



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

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

**NOTICE OF A  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Tuesday 28 June 2016, in the Shire of Katanning Council Chambers,  
14 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Thursday 23 June 2016

DISCLAIMER

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

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

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



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

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

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

Presiding Member: Cr Liz Guidera - President

Members: Cr Craig McKinley - Deputy President  
Cr Danny McGrath  
Cr Richard Kowald  
Cr Serena Sandwell  
Cr Martin Van Koldenhoven  
Cr John Goodheart  
Cr Owen Boxall

Council Officers: Julian Murphy, Chief Executive Officer  
Andrew Holden, Deputy Chief Executive Officer  
Uwe Striepe, Director Engineering & Development Services  
Diana Marsh, Finance Manager  
Taryn Human, PA to the CEO

Gallery:

Media:

Apologies: Sam Davis, Executive Manager, Projects and Community Building

Leave of Absence: Cr Alep Mydie

**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 – 24 May 2016  
(SEE ATTACHED MINUTES)**

**OC/16** That the minutes of the Ordinary Council Meeting held on Tuesday 24 May 2016 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 DIRECTOR ENGINEERING & DEVELOPMENT SERVICES REPORTS****10.1.1 Proposed Rural Shed - Setback Variation Lot 1388 Great Southern Hwy, Katanning  
(ATTACHMENT)**

**File Ref:** A2112  
**Reporting Officer:** Delma Baesjou, Consultant Planner  
**Date Report Prepared:** 20 June 2016

**Issue:**

To consider an application for the development approval for a 288m<sup>2</sup> Shed at Lot 1388 (28210) Great Southern Highway, Katanning. The proponent is seeking a side setback variation from 15m to 5m.

The recommendation is that the application be approved subject to conditions.

**Body/Background:**

A Development Application has been received for a Rural Shed.

Lot 1388 is 4.3404ha. The subject land is zoned Rural under Town Planning Scheme No. 4 (TPS4). It is used for livestock grazing and cropping 'Agriculture – extensive'.

The site contains a dwelling house, rural sheds, a dam, farm management tracks and shelter belts. The site has frontage to Great Southern Highway along the full length of the north-eastern boundary. It is serviced by an existing crossover (opposite Crosby Street).

The proposed Shed is 24m by 12m, with 3.3m high walls and a ridge height of 4.5m. The gable roof has a 10° pitch. The six bay steel-framed shed is to be metal clad using 'Trimdek'® sheeting. The structure is an extension to an existing shed; it will match and adjoin the northern wall.

It is intended to locate the Shed 5m from the western/rear, common boundary with Lot 367, approximately 35m from the northern boundary and in excess of 120m from the front boundary and 100m from the rear boundary.

Shire records show that in June 2013 conditional Approval was granted for a similar sized farm shed with a 5m side setback.



***Aerial Image of Lot1388 Great Southern Hwy and surrounds***

**Officer's Comment:**

The proposal is considered to be consistent with other development and compatible with land uses in this area. The subject land is considered to be of sufficient size to accommodate the proposed development without adversely impacting on the amenity of the area. The proposal is considered to meet the Scheme Objectives for the Rural zone set out in TPS4 and the draft Local Planning Scheme 5.

The applicants have advised the adjoining landowner of this proposal. A letter of no objection has been provided.

Given the existing structure, neighbour support, lot size and surrounding development, it is considered appropriate to vary the setback requirement from 15m to 5m in this case. Planning Approval is recommended, subject to conditions.

**Statutory Environment:**

Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 – Schedule 2 deemed provisions.

Town Planning Scheme No. 4 (TPS4) is an operative local planning scheme under the *Planning and Development Act 2005* and associated Regulations.

Site and Development Requirements

As set out in TPS4, within the Rural zone, the following minimum building setbacks apply:

Front: 50m

Side: 15m

Rear: 15m

The front and side setbacks comply with the prescribed standard. The 5m rear setback does not comply.

Clause 75.2 of TPS4 provides the Council with the ability to vary prescribed development standards, such as setbacks. That power may only be exercised by the Council if it is satisfied that:

(a) approval of the proposed development would be consistent with the orderly and proper planning of the locality and the preservation of the amenities of the locality;

(b) the non-compliance will not have any adverse effect upon the occupiers or users of the development or the inhabitants of the locality or upon the likely future development of the locality.

Portion of the subject land is within the recently designated Bush Fire Prone Area; accordingly there are additional steps in the approval process. A Bushfire Attack Level (BAL) assessment is required. If the site is determined to be BAL-29 or less then the proposal may proceed to the Building Permit process. Should the site be determined to be BAL-40 or FZ, then the Development Application is required address bushfire protection criteria to achieve BAL-29 or less.

**Policy Implications:**

Criterion 8 of the Shire of Katanning Town Planning Scheme Policy No. 1 Outbuildings (SoK Policy 1) sets out 'Outbuildings proposed for Rural zones are not limited in respect to wall height or cumulative floor area'. This proposal accords with relevant Shire Policy.

**Financial Implications:**

The applicant has paid \$147 Planning Application Fee, as set out in Council's Schedule of Fees and Charges.

**Strategic Implications:**

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

***Shire of Katanning Community Strategic Plan 2013 – 2023******Environment & Land Use – Land Use Development:***

- Flexible Land Use Planning [CBP Ref. P8.5.2]

***Development & Leadership - Governance:***

- Legal & Ethical Compliance [CBP Ref. P10.5.3]

The proposal is also considered to be consistent with the Katanning Super Town Growth and Implementation Plan.

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

**OC/16** That Council in accordance with clause 5.2 of the Shire of Katanning Town Planning Scheme No. 4 and clauses 67, and 70 to 74 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 vary the prescribed rear setback from 15m to 5m and grant Development Approval for Lot 1388 (28210) Great Southern Highway, Katanning for the purpose of Agriculture - extensive (Rural Shed extension 24m x 12m), subject to the following conditions:

- 1) Development to be generally in accordance with the approved plans.
- 2) Stormwater runoff from the new structure to be adequately controlled on-site.

**Advice Notes**

- I. The applicant is required to fulfil all obligations under Part 10A – Bushfire risk management, Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.
- II. This Development Approval does not constitute a Building Permit.
- III. Future development/works to comply with the Building Code of Australia and relevant statutes.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.1.2      Development Application – 66 Clive Street, Extension to Ambulance Sub-Centre**  
(ATTACHMENT)

**File Ref:** A 3171  
**Reporting Officer:** Delma Baesjou, Consultant Planner  
**Date Report Prepared:** 22 June 2016

**Issue:**

To consider a Development Application for refurbishment and extensions to the St John Ambulance Sub-Centre Lots 327 and 954, Reserve 24612 (66) Clive St, Katanning.

**Body/Background:**

An application was received on 19 May 2016 for internal alterations and extensions to the existing building and a new roofed parking compound at the rear of the site. Revised Plans and a completed Application Form were received on 1 June.

The applicant advises “the plan is extend the building southwards, leaving the front section intact and increasing accommodation at the rear to provide more training space for the crew, address safety issues they have on the site (particularly on night shift) and improve workflows and facilities for paramedics/volunteers on calls. They want the appliance parking area to be extended to allow a maximum of 8 ambulances (parked in tandem), although at this stage they only have four ambulances and there are no immediate plans to actually increase numbers. The space behind the 4 ambulances (back row of ambulances) will be used to allow for training of volunteers and more importantly, will allow them to pack and load the ambulances. In their current building, the very limited space means they can't get the stretchers out of the ambulance to unload after a job, and find it hard to layout supplies for restocking the ambulances and stores”.

Lot 327 is 1052 m<sup>2</sup> and Lot 997 is 405m<sup>2</sup>. Both Lots comprise Reserve 24612 which is vested in and held by The St John Ambulance Association in Western Australia Incorporated.





The subject land has frontage to Clive St along the full extent of the north-west boundary of Lot 997. The site is accessible via a Right of Way (ROW) at the rear of Lots 327 and 328. The Dept of Lands has confirmed that this is a public ROW, and is considered a road. The Shire has responsibility for the upkeep of the ROW.

The "Drainage" Reserve 7625, Lot 328 (64) Clive St adjoins the property. The Shire has management responsibility for Reserve 7625. It contains the recently installed stormwater pipe and a gravel hardstand area that is used for parking and access.

It is acknowledged that the Sub-Centre currently utilises the adjoining Reserve for informal parking and to allow the Ambulances access onto Clive Street. It serves as a link between Clive Street and the rear laneway/ ROW.

Following preliminary conferral with the proponent's architect and staff from the Department of Lands, Shire officers conducted a site visit on 20 April 2016.

The property is zoned 'Commercial' under the current Shire of Katanning Town Planning Scheme No. 4 (TPS4). Club Premises is listed in the Zoning Table as 'AA' (Discretionary) within this zone.

The draft Local Planning Scheme No.5 (LPS5) designates the subject land as 'Commercial'; Club Premises is 'D' (Discretionary) and Community Purposes is 'P' Permitted. The definitions contained in the respective Schemes are generally consistent being:

**club premises** means premises used by a legally constituted club or association or other body of persons united by a common interest.

LPS5 includes a new land-use category:

**community purpose** means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit;

In any case, the proposal accords with both TPS4 and draft LPS5.

This application was assessed, based on the requirements set out in TPS4, together the matters listed in Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 (LPS Regulations) which came into effect on 19 October 2015 and introduced 'deemed provisions' that apply throughout Western Australia.

The following Table lists the various matters that Council is required to consider under the LPS Regulations, together with planning comments relevant to this application.

Matter	Relevance	Comment
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	Yes	Use of the subject land as an Ambulance Sub-Centre consistent with the objectives and intent of the zone and TPS4.
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument	Yes	This proposed development and extension is in accordance with the Scheme and is regarded as orderly and proper planning. Similar zoning, permissibility, land uses and development requirements are advocated under draft LPS5.

that the local government is seriously considering adopting or approving		
(c) any approved State planning policy	Neutral	
(d) any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	No	
(e) any policy of the Commission	Neutral	
(f) any policy of the State	Neutral	
(g) any local planning policy for the Scheme area;	No	Not applicable
(h) any structure plan, activity centre plan or local development plan that relates to the development	No	Not applicable
(i) any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	No	n/a
(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;	No	n/a
(k) the built heritage conservation of any place that is of cultural significance	Neutral	No registered sites or places on the subject land.
(l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;	No	n/a
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development	Yes	This proposal represents an extension of the existing land use and is within a well-established business and community. Accordingly the development is unlikely to have a significant negative impact on adjoining land.
(n) the amenity of the locality including the following: (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	Yes	No significant change in amenity with regard to noise, odour, and lighting given the setting, function and purpose of the zone.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource.	Yes	Site adjoins a Drainage Reserve. Stormwater to be managed on-site with disposal by connection to the existing drainage network.

(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.	Yes	No Landscaping is depicted on the site plan. Site requirements, including landscaping are at the discretion of Council.
(q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk	Yes	Katanning is recognised as being at risk of townsite salinity. There is no evidence of flooding on this site; occasional, temporary inundation during storm events may occur.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	Neutral	Land use not considered to be a risk.
(s) the adequacy of: (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	Yes	The proposed site layout allows for access/egress via the rear laneway with supplementary, informal access the across Reserve 7625. Undercover parking is proposed for up to eight (8) Ambulances. A secure, roofed parking compound is proposed for six (6) vehicles. Supplementary, informal parking is available in the adjoining Reserve. Sufficient loading area and manoeuvring room is available, including a 15m wide concrete apron at the rear of the building. Widening of the proposed gateways is recommended.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety	Yes	An increase in vehicle movements is likely, and can be readily accommodated on this section of Clive Street without any significant impact on traffic safety.
(u) the availability and adequacy for the development of the following: (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower	Yes	The majority of visitors utilise private vehicles, therefore i, and iv public transport services and access for pedestrians, cyclists and non-motorised transport has limited relevance. In any case, the verge/footpath at the front of the building is paved and accessible; the internal

facilities); (v) access by older people and people with disability		refurbishment includes unisex accessible amenities. Utilities (power, water and sewer) are operational matters for the proponent. Management of refuse (including medical waste) to be to LG specifications.
(v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses	No	Development is likely to result in community benefit.
(w) the history of the site where the development is to be located;	Yes	Expansion of the Sub-centre site is supported.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	Yes	The refurbishment and expansion represents intensification of an existing activity and service; regarded as beneficial to the local community.
(y) any submissions received on the application;	No	Permissible Use under TPS4, no formal advertising required.
(za) the comments or submissions received from any authority consulted under clause 66;	No	n/a
(zb) any other planning consideration the local government considers appropriate.	Neutral	The proposal is considered to be consistent with the Shire Katanning Strategic Plans, business Plan and SuperTown Growth and Implementation Plan.

### Officer's Comment

The land use is well established and is considered to be compatible with surrounding development and land-uses. No significant detrimental impact is anticipated from the proposed refurbishment, extension, vehicle compound and fencing.

A search for relevant Aboriginal Heritage using the DAA online *Aboriginal Heritage Inquiry System* indicates that the site is not list as a *Registered Aboriginal Site* or *Survey Area*.

Based on an online search of the Heritage Council WA database using the *inHerit* portal there are no recorded cultural heritage places listed in the State Register of Heritage Places, the Australian Government's heritage list or the local government inventory and other lists.

**Zone Objectives, Site and Development Requirements:**

Site Requirements for the Commercial zone are 'at the discretion of the Council' which, as set out in Clause 6.4.2.1, may be guided by the following:

- setbacks are to comply with the Building Code of Australia and the Council will encourage building to the front boundary where this will be consistent with the existing development on adjoining lots facing the same street.

Relevant Development Requirements set out in clause 6.4.3 include:

Architectural style and design details;

Function;

Relationship to surrounding development;

Landscaping shall be provided to complement the appearance of the proposed development and the town centre: and

The layout of car parking provided in accordance with the provisions of Clause 7.1 of the Scheme shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car park.

Comments on these matters are included in the above table. Generally the Development Requirements are adequately addressed, however further consideration of landscaping and access and parking is prudent given the nature of this proposed extension, and the possible precedent.

No landscaping is provided on site or proposed. Streetscape features within the adjacent road reserve include brick paving, in the design of the St John insignia and a street tree.

TPS4 'encourages' nil front setbacks, similar to the Town Centre zone, by comparison, the first 5m in the Industrial zones is required to be landscaped. The objectives set out in the SuperTown Growth Plan encourage beatification and typically it is desirable to provide shade trees within parking areas. This does need to be balanced against maintenance and management, and the potential for interference of tree roots with drainage infrastructure.

Should Council consider it appropriate to require landscaping for the proposed development, approval could be granted subject to the following additional conditions:

- 5) Submission of a landscaping plan for approval by the director of Engineering Services.
- 6) Installation and maintenance of landscaping in accordance with the approved plan.

Clause 7.1 and Schedule 5 of TPS4 deal with car parking requirements, including minimum number of spaces, dimensions, layout, access, manoeuvring, screening and landscaping. Based on the proposed land uses, five (5) spaces per 100sqm of 'Office' and twenty two (22) bays per 100sqm of assembly area are required. The office/administration area is approximately 160sqm and the designated training area is 90sqm. A further 225sqm is for proposed undercover parking for up to 8 Ambulances. Accordingly 8 parking spaces should be provided for 'staff' and an additional twenty (20) spaces for the assembly/training area.

The plans indicate 6 covered, secure car spaces at the rear of the site, adjoining the southern boundary. Given the intermittent nature of the training sessions within the Public Building

and the community benefit afforded by the Association use of on-street parking and formalised use of the adjoining Reserve for overflow parking is supported.

The adjoining Reserve 7625 Lot 328 (64) Clive St is used for informal parking and access, predominantly by staff and volunteers at the Ambulance Sub-Centre. The surface is gravel only, since the recent upgrading/replacement to the pipe which runs diagonally through the Reserve from north to south. Its 'Purpose' and primary function is drainage. The Reserve is approximately 11m wide and is of sufficient width for 'angle' parking and one-way access. At least twenty five (25) parking spaces can be accommodated within Reserve 7625.

Details relating to on-site stormwater management are yet to be provided. Given the extensive area of hardstand/impervious surface proposed for this development, the soil types and the possible implications for drainage infrastructure, it is appropriate that this information is submitted for assessment and approval.

Supplementary information and technical details can be provided subsequent to Council's determination of this Development Application under the Planning Regulations, parts (1) and (2) of Clause 74 - Approval subject to later approval of details. Utilising this process will enable the proposal to be assessed and finalised at officer level without the need for a further report to the Council.

The existing building is constructed across the common boundary of Lots 327 and 954. Amalgamation will be required to meet the requirements of the Building Code of Australia. The proponent, applicant/architect and the Department of Lands representative are aware of this constraint.

The proposal is considered to meet the Scheme Objectives for the Commercial zone set out in TPS4 and draft LPS5, as well as the intent of the Katanning Local Planning Strategy.

**Statutory Environment:**

Shire of Katanning Town Planning Scheme No. 4

The Planning and Development (Local Planning Schemes) Regulations 2015

**Policy Implications:**

Nil

**Financial Implications:**

An Application Fee, based on the stated value of development @ \$500,000, in accordance with the published schedule of Fees and Charges has been paid.

**Strategic Implications:**

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

Shire of Katanning Community Strategic Plan 2013 – 2023 and Corporate Business Plan 2013-2018 and Planning Strategy

*Environment & Land Use – Land Use Development:*

- Flexible Land Use Planning – Facilitate Development and Encourage progressive consolidation and Redevelopment [CBP Ref. P8.5.2 and O8.5.1]

*Development & Leadership - Governance:*

- Legal & Ethical Compliance [CBP Ref. P10.5.3]

*Community Objectives:*

- To actively promote Katanning as a regional centre.

**Officer's Recommendation/Council Motion:****OC/16          That Council:**

**Approves the Development Application for Lots 327 and 954, Reserve 24612 (66) Clive St, Katanning for the for refurbishment and extensions to the St John Ambulance Sub-Centre Lots Clive St, Katanning subject to the following conditions:**

- I.    Development is to be generally in accordance with approved plans.**
- II.   Widening of the proposed gateway to enable practical, convenient access for emergency vehicles to the Right of Way/rear laneway.**
- III.  Provision of sealed on-site parking and manoeuvring areas.**
- IV.  Maintenance of parking, manoeuvring and accessways is the responsibility of the developer.**
- V.    Submission of detailed stormwater drainage design details for approval by the Director of Engineering.**
- VI.  All signage is to comply with Clause 7.11 of the Shire of Katanning Town Planning Scheme No. 4 and relevant requirements of the Planning and Development (Local Planning Schemes) Regulations 2015.**

**Advice Notes**

- I.    All stormwater runoff from the new structure and hardstand to be adequately detained and controlled on-site. Any connection to the district drainage system to the satisfaction of the Director of Engineering Services.**
- II.   The crossover and all works within the Right of Way/rear laneway require the prior approval of the Shire and are to be in accordance with Shire of Katanning specifications and requirements.**
- III.  Supplementary parking on the adjoining Reserve 7625 is subject to a change in Purpose to include 'Parking and Access' and 'Power to Lease and Licence'.**
- IV.  Amalgamation of Lots 327 and 954 will be required as the proposed works extend across the boundary.**
- V.    This Development Approval does not constitute a Building Permit.**
- VI.  Future use and development is to comply with the Building Code of Australia and the requirements of relevant Public Building and Health statues, including disposal of any medical waste.**

**Officer's Recommendation/Council Motion:****OC/16      That Council:**

**Seek a change in Purpose for Reserve 7625 to include 'Parking and Access'  
and 'Power to Lease and Licence'**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

<b>10.2    DIRECTOR OF CORPORATE SERVICES REPORTS</b>
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**10.2.1      Monthly Financial Reports**  
(ATTACHMENTS)

**File Ref:** FS/0021  
**Reporting Officer:** Diana Marsh, Manager Finance  
**Report Prepared:** 21 June 2016

**Body/Background:**

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

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

**Officer's Comment:**

A variance report is included with the monthly financial statements.

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996.

**Policy Implications:**

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

**Financial Implications:**

Monthly Statement of Financial Activity.





**Strategic Implications:**

Shire of Katanning Strategic Plan 2013 – 2023

Development and Leadership

- Governance

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

**OC/16** That Council endorses the Schedule of Accounts for May 2016, as presented.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS****10.3.1 Morley Training Centre- Memorandum Of Understanding  
(ATTACHMENT)**

**File Ref:** CS.SA.1

**Reporting Officer:** Ziagul Sultani, Community and Youth Development Officer

**Date Report Prepared:** 23 June 2016

**Issue:**

To consider entering into a Memorandum of Understanding (MOU) with the Morley Training Centre (MTC) to aid it in establishing a training centre in Katanning.

**Body/Background:**

The Morley Training Centre- Future Academy attended the 2016 Katanning Harmony Festival along with the WA police (Indigenous & Community Diversity Unit) to gauge local Katanning Interest for the establishment of a Training Centre in Katanning to support Katanning's multicultural residents.

On Monday 9 May 2016, Kiran Kosagi the Morley Training Centre Chairmen met with the Shire's CEO, Executive Manager Projects and Community Building and Community Development Officer to discuss the possibility of a partnership with the Shire to deliver training to build vocational and educational training capacity within the Ethnic Communities in Katanning.

Following the meeting both parties undertook to draft a Memorandum of Understanding for Council's consideration.

Morley Training Centre has been running for about 23 years and has academies in Perth, Sydney and Brisbane.

**Officer's Comment:**

Due to language barrier, some of Katanning's CaLD community members are not able to access TAFE courses locally; it is understood that the Morley Training Centre's One Teach One project will provide additional assistance to the CaLD community members who wish to take

part in the program. The Morley Training Centre has offered assurance that the programs it plans to offer will not overlap or conflict with courses being provided by the local TAFE.

The proposal put forward by the Morley Training Centre is also anticipated to support the Shire's responsibilities under the Katanning Workforce Development plan, and may even assist with future training and support for staff working at the soon to be constructed Katanning Early Childhood Hub.

The proposed MOU does not require a financial commitment from Council.

Under the considered MOU the Shire will provide the following.

- A venue for the training to take place; A few considered venues are Katanning Library-Language Learning Centre, Katanning Library-Community Room or the old railway station.
- Shire will assist the MTC to establish partnership with community groups in Katanning.
- To provide a letter of support to MTC.

It is the intention of the Morley Training Centre to expand the One Teach One project to include the Aboriginal Community in Katanning upon further consultation.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

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

**OC/16**

**That Council**

- 1. Endorses the Memorandum of Understanding with the Morley Training Centre for the establishment of a Training Centre in Katanning;**
- 2. Enters into the agreement for the term ending December 2019; and**
- 3. Authorises the President and CEO to execute the agreement on Council's behalf.**

**Voting Requirement:** Simple Majority

**CARRIED/LOST:**

**10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS****10.4.1 Shire of Katanning New Administration and Civic Building Design**

**File Ref:** CP.PL.2  
**Reporting Officer:** Shirley King Ching, Executive Manager, Property & Assets  
**Date Report Prepared:** 22 June 2016

**Issue:**

To consider the process for the design and construction of the proposed new Shire of Katanning Administration and Civic Building.

**Body/Background:**

The construction of new Administration Building is identified as a priority project in the Shire's Plan for the Future 2009-2014 and in the Shire's Strategic Plan. The current Shire office and administration were built in the early 1960s and is unable to meet the current and anticipated future needs of the Shire Administration.

In October 2011, Council received a Preliminary Business Case Needs Assessment and Options Analysis for the new Administration Building.

In September 2012, Council purchased the Katanning Unit Hotel (Lot 102) and requested and received approval from Regional Development Lands (RDL) to utilise a portion of the Supertowns Grant funding for the Heritage Precinct to fund the purchase. At the same time purchased the adjoining vacant (Lot 103) from its own funds. Lot 102 and 103 have a combined area of over 3,000 square metres.

In order to accommodate the new Administration building, approximately three-quarters of the existing unit hotel was demolished. The remaining 300 square metres of floor area is now being re-developed as a Business Incubator.

The re-development of the Business Incubator is funded through the Supertowns Heritage Precinct grant (\$250,000), Lotterywest (\$30,000 New Roof) and council funding (\$50,000 Demolition). Initially, only the ground floor of the building was planned to be renovated. In April 2016, the Shire received approval to use interest earned from funds for the first floor renovation works. First floor is estimated to cost another \$250,000 and projected to complete in September 2016.

In December 2012, Council received another report which identified the site ideal for the Shire's Administration Building and encouraged Council to consider additional space for other community purposes. The current design proposal developed is for a 2,100 square metres building with an estimated cost of five million dollars.

Project funding for the project was originally made up from the following sources:

Land and Building Reserve	\$2,398,563
Borrowings	\$1,500,000
Country Local Government Fund	\$ 601,437
Supertowns Grant	<u>\$ 500,000</u>
<b>Total</b>	<b>\$5,000,000</b>

**Officer's Comment:**

The proposed design for the new Administration and Civic building was initially undertaken in-house and is lacking sufficient detail to proceed to the construction stage. In April 2016, three Architectural firms were approached for quotations to review the current design and complete the tender and contract documents.

The Architectural firms approached for review of the project all highlighted opportunities to improve the design and potentially reduce building floor area and construction cost. The Architectural firms also highlighted critical design elements not addressed in the proposed design such as access and disability inclusion, acoustics and space planning compliance. While architectural firms provided quotations to undertake the project they noted their unwillingness to take future liability for the design as it is proposed. The quotations for architectural services to complete the proposed design to contract documentation stage ranged from \$114,000 to \$144,000.

Based on Council's recent experience with a project of similar value the estimated cost for a full redesign of the Administration and Civic project would be in the range of \$170,000 to \$250,000.

Within the current competitive building and construction market there are opportunities for Council to maximise the best value for money expenditure on the project, by going to public tender for the design and construction of the Administration and Civic project rather than undertaking the project in-house.

This will imply a significant delay in the project affecting current grant funding agreements, however it provides an opportunity to resolve potential ongoing long term risks. Variation to funding agreements can be sought.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Financial Implications:**

Design and construction of the new Shire of Katanning Administration and Civic Building for an estimated cost of five million dollars funded from Shire reserves, borrowings and grant funding.

**Strategic Implications:*****Shire of Katanning Strategic Plan 2013 – 2023***

## Facilities &amp; Services

- Facility Development

**Officer's Recommendation/Council Motion:****OC/16          That Council:**

1. **Outsources the design and construction of the Administration and Civic project rather than undertaking the project in-house; and**
2. **Invites public tenders for Architectural design and contract administration services for the Shire of Katanning Administration and Civic Building Project.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.5 DEPUTY CHIEF EXECUTIVE OFFICER****10.6 CHIEF EXECUTIVE OFFICER'S REPORTS****10.6.1          WALGA AGM Voting Delegates**

**File Ref:** GR.LR.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 22 June 2016

**Issue:**

To appoint voting delegates to represent the Shire of Katanning at the WA Local Government Association (WALGA) 2016 Annual General Meeting.

**Body/Background:**

Correspondence has been received from WALGA requesting registration of Council's voting delegates for the WALGA Annual General Meeting to be held on Wednesday 3 August 2016.

**Officer's Comment:**

In previous years the voting delegates for the Shire of Katanning have generally been the President and Deputy President.

WALGA also has provision for Council to nominate proxy voting delegates. Council may wish to consider nominating proxy voting delegates for the AGM.

**Statutory Environment:**

Local Government Act 1995

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:*****Shire of Katanning Strategic Plan 2013 – 2023***

Development and Leadership

- Governance

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

**OC/16** That Council appoints the following voting delegates and proxies for the 2016 WALGA Annual General Meeting:

**Voting Delegates**

Cr Guidera

Cr McKinley

**Proxy Voting Delegates**

Cr ....

Cr ....

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.7 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**

**OC/16** That the urgent business of 12.1 be accepted at tonight's meeting.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

## 12.1 Katanning Aquatic Centre Management

**File Ref:** A3098  
**Reporting Officer:** Sue Eastcott, Procurement and Executive Support Officer  
**Date Report Prepared:** 27 June 2016

**Issue:**

To invite public tenders for a contractor to undertake the operation and maintenance of the Katanning Aquatic Centre.

**Body/Background:**

The Katanning Aquatic Centre is a large part of community life during its operational months in summer; the facility caters for casual swimmers, aqua aerobics, and Swimming Clubs as well as other activities for all age groups.

The pool was originally built in 1938 followed by an upgrade including 50m pool, plant room & concourse in 1976. In 2010 a major redevelopment included construction of new Change room/Toilet/1st Aid/Kiosk facility and construction of a new 285 m<sup>2</sup> Leisure pool with beach entry and water features.

Traditionally the Shire of Katanning has managed and maintained the Aquatic Centre through the employment of a manager and facility staff. In the past two years the facility has been under the management of the YMCA under a year to year rolling contract.

**Officer's Comment:**

In order to continue to outsource the management of the facility the Shire of Katanning is required to invite tenders for the management of the Katanning Aquatic Centre as any further contract will likely exceed the prescribed threshold for inviting tenders.

**Statutory Environment:**

The Shire of Katanning Purchasing Policy-3.17 Guidelines in line with the Local Government (Functions and General) Regulations 1996 - Reg 11.1 which states:

*11. When tenders have to be publicly invited*

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless subregulation (2) states otherwise.*

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil



**Officer's Recommendation/Council Motion:****OC/16****That Council:**

- (1) Invites tenders for the management and maintenance of the Katanning Aquatic Centre for a period of not less than three years; and**
- (2) Delegates all its powers and duties to the Chief Executive Officer in accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) to determine the evaluation criteria before tenders are publicly invited.**

**Voting Requirement:** Absolute Majority

CARRIED/LOST:

**13. CONFIDENTIAL ITEM****14. CLOSURE OF MEETING**

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