.5 (LPS). Refer WAPC Zoning and Application location display plan below. It is the subject of Structure Plan SPN/2031 endorsed by the WAPC in January 2018.



**Officer’s Comment:**

Preparation and implementation of the Structure Plan is consistent with general and specific recommendations contained in the 2013 Local Planning Strategy and many of the Objectives/Tasks set out in the SuperTowns Growth and Implementation Plan.

It is acknowledged that completion of the subdivision will assist in progressing various projects including the Katanning Supertown Heritage Centre Project, the GSHI Independent Living Units and provision of key workers housing units. The proposal has been the subject of extensive consideration and a number of recent Council reports.

The revisions to the road layout and Public Open Space (POS) areas shown on the current application compared to the indicative plan attached to the Structure plan are supported. Tables 2 and 3 of the Application Report provide justification and assess the proposal against the requirements of Liveable Neighbourhoods. The freehold subdivision and survey strata are generally in accordance with the endorsed October 2018 Detailed Concept Design for Piesse Park. (Refer Figure 8 of Attachment).

#### **Statutory Environment:**

Planning and Development Act 2005.

Planning and Development (Local Planning Schemes) Regulations 2015.

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

As cited on its website, “The Western Australian Planning Commission (WAPC) is the responsible authority for subdivision approvals in Western Australia”. WAPC Development Control Policies 1.1, 2.2, 2.6 and 7.3 set out the principles and standards that will be used by the Commission in determining applications for the subdivision of residential land.

#### **Policy Implications:**

There are no Shire of Katanning policy implications for this report.

Relevant WAPC Policies include:

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

Development Control Policy 2.2 – Residential Subdivision

Development Control Policy 2.6 – Residential Road Planning

State Planning Policy 7.3 - Residential Design Codes Volume 1

#### **Financial Implications:**

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

#### **Risk Implications:**

This item has been evaluated against the Shire of Katanning’s Risk Assessment and Acceptance Criteria. Local Government is a referral authority for subdivision applications which are determined by the Western Australian Planning Commission. Accordingly, the perceived level of risk is considered to be “Low” risk and can be managed by routine procedures and with current resources.

#### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 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	B2.3	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.

**Officer's Recommendation/Council Motion:****OC246/19****That Council:**

- 1) Advises the Western Australian Planning Commission the Shire of Katanning supports the proposals to Subdivision Lot 79 Synnott Avenue, Katanning (WAPC file ref: 158213 and 614-19, date stamped 9 July 2019) subject to;**
  - A. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision.**
  - B. Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:**
    - a) lots can accommodate their intended use; and**
    - b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/ or proposed finished ground levels of the land abutting.**
  - C. Engineering drawings and specifications are to be submitted and approved, and works undertaken in accordance with the approved engineering drawings and specifications and approved plan of subdivision, for the filling and/or draining of the land, including ensuring that stormwater is contained on-site, or appropriately treated and connected to the local drainage system. Engineering drawings and specifications are to be to the satisfaction of the Shire of Katanning.**
  - D. Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, for the provision of shared paths through and connecting to the application area.**
  - E. Street lighting is installed on all new subdivisional roads to the standards of the relevant licensed service provider.**
  - F. The pedestrian access way being constructed and drained at the landowner/applicant cost.**
  - G. Suitable arrangements being made for the provision of sealed vehicular crossovers to service the lots shown on the approved plan of subdivision.**
  - H. Arrangements being made for the proposed public open space to be developed by the landowner/applicant to a minimum standard in accordance with the requirements of Liveable Neighbourhoods and to the specifications of the local government.**
  - I. Appropriate measures being taken to ensure the identification and protection of any vegetation on the site**

**worthy of retention that is not impacted by the proposed development.**

- J. Arrangements being made with the Water Corporation for provision of a suitable water supply service to the lots.**
  - K. All proposed lots being provided with sewer connection.**
  - L. Installation of fire hydrants to service the subdivision.**
  - M. A management statement being prepared and submitted for consideration and written confirmation in accordance with the Strata Titles Act 1985 (as amended).**
- 2) Grants authority to the Shire President and Chief Executive Officer to affix the Common Seal of the Council to Notifications and Restrictive Covenant documentation pertaining to the creation of the new lots associated with Subdivision WAPC reference 158213, dated 8 July 2019, Lot 79 Synnott Avenue, Katanning in accordance with Part IV Division 3A of the Transfer of Land Act 1893 (as amended).**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

## 10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

### 10.2.1 Schedule of Accounts (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 25 July 2019

#### **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	-	343,394.41	11,358.67	2,341,711.17
September	59,931.92	730,022.40	202,453.71	-	318,147.13	226.60	1,310,781.76
October	33,516.56	1,433,099.82	303,461.87	-	338,329.85	226.60	2,108,634.70
November	31,679.80	1,313,834.19	326,711.28	-	500,094.12	-	2,172,319.39
December	47,238.94	1,286,575.65	378,902.55	15,990.74	335,876.84	434.00	2,065,018.72
January	85,128.73	1,005,750.38	292,968.54	-	337,673.45	1,902.86	1,723,423.96
February	97,090.14	988,593.68	186,113.98	19,039.64	330,238.84	56.65	1,621,132.93
March	2,718.86	581,497.36	236,397.46	-	343,976.97	788.91	1,165,379.56
April	65,962.68	4,077,570.50	316,090.10	2,188.53	319,945.30	-	4,781,757.11
May	77,238.33	1,741,325.52	287,201.04	-	484,895.55	-	2,590,660.44
June	144,083.35	2,174,999.73	441,337.10	214.10	327,635.84	1,753.78	3,090,023.90
<b>Total</b>	<b>737,516.95</b>	<b>18,315,033.84</b>	<b>3,501,808.08</b>	<b>45,696.64</b>	<b>4,308,473.92</b>	<b>17,914.42</b>	<b>26,926,443.85</b>

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

The schedule of accounts for the month of June 2019 are attached.

The Finance Forum held on 9 July 2019 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:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 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:**

**OC247/19** That Council endorses the Schedule of Accounts as presented, being cheques 42222-42235 totalling \$144,083.35, EFT payments 27870-28105 totalling \$2,174,999.73, direct payments totalling \$441,337.10, credit card payments totalling \$214.10 and trust payments totalling \$1,753.78 authorised and paid in June 2019.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

## 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Libby French, Manager Finance  
**Report Prepared:** 11 July 2019

### **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 July 2019 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:**

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

### **Strategic Implications:**

Shire of Katanning Strategic Community Plan 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:**

**OC248/19** That Council adopts the Statement of Financial Activity for the month ending 30 June 2019, as presented.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:



**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:****OC249/19** That Council adopt the Fit for Work Policy as presented.**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.2.4      2018 Audit Report - Significant Adverse Trends**

**File Ref:** FM.AU  
**Reporting Officer:** Lisa Hannagan, Executive Manager Finance & Administration  
**Date Report Prepared:** 11 July 2019

**Issue:**

This report is for Council to consider significant adverse trends in the 30 June 2018 financial position of the Shire of Katanning as presented to the Audit and Risk Committee by Shire Auditor David Tomasi, in December 2018.

While the issue was noted in the agenda item, and the matter was discussed at the meeting, a response has not yet been formalised by Council or forwarded to the DLGSCI, as required by the *Local Government Act 1995*.

**Body/Background:**

Moore Stephens conducted the Shire of Katanning Annual Audit and the report was presented to the Audit & Risk Committee in December 2018. The Audit Report (and the agenda item) noted two significant trends:

1. Operating Surplus Ratio being below the DLGSCI standard for the past three years;
2. Asset Sustainability Ratio for the current year and previous year being below the DLGSCI standard.

Section 7.12A (4) of the *Local Government Act 1995* (the Act) requires local governments to report on matters identified as significant by the auditor and indicate what action it intends to take in respect of the matters.

**Officer's Comment:**

The issue of meeting the DLGSCI standard for these two ratios in particular is much greater than for this Council alone.

While this officer accepts that the Shire of Katanning has not met the targets set by the DLGSCI, in a brief review of the MyCouncil website (undertaken with the aim of finding a local government that officers could speak to about how they comply with these ratios), Staff were unable to find any local government who had actually succeeded in meeting either of these targets.

While not exhaustive, the review included Shires of Bridgetown-Greenbushes, Gnowangerup, Esperance, Serpentine-Jarrahdale, Waroona, Corrigin, Toodyay, Donnybrook-Balingup, Collie, Manjimup, Kojonup, Capel, Denmark, Moora, Plantagenet, Narrogin, Williams and City's of Albany and Bunbury.

According to the Shire's Auditors:

*Ratios provide useful information when compared to industry and internal benchmarks and assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future.*

In relation to the Operating Surplus Ratio, the ratio represents the percentage by which the operating surplus (or deficit) differs from the Shire’s own source funding, which includes rates.

Operating Surplus Ratio =	$\frac{\text{Operating Revenue MINUS Operating Expense}}{\text{Own source Operating Revenue}}$
Purpose	The ratio is a measure of a local governments ability to cover operational costs and have revenue available for capital funding or other purposes.

The Shire Auditors noted that in the year ended 30 June 2018, this ratio was distorted by the early receipt of Financial Assistance Grants and one-off revenue and expenditure related to flood damage events in 2016/2017 but also noted that the Shire would not have met the ratio even if the two issues noted had not occurred.

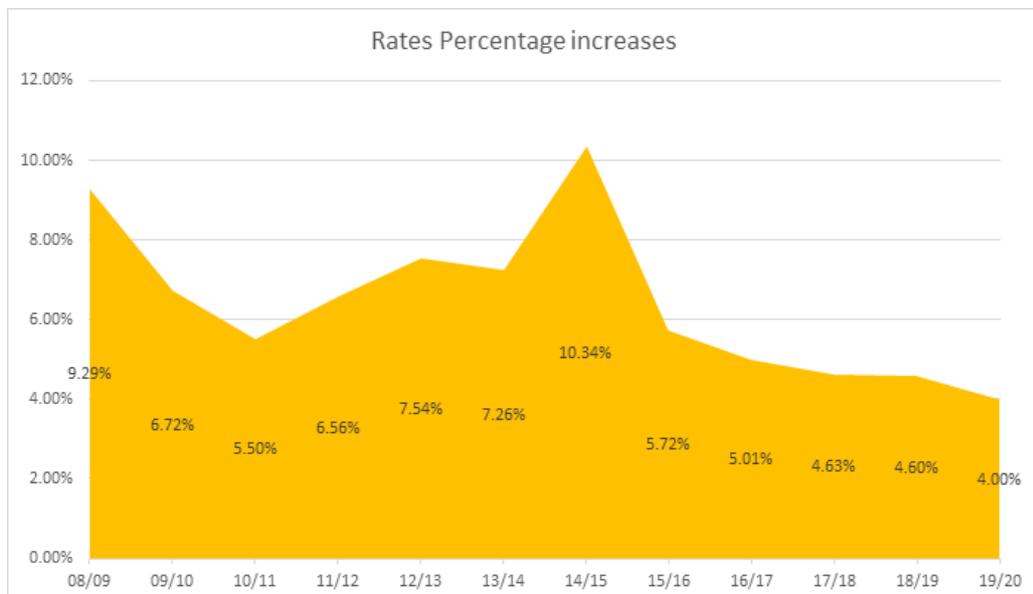
To improve this ratio, Council would need to:

1. Increase Own Source Revenue (rates, fees & charges, reimbursements, interest and profit on disposal of assets);
2. Decrease Operating Expense.

Council are quite constrained in respect to both increasing revenue and decreasing expenses.

Increasing rates, fees and charges, at too high a rate is problematic, but setting them too low is also contributing negatively on long term sustainability of the Shire.

Over recent years, Council continue to reduce the rates levied, as demonstrated by this graph:



NB. \* 2019/20 suggested rate of 4% is recommended, but as 2019/20 budget has not been finalised, can only be considered indicative at this point.

To improve the Operating Surplus Ratio, Council need to maintain consistent rate and fees/charges increases at between 4-5% per annum. Rate increases are particularly important as they compound each year, providing a larger base for the following year.

In relation to decreasing operating expenditure, several costs such as utilities, interest and insurance are difficult to reduce. Employee costs, which are significant, are more fluid and reduction of costs in this area would have a positive effect on this ratio.

An operational review has commenced (June 2019) that seeks to streamline activity and increase efficiency across the organisation. The result of this review will likely result in a significant reduction in employee costs, and this will see an improvement in this ratio.

### Asset Sustainability Ratio

Moore Stephen's Audit commentary in January 2018 noted that "interpretation of this ratio should also be considered with the Asset Consumption Ratio and the Asset Renewal Funding Ratio".

Both of these ratios are currently meeting and exceeding the DLGSCI targets.

In relation to the Asset Sustainability Ratio, the ratio expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. The ratio is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.

Asset Sustainability Ratio =	<u>Capital Renewal and Replacement Expenditure</u> Depreciation
Purpose	The ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

The issue for the Shire of Katanning (and in fact all Western Australian local governments) is that, due to the requirement for local governments to move to the fair value method of valuation, the Shire's depreciation costs have exponentially increased over the past five years.

As each asset class was revalued to fair value, the result on depreciation costs has seen an increase, since 2012/13 financial year, of **333%**.

Financial Year	Depreciation Cost
2012/13	1,030,783
2013/14	1,553,446
2014/15	2,082,746
2015/16	3,179,636
2016/17	3,264,209
2017/18	4,466,902

The Shire's entire non-financial asset inventory is now valued at fair value.

In this officer's opinion the adverse trend will therefore not continue to increase dramatically, but it is very difficult to see what Council could do to meet the current standard set by the DLGSCI.

A substantial reduction in the Shire's assets could reduce annual depreciation costs. Unfortunately, the most significant depreciation costs are associated with Shire roads (\$1.27m, 17/18) and buildings (\$1.80m, 17/18). The Shire is not able to sell its roads.

Council considered the Shire's built assets at an Asset Management Workshop held in March 2019 and that review identified only a limited stock of buildings that could be sold.

An operational review has commenced (June 2019) that is seeking to streamline and increase efficiency across the organisation.

It is expected the review may result in a reduction of depreciable assets across plant and equipment, motor vehicles and residential properties and that may bring minor improvements to this ratio.

Unless there is a change in the status quo eg. a change in the DLGSCI's operating surplus ratio standard of zero; or a transfer of the Shire's circa \$122m of roads back to the State, this Council will necessarily be reporting non-compliance to this ratio going forward.

This matter will be considered by the Audit and Risk Committee meeting on 30 July 2019.

**Statutory Environment:**

Local Government (Audit) Regulations 1996

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 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:****OC250/19 That Council:**

- 1. Recognises and reports to the Department of Local Government, Sport and Cultural Industries, that the Shire has not met the standard for either the operating surplus ratio or asset sustainability ratio;**
- 2. Directs the CEO to advise the Minister in writing that:**
  - a. Council are focused on the long-term sustainability of the Shire and are cognisant of the requirement to ensure own source revenues, including rates and fees and charges are increased at appropriate levels and that expenditure is closely monitored and managed;**
  - b. In relation to the Operating Surplus Ratio, the Shire of Katanning has commenced a major review into the organisational operations and structure that will result in a significant reduction in operating expenses. The review will conclude, and changes be implemented during the 2019/20 financial year; and**
  - c. In relation to the Asset Sustainability Ratio, the Shire of Katanning will continue to develop its Asset Management Strategy and Plans with a renewed focus on reducing any non-essential properties on the Shire Register. The review of the organisational operations and structure may also contribute to a reduction in other assets such as plant, equipment and motor vehicles.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:



**Policy Implications:**

New Policy.

**Financial Implications:**

Nil.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 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:**

**OC251/19 That Council adopts the Amherst Village Pet Policy as presented.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS****10.3.1 Katanning Destination Brand Development & Content Plan**  
(ATTACHMENT)

**File Ref:** ED.PL.01  
**Reporting Officer:** Sam Davis, Executive Manager Projects & Community Building  
**Date Report Prepared:** 17 July 2019

**Issue:**

To consider the draft Katanning Destination Brand Development and Content Plan.

**Body/Background:**

The Shire of Katanning commissioned Marketforce/Flare to develop a Katanning Destination Brand Development and Content Plan in February 2019.

**Task**

1. Define the Katanning destination brand, which will identify what makes the destination real, meaningful and different.
2. Define the Katanning destination's target audience in line with Tourism WA's new segmentation approach.
3. Communicate the optimal approach to producing video content that will communicate the Katanning destination brand in a meaningful manner across the target audience sets to achieve the objectives below.

**Primary Objectives**

1. Establish a cohesive destination brand story that will unite the local community to drive a consistent destination brand message.
2. Develop awareness of Katanning as a destination to visit for the target audience.
3. Develop awareness of what is on offer in and around Katanning as a destination to visit for the target audience.
4. Increase consideration of Katanning as a destination to visit for the target audience.

**Secondary Objective**

1. Enhance a feeling of local community pride in Katanning.

A Katanning Brand Development Workshop was held on 17 April 2019 with Councillors and Community stakeholders. The team at Marketforce then developed a draft Katanning Destination Brand Development and Content Plan. This draft plan was presented to the project team on 29 May 2019. The team, consisting of the Shire President, Chief Executive Officer, Executive Manager of Property & Assets and Executive Manager of Projects & Community Building, are confident that the plan presented has captured the products and themes explored during the initial workshop; however, it was generally felt that the brand essence required further thought.

The draft Katanning Destination Brand Development Plan was sent out to the stakeholder group for review and feedback on 31 May 2019. A further meeting was held on 12 June 2019 between Marketforce/Flare and the project team to provide feedback. Amendments were then made to include stakeholder feedback and to refine the Brand Essence “Timeless Stories”.

**Officer’s Comment:**

The Final Draft of the Katanning Destination Brand Development and Content Plan has been submitted by Marketforce/Flare. The brand strategy has been developed based on the insights gathered from the community members and stakeholders that attended the workshop. It is the author’s view that the feedback from the workshop and review has been incorporated into the document and that it has identified what is most important (real, meaningful, different) about Katanning.

The Katanning Destination Brand Development and Content Plan, once ratified, will be used to inform the Katanning Tourism Strategy and will guide content creation for tourism promotion and Katanning Stories.

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Financial Implications:**

This project forms part of the Katanning Heritage Centre Project funded through Royalties for Regions. A budget of \$80,000 has been allocated to the Katanning Stories and a further \$260,000 for the Tourism Strategy implementation.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	ECONOMIC	
ASPIRATION	E2	A great place to live and visit
OBJECTIVE	E2.1	Strengthen the local tourism sector
	E2.3	Ensure a positive town identity and branding that promotes Katanning and enhances community pride

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

**OC252/19 That Council endorses the Katanning Brand Development and Content Plan as presented.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS****10.4.1 Katanning RSL Park Upgrade  
(ATTACHMENT)**

**File Ref:** CP.DE.15  
**Reporting Officer:** Heidi Cowcher, Executive Manager Property & Assets  
**Date Report Prepared:** 16 July 2019

**Issue:**

To consider the concept plan for the redevelopment of the Katanning RSL Park.

**Body/Background:**

The Katanning RSL Park Upgrade has been in development for several years with various concept plans and budgets presented for consideration internally throughout this time. The project has been reviewed substantially and revised to be able to achieve delivery of the project as soon as practicable (with particular note that the creation of the artwork has commenced).

The project has three key outcomes:

1. Installation of a new sculptural memorial to mark the 100-year anniversary of the Katanning Sub-Branch of the RSL;
2. To change the layout of the grounds to increase the accessibility of the Park and safety of visitors especially during memorial ceremonies and events;
3. To enhance the aesthetics of the Park and encourage visitation and quiet reflection.

The project was first initiated by the Katanning Sub-Branch RSL Secretary/Treasurer Kath Crosby, together with Phil Shelton from Green Frog Studios who have previously briefed Council on the proposal. The sculpture has the approval of the RSL and the financial support from the Katanning RSL.

The Shire of Katanning made provision in the 2018/19 budget for the delivery of this project, together with the contribution from the former Katanning Sub-Branch of the RSL.

Expenditure committed to date includes the granite plinth that the sculpture will be set on which has been purchased from Great Southern Monumental Masons and the sculpture has been commissioned to Green Frog Studios, Esperance.

The balance of the cost of the project will be a combination of shire staff and external contractors engaged, where required.

**Officer's Comment:**

The concept plan as presented for the redevelopment has been considered in conjunction with all previous iterations of the plan as well as feedback from Council, staff and the community. It is important that any redevelopment of public open space is made with the necessary consultation and engagement to ensure that the resultant outcome is as envisaged by all stakeholders.

The plan needs to be simple, yet effective; require minimal maintenance; be all one level for accessibility for all potential users; include less trees (due to size of trees being considered for the area) and, mostly importantly, be completed before 11 November 2019.

The officer is particularly cognisant of the fact that this project has been over two years in development with no on ground action, and would like to see the project proceed as soon as possible, provided all approvals are in place from both a plan and budgetary point of view.

Further to the Council Forum meeting held 9 July 2019, Council are presented with two options for consideration for the park redevelopment – one with the orientation of the access from Clive Street (Option A) and one diagonal from the intersection of Clive and Dore Street (Option B). Council are requested to consider both of these options and determine their preference in the final council motion. The officer has removed the inclusion of a seating wall around the park with Lest We Forget and will instead consider a mowing kerb at the centre paved walkway, together with RSL and Lest We Forget embedded into the paving at the entrance to the park and at the memorial respectively.

The officer will request assistance from the Townscape committee with the pruning and relocation of the roses (to be retained and re-used in the park redevelopment) and the Men's Shed with the proposed refurbishment of the current entrance signage. Both these requests are yet to be confirmed by the respective organisations.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

There are no policy implications for this item.

**Financial Implications:**

This project was initially budgeted in the 2018/19 budget, with \$44,669 set aside for the redevelopment of this park. This includes a contribution from RSL of \$11,740 that has already been received. The contribution from RSL is specifically for the Statue and granite plinth (already commissioned or purchased). This capital allocation has been rolled over into the 2019/20 budget as the project was initiated last financial year.

The balance of the cost of the project is proposed to be funded from the Katanning Supertown Heritage Centre Project (KSHCP) – WP09 – which has a total budget of \$44,670 to be distributed between landscape upgrades for the four parks at the Clive Street/Railway line intersection. The officer has allocated \$13,853 to this project of the total to the redevelopment of the Katanning RSL Park, subject to endorsement by Council.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017-2027

PRIORITY		BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need.	
OBJECTIVE	B1.1	Sustainably manage current and future assets and infrastructure.	
OBJECTIVE	B1.2	Provide Council facilities that meet community need.	
ASPIRATION	B2	Places for the community to live, work and connect.	
OBJECTIVE	B2.1	Enhance public realm.	
PRIORITY		LEADERSHIP	
ASPIRATION	L1	An inclusive community recognised as a great place to live and visit.	
OBJECTIVE	L1.1	Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stakeholders.	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.	
OBJECTIVE	L2.1	Optimise use of Shire resources	

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

**OC253/19** That Council endorses the preferred concept plan (Option A or Option B), and makes provision in the 2019/20 budget for the Katanning RSL Park redevelopment.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.4.2**            **Katanning Rotary Park Upgrade**  
(ATTACHMENT)

**File Ref:** CP.DE.15  
**Reporting Officer:** Heidi Cowcher, Executive Manager Property & Assets  
**Date Report Prepared:** 17 July 2019

**Issue:**

To consider the concept plan for the redevelopment of the Katanning Rotary Park.

**Body/Background:**

The Katanning Rotary Park Upgrade has been in development for several years with various concept plans and budgets presented for consideration throughout this time. The project has been reviewed substantially and revised to be able to achieve delivery of the project as soon as practicable.

The project was initiated by the Katanning Rotary Club who have been working with the Shire to see the Park redeveloped, including a refurbishment of the former wishing well that is the main feature of the Park in recognition of reticulated water coming to Katanning.

In meeting with representatives from Rotary, staff have endeavoured to ensure that the elements that have been identified as priority are included, but also take into consideration the need for the project to be a simple and effective display; an efficient use of resources; meet the identified needs of Rotary, the Shire and the wider community and ensure that the project is delivered in a timely and cost effective manner.

Rotary have indicated that they have funds to commit to the project, and this is currently being considered by their Board. The budget as attached, together with the Plan, have been provided to Rotary for their deliberations.

**Officer's Comment:**

The concept plan as presented currently for the redevelopment has been considered in conjunction with all previous iterations of the plan, as well as feedback from Council, staff and the community. It is important that any redevelopment of public open space is made with the necessary consultation and engagement to ensure that the resultant outcome is as envisaged by all stakeholders.

The officer is particularly cognisant of the fact that this project has been over two years in development with no on ground action, and would like to see the project proceed as soon as possible, provided all approvals are in place from both a plan and budgetary point of view.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

There are no policy implications for this item.

**Financial Implications:****Financial**

The project is to be funded from the Katanning Supertown Heritage Centre Project (KSHCP) – WP09 – which has a total budget of \$44,670 to be distributed between landscape upgrades for the four parks at the Clive Street/Railway line intersection.

The officer has allocated \$23,680 from WP09 for the redevelopment of Katanning Rotary Park, subject to endorsement by Council. Additional funds will be sourced from WP15 –(roundabout upgrade and the paving of the 4 corners) of \$17,110, subject to endorsement by Council

Katanning Rotary have confirmed that they will contribute \$21,190 to the Shire for the redevelopment of the Park, together with their own cash contribution to the well upgrade for an estimated \$6,000.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017-2027

PRIORITY		BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need.	
OBJECTIVE	B1.1	Sustainably manage current and future assets and infrastructure.	
OBJECTIVE	B1.2	Provide Council facilities that meet community need.	
ASPIRATION	B2	Places for the community to live, work and connect.	
OBJECTIVE	B2.1	Enhance public realm.	
PRIORITY		LEADERSHIP	
ASPIRATION	L1	An inclusive community recognised as a great place to live and visit.	
OBJECTIVE	L1.1	Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stakeholders.	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.	
OBJECTIVE	L2.1	Optimise use of Shire resources	

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

**OC254/19 That Council endorses the Katanning Rotary Park plan and makes provision in the 2019/20 budget for the proposed redevelopment.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.4.3**            **Great Southern Housing Initiative: Katanning Build**  
(ATTACHMENT)

**File Ref:** CP.DE.13  
**Reporting Officer:** Heidi Cowcher, Executive Manager Property & Assets  
**Date Report Prepared:** 17 July 2019

**Issue:**

To endorse the schematic concept plans for the construction of four (4) independent living units (ILUs) and three (3) key worker housing units in the Piesse Lake Residential Subdivision.

**Body/Background:**

The Shire has secured funding from the Great Southern Housing Initiative to build four ILUs and three key worker housing units in the Piesse Lake Residential Subdivision.

The Shire has engaged H & H Architects to prepare schematic concept drawings for the construction of these units for Council endorsement prior to the next stage.

Once the schematics are endorsed, the next stage will be the preparation of building appearances and elevations; initial schedules of finishes and the provision of cost estimates based on a Quantity Surveyor review of the drawings together with consideration of the budget for the project.

During this next stage, the architects will also provide cost estimates to progress to detailed design (full architectural plans), documentation (for tender purposes) and tender/contract administration (if required).

**Officer's Comment:**

The schematic concept plans were presented to Council Forum on 9 July 2019. Councillors were requested to provide feedback (if required) to the EMPA before OCM.

Council is now requested to endorse the schematic concept plans so that the project can move forward to the next stage.

The Residential Subdivision is currently under consideration by the WA Planning Commission, so it is timely to develop the plans for the construction of the units so that they are ready to commence construction as soon as the site is ready, given the timelines for the delivery of the project within the funding parameters.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

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

**Financial Implications:**

The project is to be partly funded by external funding secured from the Great Southern Housing Initiative (BBRF – managed by the Shire of Broomehill-Tambellup – totalling \$1,234,375; and RAAP – managed by the Shire of Kojonup – totalling \$434,318) together with cash and in-kind contributions from the Shire of Katanning. The internal allocation of the cash contribution by the Shire is part of the 2019/20 budget deliberations, but it likely to be made up of a combination of reserve funds, loan funds and the sale of existing, surplus, property. The cash contribution for the Shire of Katanning totals \$1,420,057.

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017-2027

PRIORITY		BUILT ENVIRONMENT	
ASPIRATION	B1	Infrastructure that meets community need.	
OBJECTIVE	B1.1	Sustainably manage current and future assets and infrastructure.	
OBJECTIVE	B1.2	Provide Council facilities that meet community need.	
ASPIRATION	B2	Places for the community to live, work and connect.	
OBJECTIVE	B2.1	Enhance public realm.	
OBJECTIVE	B2.2	Facilitate and encourage housing options; spaces for local service delivery, employment and recreation.	
PRIORITY		LEADERSHIP	
ASPIRATION	L1	An inclusive community recognised as a great place to live and visit.	
OBJECTIVE	L1.1	Operate with high ethical and professional standards, being open, transparent and responsive to the community and other stakeholders.	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.	
OBJECTIVE	L2.1	Optimise use of Shire resources	

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

**OC255/19** That Council endorses the schematic concept plans for the Great Southern Housing Initiative – Katanning Build, for the construction of four (4) Independent Living Units and three (3) Key Worker Housing Units at the Piesse Lake Residential Subdivision.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.5 CHIEF EXECUTIVE OFFICER'S REPORTS****10.5.2 Order of Business – Ordinary Council Meetings.**

**File Ref:** GV.CM.1  
**Reporting Officer:** Julian Murphy  
**Date Report Prepared:** 17 July 2019

**Issue:**

To consider a change in the Order of Business for Ordinary Council Meetings.

**Body/Background:**

The current order of business at a Shire of Katanning Ordinary Council meeting is:

1. Declaration of Opening/Announcement of Visitors
2. Record of Attendance
3. Response to Previous Public Questions Taken on Notice
4. Disclosure of Financial/Impartiality Interest
5. Public Question/Statement Time
6. Applications for Leave of Absence
7. Petitions/Deputations/Presentations
8. Confirmation of Minutes of Previous Meetings
9. Announcements by Presiding Member Without Discussion
10. Reports of Committees and Officers
11. Elected Members Motions
12. New Business of an Urgent Nature
13. Confidential Item
14. Closure of Meeting

The Shire President requested a change in the Order of Business to have the Announcement by Presiding Member Without Discussion moved higher in the order of business to the third item of business.

**Officers Comment:**

The Order of Business for Council meetings can be changed by resolution of Council at an Ordinary Council Meeting.

**Statutory Environment:**

Local Government Act 1995.  
Shire of Katanning Standing Orders.

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Risk Implications:**

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

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L.1	An inclusive community, recognised as a great place to live and visit.
OBJECTIVE	L1.2	Provide effective leadership and good governance

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

**OC256/19** That Council changes the order of business at Ordinary Council Meetings to the following:

1. Declaration of Opening/Announcement of Visitors
2. Record of Attendance
3. Announcements by Presiding Member Without Discussion
4. Response to Previous Public Questions Taken on Notice
5. Disclosure of Financial/Impartiality Interest
6. Public Question/Statement Time
7. Applications for Leave of Absence
8. Petitions/Deputations/Presentations
9. Confirmation of Minutes of Previous Meetings
10. Reports of Committees and Officers
11. Elected Members Motions
12. New Business of an Urgent Nature
13. Confidential Item
14. Closure of Meeting

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.6 ADVISORY COMMITTEE MEETING**

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

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

**13. CONFIDENTIAL ITEM**

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at \_\_\_\_ pm