



Shire of Katanning

heart of the great southern

'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
Tuesday 22 March 2016, 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.

Table of Contents

Item No.	Item Heading	Page No.
1	Declaration of Opening/Announcement of Visitors	3
2	Record of Attendance	3
3	Response to Previous Public Questions Taken on Notice	4
4	Disclosure of Financial/Impartiality Interest	4
5	Public Question/Statement Time	4
6	Applications for Leave of Absence	4
7	Petitions/Deputations/Presentations	4
8	Confirmation of Minutes of Previous Meetings	4
8.1	Ordinary Council Meeting – Tuesday 23 February 2016	4
8.2	Audit & Risk Committee Meeting – 8 March 2016	5
9	Announcements by Presiding Member Without Discussion	5
10	Reports of Committees and Officers	6
10.1	Director of Engineering & Development Services Reports	6
10.1.1	Application for Development Approval – Public Worship, Lot 1 Bond St Katanning	6
10.1.2	Appointment of Fire Control Officers	13
10.1.3	Appointment of Authorised Persons	14
10.2	Director of Corporate and Community Services' Reports	16
10.2.1	Monthly Financial Reports	16
10.2.2	Schedule of Accounts	17
10.2.3	Mid Year Budget Review	18
10.3	Executive Manager - Strategic Projects Reports	20
10.4	Deputy Chief Executive Officer Reports	20
10.5	Chief Executive Officer's Reports	20
10.5.1	Compliance Audit Return 2015	20
10.5.2	Workforce Plan Review & Interim Organisational Structure	21
10.5.3	Shire of Katanning Brand Update	23
10.5.4	Appointment of Members to the Audit and Risk Committee	25
10.5.5	Appointment of Members to Committees	26
10.6	Advisory Committee Meeting Minutes	27
11	Elected Members Motions	27
12	New Business of an Urgent Nature	27
13	Confidential Item	27
14	Closure of Meeting	27

1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Presiding Member declared the meeting open at 6.00pm.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Liz Guidera - President

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

Council Officers: Julian Murphy, Chief Executive Officer
Andrew Holden, Deputy Chief Executive Officer
Uwe Striepe, Director of Engineering & Development Services
Sam Davis, Executive Manager – Strategic Projects
Diana Marsh, Manager of Finance
Taryn Human, PA to the CEO
Tessa Flugge, Administration Officer

Gallery: Matt Collis
Isabel Collis

Media:

Apologies:

Leave of Absence:

3. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

Nil.

5. PUBLIC QUESTION/STATEMENT TIME

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE**6.1 Application for Leave of Absence Cr Boxall**

MOVED: CR RICHARD KOWALD SECONDED: CR SERENA SANDWELL

OC21/16 That Council:

Approves Cr Boxall's application for leave for the April Ordinary Council Meeting 2016.

Voting Requirement: Simple majority

CARRIED: 9/0

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**8.1 Ordinary Council Meeting – 23 February 2016
(SEE ATTACHED MINUTES)**

MOVED: CR CRAIG MCKINLEY

SECONDED: CR SERENA SANDWELL

OC22/16 That the minutes of the Ordinary Council Meeting held on Tuesday 23 February 2016 be confirmed as a true record of proceedings.

Voting Requirement: Simple Majority

CARRIED: 9/0

8.2 Audit and Risk Committee Meeting – 8 March 2016
(SEE ATTACHED MINUTES)

MOVED: CR MARTIN VAN KOLDENHOVEN

SECONDED: CR CRAIG MCKINLEY

**OC23/16 That the minutes of the Audit and Risk Committee Meeting held on
Tuesday 8 March 2016 be received.**

Voting Requirement: Simple Majority

CARRIED: 9/0

Cr Martin Van Koldenhoven spoke for the motion.

Cr Liz Guidera spoke for the motion.

9. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Announcements by Presiding member without discussion

Thank you to those Councillors and Staff who expressed condolences on the recent passing of my mother – I really appreciated your support.

Welcome to Councillor Goodheart to your first official meeting – we look forward to working with you for the betterment of our community.

Congratulations to Ziagal Sultani our Youth and Community Development officer who was recently awarded a Highly Commended in the area of Outstanding Individual Achievement in the 2016 Western Australia Multicultural Awards – we are very proud of Zee and acknowledge the outstanding young leader that she is. Acknowledgment must be given to all staff involved in the Harmony Festival – it was a terrific event and the bit of rain didn't dampen anyone's enthusiasm. Our Shire team were there all day and night involved in every aspect of the Event Management and we have had positive feedback – fantastic day and a wonderful showcase of our multicultural community.

Congratulations to the Katanning Action Network on the Flag project – I'm sure you will all agree that it is a wonderful asset to our community and a sterling example of how community – in the Katanning Action Network and the Lions Park – the state government through Great Southern Development Commission, and ourselves at local government level, along with individuals and businesses can work together to achieve community goals.

Councillors please note that there will be a community information night on the 27th of April for information relating to the Dome Development. You have an invitation before you.

Councillors would have all received invitations to the Peter Keynon workshops tomorrow I think they will be a good basis to build on planning in the area of multicultural engagement.

The Early Childhood Hub project will be out on Tenderlink tomorrow.

Katanning has been successful in attracting 2 million dollars worth of funding for the Piesse Lake Project and The Welcome Precinct – Sam Davis will be putting together a media release with the details of this to go out to the public shortly.

On behalf of Councillor McGrath and the Roadwise committee you are all invited to the Blessing of the Roads tomorrow at 5.30pm

I wish you all a happy and safe Easter.

10. REPORTS OF COMMITTEES AND OFFICERS

Nil.

10.1 DIRECTOR OF ENGINEERING & DEVELOPMENT SERVICES REPORTS

10.1.1 Application for Development Approval – Public Worship, Lot 1 Bond St Katanning (SEE ATTACHMENT)

File Ref: A2160
Reporting Officer: D Baesjou, Contract Planner
Date Report Prepared: 10 March 2016

Issue:

To determine a Development Application for Public Worship, Lot 1 (21) Bond Street, Katanning. It is proposed to demolish the existing building and construct a new Kingdom Hall on the subject land.

Body/Background:

A proposal was received on 2 March 2016 from Jehovah's Witnesses Congregations to redevelop the site. Works are anticipated to be completed by August 2016.

The plans indicate a 22 x 11m (254 m²) brick clad building with a colorbond metal roof and fascia. It comprises a 96 seat auditorium, foyer and amenities. On-site parking and access/drop off is proposed, including 34 sealed bays and 13 grass 'overflow' bays.

Selected Plans from the application are attached as Appendix 1.

Lot 1 is 2230m² and has frontage to Bond Street.

The subject land is zoned Residential R12.5/25 under the Shire of Katanning Town Planning Scheme No. 4 (TPS4).

The draft Local Planning Scheme No.5 (LPS5) designates Lot 1 as Residential R20.

Shire records indicate an application to alter a 'Public Building' was received in 1992 and that a Building Licence was issued in October 1992 for alterations and extensions to 'the existing building', valued at \$50,000.



This current application was assessed, based on the requirements set out in TPS4, and 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	Redevelopment and on-going use of the subject land for the purpose of Public Worship) is 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 that the local government is seriously considering adopting or approving	Yes	This proposed redevelopment of the site in accordance with the Scheme is regarded as orderly and proper planning. Similar zoning, permissibility, land use definitions and development requirements are proposed under draft LPS5.
(c) any approved State planning policy	Neutral	
(d) any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	Yes	Subject to separate Statutes, Licences, compliance and Codes.

(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	No	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 a continuation (albeit reduction in floor area) of the existing land use. 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 to amenity in regard to noise, odour, and lighting.
(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	Proximity to minor watercourse, within adjacent Reserve, however no significant impact anticipated.
(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	A detailed landscaping plan accompanies the application.

(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, however there is no evidence of flooding on this site.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	Yes	The site is considered to be suitable for redevelopment as Public Worship.
(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	Proposed layout allows for access/egress, parking and manoeuvring and appears to address safety and design requirements. New crossovers require approval, adequate drainage and tie in to the existing pavement, kerb and footpaths.
(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.	Neutral	Redevelopment may result in slight decrease in vehicle movements due to reduction in floor area of the Kingdom Hall.
(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 facilities); (v) access by older people and people with disability.	Neutral	Majority of patrons travel in private vehicles, therefore i, public transport services transport has limited significance. access for pedestrians, cyclists and non-motorised transport is available. The plan shows parking for people with disability. Water, waste water and power are operational matters for the proponent. Management of solid waste and refuse by developer, 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	n/a
(w) the history of the site where the development is to be located;	Yes	Redevelopment of the site is supported.
(x) the impact of the development on the community as a whole notwithstanding	Neutral	Redevelopment of the site represents continuity of an

the impact of the development on particular individuals;		existing activity. No significant change in impact is anticipated once works are completed.
(y) any submissions received on the application;	No	no formal advertising considered necessary or undertaken.
(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 subject land is considered to be of sufficient size to accommodate the proposed redevelopment. The land use is well established. The new Kingdom Hall is smaller than the existing structure and will be further from the adjacent residential properties. The proposed works are regarded as compatible, and not anticipated to significantly change the amenity of the area.

Statutory Environment:

Planning and Development Act 2005

Shire of Katanning Town Planning Scheme No. 4

The subject land is zoned 'Residential' under the Shire of Katanning Town Planning Scheme No. 4 (TPS4).

Zone objectives

- (a) To provide a range of residential densities to meet the housing needs of the town and its anticipated growth in population.*
- (b) To encourage a high standard of residential development that:

 - (i) Maintains the character and amenity of established residential areas and ensures that new development, including alterations and additions, is sympathetic with the character and amenity of those areas;*
 - (ii) Incorporates energy efficient design principles;*
 - (iii) Where appropriate, facilitates ageing in place through the incorporation of adaptable housing design;**
- (c) To allow for the establishment of non-residential uses where the use will not adversely affect the existing amenity of the local area.*

Public Worship is defined under TPS4 as 'land and buildings used for the religions activities of a church but does not include an institution for primary, secondary, or higher education, or a residential training institution'.

Public Worship is not listed in the Zoning Table. Clause 3.2.5 sets out that when a use is not specifically mentioned in the Zoning Table, the Council may

- (a) Determine that the use is consistent with the zone objectives and is therefore permitted; or
- (b) Determine that the use may be consistent with the zone objectives and follow the advertising procedure of Clause 8.3 in considering the application; or
- (c) Determine that the use is not consistent with the zone objectives and therefore not permitted.

Given this proposal involves new works and is for redevelopment of an existing landuse, in this instance it is considered appropriate to apply the principles of part (a) and for the Council to determine that ongoing use of the site as Public Worship is consistent and therefore permitted.

Clause 6.1.3 of TPS4 sets out that the Site Requirements for the zone to be, 'in accordance with the R Codes'. Accordingly a minimum front setback of 6m is required. The proposed building is setback 6m from the Bond Street frontage, 7.61m from the northern side boundary, 19.34m from the southern side boundary and 29.79m from the rear boundary. The proposal satisfies the minimum standards. Compared to the existing structure, the separation distance between the new Kingdom Hall and the adjoining residences will be greater.

Landscaping is proposed at the front of the site and to the north and rear of the proposed building.

Car parking is to be provided in accordance with the provisions of Clause 7.1 of TPS4. The minimum requirement is 1 bay per 6 seats, or 22 bays per 100sqm of assembly area, whichever is the greater. Accordingly, 27 bays are required for the 120sqm of auditorium. This proposal satisfies the minimum parking requirements. The southern portion of the site is to be developed with 34 car parking bays. An additional 13 parking spaces are available on the grassed area in the north east of the site.

Policy Implications:

There are no policy implications.

Financial Implications:

The Planning Application Fee for the development valued at \$700,000 is \$2,211.43.

The Developer is responsible for the costs of the works associated with the development.

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]
- Establish a minimal hierarchy of plans required to facilitate development.

Development & Leadership - Governance:

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

Community & Culture:

- Community Spaces, Cultural Opportunity and Cultural Diversity.

Officer's Recommendation/Council Motion:**MOVED: CR RICHARD KOWALD****SECONDED: CR CRAIG MCKINLEY****OC24/16**

That Council approves the Development Application for Lot 1 (21) Bond Street, Katanning for the purpose of Public Worship subject to the following conditions:

- 1) Development is to be generally in accordance with approved plans.**
- 2) Installation and maintenance of landscaping in accordance with the approved plan.**
- 3) Construction of the crossover, accessways and parking areas in accordance with the approved plan**
- 4) Maintenance of parking areas and accessways is the responsibility of the developer.**
- 5) 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 associated 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. Any alterations or upgrading of the crossovers to be in accordance with Shire of Katanning specifications and requirements.**
- III. This Development Approval does not constitute a Building Permit.**
- IV. Future use and development is to comply with the Building Code of Australia and the requirements of relevant Health and Public Building statues.**

Voting Requirement: Simple Majority**CARRIED: 9/0**

Cr Richard Kowald spoke for the motion

10.1.2 Appointment of Fire Control Officers

File Ref: ES.AF.1
Reporting Officer: Cindy Pearce, Community Emergency Services Manager
Date Report Prepared: 16 March 2016

Issue:

Council to endorse the appointment of authorised Fire Control Officers.

Body/Background:

Fire Control Officers are appointed by Council under Section 38 of the Bushfires Act 1954 to issue 'Permits to Burn' and to carry out other actions as set out in the Bushfires Act 1954 as required by Local Government.

Officer's Comment:

It is recommended that Council renews its appointment of Fire Control Officers.

Statutory Environment:

Fire Control Officers under Section 38 of the Bushfires Act 1854 are appointed by Local Governments. Under Section 38 and 39 Bushfire Control Officer may, subject to directions given by the Local Government, take any measures he/she considers necessary and practicable for:

- The prevention of bushfires.
- Protecting life and property in the case of an outbreak of a bushfire
- Carry out any duty or exercising any authority referred to in the Bushfires Act.
- Procuring the due observance of the provisions of the Act. (For this purpose it is his/her duty to demand the name and address of any person committing an offence against the Act and to report the circumstances to the Local Government).

Policy Implications:

Nil.

Financial Implications:

Budgeted cost of advertising appointments in the Government Gazette.

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

- Community and Culture

Officer's Recommendation/Council Motion:**MOVED: CR CRAIG MCKINLEY****SECONDED: CR OWEN BOXALL****OC25/16 That Council:**

Appoints the following persons as Fire Control Officers in accordance with the Bush Fires Act 1954:

Cynthia Pearce	Ian Knapp	Timothy Clegg
Geoffrey Stade	Richard Marshall	Barry Kowald
Jeffrey Baxter	Matthew Kitchens	Cameron Beeck
Ian Coleman	Alan Wilson	Robert Conning
Alistair Dusting	Anthony Richardson	Norman Flugge
Gregory Garlick	Cameron Mills	Shane Butterworth
Matthew Kerin	Timothy Harris	Ernie Polis
Chistopher Quartermaine		Kim Kowald

Voting Requirement: Simple Majority

CARRIED: 9/0

Cr Owen Boxall spoke for the motion

10.1.3 Appointment of Authorised Persons

File Ref: CM.LG.1
Reporting Officer: U Striepe, Director of Engineering & Development Services
Report Prepared: 16 March 2016

Body/Background:

Council is required to appoint authorised persons to undertake the exercise of its powers and duties in accordance with various statutes.

Officer's Comment:

There have been a number of staff changes since the last appointments occurred and it is prudent for Council to renew its current authorisations and appoint new persons in accordance with the relevant Acts.

Statutory Environment:

Appointment of authorised officers in accordance with the following statutes:

- Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);
- Local Government Act 1995, Part 3 – Executive Functions of Local Government and Part 9 Miscellaneous Provisions;
- Caravan and Camping Grounds Act 1995;
- Dog Act 1976 and Regulations;
- Cat Act 2011;
- Bush Fires Act 1954 and Regulations;

- Shire of Katanning Local Laws;
- Litter Act 1979 and Regulations;
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations.

Policy Implications:

Nil.

Financial Implications:

Budgeted cost of advertising appointments in the Government Gazette.

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

- Governance

Officer's Recommendation/Council Motion:

MOVED: CR JOHN GOODHEART

SECONDED: CR CRAIG MCKINELY

OC26/16

That Council:

1. Appoints the following persons:

Julian Murphy	Andrew Holden	Sam Davis
Uwe Striepe	Richard Bralich	Kel Vann
Ernie Polis	Darryle Baxter	Maurice Walsh
Delma Baesjou	Cynthia Pearce	

As authorised persons in accordance with the following Acts:

- **Local Government Act (Miscellaneous Provisions) 1960, Part XX (Ranger/Pound Keeper);**
- **Local Government Act 1995, Part 3 – Executive Functions of Local Government and Part 9 Miscellaneous Provisions;**
- **Caravan and Camping Grounds Act 1995;**
- **Dog Act 1976 and Regulations;**
- **Cat Act 2011;**
- **Bush Fires Act 1954 and Regulations;**
- **Shire of Katanning Local Laws;**
- **Litter Act 1979 and Regulations;**
- **Control of Vehicles (Off Road Areas) Act 1978 and Regulations.**

2. Appoints the following persons as registration officers in accordance with the Dog Act 1996 and regulations; and Cat Act 2011 and regulations:

**Julian Murphy
Sam Davis
Adela Collins
Rondah Toms
Kel Vann
Michelle Toms
Asher Tussler**

**Taryn Human
Sue Eascott
Mohammed Aeson
Uwe Striepe
Ernie Polis
Kayla Warschauer**

**Andrew Holden
Diana Marsh
Melissa Binning
Richard Bralich
Cherrie Campbell
Tessa Flugge**

3. And cancels all previous authorisations.

Voting Requirement: Simple Majority

CARRIED: 9/0

10.2 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES REPORTS

**10.2.1 Monthly Financial Reports
(ATTACHMENTS)**

File Ref: FS/0021
Reporting Officer: D Marsh, Manager Finance
Report Prepared: 10 March 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:**MOVED: CR MARTIN VAN KOLDENHOVEN****SECONDED: CR SERENA SANDWELL****OC27/16****That Council:****Adopts the Statement of Financial Activity for the month ending 29 February 2016, as presented, and notes any material variances.****Voting Requirement:** Simple Majority

CARRIED: 9/0

Cr Martin Van Koldenhoven spoke for the motion

Cr John Goodheart spoke for the motion

10.2.2 Schedule of Accounts
(ATTACHMENTS)**File Ref:** FS/0021
Reporting Officer: D Marsh, Manager Finance
Report Prepared: 10 March 2016**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.

Officer's Comment:

The schedule of accounts for month of February 2016 are attached.

Statutory Environment:

Local Government (Financial Management) Regulations

Policy Implications:

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

Financial Implications:

Expenditure in accordance with the 2015/2016 Annual Budget.

Strategic Implications:

Shire of Katanning Strategic Plan 2013 – 2023

Development and Leadership

- Governance

Officer's Recommendation/Council Motion:

MOVED: CR CRAIG MCKINLEY

SECONDED: CR RICHARD KOWALD

OC28/16

That Council:

Endorses the Schedule of Accounts for February 2016, as presented.

Voting Requirement: Simple Majority

CARRIED: 9/0

10.2.3**Mid Year Budget Review**

(SEE ATTACHED BUDGET REVIEW)

File Ref:

FM.BU.6

Reporting Officer:

D Marsh, Manager of Finance

Date Report Prepared:

14 March 2016

Issue:

During the March quarter, Council is required to review the 2015/2016 Budget, compare year to date actual performance against budget, and adopt any amendments to budget that Council considers appropriate arising from that review.

Body/Background:

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires Local Governments to conduct a budget review between 1 January and 31 March each financial year.

Regulation 33A(2) and (3) require the results of the review to be submitted to Council and for Council to consider whether or not to adopt the review, any part of the review or any recommendations made in the review.

Regulation 33A(4) requires that within 30 days after Council has adopted the review a copy of the review and determination is to be provided to the Department of Local Government and Regional Development.

Officer's Comment:

The Manager of Finance and the Executive team have extensively reviewed the actual performance to budget as at 31 December 2015 and have re-assessed and forecast the expected position as at 30 June 2016. The attached report details the results of that review and includes a list of recommended variations to budget for Council consideration.

Since the adoption of the 2015/16 budget the financial statements for 2014/15 have been finalised and audited, increasing the budgeted surplus by just over \$280k.

The mid-year budget includes increased revenue of just over \$19k for a higher than expected members rebate from our insurers, LGIS. Other increases to revenue include a donation from Rural Youth Katanning for the Youth Fest 2016 and just over \$11k from a reimbursement from WALGA's discontinued Heritage Loan Scheme and the sale of scrap from burnt out plant items.

A number of staffing changes have resulted in reduced salary costs with some increases in consultant fees. These changes have also impacted revenue and expenditure from staff housing in the budget. Savings were achieved in the purchase of two side-tipper trailers and allowance has been made for the replacement of the fuel tank at the depot.

Overall, the review has confirmed that the actual performance to 31 December 2015 is close to budget and that after re-forecasting Council can still expect a balanced position at the end of year.

Statutory Environment:

Regulation 33A, 33A(2), 33A(3) and 33A(4) of the Local Government (Financial Management) Regulations 1996 details the requirements for Local Governments to conduct a budget review between 1 January and 31 March each financial year.

Policy Implications:

Nil.

Financial Implications:

The cumulative effect of the proposed variations arising from the mid-year review have no material financial impact on the originally adopted balanced budget.

Strategic Implications:

Nil.

Voting Requirements:

The recommended variations to the budget include a number of unbudgeted expense items and thus requires an Absolute Majority.

Officer's Recommendation/Council Motion:

MOVED: CR RICHARD KOWALD

SECONDED: CR SERENA SANDWELL

OC29/16 That Council:

Adopts the Mid-Year Review as at 31 December 2015 including the proposed variations detailed therein and amend the 2015/16 budget accordingly.

Voting Requirement: Absolute Majority.

CARRIED: 9/0

Cr Richard Kowald spoke for the motion

Cr Liz Guidera spoke for the motion

10.3 EXECUTIVE MANAGER – STRATEGIC PROJECTS

Nil.

10.4 DEPUTY CHIEF EXECUTIVE OFFICER

Nil.

10.5 CHIEF EXECUTIVE OFFICER'S REPORTS**10.5.1 Compliance Audit Return 2015**
(SEE ATTACHMENT)

File Ref: CV.CM.2
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 3 January 2017

Issue:

To endorse the Compliance Audit Return for the Period 1 January 2015 to 31 December 2015.

Body/Background:

In accordance with the Local Government (Audit) Regulations 1996, Council is required to carry out a compliance audit for the period 1 January 2015 to 31 December 2015 against the requirements included in the Compliance Audit Return.

The completed Compliance Audit Return is required to be presented to the Audit Committee for consideration before being submitted to Council for adoption. Following Council's adoption of the Compliance Audit Return, it is to be submitted to the Director General of the Department of Local Government and Communities before 31 March 2016.

Officer's Comment:

The compliance audit has been carried out by Council Staff and no matters of non-compliance against the criteria have been identified. A copy of the Compliance Audit Return is attached.

The Compliance Audit Return for 2015 was presented to the Audit and Risk Committee for consideration at its meeting of 8 March 2016.

Statutory Environment:

Local Government (Audit) Regulations 1996 – Regulations 13, 14 & 15 – Compliance Audit Returns

Policy Implications:

Nil.

Financial Implications:

Nil.

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

- *Governance*

Audit and Risk Committee Recommendation/Council Motion:**MOVED: CR MARTIN VAN KOLDENHOVEN****SECONDED: CR CRAIG MCKINLEY**

OC30/16 That Council adopts the Compliance Audit Return for the period 1 January 2015 to 31 December 2015.

Voting Requirement: Simple Majority

CARRIED: 9/0

Cr Martin Van Koldenhoven spoke for the motion

10.5.2 **Workforce Plan Review & Interim Organisational Structure****File Ref:** CM.EB.5**Reporting Officer:** Julian Murphy, Chief Executive Officer**Date Report Prepared:** 3 January 2017**Issue:**

To consider the proposed interim organisational structure to increase the Shire's capacity and capability to deliver on the objectives and strategies of the Strategic Community Plan.

Body/Background:

Council's Workforce Plan was developed in December 2013 as part of the Integrated Planning and Reporting process.

The Workforce Plan coordinates with Council's Asset Management Plan and Long Term Financial Plan to identify the resources required to achieve the community's objectives and the outcomes set out in the Strategic Community Plan.

Workforce planning identifies the human resources and skills required to deliver on the medium to long-term strategic direction of the community, as outlined in the Strategic Community Plan. The Workforce Plan specifically identifies and develops strategies to ensure that the right skills, knowledge and number of people with adequate time are in place to achieve goals and objectives.

In October 2015 Margaret Hemsley, Principal Consultant of LG People was appointed to carry out a review of the current workforce plan in relation to capacity and capability to deliver on the objectives and strategies of the Strategic Community Plan.

Officer's Comment:

The workforce review undertaken to date has included:

- A survey of capacity, capability and staff satisfaction.
- A review of current roles and responsibilities in consultation with staff.
- A review and support for developing an optimal organisational structure to maximise efficiency and effectiveness of all aspects of planning, service delivery and staff support.
- The development of position descriptions in consultation with managers and staff using a change management approach.
- An update of workforce information, Human Resource (HR) data and strategies in the Workforce Plan.

A Council briefing on the progress of the workforce review was provided to Councillors on 15 March 2016. A number of gaps have been identified within the current staffing structure and changes recommended including:

- Establishment of an Occupational Safety and Health/Risk Officer to address legislative compliance and provide enhanced duty of care.
- Enhancing skills and resources in customer services across the organization to provide for efficient and effective customer services delivered in a timely manner.
- Establishment of a specialised Human Resources position to oversee, review, update and manage the Shire's human resources systems, processes and legislative requirements.
- Enhancement of community services resources and programs.
- Addressing gaps in project development, management, implementation and review to improve project management and reduce risk to the Shire.

The final review of the Workforce Plan is nearing completion and will be presented to Council at a later date.

An interim organisational structure has been developed to accommodate the current staff resources available to the Shire and to address a number of gaps identified within the current workforce plan review. A copy of the proposed interim staff structure is attached for Council consideration.

Statutory Environment:

Local Government Act 1995,

- section 5.56 Planning for the future
- section 5.36 Local government employees

Policy Implications:

Nil.

Financial Implications:

The revised budget provides for the proposed interim organisational structure.

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

- Governance

Officer's Recommendation/Council Motion:**MOVED: CR CRAIG MCKINLEY****SECONDED: CR SERENA SANDWELL****OC31/16 That Council endorses the interim staff structure as proposed.****Voting Requirement:** Simple Majority**CARRIED: 8/1**

Cr Craig McKinley spoke for the motion
Cr Martin Van Koldenhoven spoke against the motion
Cr Serena Sandwell spoke for the motion
Cr Danny McGrath spoke for the motion
Cr Richard Kowald spoke for the motion
Cr John Goodheart spoke for the motion

10.5.3 Shire of Katanning Brand Update
(SEE ATTACHMENT)

File Ref: CR.CI.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 3 January 2017

Issue:

To consider the proposed revised brand/logo developed by Market Creations in consultation with Shire Staff.

Body/Background:

The Shire of Katanning is in the process of redesigning its website which includes a refresh of its current branding. Market Creations have been engaged to update both the website and the brand.

The brief provided to Market Creations was to retain the essential elements of the current brand/logo and refresh the look to be more contemporary including:

- Use brighter colours while maintaining the existing colour pallet
- Lighten the overall look and feel of the logo
- Maintain the icons in the logo including the sheep and wheat icons
- Use a more contemporary font for the wording

Officer's Comment:

Shire Staff have worked with Market Creations to develop the new concept, a copy of which is attached.

The new concept retains the Sheep head along with the three brush strokes from the original logo design. Slight refinements have been made to those elements to further enhance them, as well as adjusting the selection of colours to allow for a more vibrant looking choice and allow a better visualisation of multiculturalism.

The blade of wheat has been replaced with a more simplified illustration to fit more seamlessly with the other elements.

If adopted by Council the new brand will be used on Shire documents, publications and promotional material including the new website. As the logo is a refresh rather than a complete new brand it will be rolled out on signage and hard fixtures as those elements require replacement.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

Costs of rebranding and website development within existing budget provisions.

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

- *Community Development*
- *Governance*

Officer's Recommendation/Council Motion:

MOVED: CR RICHARD KOWALD

SECONDED: CR CRAIG MCKINLEY

OC32/16 That Council adopts the revised brand/logo as proposed.

Voting Requirement: Simple Majority

CARRIED: 6/3

Cr Alep Mydie spoke against the motion
Cr John Goodheart spoke for the motion
Cr Martin Van Koldenhoven spoke against the motion

10.5.4 Appointment of Members to the Audit and Risk Committee

File Ref: GV.CM.2
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 3 January 2017

Issue:

Following the extraordinary Council election held on 26 February 2016 Council is required to appoint the newly elected member to committees in accordance with section 5.9, 5.10 and 5.11 of the Local Government Act 1995.

Body/Background:

At the Ordinary Meeting of Council held on 28 October 2015 Council established the Audit and Risk Committee with the following members:

Audit and Risk Committee

Cr Guidera
Cr McKinley
Cr Godfrey
Cr Kowald
Cr Boxall
Cr McGrath
Cr Mydie
Cr Sandwell
Cr Van Koldenhoven

Following the retirement of Robert Godfrey an extraordinary election was held on 26 February 2016 which resulted in Cr John Goodheart being elected to fill the vacancy on Council.

Officer's Comment:

It is now appropriate to appoint Cr Goodheart to the Audit and Risk Committee to complete the membership of the committee.

The establishment and appointment of members to committees of Council must be done so by an absolute majority decision of Council.

Statutory Environment:

Local Government Act 1995

- Section 5.8 – Establishment of Committees
- Section 5.9 – Types of Committees
- Section 5.11 – Tenure of Committee membership

Policy Implications:

Election of Committees Policy provides for the election of Council Committees in line with the requirements of the Local Government Act.

Financial Implications:

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

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

Development and Leadership

- Governance

Officer's Recommendation/Council Motion:**MOVED: CR CRAIG MCKINLEY****SECONDED: CR DANNY MCGRATH****OC33/16 That Council appoints Cr John Goodheart to the Audit and Risk Committee.****Voting Requirement:** Absolute Majority

CARRIED: 9/0

10.5.5 Appointment of Members to Committees

File Ref: GV.CM.2
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 3 January 2017

Issue:

Following the extraordinary Council election held on 26 February 2016 Council is required to appoint the newly elected member to committees to complete the membership of its committees

Body/Background:

At the Special Meeting of Council held on 21 October 2015 Council appointed members to committees and representatives to non-council committees as per the attached schedule.

Following the extraordinary election held on 26 February 2016, Cr John Goodheart was elected to fill the vacancy on Council.

Officer's Comment:

It is now appropriate to appoint Cr Goodheart to various committees to complete the membership of the committees.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Election of Committees Policy provides for the election of Council Committees in line with the requirements of the Local Government Act.

Financial Implications:

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

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

Development and Leadership

- Governance

Officer's Recommendation/Council Motion:**MOVED: CR CRAIG MCKINLEY****SECONDED: CR OWEN BOXALL****OC34/16** That Council appoints Cr John Goodheart to the following committees and working groups:

- Community Financial Assistance Advisory Committee
- Town Hall and Admin Working Group
- Piesse Lake Reference Group

Voting Requirement: Simple Majority

CARRIED: 9/0

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 6:37pm