



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 24 November 2015, in the Shire of Katanning Council Chambers, 14 Austral Terrace, Katanning, commencing at 6:00pm.

Julian Murphy
CHIEF EXECUTIVE OFFICER
Thursday 19 November 2015

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.

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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: President – Cr Liz Guidera

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

Council Officers: Julian Murphy, Chief Executive Officer
Andrew Holden, Deputy Chief Executive Officer
Sarah Taylor, Director of Corporate and Community Services
Uwe Striepe, Director of Engineering & Development Services
Sam Davis, Executive Manager – Strategic Projects
Diana Marsh, Manager of Finance

Council Observer: Taryn Human, PA to the CEO

Gallery:

Media:

Apologies:

Leave of Absence:

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 October 2015
(SEE ATTACHED MINUTES)**

OC/15 That the minutes of the Ordinary Council Meeting held on Wednesday 28 October 2015 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 OF ENGINEERING & DEVELOPMENT SERVICES REPORTS****10.1.1 Clive Street review of speed zoning**

File Reference: TS/98/0210
Reporting Officer: U Striepe, Director of Engineering and Development Planning
Report Prepared: 13 November 2015

Issue:

To consider a reduction in the speed limit from 50km/h to 40km/h along a section of Clive St, extending from Carew St to Beaufort St.

Body/Background:

Main Roads WA controls speed limits on all roads within Western Australia. There is a concern that with the revitalization of Clive St, the statutory 50km/h in built up areas is no longer applicable along a section of Clive St, from Carew St to Beaufort St. In order to review the speed zoning, the Shire needs to submit an application to Main Roads WA speed zoning section.

Officer's Comment:

A previous application for reduction in the speed zoning along Clive St has been submitted some years ago with no success. The effective narrowing of a section of Clive St with the construction of the tree pits has a significant effect. There is a chance that on this occasion Main Roads WA Officials may approve the application.

Statutory Environment:

Western Australia Road Traffic Code 2000

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Officer's Recommendation/Council Motion:

OC/15 That Council submits an application to Main Roads WA speed zoning section to request the reduction in the speed zoning for a section of Clive St, from Carew St to Beaufort St, from 50km/h to 40km/h.

Voting Requirement: Absolute Majority

CARRIED/LOST:

10.2 DIRECTOR OF CORPORATE AND COMMUNITY SERVICES REPORTS**10.2.1** Monthly Financial Reports
(SEE ATTACHED FINANCIAL REPORTS)

File Ref: FS/0021
Reporting Officer: D Marsh, Manager Finance
Report Prepared: 23 October 2015

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/15

That Council:

Adopts the Statement of Financial Activity for the month ending 31 October 2015, as presented, and notes any material variances.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.2.2 **Schedule of Accounts**
(SEE ATTACHED)

File Ref: FS/0021
Reporting Officer: D Marsh, Manager Finance
Report Prepared: 23 October 2015

Body/Background:

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

Officer's Comment:

The schedule of accounts for month of September 2015 is attached.

Statutory Environment:

Local Government (Financial Management) Regulations

Policy Implications:

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

Financial Implications:

Expenditure in accordance with the 2015/2016 Annual Budget.

In respect of Ancillary Accommodation, the Shire no longer has discretion to determine this use in R Coded areas.

The intent of Delegation 11 is replicated in the delegation set out in the officer recommendation, taking account of the terminology and procedures contained in the 2015 LPS Regulations.

Approvals issued under delegation are required to be reported to the Council.

Statutory Environment:

Clauses 82 and 84 of Part 9, Division 2 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 set out the following:

82. Delegations by local government

- 1) The local government may, by resolution, delegate to a committee or to the local government CEO the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.
- 2) A resolution referred to in subclause (1) must be by absolute majority of the council of the local government.
- 3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.

84. Other matters relevant to delegations under this Division

The *Local Government Act 1995* sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act.

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

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

Shire of Katanning Strategic Plan 2013 – 2023

Land Use Development:

- Establish a minimal hierarchy of plans required to facilitate development

Community Objectives:

- To actively promote Katanning as a regional centre.

Leadership and Development:

- Strengthening our economy through the continued support of existing businesses and by exploring opportunities to expand our business base

Officer's Recommendation/Council Motion:**OC/15****That Council:**

In accordance with Clause 82, Division 2 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, authority is hereby delegated to the Chief Executive Officer of the Shire of Katanning to exercise the following powers and duties:

- 1) Determine applications for Development Approval involving such uses listed in the Zoning Table as 'P' (unless exempt under Clause 61, Part 7) or 'AA', in accordance with the procedures set out in Part 9, Schedule 2 of the LPS Regulations, providing they are not contentious.
- 2) Undertake advertising of a proposed extension of a non-conforming use, 'SA' and non-listed uses that are considered to be consistent with the zone objectives, in accordance with Clause 64 (3), Part 8, Schedule 2 of the LPS Regulations.

Voting Requirement: Absolute Majority

CARRIED/LOST:

10.5 CHIEF EXECUTIVE OFFICER'S REPORTS**10.5.1 Council Meeting Dates**

File Ref: AG/98/0005
Reporting Officer: J Murphy, Chief Executive Officer
Date Report Prepared: 17 November 2015

Issue:

To confirm the dates for Ordinary Council Meetings for the coming year.

Body/Background:

At its Ordinary Meeting held on 28 October 2015 Council resolved to hold ordinary meetings on the fourth Tuesday of each month except January.

Officer's Comment:

Meetings scheduled for December 2015 and 2016 and April 2016 will occur on or close to public holidays for Christmas and Easter respectively. It is recommended that Council holds meetings in these months a week earlier than scheduled to avoid any potential clashes with holiday periods. This will allow staff adequate time to prepare meeting reports and agendas for Council.

The following meeting dates are proposed for the coming year:

Tuesday	15 December 2015
Tuesday	23 February 2016
Tuesday	22 March 2016
Tuesday	19 April 2016
Tuesday	24 May 2016

Tuesday 28 June 2016
Tuesday 26 July 2016
Tuesday 23 August 2016
Tuesday 27 September 2016
Tuesday 25 October 2016
Tuesday 22 November 2016
Tuesday 20 December 2016

Statutory Environment:

Local Government Act 1995, section 5.3(2) Ordinary and special council meetings - Ordinary meetings are to be held not more than 3 months apart.

Local Government (Administration) Regulations, Regulation 12(1) Meetings, public notice of - At least once each year a local government is to give local public notice of the dates on which and the time and place at which the ordinary council meetings.

Policy Implications:

There are no policy implications in relation to this matter.

Financial Implications:

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

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

Development and Leadership

- Governance

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

1. Holds Ordinary Meetings of Council commencing at 6.00pm at the Council Chambers, Austral Terrace, Katanning on the following dates for the coming year:

Tuesday 15 December 2015
Tuesday 23 February 2016
Tuesday 22 March 2016
Tuesday 19 April 2016
Tuesday 24 May 2016
Tuesday 28 June 2016
Tuesday 26 July 2016
Tuesday 23 August 2016
Tuesday 27 September 2016
Tuesday 25 October 2016
Tuesday 22 November 2016
Tuesday 20 December 2016

2. Gives public notice of the Ordinary Meeting dates, time and place in accordance with Local Government (Administration) Regulations.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.5.2 Purchasing Policy

File Ref: AC/00/007
Reporting Officer: J Murphy, Chief Executive Officer
Date Report Prepared: 19 November 2015

Issue:

To consider amendments to Council's purchasing policy.

Body/Background:

In accordance with the Local Government (Functions & General) Regulations 1996, a local government is required to prepare, adopt and implement a purchasing policy in relation to contracts for other persons to supply goods or services.

Council's purchasing policy provides for the following requirements for the following purchasing thresholds:

Amount of Purchase	Policy
Up to \$5,000	Direct purchase from suppliers, using local suppliers where price, quality and service are considered adequate.
\$5,001 to \$20,000	Obtain two verbal quotes. If the goods and services are regularly supplied by the same provider then alternate quotes to be obtained once per annum to ensure continued value for money is being provided.
\$20,001 to \$50,000	Obtain at least two written quotations
\$50,001 to \$99,999	Obtain at least three written quotations containing price and specification of goods and services with the purchasing decision to be based on all value for money considerations (and subject to Local Government Tender Regulations).
\$100,000 and above	Conduct a public tender process.

Recent changes to the Local Government (Functions & General) Regulations 1996 has increased the value of when a local government must invite tenders before it enters into a contract for another person to supply goods or services from \$100,000 to \$150,000.

Council's purchasing policy currently requires tenders to be called for purchases of or more than the value of \$100,000.

Officer's Comment:

It is recommended that Council review and update the purchasing policy to reflect the increase in value for when a tender for purchasing is required from \$100,000 to \$150,000 in accordance with the Local Government (Functions & General) Regulations 1996 and increases the range for the requirement to obtain three written quotations to \$50,001 to \$149,999.

Statutory Environment:

Local Government (Functions & General) Regulations 1996

- Regulation 11A – Purchasing policies for local governments
- Regulation 11 – When tenders have to be publicly invited

Policy Implications:

Proposed changes to Council's purchasing policy to reflect the increase in the threshold for when public tenders must be invited for the purchase of goods and services.

Financial Implications:

Nil.

Strategic Implications:

Shire of Katanning Strategic Plan 2013 – 2023

Development and Leadership

- Governance

Officer's Recommendation/Council Motion:

That Council:

1. Amends the purchasing policy to reflect the increase in value for when a tender for purchasing is required from \$100,000 to \$150,000 in accordance with the Local Government (Functions & General) Regulations 1996; and
2. Adopts the following requirements for the following purchasing thresholds within the purchasing policy:

Amount of Purchase	Policy
Up to \$5,000	Direct purchase from suppliers, using local suppliers where price, quality and service are considered adequate.

\$5,001 to \$20,000	Obtain two verbal quotes. If the goods and services are regularly supplied by the same provider then alternate quotes to be obtained once per annum to ensure continued value for money is being provided.
\$20,001 to \$50,000	Obtain at least two written quotations
\$50,001 to \$149,999	Obtain at least three written quotations containing price and specification of goods and services with the purchasing decision to be based on all value for money considerations (and subject to Local Government Tender Regulations).
\$150,000 and above	Conduct a public tender process.

Voting Requirement: Simple Majority

CARRIED/LOST:

10.6 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