



'Together, We're Building Katanning's Future'

**MINUTES OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

Minutes of the Ordinary Council Meeting of the Shire of Katanning held on  
Wednesday 22 April 2015, 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.

Cr Alan McFarland  
SHIRE PRESIDENT

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

The Presiding Member declared the meeting open at 6pm.

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

Presiding Member: Shire President - Cr Alan McFarland

Members: Cr Owen Boxall  
Cr Richard Kowald  
Cr Heather McCarley  
Cr Danny McGrath  
Cr Craig McKinley  
Cr Alep Mydie  
Cr Leisha Wood

Council Officers: Andrew Holden, Acting Chief Executive Officer  
Uwe Striepe, Director of Engineering & Development Services  
Diana Marsh, Manager of Finance

Council Observer: Taryn Human, Personal Assistant to CEO

Gallery: Matt Collis

Media:

Apologies: Sarah Taylor, Director of Corporate and Community Services  
Deputy Shire President - Cr Robert Godfrey  
Sam Davis, Executive Manager – Strategic Projects

Leave of Absence:

**3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****5. PUBLIC QUESTION/STATEMENT TIME**

Matt Collis expressed his opinion that the design of the upgrades to Clive Street, was not suitable referring to tree pits, parking, chipped pavers and the impact on businesses while the renovations were still taking place. He also mentioned that the March minutes were not complete in that some issues raised by other members in the gallery had not been minuted.

Cr Alan McFarland responded that the design was done by professionals and the materials incorporated are fit for purpose. In answering the issues raised he said that explanations have already been provided to the public in various forums.

**6. APPLICATIONS FOR LEAVE OF ABSENCE****7. PETITIONS/DEPUTATIONS/PRESENTATIONS****8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****8.1 Ordinary Council Meeting – 25 March 2015  
(SEE ATTACHED MINUTES)****MOVED: CR RICHARD KOWALD****SECONDED: CR LEISHA WOOD**

**OC26/15** That subject to the minor corrections noted above, the minutes of the Ordinary Council Meeting held on Wednesday 25 March 2015 be confirmed as a true record of proceedings.

**Voting Requirement: Simple Majority****CARRIED 8/0****8.2 Annual Electors Meeting – 4 February 2015  
(SEE ATTACHED MINUTES)****MOVED: CR OWEN BOXALL****SECONDED: CR RICHARD KOWALD**

**OC27/15** That the minutes of the Annual Electors Meeting held on Wednesday 4 February 2015 be confirmed as a true record of proceedings.

**Voting Requirement: Simple Majority****CARRIED 8/0**

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

The consultants for the KLC Masterplan have a survey running which can be accessed via the link on the Shire Facebook page.

Site visit with Main Roads to the Great Southern roundabout with Peter Rundle, Alan McFarland, Uwe Striepe and Andrew Holden. They had answers to concerns and explained that while no slip lane could be accommodated in the design they have increased the entry width to the Kojonup Road entrance by 5 metres.

Had discussions with Water Corporation and State Lands at the recent PAG meeting regarding sewers and the Clive Street water main and the transfer of land to provide necessary industrial land for SuperTown growth.

Anzac Day service on Saturday starting at 5:45am.

Congratulations to Cr Mydie on his new business venture at the Daily Grind.

CEO Selection Panel have had 21 packs sent out and 8 applications.

**10. REPORTS OF COMMITTEES AND OFFICERS**

Nil.

**10.1 DIRECTOR OF ENGINEERING & DEVELOPMENT SERVICES REPORTS**

Nil.

**10.2 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES REPORTS****10.2.1 Receipt of Financial Reports  
(SEE ATTACHED FINANCIAL REPORTS)****RECOMMENDATION**

**MOVED: CR ALEP MYDIE**

**SECONDED: CR LEISHA WOOD**

**OC28/15 That Council:**

- 1. Receive the Schedule of Accounts for March 2015;  
and**
- 2. Receive the Financial Statement for March 2015**

**Voting Requirement: Simple Majority**

**CARRIED 8/0**

**10.3 EXECUTIVE MANAGER – STRATEGIC PROJECTS****10.3.1 Katanning – “RV Friendly Towns”**

**File Ref:** AM/03/0007  
**Reporting Officer:** Executive Manager - Strategic Project  
**Date Report Prepared:** 17 April 2015

**Issue:**

For Council to consider the installation of “RV Friendly” facilities in Katanning.

**Body/Background:**

The Shire of Katanning has received a number of requests over the past several years for it to consider meeting “RV Friendly Town” criteria, in order to apply to the Caravan and Motorhome Club of Australia (CMCA) for “RV Friendly Town” status.

In order for a town to use the term “RV Friendly Town” there is a set of minimum requirements that first must be met. These requirements include the availability of the following: free potable water, access to a free RV dump facility, provision of appropriate RV parking within the town centre and the provision of low cost, short term (24/48 hour) RV parking for self-contained vehicles.

To incentivise Councils to satisfy the above criteria, to use the term “RV Friendly Town” the CMCA offers a Dump Point Subsidy Program. As a part of the program the CMCA supplies participating Councils with a “Dump Ezy” dump point unit, delivered to a nominated address; in exchange the Council agrees to display a small plaque (supplied by CMCA); offer the RV Dump point as a public facility free of charge and makes it available for use during normal daylight hours each day.

Following requests from the Katanning Community, Council has been considering options for an RV Dump Point and Rest area in Katanning for some time. While Council has stated it supports the continued development of additional tourism facilities in town, it has not yet been able to offer its full support to previous RV facility proposals due to uncertainties relating to delivery cost and design.

Council has allocated \$5,000 in the 2014/15 budget to deliver an RV Dump facility and rest area in Katanning.

**Officer’s Comment:**

A number of Council Forum discussions have been held to determine options/locations to deliver RV facilities in Katanning. Council requested the author to investigate a number of locations for suitability in accommodating RV facilities. In undertaking this investigation the author liaised with the Water Corporation, local plumbers, The Shire’s Engineering Department, CMCA and neighbouring Councils to determine a cost effective and practical location to install an RV Dump Facility and RV rest area in the Katanning town site.

The disused road (formerly Albion Street) running alongside Albion Street (current) and adjacent to the BMX track is considered the most suitable site for establishment of an RV rest area. To make the proposed RV rest area appropriate for use, minor alterations will be required to improve vehicle access at the location. The installation of directional and instructional signage will be required.

In offering a short term (24/48 hour) parking area; Council, if it chooses, has the right to charge a small fee to users of the rest area; however, the author suggests that due to the time it would take to effectively administer a fee system, Council instead should encourage users of the RV rest area to make a donation to the Katanning Visitors Centre in gratitude of the rest area's free provision.

Consultation with neighbouring Councils would suggest that an RV dump facility in Katanning could expect to be utilised 10 -20 times per week.

The following locations were assessed for suitability to install an RV Dump facility:

- A. Katanning All Ages Playground (Location A)
- B. Corner of Blantyre Street and Albion Street (Location B)
- C. The Lion's Park (Location C)

The assessment of each of the aforementioned locations included determining the approximate cost involved in connecting the RV Dump facility to the sewer; the site's ability to comfortably accommodate RV vehicles; the availability of water or the costs to connect water to site and the identification and costing of any modification or works that would be required to cater for the installation of the RV Dump facility.

Below is an assessment of the three locations:

#### FIGURE 1 LOCATION A



Location A (indicated by purple star above and refer to white attachment detailed placement) - is situated in a recreation reserve known as the Katanning All Ages Playground. The reserve currently consists of a large all ages playground, a children's playground, toilet facilities, a miniature railway and associated building, car park and picnic facilities. It is proposed that the RV Dump facility be installed next to the southern side of the Miniature Railway Building adjacent to the car park connecting into existing sewer and water infrastructure. (Please see site proposal attached).

**Pros:**

Location A. already has existing sewer and water infrastructure that the RV dump system can be connected straight into. The cost to installing the RV dump system at Location A. would be minor and would only involve the cost associated in paying trade labour to connect and install the RV dump system.

The Shire of Katanning has already been granted a trade waste permit from the Water Corporation to dispose of waste at Location A. If Council choose to install an RV Dump facility at Location A. it would not be required to seek new approval.

**Cons:**

Location A. is a recreation reserve which incorporates a large playground, toilet facilities, a miniature railway track and associated amenities. The reserve is primarily used by local families, young people and visitors. Although most systems that use the RV Dump facility are contained; the facility's close proximity to play and eating areas must be considered. RV vehicle combinations can range from 5m to 19.5m in length, large vehicles may pose a risk of congesting the car park at Location A. and may restrict other user's access to the park.

Although a RV rest area location is proposed for the disused former Albion street, there is a risk that RV vehicles will loiter in the car park at location A. rather than moving onto the proposed designated rest area, resulting in congestion issues in the car park.

Specifications for an optimal Dump Point recommend a straight road access of 20m alongside the RV dump facility with approximately 10m at each end to allowance for plenty of room for turning. While the 20m straight area is available at location A the turning space is slightly less than optimal but overall is considered acceptable.

**FIGURE 2 LOCATION B**





**Location:**

Location B is a recreation reserve which consists primarily of a toilet block, grassed open space, shaded areas, barbeque facilities and a vehicle pull off bay. Two installation options have been identified at Location B.

**Site Installation Options:**

Option 1 (indicated by yellow triangle) - Install RV Dump Facility adjacent to existing vehicle pull off bay on Albion Street; or Option 2 (indicated by purple star) - Construct a new purpose build vehicle pull off bay on Blantyre Street and Install RV dump facility adjacent to the new bay.

**Pros:**

Location B is conveniently located opposite the proposed RV rest area. There is access to sewer and water on site; however, the sewer connection is problematic.

**Cons:**

To accommodate Option 1 the sewer system would first require re-digging and deepening to allow adequate fall for the operation of the sewer. The works required to re-dig the sewer will be costly, estimated by the Shires plumber to cost approximately \$15,000, which would not be able to be accommodated within the current approved project budget.

Before the installation of an RV Dump Facility, Option 2 would require the construction of a new vehicle pull off bay on Blantyre Street and modifications to the road access to Albion Street to allow left turning and through traffic. The Shire's Engineering department has estimated these works at approximately \$10,000 which would exceed the current approved project budget.

**FIGURE 3 LOCATION C****Location:**

Location C (indicated by purple star above) - is situated at the rear of the Katanning BMX track on Blantyre Street. The site is a part of the All Ages Playground Recreation Reserve. The area, which combines with the Blantyre road reserve, consists of a small gravelled vehicle pull off.

**Pros:**

Location C is situated directly around the corner from the proposed RV rest area adjacent to Albion Street.

Location C offers convenient access, allowing RV vehicles to pull in from both directions.

**Cons:**

Location C isn't currently serviced by any sewer or water infrastructure. Before an RV Dump is installed at Location C, the site would require a new sewer extension to be dug crossing the road from the other side of Blantyre Street. The services of a consulting engineer would be required to plan the sewer extension in addition to the construction works, this has been estimated by the water corporation to cost approximately \$20,000 which exceeds the current budget allocation for the project.

A new potable water connection would be required, incurring additional cost to connect a metered supply off the existing available water main. To improve the suitability of the pull off area additional works would also be required. These works have been estimated by the Shire's engineering department to cost approximately \$5,000.

Although locations B and C are conveniently situated close to the proposed RV rest area running alongside Albion street, the costs to make the locations suitable for the installation of an RV Dump facility are prohibitive and don't fit within the budget that Council has allocated for this project.

Despite having concerns that the installation of an RV dump point at the location could affect the general amenity of the park, it is the authors recommendation that Council installs the RV Dump Point at Location A (the All Ages Playground) due to the ability of the project to be delivered within budget and within a short time frame. Should this site become problematic due to use or inconsistency with the concept for the "Welcome Precinct" the RV dump facility is capable of being re-sited with relative ease.

**Statutory Environment:**

The Shire of Katanning would be required to obtain a Trade Waste Permit from the Water Corporation in order to operate an RV dump facility at location B and C.

Council has the right to choose if it does or does not charge users a fee to stay at the RV Rest Area.

**Policy Implications:** Nil.**Financial Implications:**

To operate an RV Dump facility at any chosen location, Council is required to hold a Trade Waste Permit. Currently the Water Corporation charges permit holders an annual fee of \$223 (including GST).

Officer investigations suggest that if Council chooses to install an RV Dump Facility at location B or C it would be necessary for Council to budget additional funds in excess of \$10,000 to complete the project successfully.

The installation of an RV Dump Facility at Location A and the set-up of an RV rest area with associated signage on the disused road reserve in-between Albion Street and the All Ages Playground Recreation Reserve, can be accommodated within Council current budget allocation for the project.

**Strategic Implications:**

This item assists the Council to deliver on several of its strategic objectives as follows:

***Shire of Katanning Strategic Plan 2010 – 2020***

*Community Objectives:*

- To actively promote Katanning as a regional centre.

*Economy Objectives:*

- To manage and maintain Council assets and infrastructure.

***Shire of Katanning Community Plan 2013 – 2023***

***(Adopted February 2013)***

*Development and Leadership Key Aspirational Element:*

<i>Activity</i>	<i>Key Elements</i>
<i>Community Development</i>	
Image and Esteem	Work closely with community groups and allow them ownership of projects and ideas.

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

**MOVED: CR CRAIG MCKINLEY**

**SECONDED: CR LEISHA WOOD**

**OC29/15 That Council:**

1. Approves the installation of an RV Dump Facility and associated infrastructure at the southern side of the Miniature Railway Building, located at the Katanning All Ages Playground.
2. Designates the disused road, formerly known as Albion Street adjacent to the BMX track, as an RV rest area; and allows free short term (24 hour) RV parking with a sign suggesting users may wish to make a donation of \$5 to the Katanning Visitors Centre.

**Voting Requirement:** Simple Majority.

**CARRIED 8/0**

Cr Craig McKinley spoke for the motion

### **10.3.2 Regional Development Assistance Program Application**

**File Ref:** AT/11/0011  
**Reporting Officer:** Executive Manager – Strategic Development  
**Date Report Prepared:** 17 April 2015

**Issue:**

To ratify the Shire of Katanning's 2015 Regional Development Assistance Program application to Landcorp.

**Body/Background:**

The State Government's Regional Development Assistance Program (RDAP) is a program designed to help local authorities to build communities across Western Australia.

It was established to address the prohibitive costs sometimes associated with developments in regional WA, which can make them unviable for private developers. In addition, the supply of privately developed land is often limited, or non-existent.

Through the RDAP, the State Government provides LandCorp with limited funding to deliver regional projects that are essential to supporting the revitalisation and growth of regional towns and centres. LandCorp seeks to achieve the best possible triple bottom line result to provide good social and environmental outcomes as well as lasting economic benefits.

Under the RDAP, local authorities can apply to LandCorp for assistance to progress potential land development projects in their local government areas.

The current round for this program is now open and LandCorp has encouraged Council to make an application to assist the potential development of industrial land immediately to the west of the new Katanning Regional Sheep Saleyards. In addition, the proposed RDAP application includes in priority order, the development of residential land, currently held freehold by the Shire at the corner of Warren and Synott Roads overlooking the new Piesse Lake; and a request for Landcorp assistance to investigate land for in-fill within the Katanning Town site. Potential projects will be assessed against established criteria outlined in the 2015 submission guide.

**Officer's Comment:**

In recent years LandCorp has been significantly involved with the Shire through participation in the Katanning SuperTown Steering Committee and Project Advisory Group and has provided assistance in progressing issues in addressing Katanning's shortage of appropriate and available industrial and residential land.

Prohibitive land development costs have been identified as a major impediment to private development of land and thus is impeding the Shire's ability to meet the demands of interested parties and to allow the town to continue to grow.

In essence the program operates by the Shire committing to provide land; or other assistance at no cost to Landcorp as its contribution towards the program. If successful LandCorp will develop and market the project. Council will benefit from the land development that would probably otherwise not proceed and the future rates income from the properties that are developed on that land.

The Shire of Katanning is experiencing a strong demand for industrial land that cannot be met due to the sizes of the limited industrial lots currently available. Therefore the expansion of industrial land has been listed as the Shires highest priority within the RDAP application.

The proposed RDAP application also includes a request for Landcorp assistance to develop residential land. Presently Council owns freehold land at the corner of Warren and Synott Roads overlooking the new Piesse Lake. Council through the Katanning Local Planning Strategy has identified this area for high quality medium density residential development. This proposal would involve Council contributing its freehold land to Landcorp, along with any future funds accessed through the Royalties for Regions funding program to develop the land. This development would benefit Council by providing an avenue to increase rate revenue, improve town amenity and increased availability of residential land to support future economic and population growth.

Included as a lower priority within the Shire's RDAP application, is a request for Landcorp assistance to identify and accumulate potential lots for infill development within Katanning town site to address residential housing shortages. This need has been expressed anecdotally through the current strength in Katanning housing prices and the tight rental vacancy market. The importance of the availability of a variety of housing options was expressed by the community during the development of the Shire's SuperTowns Growth and Implementation Plan.

A copy of the Shire's RDAP application will be made available at the council meeting for inspection.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

Should the application be successful there will be no actual cost impact on the 2014/15 budget as LandCorp would cover all other development costs. The Statement of Financial Position would be affected as there would be a decrement to the Fair Value of Land as a result of the nil value transfer.

**Strategic Implications:**

The development and release of industrial and residential land in priority areas is key to achieving targets set in the SuperTowns Growth and Implementation Plan; and aligns with the Katanning Local Planning Strategy.

**Officer's Recommendation/ Council Motion:****MOVED: CR RICHARD KOWALD      SECONDED: CR ALAN MCFARLAND****OC30/15      That Council:**

**Ratifies the application submitted to the Regional Development Assistance Program relation to the following initiatives in priority order:**

- 1. Development of Industrial Land west of the Katanning Regional Sheep Saleyards on Katanning-Nyabing Road;**
- 2. The Piesse Lake residential development; and**
- 3. To investigate potential lots for residential infill development in Katanning.**

**Voting Requirement:**      Simple Majority

CARRIED 8/0

Cr Richard Kowald spoke for the motion  
Cr Alan McFarland spoke for the motion

**10.4    ACTING/DEPUTY CHIEF EXECUTIVE OFFICER****10.4.1                      Review of Katanning Community Plan**

**File Ref:**                      AC0016  
**Reporting Officer:**        Len Calneggia  
**Date Report Prepared:**    13 April 2015

**Issue:**

To adopt the Reviewed Katanning Community Plan (KCP)

**Body/Background:**

The State Government introduced Integrated Planning and Reporting Framework (IPRF) legislation in 2010 that required all Local Governments to prepare a number of plans and associated informing strategies. The IPRF is designed to engage the community and reference their inputs into strategic planning processes of Local Government.

A major directional document is the Community Strategic Plan which shall be comprehensively reviewed every four years with a less extensive (desktop) review undertaken each two years. The Katanning Community Plan (KCP) was adopted in February 2013 and thus needs to be reviewed this year as required by the IPRF and Guidelines. The KCP spans a period of 10 years and Council is required to undertake a more thorough community consultation should it embark on any major directional change. The IPRF Guidelines state that there should be performance indicators in the Community Strategic Plan and importantly a method of measuring performance.

**Officer's Comment:**

It has been decided to implement a desktop review, and so fulfil legislative requirements. The method of this review is to "track changes" to the original KCP and therefore depict a trail of any changes that have occurred since February 2013. It is felt that this transparent approach will easily allow the community to judge council's performance in this regard and ensure that Council is continuing to peruse the community's strategic objectives.

The KCP is based on four (4) key elements;

- Community & Culture
- Environment & Land Use
- Facilities & Service
- Leadership & Development.

Each of these elements have a number of identified activities / actions associated with them. The Corporate Business Plan is reference back to the KCP and thus those strategic objectives are considered each year when formulating the annual budget. The following table shows that Council is on track and are working towards, and in line, with the community's aspirations;

	Activity	Completed	Ongoing	Not Started	Not Relevant
Community & Culture	39	9	16	12	2
Environment & Land use	41	1	15	25	0
Facilities & Service	17	1	9	7	0
Leadership & Development	56	6	36	11	3
	153 100%)	17 (11%)	76 50%)	55 (36%)	5 (3%)

It is pleasing to note that 11 percent of the activities contained in the elements have been completed and further, fifty percent have been commenced and are ongoing. Council amended the KCP at it's March 2014 Council meeting to, at the request of the Department of Local Government and Communities include specific performance measures. It is felt that the above results reflect a more appropriate measure at this early stage of the KCP and IPRF than the measures included by amendment.

The author also believes that the above chart shows that Council is on track to progress the community's aspirations with a pleasing result in the first two years of the plan.

**Statutory Environment:**

Section 19C of the Local Government Administration Regulations

Section 19D of the Local Government Administration Regulations – Council is to give local public notice that a strategic community plan has been reviewed and nominate places where the plan may be inspected.

**Policy Implications:**

The Katanning Community Plan 2013-2023 will continue to guide the strategic direction of the Shire of Katanning's plans / policies into the future.

**Financial Implications:** Nil.

**Strategic Implications:**

This review fulfils the statutory requirement for a by biennial review of the Katanning Community Strategic Plan 2013-2023 as per IPRF and guidelines.

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

**MOVED: CR RICHARD KOWALD      SECONDED: CR CRAIG MCKINLEY**

**OC31/15      That Council:**  
**Adopts the "desktop" review of the Katanning Community Plan and advertise the availability for inspection by the community in accordance with Section 19D of the Local Government Administration Regulations.**

**Voting Requirement:**      Simple Majority

CARRIED 8/0

Cr Richard Kowald spoke for the motion

**10.5 CHIEF EXECUTIVE OFFICER'S REPORTS**

Nil.

**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**

Nil.

**14. CLOSURE OF MEETING**

The Presiding Member declared the meeting closed at 6:29pm