



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

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

**NOTICE OF  
ORDINARY COUNCIL MEETING**

Dear Council Member

The next Ordinary Council Meeting of the Shire of Katanning will be held on  
Tuesday 24 March 2020 in the Shire of Katanning Council Chambers,  
52 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy  
**CHIEF EXECUTIVE OFFICER**  
Thursday 19 March 2020

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  
Cr Mark Stephens

Council Officers: Julian Murphy, Chief Executive Officer  
Lisa Hannagan, Executive Manager Corporate and Community  
Heidi Cowcher, Executive Manager Infrastructure and Assets  
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 – Tuesday 25 February 2020  
(SEE ATTACHED MINUTES)**

**OC/20 That the minutes of the Ordinary Council Meeting held on Tuesday 25 February 2020 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 AND ASSETS

### 10.1.1 Application for Approval to Register Four Dogs

**File Ref:** A1661  
**Reporting Officer:** Cherrie Campbell, Executive Officer Infrastructure  
**Date Report Prepared:** 4 March 2020

**Issue:**

To consider the application for four dogs to be housed on a property in the Shire of Katanning subject to certain conditions.

**Body/Background:**

The Shire of Katanning *Dog Local Law 1986, as amended 1995* limits the number of dogs kept on any premises to two dogs over the age of three months and the young of those dogs under that age.

Jacinta Kickett resident of Katanning has requested an exemption to keep four dogs be considered by Council in accordance with the provisions of section 26 of the *Dog Act 1976*, which allows a local government to consider and grant such an exemption to its local law.

Once a decision has been made by Council, any person who is aggrieved by conditions imposed by the decisions or the refusal of a local government to grant an exemption may appeal in writing to the State Administrative Tribunal for a review of the decision.

**Officer's Comment:**

Currently there is no provision in the *Dog Act 1976* allowing a local government to delegate authority to council officers regarding these matters, and all applications must be considered by the Council.

**Statutory Environment:**

Under Section 26 of the *Dog Act 1976*, Subsection (1) states that a local government may, by a local law under this Act-

- (a) *Limit the number of dogs that have reached 3 months of age that can be kept in premises in the local government's district:*

**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". The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	S2	A safe community.
OBJECTIVE	S2.1	Strive for a community where people feel safe and secure.

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

**OC/20** That Council pursuant to the provisions of the *Dog Act 1976* and the *Shire of Katanning Dog Local Law 1986 as amended 1995*, approves the application for an exemption to keep four dogs on a property currently occupied by Jacinta Kickett, 9 Cullen Street Katanning being:

- 1 male dog 7 years registered with Shire of Katanning, unsterilized, microchipped & vaccinated;
- 1 male dog 2 years registered with Shire of Katanning, unsterilized, microchipped & vaccinated;
- 1 male dog 2 years registered with Shire of Katanning, unsterilized, microchipped & vaccinated; and
- 1 female dog 7 years registered with Shire of Katanning, unsterilized, microchipped & vaccinated.

This approval is subject to the following conditions:

1. Only the dogs subject to this exemption are to be kept at this property;
2. All dogs are to have their registrations along with microchip details transferred to the Shire of Katanning in accordance with the *Dog Act 1976*;
3. Fences are to be maintained in order to secure the dogs on the property;
4. All dogs to be sterilized unless registered as a breeder and details registered with the Shire of Katanning;
5. The yard area of the property where the dogs are kept is to be maintained in a clean and tidy condition;
6. Dog faeces are to be disposed of in the weekly refuse service or by other approved means;
7. Dogs kept at the property are not permitted to bark so as to create a nuisance;
8. The exemption relates to the individual dogs' subject to this application *only*. The applicant will not be permitted to register more than the prescribed number of dogs upon any of these dogs no longer being in the applicant's care, control and/or possession; and
9. On receipt of a justifiable complaint, Council may revoke or vary the exemption at any time.

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.1.2      Application for Approval to Register Three Dogs**

**File Ref:** A1770  
**Reporting Officer:** Cherrie Campbell, Executive Officer Infrastructure  
**Date Report Prepared:** 4 March 2020

**Issue:**

To consider the application for three dogs to be housed on a property in the Shire of Katanning subject to certain conditions.

**Body/Background:**

The Shire of Katanning *Dog Local Law 1986, as amended 1995* limits the number of dogs kept on any premises to two dogs over the age of three months and the young of those dogs under that age.

Stephen and Sandra Martens residents of Katanning have requested an exemption to keep three dogs be considered by Council in accordance with the provisions of section 26 of the *Dog Act 1976*, which allows a local government to consider and grant such an exemption to its local law.

Once a decision has been made by Council, any person who is aggrieved by conditions imposed by the decisions or the refusal of a local government to grant an exemption may appeal in writing to the State Administrative Tribunal for a review of the decision.

**Officer's Comment:**

Currently there is no provision in the *Dog Act 1976* allowing a local government to delegate authority to council officers regarding these matters, and all applications must be considered by the Council.

**Statutory Environment:**

Under Section 26 of the *Dog Act 1976*, Subsection (1) states that a local government may, by a local law under this Act-

- (a) *Limit the number of dogs that have reached 3 months of age that can be kept in premises in the local government's district.*

**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". The "Low" risk rank is considered acceptable with adequate controls, managed by routine procedures.

**Strategic Implications:**

Shire of Katanning Strategic Community Plan 2017 – 2027

PRIORITY	BUILT ENVIRONMENT	
ASPIRATION	S2	A safe community.
OBJECTIVE	S2.1	Strive for a community where people feel safe and secure.

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

**OC/20** That Council pursuant to the provisions of the *Dog Act 1976* and the *Shire of Katanning Dog Local Law 1986 as amended 1995*, approve the application for an exemption to keep three dogs on a property currently occupied by Stephen and Sandra Martens, 16 Rogers Avenue Katanning being:

- 1 female dog 8 years registered with Shire of Katanning, unsterilized, microchipped & vaccinated;
- 1 male dog 9 years registered with Shire of Katanning, sterilized, microchipped & vaccinated; and
- 1 additional dog approval of application.

This approval is subject to the following conditions:

1. Only the dogs subject to this exemption are to be kept at this property;
2. All dogs are to have their registrations along with microchip details transferred to the Shire of Katanning in accordance with the *Dog Act 1976*;
3. Fences are to be maintained in order to secure the dogs on the property;
4. The yard area of the property where the dogs are kept is to be maintained in a clean and tidy condition;
5. Dog faeces are to be disposed of in the weekly refuse service or by other approved means;
6. Dogs kept at the property are not permitted to bark so as to create a nuisance;
7. The exemption relates to the individual dogs' subject to this application *only*. The applicant will not be permitted to register more than the prescribed number of dogs upon any of these dogs no longer being in the applicant's care, control and/or possession; and
8. On receipt of a justifiable complaint, Council may revoke or vary the exemption at any time.

**Voting Requirement:** Simple Majority

CARRIED/LOST:



## 10.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

### 10.2.1 Schedule of Accounts (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Wendy Stringer, Manager Finance  
**Report Prepared:** 05 March 2020

#### **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	574.8	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	26,200.40	1,751,702.11	48,767.40	1,070.69	314,244.68	-	2,141,985.28
October	43,117.15	1,590,746.79	52,380.52	-	517,707.50	-	2,203,951.96
November	51,601.72	1,588,987.73	31,777.33	7,613.45	298,108.14	-	1,978,082.37
December	41,223.00	1,159,597.47	30,584.45	1,973.64	208,213.62	-	1,441,592.18
January	63,781.96	990,544.55	29,912.68	-	218,916.24	-	1,303,155.43
February	25,391.90	479,807.99	29,869.29	-	238,368.36	-	773,437.54
March							
April							
May							
June							
<b>Total</b>	<b>340,122.69</b>	<b>9,646,219.16</b>	<b>562,306.54</b>	<b>36,338.05</b>	<b>2,441,974.52</b>	<b>1,311.33</b>	<b>13,028,272.29</b>

#### **Officer's Comment:**

The schedule of accounts for the month of February 2020 are attached.

The Finance Forum held on 10 March 2020 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/20** That Council endorses the Schedule of Accounts as presented, being cheques 42296-42302 totalling \$25,391.90, EFT payments 29158-29337 totalling \$479,807.99 and direct payments totalling \$29,869.29 authorised and paid in February 2020.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

## 10.2.2 Monthly Financial Reports (ATTACHMENTS)

**File Ref:** FM.FI.4  
**Reporting Officer:** Wendy Stringer, Manager Finance  
**Report Prepared:** 05 March 2020

### **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 March 2020 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/20** That Council adopts the Statement of Financial Activity for the month ending 29 February 2020, as presented.

**Voting Requirement:** Simple Majority.

CARRIED/LOST:

**10.2.3      Offer Unit 1 Amherst Village**

**File Ref:** CP.RE.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Corporate & Community  
**Date Report Prepared:** 11 March 2020

**Issue:**

For Council to consider an offer received in relation to Unit 1, Amherst Village.

**Body/Background:**

There are currently a number of vacant units at the Amherst Village in Katanning.

Council have received an offer of \$110,000 as an initial capital deposit, to enter into a Licence to Occupy agreement, as per Council Policy 6.2, from Mrs Rosemary Peppal.

**Officer's Comment:**

The policy states that a successful applicant pay a 10% deposit within 7 days with remaining funds to be paid within 35 days.

Mrs Peppal has advised that she is in a position to comply with the policy and would then move into the Village.

**Statutory Environment:**

Local Government Act 1995.

**Policy Implications:**

6.2 Allocation of Units at Amherst Village.

**Financial Implications:**

Council have a Reserve (Amherst Village Refundable Deposits Reserve) and transfers of Licences between departing and new residents do not create any operational cost to Council.

The last Licence to Occupy this property was signed in January 2012 (Larter) and the initial capital deposit was \$133,000.

The terms of the Licence to Occupy state:

*12. In the event that the next succeeding resident to the Unit purchase price exceeds the residents Initial Capital Deposit the Shire shall pay to the resident one half of the profit.*

Council makes an allowance of \$5,000 in the annual budget to refresh one unit per annum (painting, carpets and vinyl flooring) after the departure of the exiting tenant and this work will need to be completed for Unit 1 prior to Mrs Peppal commencing occupancy.

Therefore, based on the value of the offer made, there will be no profit share in this instance.

If Council resolve to accept the offer from Mrs Peppal, the second portion of Mrs Larter's remaining refund of \$37,240 will be finalised.

**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, recognised as a great place to live and visit.
OBJECTIVE	L1.2	Provide effective leadership and good governance.

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

**OC/20**      **That Council accepts the offer made by Mrs Rosemary Peppal in the sum of \$110,000 for Unit 1 Amherst Village and finalise the refund the previous occupier, Mrs Larter.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

#### 10.2.4 New Policy – Attendance at Events (ATTACHMENT)

**File Ref:** GV.PO.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Corporate & Community  
**Date Report Prepared:** 11 March 2020

#### **Issue:**

The Shire of Katanning is required, under the *Local Government Act 1995*, to approve and report on attendance at events for elected members and the Chief Executive Officer and other employees.

#### **Body/Background:**

The policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council members, the Chief Executive Officer (CEO) and other employees.

#### **Officer's Comment:**

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

#### **Statutory Environment:**

*Local Government Act 1995*, Section 5.90A

*Local Government (Administration) Regulations 1996* - r.34B – required code of conduct contents about gifts to employees.

#### **Policy Implications:**

New Policy.

#### **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	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/20      That Council adopts the Policy for Attendance at Events.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

## 10.2.5 Amended Policy 4.4 Councillor Training and Professional Development (ATTACHMENT)

**File Ref:** GV.PO.1  
**Reporting Officer:** Lisa Hannagan, Executive Manager Corporate & Community  
**Date Report Prepared:** 11 March 2020

### Issue:

*Local Government Regulations Amendment (Induction and Training) Regulations 2019* introduced the requirement for mandatory training of elected members.

### Body/Background:

Council already have a policy, 4.4 Councillor Training & Professional Development, and that policy has been amended to incorporate changes required by the Induction and Training regulations.

### Officer's Comment:

The Department of Local Government, Sport and Cultural Industries (DLGSC) have advised that all Council Members will need to complete the Councillor Member Essentials course, within 12 months of being elected. The course has been developed to provide Council Members with the skills and knowledge to perform their roles as leaders in their district.

The amended policy was reviewed by Council at the Ordinary Forum held in March 2020.

### Statutory Environment:

*Local Government Act 1995*

*Local Government Legislation Amendment Act 1995 S5.128*

### Policy Implications:

Amended Policy.

### 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	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/20            That Council adopts the revised Policy 4.4 Councillor Training and Professional Development, as presented.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.2.6 Compliance Audit Return 2019 (Council)**  
(ATTACHMENT)

**File Ref:** CV.CM.2  
**Reporting Officer:** Lisa Hannagan, Executive Manager Corporate & Community  
**Date Report Prepared:** 1 March 2020

**Issue:**

To adopt the Compliance Audit Return for the period 1 January 2019 to 31 December 2019.

**Body/Background:**

In accordance with the Local Government (Audit) Regulations 1996, Council is required to conduct a compliance audit for the period 1 January 2019 to 31 December 2019 against the requirements of the Compliance Audit Return.

The completed Compliance Audit Return was presented to the Audit (Finance & Risk) Committee for consideration on 24 March 2020.

Following Council adoption, the Compliance Audit Return is to be submitted to the Director General of the Department of Local Government prior to 31 March 2020.

**Officer's Comment:**

The Compliance Audit Return was considered by the Audit (Finance & Risk) Committee who have recommended that Council adopt the Compliance Audit Return.

**Statutory Environment:**

Local Government (Audit) Regulations 1996, Regulations 13, 14 and 15.

**Policy Implications:**

There are no policy implications.

**Financial Implications:**

There are no financial implications.

**Risk Implications:**

The Annual Compliance Audit process is considered LOW risk. The Shire is subject to numerous external audits and has established internal audits of critical compliance areas. Shire staff have actively worked to continue progress and ensure processes are well established throughout the organisation.

**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/20**      **That Council adopts the Compliance Audit Return, as attached, for the period 1 January 2019 to 31 December 2019 and submit a certified copy to the Executive Director of the Department of Local Government.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**10.3 CHIEF EXECUTIVE OFFICER'S REPORTS****10.3.1 Citizenship Ceremony Dress Code**

**File Ref:** CR.CF.1  
**Reporting Officer:** Julian Murphy, Chief Executive Officer  
**Date Report Prepared:** 17 March 2020

**Issue:**

To consider the establishment of a dress code for Australian Citizenship Ceremonies conducted by the Shire of Katanning.

**Body/Background:**

The Shire of Katanning has received the following advice from the Hon David Coleman MP Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs regarding changes to the Australian Citizenship Ceremony Code:

- Local Government Councils must ensure ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code.
- Federal Members of Parliament, if attending a citizenship ceremony, should read the Minister's message; and
- Individual Councils are to establish a Dress Code for ceremonies, to reflect the significance of the occasion, and provide a copy of their Dress Code to the Department of Home Affairs.

The following dress code is proposed for Citizenship Ceremonies in the Shire of Katanning:

*The Australian Citizenship Ceremony is a significant and meaningful occasion. Ceremonies are held at a range of venues throughout the year. Attendees should dress appropriately for the occasion, venue and season in which the Ceremony is held. Smart casual or national/cultural dress is considered appropriate.*

**Officer's Comment:**

The Shire of Katanning is required to submit a current copy of the Citizenship Dress Code to the Department of Home Affairs.

**Statutory Environment:**

The Australian Citizenship Ceremonies Code 2019  
Australian Citizenship Act 2007

**Policy Implications:**

Establish a new dress code for Australian Citizenship Ceremonies conducted by the Shire of Katanning.

**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	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/20**      **That Council establishes the following dress code for Citizenship Ceremonies in the Shire of Katanning:**

**The Australian Citizenship Ceremony is a significant and meaningful occasion. Ceremonies are held at a range of venues throughout the year. Attendees should dress appropriately for the occasion, venue and season in which the Ceremony is held. Smart casual or national/cultural dress is considered appropriate.**

**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****PROCEDURAL MOTION****MOVED:****SECONDED:**

**OC/20** That Council consider the urgent business item regarding the Amended Policy 2.5 Purchasing – Temporary – Coronavirus.

CARRIED/LOST:

**12.1** Amended Policy 2.5 Purchasing – Temporary - Coronavirus  
(ATTACHMENT)

**File Ref:** GV.PO.1

**Reporting Officer:** Lisa Hannagan, Executive Manager Corporate & Community

**Date Report Prepared:** 24 March 2020

**Issue:**

The Shire of Katanning is required, under the *Local Government (Functions and General) Regulations 1996 Section 11A* to have a Purchasing Policy.

**Body/Background:**

A Local Government Purchasing Policy must include the form of quotations acceptable, the minimum number of oral quotations and written quotations that must be obtained; and the recording and retention of written information, or documents, in respect of — (a) all quotations received; and (b) all purchases made.

The current Purchasing Policy allows a threshold of up to \$5,000 without the requirement to “test the market” by seeking quotations.

**Officer’s Comment:**

Council have requested that a temporary change to the purchasing threshold be made, to directly support local suppliers, by increasing to \$10,000 the threshold whereby there is no requirement to test the market.

Value for money is determined by the consideration of price, risk and qualitative factors assessing the most advantageous outcome achievable for the Shire of Katanning.

As such, purchasing decisions must consider qualitative and risk factors and not be based purely on the lowest price.

At this time, Council consider support for local business is critical due to the pandemic conditions.

The Purchasing Policy will be reviewed in six months' time.

**Statutory Environment:**

*Local Government (Functions and General) Regulations 1996 Section 11A.*

**Policy Implications:**

Amended Policy - Temporary

**Financial Implications:**

There may be financial implications, but these cannot be quantified.

**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/20**      **That Council adopt the amended Purchasing Policy.**

**Voting Requirement:** Simple Majority

CARRIED/LOST:

**13. CONFIDENTIAL ITEMS**

Nil

**14. CLOSURE OF MEETING**

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