



Shire of
Katanning
Heart of the Great Southern

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

**NOTICE OF A
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on
Tuesday 24 September 2019 in the Shire of Katanning Council Chambers,
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 19 September 2019

DISCLAIMER

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

PRESIDING MEMBER _____

DATE SIGNED _____



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1. DECLARATION OF OPENING/ ANNOUNCEMENT OF VISTORS

The Presiding Member declared the meeting open at ____ pm.

2. RECORD OF ATTENDANCE**PRESENT**

Presiding Member: Cr Liz Guidera - President

Members: Cr John Goodheart – Deputy President
Cr Danny McGrath
Cr Serena Sandwell
Cr Martin Van Koldenhoven
Cr Owen Boxall
Cr Ernie Menghini
Cr Kristy D'Aprile

Council Officers: Julian Murphy, Chief Executive Officer
Lisa Hannagan, Executive Manager Finance and Administration
Sam Davis, Executive Manager Projects & Community Building
Heidi Cowcher, Executive Manager Property and Assets
Shane Chambers Acting Executive Manager Infrastructure and
Development
Libby French, Manager Finance
Sue Eastcott, Executive Assistant to CEO

Gallery:

Media:

Apologies:

Leave of Absence:

3. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**4. RESPONSE TO PUBLIC QUESTIONS TAKEN ON NOTICE****5. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS****6. PUBLIC QUESTION/STATEMENT TIME****7. APPLICATIONS FOR LEAVE OF ABSENCE****8. PETITIONS/DEPUTATIONS/PRESENTATIONS****9. CONFIRMATION OF MINUTES OF PREVIOUS MEETING****9.1 Ordinary Council Meeting – 27 August 2019**
(SEE ATTACHED MINUTES)

OC/19 That the minutes of the Ordinary Council Meeting held on Tuesday 27 August 2019 be confirmed as a true record of proceedings.

Voting Requirement: Simple Majority

CARRIED/LOST:

10. REPORTS OF COMMITTEES AND OFFICERS

10.1 EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT REPORTS**10.1.1 Development Application – Telecommunication Infrastructure, Lot 3 (6) Richardson Street, Katanning**
(ATTACHMENT)

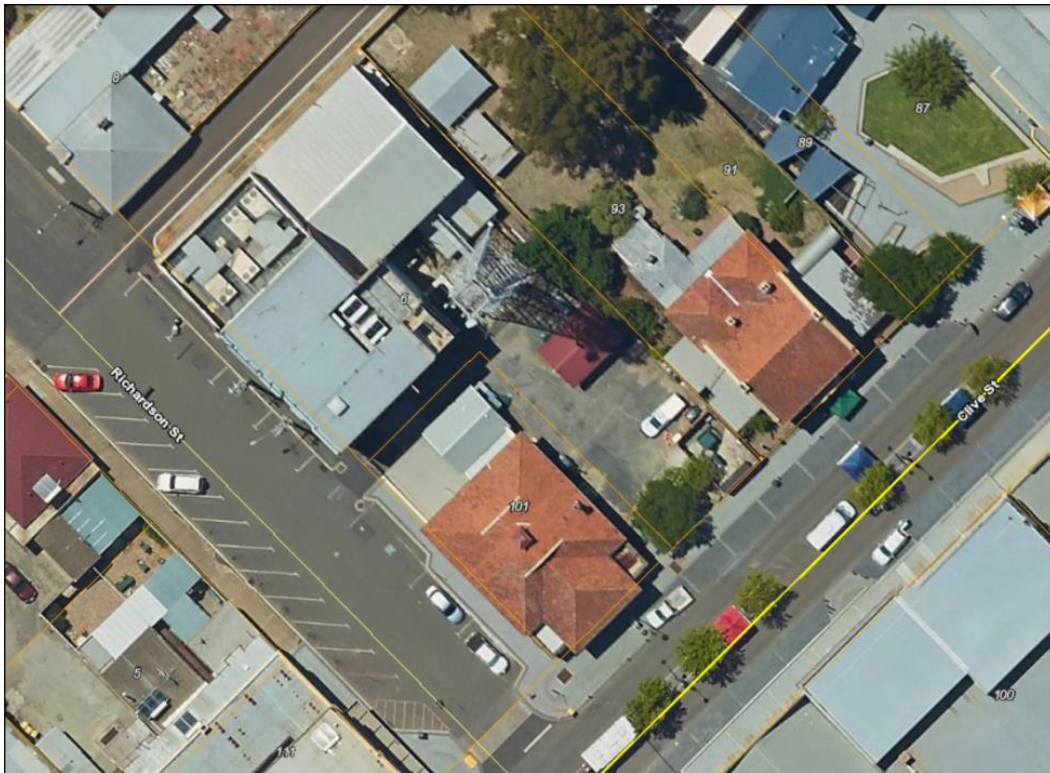
File Ref: A2381, 201920015, (7G)
Reporting Officer: Delma Baesjou – Consultant Planner
Date Report Prepared: 16 September 2019

Issue:

To consider and determine a Development Application for an addition to the Telecommunication Infrastructure at Lot 3 (6) Richardson Street, Katanning.

Body/Background:

An application was received on 9 September 2019 for a 1.8m diameter NBN transmission dish on the existing 46m tower at the Katanning Telephone Exchange, 6 Richardson Street, Katanning. The Applicant's supporting report and Environmental Electromagnetic Energy (EME) summary are attached.



Aerial image showing existing Tower on Subject Land, Lot 3 (6) Richardson Street Katanning

It is proposed to replace an existing 1.2m dish at 36m in height, with a new 1.8m dish at the same height. The applicant advises the larger dish is required to improve the transmission link between this site and the facility in Broomehill.

The proposal is part of the NBN upgrade to existing equipment on the tower for the purpose of improving wireless broadband services. The bulk of the works (panel antennas, ancillary equipment etc) are considered Low Impact under the Telecommunications (Low Impact Facilities) Determination 2018 and are therefore exempt from requiring Development Approval.



Image showing existing Tower with 1.2m dish identified

The property is zoned 'Commercial' under the Shire of Katanning Local Planning Scheme No. 5 (LPS5).

The Objectives of the 'Commercial' zone set out in LPS5 are:

1. To provide for a range of shops, offices, restaurants and other commercial outlets focussed on Clive Street and Austral Terrace that increase activity and contribute to the town's regional centre status.
2. To maintain the compatibility with the general streetscape, or improve the existing streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.
3. To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality and, in particular:
 - a) Promotes the renovation, adaptation and re-use of recognised heritage buildings and places;
 - b) Incorporates spaces for street furniture, public art, social interaction and activities that add vibrancy to the town;
 - c) Provides for weather protection for pedestrians along footpaths;
 - d) Provides for efficient and safe movement and parking of vehicles;
 - e) Incorporates landscaping of the lots and car parking areas.

Telecommunication Infrastructure is defined but is not listed in the Zoning Table of LPS5. The Scheme includes the following definition:

1. Telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network;

Clause 18 (4) of LPS5 sets out that when a use is not specifically mentioned in the Zoning Table, provided it is consistent with the zone objectives, the local government may determine the use to be permissible. Clause 64(2) of the Planning Regulations allows for the advertising to be waived if the proposal is of a minor nature.

Officer's Comment:

The proposed replacement dish is considered to be relatively minor nature given the height and scale of the existing structure.

The development site is adjacent to the Katanning Post Office (101) Clive Street and the ANZ Bank (91-93) Clive Street. The buildings are both on the State Heritage Register (being Places 1345 and 1352 respectively). They are listed as Category 1 on the Shire of Katanning Municipal Heritage Inventory (MHI).



View of existing Tower with Post Office in foreground, corner Clive and Richardson Streets



Post Office Elevation from Clive Street



ANZ Bank Elevation from Clive Street

The Commonwealth Bank on the opposite side of the main street at (110) Clive Street is also on the State Heritage Register (being Place 1350). Rogers Central Store at (100-108) Clive Street is Place number 7067 on the MHI, Category 3. The Federal Hotel on the opposite side of Richardson Street is Place Number 1351 on the MHI, Category 3.

The subject land is not included in either the State Register or the MHI therefore this proposal does not require referral to the Heritage Office.

The proposal is considered to meet the Scheme Objectives for the Commercial zone and is not detrimental to the environment. It is recognised that the development is of benefit to the district

Statutory Environment:

Planning and Development Act 2005.

Planning and Development (Local Planning Schemes) Regulations 2015.

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

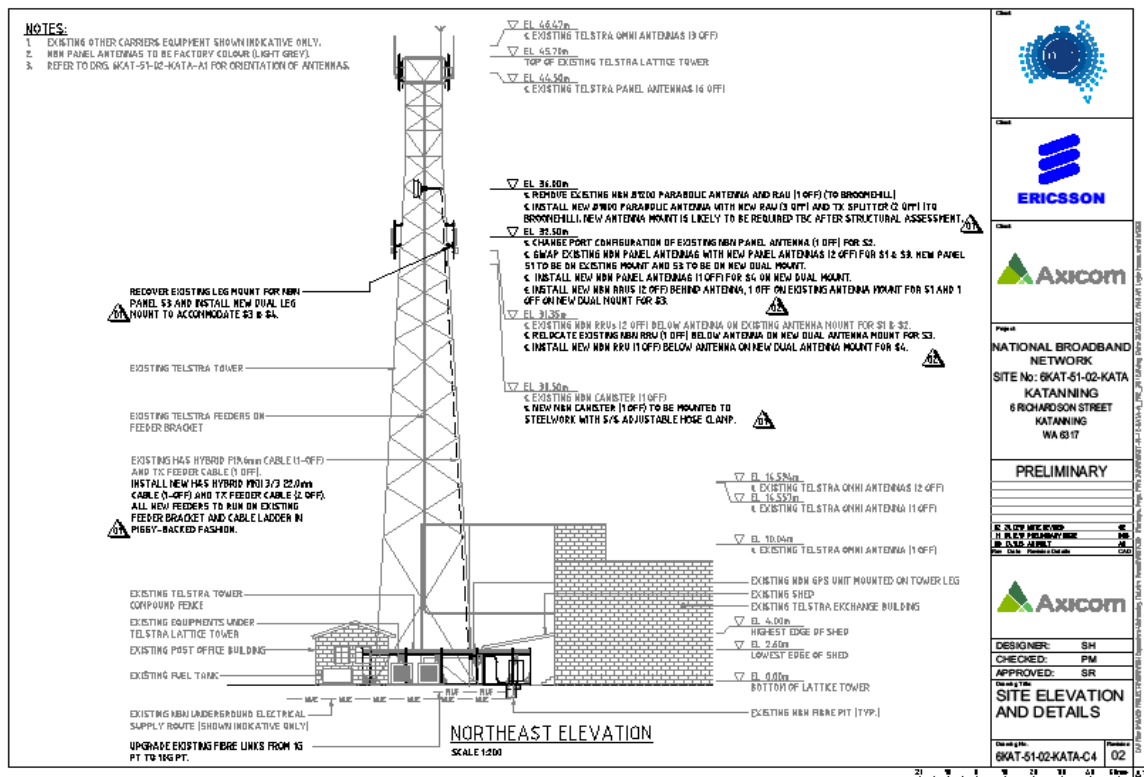
The application was assessed against the requirements set out in LPS5 and the matters listed in Clause 67, Part 9 Schedule 2 of Planning and Development (Local Planning Schemes) Regulations 2015.

The following Table lists the relevant matters, together with planning comments relative to this application.

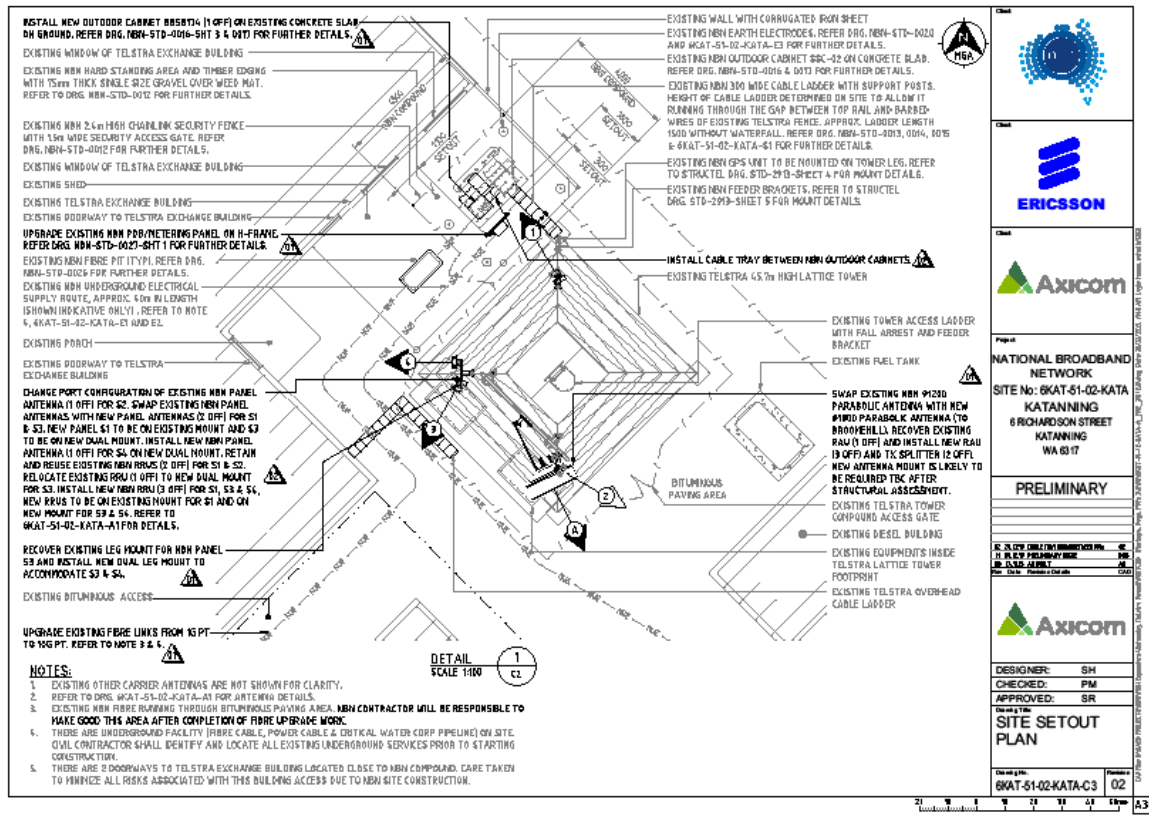
Matter	Relevance	Comment
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	Yes	Use of the subject land for the purpose of Telecommunication Infrastructure can be regarded as consistent with the objectives of the Commercial zone under LPS5.
(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 development is considered as orderly and proper planning.
(c) any approved State planning policy	Yes	Proposal evaluated against the Policy Measures in 5.1.1 of State Planning Policy 5.2 - Telecommunications Infrastructure. This minor addition is unlikely to have any significant visual impact, will facilitate continuous network coverage. Assessment undertaken by the applicant's consultant cites compliance with SPP 5.2
(g) any local planning policy for the Scheme area;	Yes	Objectives of LPP3 relate to amenity and impact, however there are no specific standards or criteria.
(k) the built heritage conservation of any place that is of cultural significance	Yes	No registered sites or places on the subject land. Registered State Heritage MHI Sites in the vicinity but unlikely to be negatively impacted given the relatively minor nature of the proposal.
(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	Yes	The proposal is a minor additional and is unlikely to have a significant negative impact on adjoining land.

of the height, bulk, scale, orientation and appearance of the development		
(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	The proposed replacement dish is unlikely to have an impact on views or amenity. It is acknowledged there will be community benefit of improved telecommunications services and coverage.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	Neutral	Land use considered to be suitable; risk is within acceptable limits.
(w) the history of the site where the development is to be located;	Neutral	Existing Telecommunications Infrastructure on the subject land.
(z) 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.

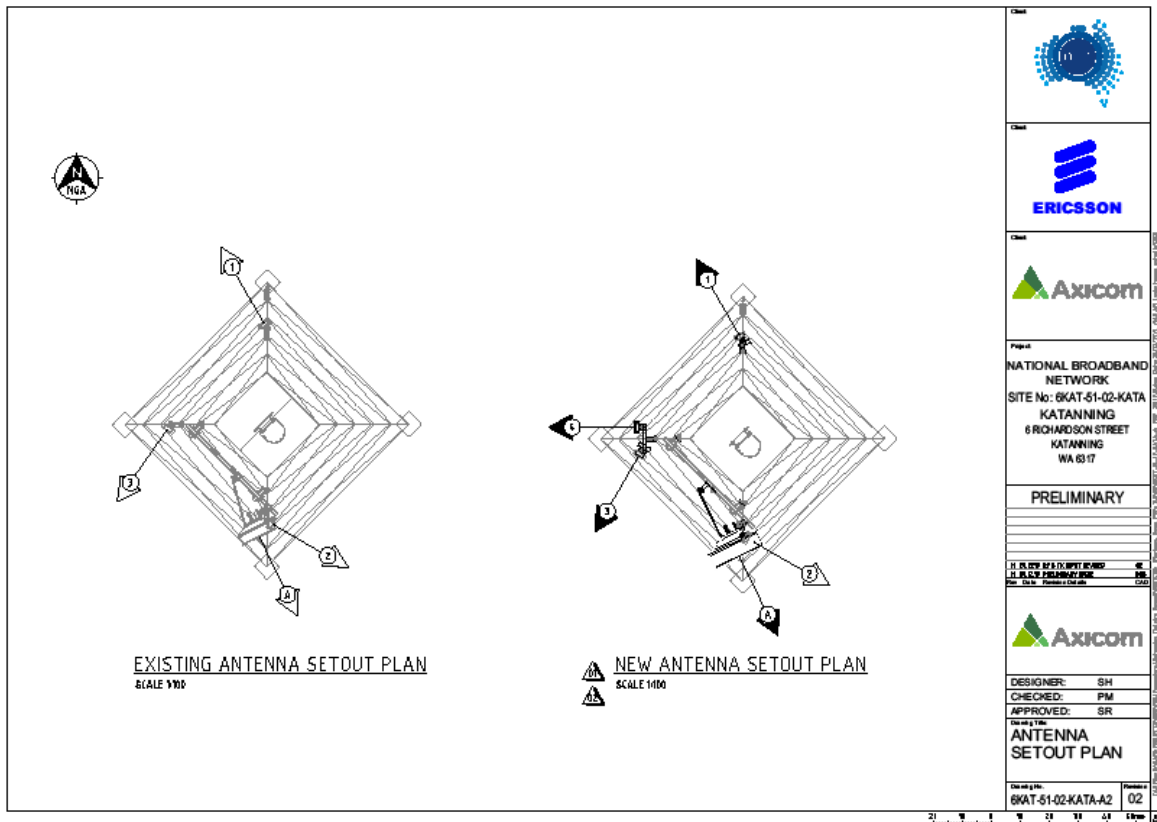
The proposal satisfies the Site and Development Requirements for the 'Commercial' zone as set out in Table 3 of LPS5.



Elevation Drawing No. 6KAT-51-02-KATA-C4



Site Setout - Drawing No. 6KAT-51-02-KATA-C3



Antenna Set out Drawing No. 6KAT-51-02-KATA-A2

Policy Implications:

Local Planning Policy No. 3 (LPP3) Radio Masts/Satellite Dishes, dated 26 March 2014 includes the following objectives:

1. To protect the amenity of the locality in which the structure is proposed.
2. To control and restrict such structures specifically in the Residential area however having regard to impacts in other zones.
3. To set standards in respect to size (height and cumulative area), boundary setback.
4. To acknowledge the use as an AA use across all of the zones.

The broader issues of amenity and impact of structures referenced in Objectives 1 and 2 are relevant. Policy Criteria are set out for radio masts and satellite dishes over 800mm in diameter within the Rural, Residential and Special Rural zones, however there are no specific standards nominated for the Commercial zone. Importantly, the Policy acknowledged the use as 'AA' across all zones.

The Western Australian Planning Commission (WAPC) Statement of Planning Policy No. 5.2 - Telecommunications Infrastructure (SPP 5.2) provides a framework for the preparation, assessment and determination of applications for planning approval of telecommunications and sets Guiding Principles for their location, siting and design. The Policy references Commonwealth legislation, Codes and guidelines. With particular regard to public concern over possible health issues associated with exposure to electromagnetic emissions, SPP 5.2 cites the Australian Communications and Media Authority (ACMA) Radiocommunications Licence Conditions (Apparatus Licence) Determination 2003 and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Radiofrequency (RF) Standard. The Applicant's supporting report includes an evaluation of the proposal against the criteria outlined in SPP 5.2. In regard to amenity and impact, Part 5.1 – Visual Impacts of SPP 5.2 lists specific policy measures and states:

1. For telecommunications infrastructure to be effective, structures are generally located prominently, at high points in the landscape or on top of buildings, where they are more likely to be visible to the public. The planning authority may exercise discretion in addressing the visual impacts of telecommunications infrastructure.
2. The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.

The proposal has been evaluated against the objectives and criteria outlined in SPP 5.2. The minor addition is considered to satisfy the Policy Objectives.

Financial Implications:

An Application Fee of \$295.00 has been paid.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY		BUILT ENVIRONMENT
ASPIRATION	B2	Places for the community to live, work and connect
OBJECTIVE	B2.3	Orderly development (Town Planning)
PRIORITY		ECONOMIC
ASPIRATION	E3	Sustainable economic and population growth
OBJECTIVE	E3.2	Continue to build Katanning's reputation as a strategic sub-regional service centre and economic hub.
OBJECTIVE	E3.2.1	Provide strategic direction and advocate for the delivery of services appropriate to a regional centre.
OBJECTIVE	E3.2.2	Ensure land use planning for commercial, industrial and residential development.

Officer's Recommendation/Council Motion:

OC/19 That Council notes the proposed 'Low impact' upgrades and grants Development Approval for Lot 3 (6) Richardson Street, Katanning for the purpose of Telecommunication Infrastructure (1.8m dish, mounted at 36m in height on existing lattice tower) subject to the following conditions:

- 1) Development is to be generally in accordance with approved plans (Drawing No's. 6KAT-51-02-KATA: T1, C1, C2, C3, C4, A1 and A2).
- 2) Lighting devices are to be positioned and shielded so as not to cause any direct, reflected or incidental light to encroach beyond the property boundaries, in accordance with Australian Standard AS4282/1997.

Advice Notes

- I. This Development Approval does not constitute a Building Permit.
- II. Future use and development is to comply with the requirements of relevant statues and guidelines including, but not limited to, the Australian Communications and Media Authority (ACMA) Radiocommunications Licence Conditions (Apparatus Licence) Determination 2003 and the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Radiofrequency (RF) Standard.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2 EXECUTIVE MANAGER FINANCE & ADMINISTRATION REPORTS

10.2.1 Schedule of Accounts (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Libby French, Manager Finance
Report Prepared: 2 September 2019

Body/Background:

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Below is a summary of the payments made for the financial year:

Month	Cheques 2019/20	EFT Payments 2019/20	Direct Debits 2019/20	Credit Card 2019/20	Payroll 2019/20	Trust 2019/20	Total Payments 2019/20
July	47,366.57	1,176,232.69	233,759.25	-	330,679.18	574.88	1,788,612.57
August	41,439.99	908,599.83	105,255.62	25,680.27	315,742.80	736.45	1,397,454.96
September							-
October							-
November							-
December							-
January							-
February							-
March							-
April							-
May							-
June							-
Total	88,806.56	2,084,832.52	339,014.87	25,680.27	646,421.98	1,311.33	3,186,067.53

Officer's Comment:

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

The Finance Forum held on 10 September 2019 gave attending Councillors an opportunity to ask questions regarding the presented accounts paid.

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

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

Financial Implications:

Expenditure in accordance with the 2019/20 Annual Budget.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

Officer's Recommendation/Council Motion:

OC/19 That Council endorses the Schedule of Accounts as presented, being cheques 42249-42262 totalling \$41,439.99, EFT payments 28216-28403 totalling \$908,599.83, direct payments totalling \$105,255.62, credit card payments totalling \$25,680.27, payroll payments totalling \$315,742.80 and trust payments totalling \$736.45 authorised and paid in August 2019.

Voting Requirement: Simple Majority.

CARRIED/LOST:

10.2.2 Monthly Financial Reports (ATTACHMENTS)

File Ref: FM.FI.4
Reporting Officer: Libby French, Manager Finance
Report Prepared: 2 September 2019

Body/Background:

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

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

Officer's Comment:

A variance report is included with the monthly financial statements attachment.

The Finance Forum held on 10 September 2019 gave attending Councillors an opportunity to ask questions regarding the presented financial statements.

Statutory Environment:

Local Government (Financial Management) Regulations 1996.

Policy Implications:

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

Financial Implications:

Monthly Statement of Financial Activity.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

Officer's Recommendation/Council Motion:

OC/19 That Council adopts the Statement of Financial Activity for the month ending 31 August 2019, as presented.

Voting Requirement: Simple Majority.

CARRIED/LOST

10.2.3 Christmas/New Year Opening Hours

File Ref: GV.CM.1
Reporting Officer: Lisa Hannagan, Executive Manager Finance and Administration
Date Report Prepared: 18 September 2019

Issue:

To consider the closure of Council facilities over the Christmas/New Year period.

Body/Background:

In previous years Council has approved the variation of the Shire's normal operating hours during the Christmas/New Year period to close from lunchtime on the last business day before Christmas until the morning of the first business day following New Year's Day. The following public holidays fall during this period:

Christmas Day	Wednesday	25 December 2019
Boxing Day	Thursday	26 December 2019
New Year's Day	Wednesday	1 January 2020

Officer's Comment:

It is recommended that the closure period for the coming Christmas/New Year period should be from 12 noon on Tuesday 24 December 2019 until Thursday 2 January 2020.

A small number of Works Crew and other staff will be on-call throughout the closure. Most staff will be required to take some form of accrued leave during the closure.

Statutory Environment:

Local Government Act 1995

Policy Implications:

Nil.

Financial Implications:

Staff (except for skeleton or called out support) will be accessing approved leave types during the closure. There will be minor reductions in overheads due to offices not being open.

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced.
OBJECTIVE	L2.1	Optimise use of shire resources – improve organisational systems.

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

- 1) **Authorises a variation to normal opening hours during the 2019/20 Christmas/New Year period as follows:**
 - **Tuesday 24 December 2019 – close at 12 noon**
 - **Friday 27 December 2019 – closed**
 - **Monday 20 December 2019 - closed**
 - **Tuesday 31 December 2019 – closed**

- 2) **Locally advertises the modified opening hours in the lead up to the Christmas closure.**

Voting Requirement: Simple Majority

CARRIED/LOST:

10.3 EXECUTIVE MANAGER, PROJECTS AND COMMUNITY BUILDING REPORTS

Nil

10.4 EXECUTIVE MANAGER, PROPERTY & ASSETS REPORTS

Nil

10.5 CHIEF EXECUTIVE OFFICER'S REPORTS

10.5.1 Council Meeting Dates October 2019

File Ref: GV.CM.5
Reporting Officer: Julian Murphy, Chief Executive Officer
Date Report Prepared: 19 September 2019

Issue:

To consider Council Meeting dates for October 2019 to align with the Local Government Election date.

Body/Background:

The Local Government Elections for the Shire of Katanning will be held on 19 October 2019. Newly elected Councillors will need to be sworn in before they can take up their roles as Councillor.

The Ordinary Council Meeting for October is scheduled for 22 October 2019.

Officer's Comment:

Council agendas are prepared on the Thursday before the meeting date. Newly elected Councillors would not have the opportunity to review the agenda before dealing with the matters for consideration at the Ordinary Council Meeting held on 22 October 2019.

In order to provide newly elected Councillors time to review the agenda it is recommended that Council change the date of the October Meeting from the 22 October 2019 to the following Tuesday 29 October 2019.

A Special Council Meeting could be held on the Tuesday 22 October 2019 to swear in new Councillors and elect the President, Deputy President and appoint Committee members.

Statutory Environment:

Local Government Act 1995:

- Section 5.3 – Ordinary and Special Council Meetings
- Schedule 2.3 – When and how mayors, presidents, deputy mayors and deputy presidents are elected by the council

Policy Implications:

Nil

Financial Implications:

Nil

Risk Implications:

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

Strategic Implications:

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	LEADERSHIP	
ASPIRATION	L1	An inclusive community recognized as a great place to live and visit
OBJECTIVE	L1.1	Operate with high ethical and professional standards, being open, transparent and responsible to the community and other stakeholders
OBJECTIVE	L1.2	Provide effective leadership and good governance
ASPIRATION	L2	A collaborative, progressive and resilient local government which is sustainably resourced
OBJECTIVE	L2.1	Optimise use of Shire resources – improve organisational systems

Officer's Recommendation/Council Motion:

OC/19

That Council:

- **Changes the date of the October Ordinary Council Meeting to Tuesday 29 October 2019 to be held in the Shire of Katanning Council Chambers, 52 Austral Terrace, Katanning, commencing at 6.00pm; and**
- **Holds a Special Council Meeting on Tuesday 22 October 2019 in the Shire of Katanning Council Chambers, 52 Austral Terrace, Katanning, commencing at 6.00pm for the purposes of Electing the President and Deputy President and appointing members of committees.**

Voting Requirement: Simple Majority

CARRIED/LOST:

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 ITEMS

Nil

14. CLOSURE OF MEETING

The Presiding Member declared the meeting closed at ___ pm