



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 March 2017, in the Shire of Katanning Council Chambers,
14 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 23 March 2017

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 Alep Mydie
Cr Danny McGrath
Cr Richard Kowald
Cr Serena Sandwell
Cr Martin Van Koldenhoven
Cr Owen Boxall

Council Officers: Julian Murphy, Chief Executive Officer
Uwe Striepe, Director Engineering & Development Services
Sam Davis, Executive Manager, Projects and Community Building
Andrus Budrikis, Executive Manager Property & Assets
Libby French, Manager Finance
Taryn Human, Governance Executive Officer

Gallery:

Media:

Apologies: Andrew Holden, Deputy Chief Executive Officer

Leave of Absence: Cr John Goodheart

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 – 28 February 2017
(SEE ATTACHED MINUTES)**

OC/17 That the minutes of the Ordinary Council Meeting held on Tuesday 28 February 2017 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 Development Approval Amendment – Service Station Lot 908 (24) Cornwall Street, Katanning**

File Ref: A1394
Reporting Officer: Delma Baesjou, Consultant Planner
Date Report Prepared: 20 March 2017

Issue:

To consider a further application to amend the Development Approval, for the Service Station at Lot 908 (24) Cornwall Street, Katanning. The current amendment proposes to increase the area of the 'convenience store' from 124m² to 165m² and to increase the number of parking bays from 4 to 5.

Body/Background:

Lot 908 is 7191m² and has frontage to both Cornwall St and Bays St. The property is zoned 'Light Industrial' under the Shire of Katanning Town Planning Scheme No. 4 (TPS4). Service Station is listed in the Zoning Table as 'P' (Permitted) within the Light Industrial zone.



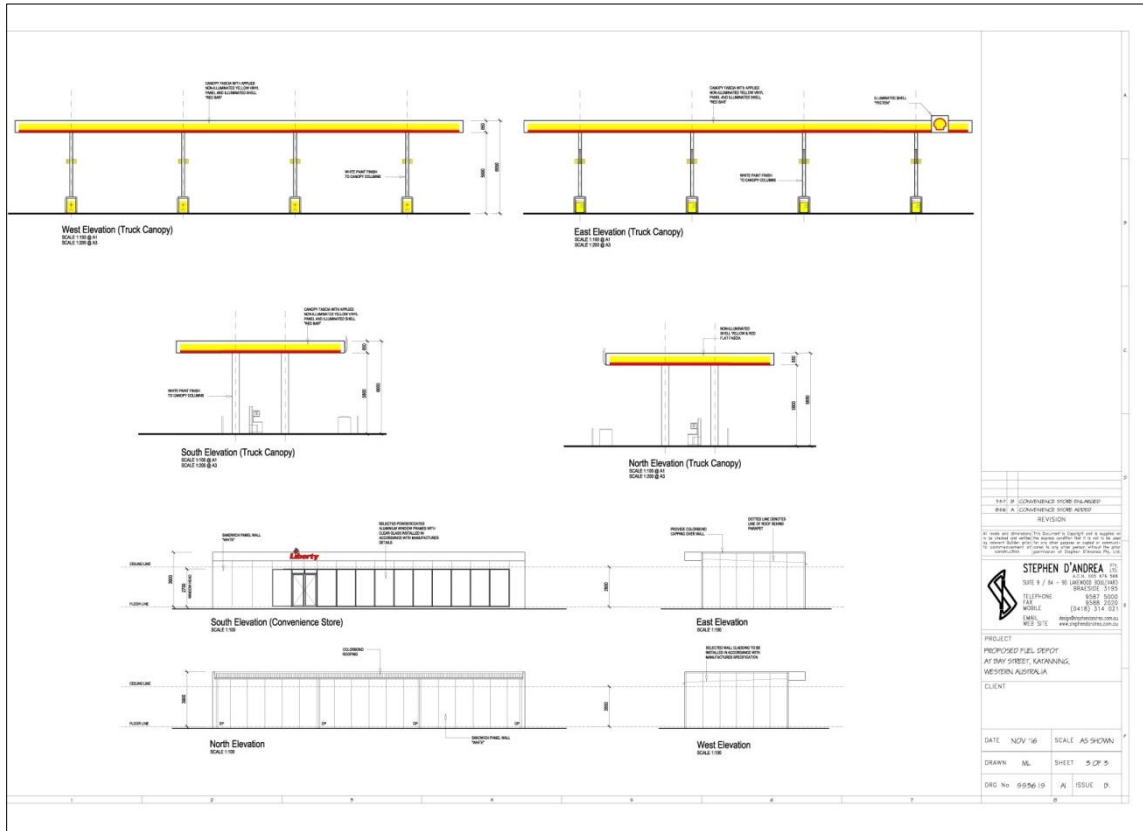
View south east from inside old 'front gate' at corner of Cornwall and Bay Streets showing Development site prior to construction – August 2016



Rear/northeast view of development site during preliminary construction with Bay Street on left, new above ground diesel storage tank and former, decommissioned building [December 2016].



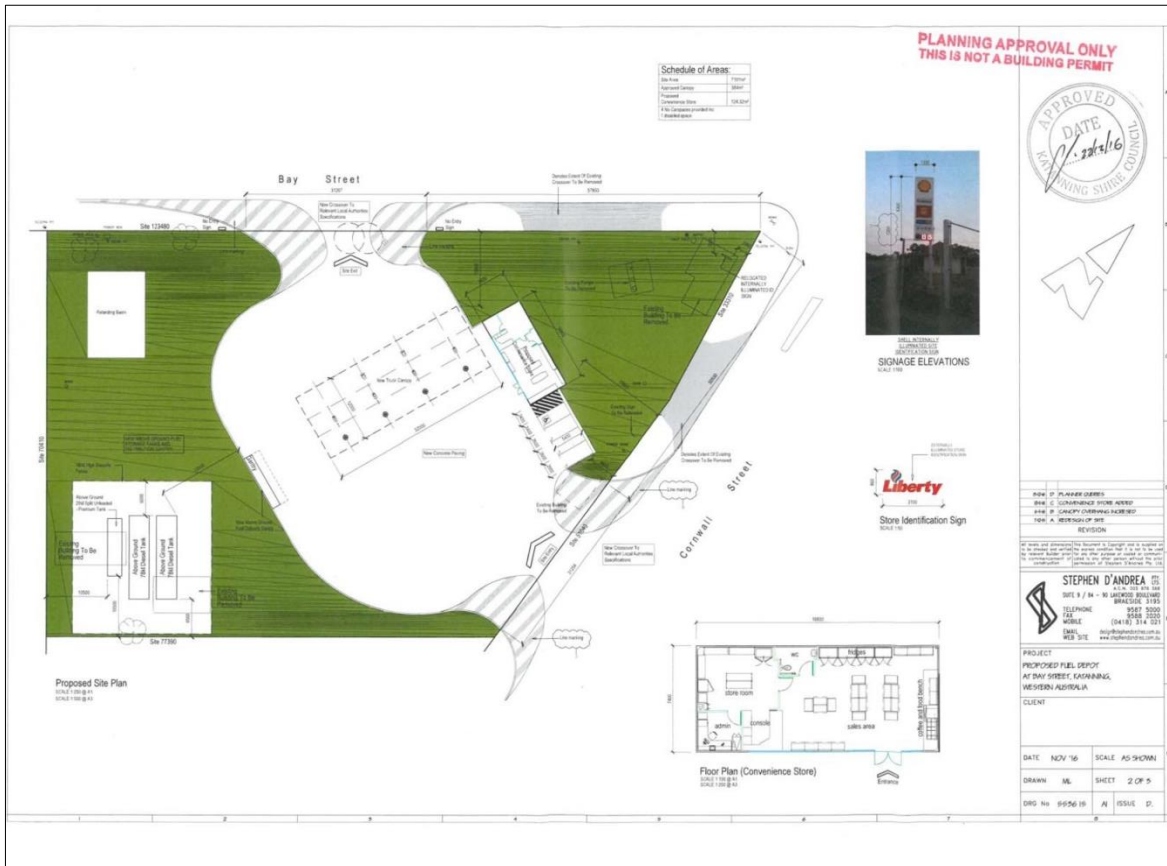
2017 amended plans - DRG No. 553615, Sheet 2, Issue E



2017 amended plans - DRG No. 553615, Sheet 3, Issue B



017 amended plans - Landscaping Plan 110309 4192 Revision 4/DR/Rev/09.03.2017



Approved amended Plan for DA 2016-13B, issued December 2016.

At its meeting held 15 December 2015 the Council resolved to grant conditional approval to an application for a Service Station, Fuel Depot and Signage at Lot 908 Cornwall Street. Item 10.1.2, Resolution OC123/15. Development Approval reference 2016-13 was issued on 19 September 2016.

At its meeting held 20 December 2016 the Council considered an application to amend the Development Approval. Item 10.1.2, Resolution OC 163/16 refers. That amendment was for the 'convenience store' and for the Service Station to be 'attended' between 7.00am and 7.00pm, rather than a 24hour 'un-manned' facility. Development Approval reference 2016-13B was issued on 22 December 2016.

Officer's Comment:

The proposal for an additional 41m² of convenience retailing associated with the Service Station is considered to be a minor amendment. The scale and nature of the land uses accords with the definition set out in the current Town Planning Scheme. Furthermore, it is similar in intent to the following terms set out in draft LPS5 and the LPS Regulations:

fuel depot means premises used for the storage and sale in bulk of solid or liquid or gaseous fuel but does not include premises used —

- (a) as a service station; or
- (b) for the sale of fuel by retail into a vehicle for use by the vehicle

service station means premises other than premises used for a transport depot, panel beating, spray painting, major repairs or wrecking, that are used for —

- (a) the retail sale of petroleum products, motor vehicle accessories and goods of an incidental or convenience nature; or
- (b) the carrying out of greasing, tyre repairs and minor mechanical repairs to motor vehicles;

The amended proposal satisfies the landscaping requirement and the following minimum building setbacks: Front & Rear - 7.5m; Side - 5m (on one side).

Clause 7.1 and Schedule 5 of TPS4 deal with car parking requirements; the number of spaces is based on land use. Service Station is not specifically listed, however for Shopping, six (6) spaces are required for every 100 square metres of floor area. For Industry, four (4) spaces are required for the first 200 square metres. The amended site plan shows five (5) parking spaces, including one (1) 'universal' bay. The applicant has advised that additional parking spaces could be provided, if necessary.

The amended development application was assessed, based on the requirements set out in TPS4 and the twenty eight (28) matters listed in Clause 67, Part 9 Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015. The planning responses and comments relating to ten (10) selected matters are similar to those set out in the previous assessment (refer Item 10.1.2, 20 December 2016). Key matters include: (m) compatibility, (n) amenity, (r) possible risk, (s) adequacy of access, (t) traffic and (u) availability of (iv) access for pedestrians & cyclists and (v) access by older people and people with disability. Table 2 in the applicant's further amended proposal also includes a similar self-assessment of eighteen (18) matters.

In this case, given the minor nature of the proposed amendment, it is considered there are no substantial changes or issues of concern. Approval of the Amended Development Application is recommended, subject to similar conditions.

Statutory Environment:

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015
Shire of Katanning Town Planning Scheme No. 4
Draft Local Planning Scheme No. 5

Clause 77 of Schedule 2 of the 2015 Regulations provides scope for an application to amend a Development Application. The requirements and procedures for considering and assessing such an amendment are outlined in Parts 8 and 9. In determining the application, the Local Government needs to be satisfied that the proposed amendment would not substantially change the Development Approval.

Policy Implications:

Nil.

Financial Implications:

An Application Fee of \$295.00 has been paid.

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

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

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]

Officer's Recommendation/Council Motion:

OC/17 That Council approves the Amended Development Application for Lot 908 (24) Cornwall Street, Katanning grants approval to the proposed Service Station, Fuel Depot and Signage subject to the following conditions:

- 1) Development is to be generally in accordance with the Amended approved plans (DRG No. 553615 Sheet 2, Issue E, Sheet 3 Issue B and Landscaping Plan 110309 4192 Revision 4/DR/Rev/09.03.2017).
- 2) Construction of the crossover, accessways and parking areas in accordance with the approved plan.
- 3) Installation and maintenance of line-marking and signage or other appropriate treatments to ensure one-way traffic flow across the site from Cornwall Street to Bay Street.
- 4) Closure and reinstatement of redundant crossovers to the satisfaction of the director of Engineering Services.
- 5) Maintenance of parking, manoeuvring and accessways is the responsibility of the developer.
- 6) Installation and maintenance of landscaping in accordance with the approved plan.
- 7) 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. Stormwater runoff from the new structure and associated hardstand to be adequately contained on-site, with disposal via connection to the district drainage system to the satisfaction of the Director of Engineering Services in accordance with Engineering requirements and design guidelines. Provision of internal reticulation and a retention basin, together with upgrading of the existing downstream stormwater system, at the proponent's expense.
- II. Construction of the crossover and all works within the Cornwall Street Road Reserve require the prior approval of the Shire.
- III. All works and any proposed drainage within the Bay Street Road Reserve (Kojonup – Pingrup Rd M021 40.63slk) requires the prior application and approval of Main Roads WA.

IV. Future development is required to comply with the Building Code of Australia and the requirements of relevant Health, Environmental, Mining and Petroleum statues, the Dangerous Goods Safety Act 2004 and the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (the Storage and Handling Regulations).

And

Notwithstanding Part 5.14 and the height and area specified in Part 5.9.1 a) and b) of the Shire of Katanning Local Laws Part XIV – Signs, Hoardings and Bill Posting, Development Approval is granted for Advertising Signage (Illuminated), Lot 908 (24) Cornwall St, Katanning subject to:

- 1) The relocated sign is to be in accordance with the approved plans.**
- 2) No part of the sign is to extend beyond the boundary of the subject land.**
- 3) Signage to be maintained in good repair, at the proponent’s cost.**

Voting Requirement: Simple Majority

CARRIED/LOST:

The preliminary assessments have been completed and it has been found that only Withers Rd, a section of Bibiking Road South between Robinson Rd and River Rd and a section of McKenzie Rd between Withers Rd and Kelly Rd pass the initial assessment.

The other roads are too narrow in sections or have gradients steeper than 5% (maximum allowed for gravel roads for RAV 5 in terms of the Main Roads Route Assessment Guidelines for restricted access vehicle routes). In order for these roads to comply, they would need to be made wider (which often entails vegetation clearing and possibly extension of existing culverts) and have the vertical alignment revised or alternatively have sections sealed to allow for steeper gradients (in terms of the Main Roads Route Assessment Guidelines for restricted access vehicle routes, sealed roads can have maximum gradients of 8% for RAV 5).

The following is a brief summary of findings:

- Bibiking Rd South, between Jam Hills Rd and McKenzie Rd.: The minimum width required for RAV 5 of a low volume rural gravel road for a speed limit of 40km/h is 5.8m. The road would need to be widened at a cost of approximately \$78,000.
- Filmer Rd: Minimum width required is 5.8m. The road needs to be widened (in one section it is only 3.1m wide) approximate cost is \$89,000. There is also a section which has a gradient of about 7.5% which would need to be sealed at a cost of \$4,500.
- Gibney Rd: This road is too narrow (one section is 3.8m wide) and would need to be widened at an approximate cost of \$123,000.
- Jamhills Road: This road is too narrow for RAV 5 and would need to be widened at an approximate cost of \$114,500. A section is also too steep over a distance of 150m and would need that section to be sealed at an additional approximate cost of \$7,000.
- McKenzie Rd, between Katanning Dumbleyung Rd and Withers Rd: There are some sections that are slightly too narrow and would need to be widened. Approximate cost is \$45,000.
- McKenzie Rd, between Kelly Rd and Bibiking Rd South: There is a long section that is slightly too narrow and would need widening. The approximate cost for this is \$130,000. A short section also is too steep and this may need to be sealed at a cost of \$2,500.

Bibiking Rd South links the existing RAV 5 roads of Robinson Rd and River Rd. Withers Rd and the section of McKenzie Rd link the existing RAV 5 roads Warren Rd and Kelly Rd.

The storm damage incurred during the February 2017 event effects the following roads:

- Jam Hills Rd; extensive damage estimated at \$41,500
- Gibney Rd; damage to table drains and culvert headwall estimated at \$29,500
- McKenzie Rd; the section between Withers Rd and Kelly Rd is sealed and there is no damage. The gravel sections either side of this sealed section have extensive damage estimated at \$120,000.
- Bibiking Rd South, between Robinson and River Rd; there is silting of table drains estimated repair cost of \$7,800 and damage to the culvert headwall. This repair work may be prioritized should Council support the incorporation of this section of road into the RAV 5 network.

For the January 2016 storm event as well as the February 2017 event, Main Roads WA on behalf of the WANDRRA fund have warned that claims which incorporate any improvement or upgrade to infrastructure will not be accepted. The infrastructure will therefore need to be

repaired to as close as possible to what it was before the storm event and the claims need to be submitted and approved before an upgrade of the infrastructure can be implemented.

Statutory Environment:

Local Government Act 1995
Road Traffic Regulations 2014

Policy Implications:

Nil.

Financial Implications:

As the extent of the RAV 5 network is increased, it is likely that additional maintenance work will be required and the remaining useful life of the routes in question will reduce.

Strategic Implications:

The revision of the RAV 5 network will improve key community aspirational elements as listed on page 10 of the Katanning Strategic Community Plan; Transport systems – maintain freight routes and road linkage

Officer's Recommendation/Council Motion:

OC/17 **That Council submits the following roads for assessment by Main Roads WA for addition to the RAV 5 network:**

- 1) Bibiking Rd South, from River Rd to Robinson Rd**
- 2) McKenzie Rd, from Kelly Rd to Withers Rd**
- 3) Withers Rd**

Voting Requirement: Absolute Majority

CARRIED/LOST:

10.1.3 Recycled Water Supply - Endorsement of Agreement
(ATTACHMENT)

File Ref: WS.AA.1
Reporting Officer: Uwe Striepe, Director of Engineering and Development Services
Date Report Prepared: 22 March 2017

Issue:

To endorse the recycled water supply agreement with Water Corporation and authorise the use of the common seal of Council.

Body/Background:

The Shire of Katanning currently maintains a recycled water network utilising partially treated water from the Water Corporation's Katanning wastewater treatment plant to irrigate Prosser Park and sporting grounds at the Katanning Leisure Centre. This network also provides water for irrigation to Braeside Primary School and Katanning Primary School.

A recycled water supply agreement with the Water Corporation was endorsed on 27 March 2007 with a ten year term. An amendment to the agreement which was required as a result of a redesign of the recycled water network was signed on 20 August 2015.

A new agreement is now required.

Officer's Comment:

The new recycled water agreement supplied by Water Corporation encapsulates what was contained in the original agreement as well as the amendment signed 20 August 2015.

The only omission in the new agreement is section 11.03 (as contained in the 2007 agreement) which required the Shire to pay \$5,000 per annum, reviewed in accordance with clause 11.6. Clause 11.6 required the fee to be reviewed annually in terms of CPI.

The new agreement will generate a saving of at least \$5,000 per annum.

Statutory Environment:

Local Government Act 1995 – Section 9.49A Execution of documents

- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
 - (a) the mayor or president; and
 - (b) the chief executive officer or a senior employee authorised by the chief executive officer,

each of whom is to sign the document to attest that the common seal was so affixed.

Policy Implications:

Nil.

Financial Implications:

There will be a saving as the Shire will no longer need to pay Water Corporation for receiving the recycled water.

Strategic Implications:***Shire of Katanning Strategic Plan 2013 – 2023*****Community & Culture**

- Lifestyle – improve community space

Environment and Land Use

- Water Management - strategize water supply

Officer's Recommendation/Council Motion:

OC/17 **That Council:**

- 1) endorses the recycled water supply agreement with Water Corporation;
and**
- 2) authorises the President and Chief Executive Officer sign the agreements
and affix the common seal.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2 DIRECTOR OF CORPORATE SERVICES REPORTS**10.2.1 Monthly Financial Reports**
(ATTACHMENTS)

File Ref: FS/0021
Reporting Officer: Libby French, Manager Finance
Report Prepared: 20 March 2017

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/17 That Council adopts the Statement of Financial Activity for the month ending 28 February 2017, as presented, and notes any material variances.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.2 **Schedule of Accounts**
(ATTACHMENTS)

File Ref: FS/0021
Reporting Officer: Libby French, Manager Finance
Report Prepared: 20 March 2017

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 the month of February 2017 are attached.

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

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

Financial Implications:

Expenditure in accordance with the 2016/2017 Annual Budget.

Strategic Implications:

Shire of Katanning Strategic Plan 2013 – 2023

Development and Leadership

- Governance

Officer's Recommendation/Council Motion:

OC/17 **That Council endorses the Schedule of Accounts for February 2017, as presented.**

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.3 Adoption of the Shire of Katanning Annual Report 2015/16
(ATTACHMENT)

File Ref: AC/02/0019
Reporting Officer: Libby French, Manager Finance
Date Report Prepared: 22 March 2017

Issue:

To consider accepting the Shire of Katanning Annual Report 2015/16 and to set the date for the Annual Electors meeting.

Body/Background:

A Council resolution adopting the Shire of Katanning Annual Report 2015/16 and Annual Financial Report 2015/16 is required before Council can convene its Annual General Meeting of Electors.

A copy of the Draft Annual Report has been provided to Councillors. The Draft Annual Report 2015/16 is in accordance with *s5.53 of the Local Government Act 1995* and contains;

- a report from the Shire President;
- a report from the Chief Executive Officer;
- other statutory reporting requirements;
- the Annual Financial Report for the 2015/16 financial year; and
- the Auditors report for the 2015/16 financial year.

Officer's Comment:

The Shire of Katanning's auditor has completed the audit of the Annual Financial Report and certification of Council's 2015/16 Annual Financial Statements. Copies of the Auditor's Report and the Draft Annual Report are included with this agenda and once accepted copies of the Annual Report will be made available for public inspection.

Of particular note in the Auditor's report, there were two instances where the Shire of Katanning did not comply with the *Local Government Act 1995*:

- The accounts and financial report for the year ended 30 June 2016 were not submitted to the auditor by 30 September 2016 as required by Section 6.4(3) of the Act.
- The Annual Financial Report for the year ended 30 June 2015 was not submitted to the Department of Local Government within 30 days of the auditor's report becoming available, as required by Local Government (Financial Management) Regulation 51(2).

These were the only findings of non-compliance, as a result of delays through staff turnover and resulting inefficiencies, which may be considered to be extenuating circumstances. Staff are reviewing practices and adopting measures to ensure compliance for future years. There are statutory plans requiring review (Long Term Financial Plan, Strategic Community Plan and Asset Management Plans) and staff are currently working on timelines and budgeting for the coming year to complete these reviews.

Should the Annual Report be accepted at this meeting (28 March 2017) the first practicable date for the Annual General Meeting of Electors could be scheduled for Thursday 20 April

2017 (by local advertising in the first available issue on Thursday 6 April 2017. Any decisions made at the Annual Electors Meeting will be placed on the agenda for the May 2017 round of Council meetings.

Statutory Obligations:

The relevant sections of the *Local Government Act 1995* and associated regulations provide as follows:

s6.4: Financial report

- (1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.
- (2) The financial report is to —
 - (a) be prepared and presented in the manner and form prescribed; and
 - (b) contain the prescribed information.
- (3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —
 - (a) the accounts of the local government, balanced up to the last day of the preceding financial year; and
 - (b) the annual financial report of the local government for the preceding financial year.

s5.54: Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

s5.55: Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

s5.27: Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

s5.29: Convening electors' meetings

- (1) The CEO is to convene an electors' meeting by giving —
 - (a) at least 14 days' local public notice; and
 - (b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

s5.33: Decisions made at electors' meetings

- (1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —
 - (a) at the first ordinary council meeting after that meeting; or
 - (b) at a special meeting called for that purpose, whichever happens first.
- (2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Local Government (Financial Management) Regulations 1996 - Reg 51

51: Annual financial report to be signed etc. by CEO and given to Department

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

Policy Implications:

Nil.

Financial Implications:

Nil.

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

Development and Leadership

- Governance

Officers Recommendation/Council Motion (move en bloc):

OC/17

That Council:

- 1) Accepts the Audit Report for the 2015/16 financial year as presented;**
- 2) Adopts the Annual Report for the year ended 30 June 2016 as presented;**
- and**
- 3) Holds a General Meeting of Electors on Thursday 20 April 2017 commencing at 7:30pm at the Katanning Pioneer Room.**

Voting Requirement: Absolute Majority

CARRIED/LOST:

10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS

Nil.

DRAFT

10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS

10.4.1 Shire of Katanning New Administration and Civic Building Design (ATTACHMENT)

File Ref: CP.PL.2
Reporting Officer: Andrus Budrikis, Executive Manager, Property & Assets
Date Report Prepared: 22 March 2017

Issue:

- To endorse the Project Management Plan for the new Shire of Katanning Administration and Civic Building
- To endorse the Sketch Design for the new Shire of Katanning Administration and Civic Building
- To confirm the Project Advisory Group and membership for the new Shire of Katanning Administration and Civic Building

Body/Background:

At the 28 June 2016 Ordinary Council meeting Council carried the motion;

OC74/16 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.

Council approved a project budget of \$6,998,214 in the 2016/17 Annual Budget. The funding sources are

Land and Building Reserve	\$2,398,563
Borrowings	\$3,498,214
Country Local Government Fund	\$ 601,437
Supertowns Grant Interest	\$ 500,000
Total	\$6,998,214

Expenditure to date (20/3/2017) is \$741,556 leaving a budget of \$6,256,658 to complete the project.

Officer's Comment:

A public tender was called for submissions from architects to design the new Administration and Civic Building. The successful architects, i2C, were appointed in November 2016 based on their approach to the design of the new building. The architects presented their first schematic design to a public forum on 20 December 2016 and the further developed scheme to Councillor's and senior staff on 21 February 2017.

The scheme has been revised following these presentations and includes the feedback from the public, Councillors and staff. The final Katanning Administration & Civic Building Sketch Design (Schematic Design 21/3/2017) is attached for endorsement by Council.

A project management plan has been developed by the Executive Manager Property & Assets to reflect the change of strategy endorsed by Council at 28 June 2016 Ordinary Council meeting. The Katanning Administration & Civic Building Project Management Plan is attached for endorsement by Council.

The Katanning Administration & Civic Building Project Management Plan proposes that a Project Advisory Group be formed consisting of the Shire President, members of the previous Council Working Group, and two community members. The role of the PAG will include reviewing the Design Development stage including contributing to the finishes schedule, interior design and external landscape and courtyard design.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

The endorsement of the sketch design and project management plan has no financial implications outside the current budget.

Strategic Implications:

Shire of Katanning Strategic Plan 2013 – 2023

Facilities and Services

- Facility Development

Officer's Recommendation/Council Motion:

OC/17 That Council:

- 1) Endorses the new Katanning Administration & Civic Building Sketch Design (Schematic Design 20/3/2017); and
- 2) Endorses the new Administration & Civic Building Project Management Plan Draft 20/3/2017; and
- 3) Confirms the membership of the new Administration & Civic Building Project Advisory Group.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5 DEPUTY CHIEF EXECUTIVE OFFICER

Nil.

DRAFT

10.6 CHIEF EXECUTIVE OFFICER'S REPORTS**10.6.1 Townscape Advisory Committee**

File Ref: GV.CM.2
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 22 March 2017

Issue:

To consider the appointment of members the Katanning Townscape Advisory Committee and review the committee Terms of Reference.

Body/Background:

At its Ordinary Meeting of 22 November 2016 Council considered the establishment of the Katanning Townscape Committee and made the following decision:

That Council:

- 1) establishes the Katanning Townscape Advisory Committee;**
- 2) adopts the terms of reference for the committee as amended;**
- 3) appoints Councillors McGrath and Van Koldenhoven to the committee and Councillor Goodheart as proxy; and**
- 4) seeks nominations to the committee from the community and member organisations.**

Nominations from the community and member organisations were invited with the following nominations received:

- Mrs Rosemary McFarland from the Katanning Action Network
- Mrs Barbara Groves from the Katanning Garden Club
- No nominations were received from the community

The terms of reference have been revised to reflect increased Councillor membership and adjustments to community organization membership.

The revised Terms of Reference are proposed as follows:

Objectives of the Committee

The Katanning Townscape Advisory Committee is to make recommendations to assist Council in its decision making regarding the development of parks, gardens, public spaces and streetscapes in Katanning.

Role of the Committee

The Committee will –

- provide an avenue of communication and consultation between Council and the community;
- provide assistance and advice on the development of Katanning Townscape Plans;

- monitor and review the Katanning Townscape Plans;
- provide assistance and advice on landscape plans for projects;
- provide advice on townscape development priorities; and
- provide assistance with co-ordinating community participation.

Membership

The committee will consist of six (6) members appointed by Council:

- Two (2) elected members of the Shire of Katanning and one (1) proxy elected member
- Two (2) community members
- Shire of Katanning Manager Operations or his/her delegate
- One (1) representative of the Katanning Action Network (KAN)
- One (1) representative of the Katanning Garden Club

The Shire of Katanning shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Officer's Comment:

It is recommended that Council confirm the appointment of members the Katanning Townscape Advisory Committee and endorses the revised committee Terms of Reference.

Statutory Environment:

Local Government Act 1995, section 5.8. Establishment of committees

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/17****That Council:**

- 1) **Appoints the following members to the Katanning Townscape Advisory Committee:**
 - **Councillor McGrath;**
 - **Councillor Van Koldenhoven;**
 - **Councillor Goodheart as Councillor proxy;**
 - **Mrs Rosemary McFarland from the Katanning Action Network;**
 - **Mrs Barbara Groves from the Katanning Garden Club;**
 - **Shire of Katanning Manager Operations or his delegate; and**
- 2) **Adopts the revised committee Terms of Reference as proposed.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.6.2 **Compliance Audit Return 2016**
(ATTACHMENT)

File Ref: CV.CM.2
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 23 March 2017

Issue:

To endorse the Compliance Audit Return for the Period 1 January 2016 to 31 December 2016.

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 2016 to 31 December 2016 against the requirements included in the Compliance Audit Return.

The completed Compliance Audit Return is required to be presented to the Audit and Risk 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 one matter of non-compliance against the criteria has been identified relating to the completion of the financial audit. This matter was attended to by the Shire's Auditor and the financial audit was completed in March 2017. A copy of the Compliance Audit Return is attached.

The Compliance Audit Return for 2016 was presented to the Audit and Risk Committee for consideration at its meeting of 14 March 2017.

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

Development and Leadership

- *Governance*

Audit and Risk Committee Recommendation/Council Motion:

OC/17 **That Council adopts the Compliance Audit Return for the period 1 January 2016 to 31 December 2016.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.6.3 **Sunday Retail Trading**
(ATTACHMENT)

File Ref: GR.SR.1
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 22 March 2017

Issue:

To consider allowing permanent retail trading in Katanning on Sundays.

Body/Background:

Council has received a request from the National Retail Association (NRA) to permanently allow retail trading in the Shire of Katanning on Sundays 10.00am to 5.00pm. A copy of their request is attached.

Local government authorities outside the Perth metropolitan area can apply to the Department of Commerce (Consumer Protection) to extend the trading hours for general retail shops in their district beyond those stipulated in the Act.

The NRA proposal is to vary the retail trading hours within the Shire of Katanning local government boundaries to permanently allow for all retail between 10.00am and 5.00pm on Sundays

Consumer Protection requires a local government to consult with the community to demonstrate that there is general support for a permanent change to Sunday trading hours.

Consumer Protection will take into account the views of the Council, Local Members of Parliament (MLA & MLC), retailers, local trader organisations, tourism interests and the community generally before making a recommendation to the Minister.

A copy of the permanent variation submission guidelines provided by Consumer Protection is attached.

Officer's Comment:

Prior to considering the request from the National Retail Trading Association, Council may wish to consult with the community and retailers to ascertain the community's views on permanent Sunday trading in Katanning.

Statutory Environment:

Retail Trading Hours Act 1987

Policy Implications:

Nil

Financial Implications:

Estimated cost of advertising Sunday retail trading proposal and community consultation \$2,000.

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

Development and Leadership

- Economic Development

Officer's Recommendation/Council Motion:

OC/17 That Council, prior to considering the request from the National Retail Trading Association, undertakes community consultation to ascertain views in the community on permanent Sunday trading between 10.00am and 5.00pm in the Shire of Katanning.

Voting Requirement: Simple Majority

CARRIED/LOST:

DRAFT

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

13. CONFIDENTIAL ITEM

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ____ pm

DRAFT