



# SHIRE OF KATANNING

"Heart of the Great Southern"

16-24 Austral Tce (PO Box 130), Katanning, WA 6317

Phone: (08) 9821 9999 Fax: (08) 9821 9998

Email: [cso@katanning.wa.gov.au](mailto:cso@katanning.wa.gov.au)

Website: [www.katanning.wa.gov.au](http://www.katanning.wa.gov.au)

## Schedule 7

### Shire of Katanning Town Planning Scheme No. 4

#### APPLICATION FOR PLANNING APPROVAL

#### OWNER DETAILS:

Surname GREEN Given Names GILANAME JOHN + SUSAN MARGARET

Address 52 TREE STREET, KATANNING WA 6317

Phone (work) 9821 8590 (home) 08 9821 8782 Fax 9821 8591

Email KATANNING@GILASS@BIGPOND.COM

Contact Person GILANAME OR SUSAN GREEN

Signature [Signature] Date 17/7/15

Signature [Signature] Date 17/7/15

The signature of the landowner(s) is required on all applications. This application will not proceed without that signature.

#### APPLICANT DETAILS (if different to owner)

Surname \_\_\_\_\_ Given Names \_\_\_\_\_

Address \_\_\_\_\_

Phone (work) \_\_\_\_\_ (home) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### PROPERTY DETAILS

Lot No 637 House/Street No. 52 Location No. \_\_\_\_\_

Diagram or Plan No. 322690 Certificate of Title No. 1057 Folio 343

Title Encumbrances (eg. easements, restrictive covenants) \_\_\_\_\_

Street Name TREE STREET Suburb KATANNING

Nearest Street Intersection WANKLE STREET

Existing building/land use \_\_\_\_\_

Description of proposed development and/or use (please attach colour schedule and other information you consider appropriate in order for the Shire to better understand your proposal)

ERECTION OF A 4 BAY GARAGE/SHED BY WIDESPAN SLEDS. 10 x 14 M.

COLOUR: WALLS + ROOF - WOODLAND GREY (COLORBOND)  
DOORS - EVENING HAZE ✓

Hours of operation N/A

Details of car parking and landscaping proposed N/A

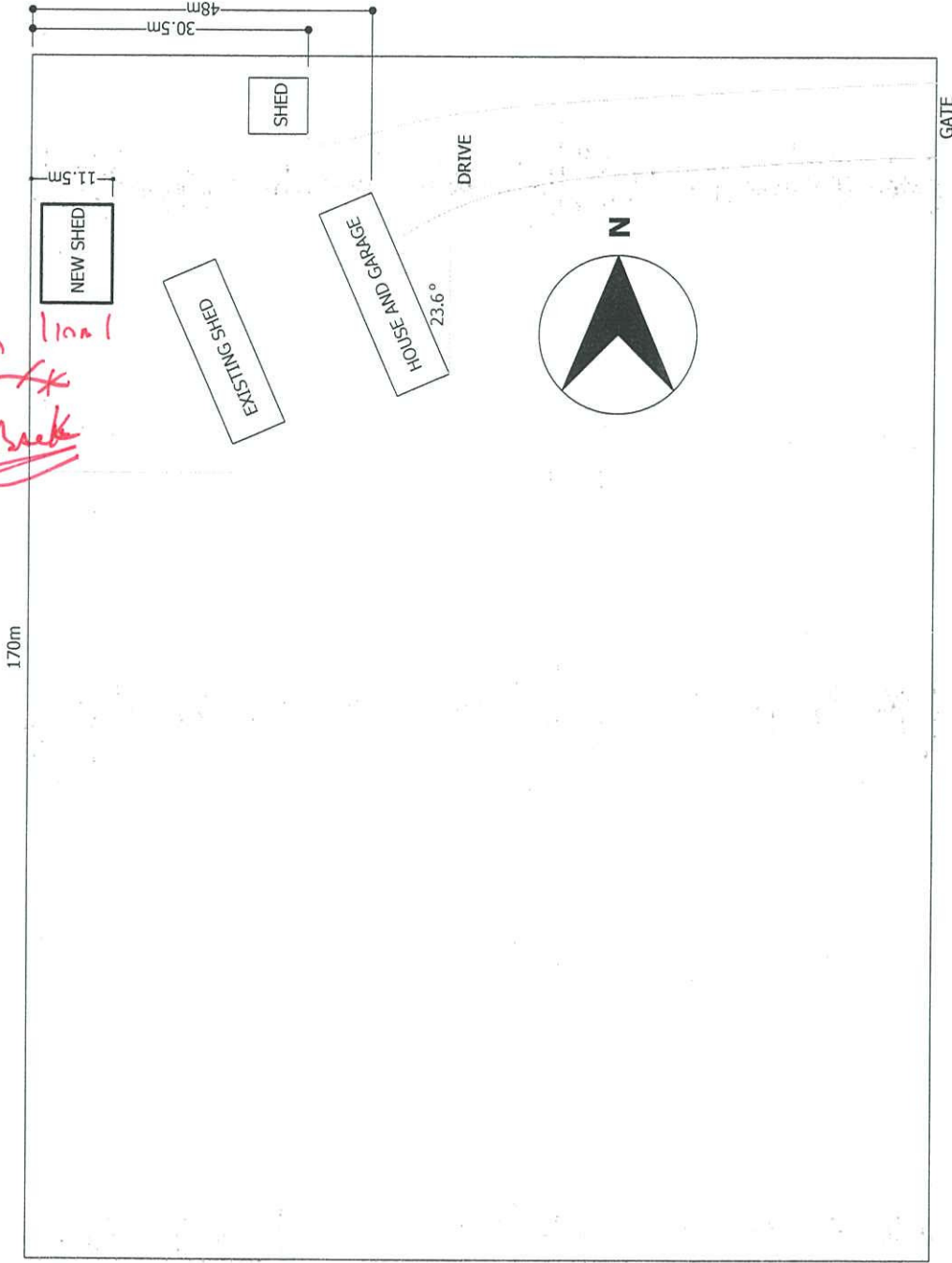
Approximate cost of proposed development \$22,000

Estimated time for completion 2 WEEKS

This form should be completed and forwarded to the Council together with three copies of detailed plans showing complete details, including elevations, of the development. This is to include a site plan showing relationship of the land to the area generally. In areas where close development exists, or in the course of construction, plans shall show the siting of the buildings and uses on lots immediately joining the subject land.

\*Application fees must be attached with the application.

OFFICE USE ONLY	
Acceptance Officer's Initials.....	Date Received: .....
Council's Reference No. ....	Receipt No. ....



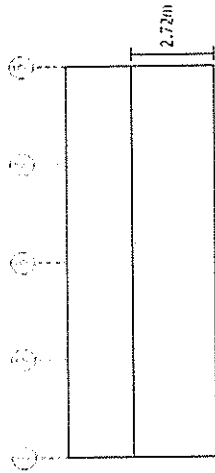
TREE ROAD

**SITE PLAN 52 TREE STREET KATANNING**

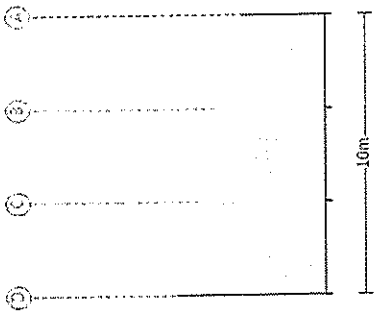
for G and S. GREEN

DWG 846-04-03  
 Date 17-07-2015  
 Scale 1 : 1000

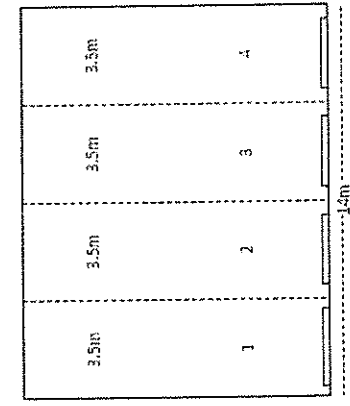
**David Phillips**  
**DESIGN & DRAFTING**  
 8 Park Street Phone 98211824  
 Katanning 6317 0427211826



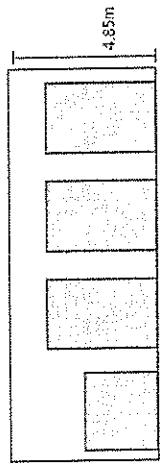
Left Side



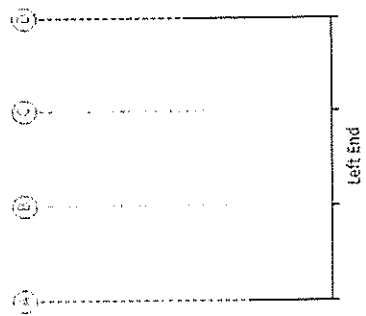
Right End



14m



Right Side



Left End

Purchaser Name: Grahame Green

Site Address: 52 Tiroo Street KATANNINGS WA Australia 6317


Drawing # VSS 151722 - 3

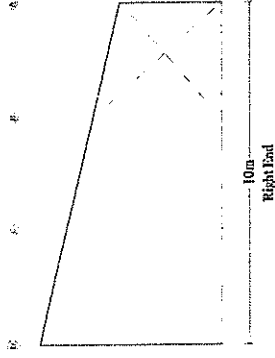
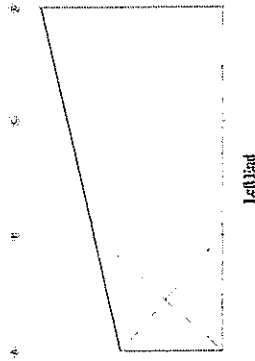
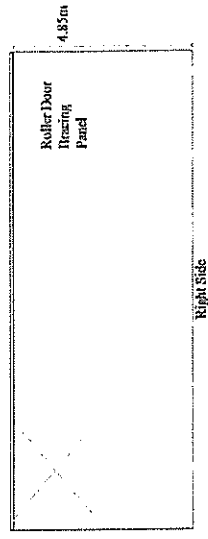
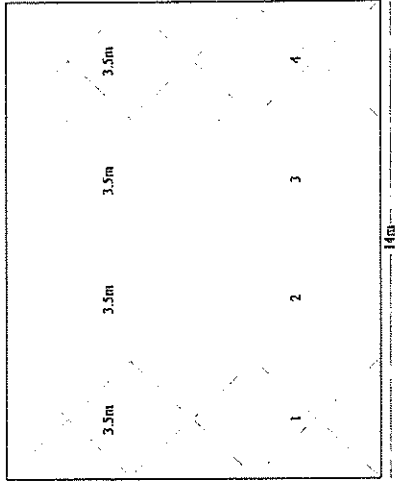
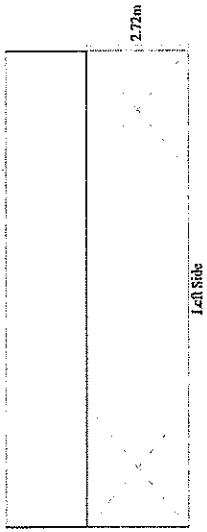
Print Date: 30/06/15

Layout

Seller: Wino Span Sheds  
 Sheak Pty Ltd  
 Phone: 07 3267 8888  
 Fax: 08 957 6888  
 Email: admin@sheds.com.au

SHOWERS ENGINEERING PTY LTD  
 C/O 144  
 ME Unit (Registered NPER Structural & Civil) 321787  
 C/D - RPEO No. 1547 - VC - EC24162 TAS - OC16004 N.T. - 46926ES;  
 Practising Professional Structural & Civil Engineer

Signature:   
 R.J. Showers Date: 30/06/15



Purchaser Name: Grahame Green

Site Address: 52 Trea Street KATANNING WA Australia 6317


Drawing # YSS161722 - 5

Print Date: 30/08/15

Seller: Wide Span Sheds  
Sheds PTY Ltd  
PO Box 105  
Fleming Hill WA 6108  
Email: admin@sheds.com.au

**Bracing**

**SHOWERS ENGINEERING PTY LTD**  
116/117 (Registered NSEB Structural & Civil) 321787  
OLD - RECONS 1547, VIC - EC24182 TAS - CC46048H NT - 46028ES,  
Practising Professional Structural & Civil Engineer

Signature:  R.J. Showers Date: 30/08/15



# Shire of Katanning

*heart of the great southern*

## COUNCIL POLICY

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### Purchasing Policy

#### **Policy Number**

3.17

#### **Policy Subject**

Purchasing Policy

Incorporating the four previously separate policies below:

- 3.12 Authority Limits for Staff
- 3.16 Purchasing Guide
- 2.16 Use of Corporate Credit Card
- 1.17 Regional Price Preference

#### **Policy Statement**

The Shire of Katanning is committed to an efficient, effective, economical and sustainable purchasing procedure. This policy:

- ensures the Shire of Katanning is compliant with all regulatory obligations and that purchasing transactions are carried out ethically and with integrity;
- ensures that the Shire of Katanning receives value for money;
- gives due regard to environmental and social impacts; and
- promotes effective governance and definition of roles and responsibilities maximizing confidence in the system.

#### **Ethics & Integrity**

It is expected that all officers and employees shall act honestly and in a professional manner in representing the Shire of Katanning and will observe the highest standards of ethics and integrity in undertaking purchasing activity.

The following principles, standards and behaviour must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations and requirements consistent with the Shire of Katanning policies and code of conduct;
- purchasing is to be undertaken on a competitive basis, cognizant of the Regional Price Preference, in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent and free from bias;
- any actual or perceived conflict of interest is to be identified, disclosed and appropriately managed.

### **Value for Money**

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Katanning. Compliance with purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability and life cycle costing.

An assessment of the best value for money outcome for any purchase should consider:

- all relevant whole-of-life costs and benefits including transaction costs associated with acquisition, delivery and distribution as well as other expenses such as, but not limited to, holding costs consumables, deployment, maintenance and disposal;
- the technical merit of the goods and services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- supplier financial viability and capacity to supply without risk of default;
- the level of competitive pricing achieved by obtaining a sufficient number of quotes.

Where a higher priced conforming offer is ultimately recommended over the lowest priced conforming offer there should be clear and demonstrable value for money benefits to support that recommendation.

## **Sustainable Procurement**

The Shire of Katanning is committed to Sustainable Procurement where appropriate preference is given to goods and services that have less detrimental environmental and social impacts than competing products and services. In determining the appropriate preference sustainable considerations must be balanced against value for money outcomes.

### **Objectives**

To ensure consistency and accountability in all purchasing activities specifically in respect to compliance with the *Local Government Act* and the Local Government (Functions and General) Regulations.

To ensure that all staff are aware of the extent of their purchasing authority, purchasing limits, their role and responsibilities in the purchasing process and the use of corporate credit cards.

### **Guidelines**

- 1) Where practicable all purchases made by the Shire of Katanning should be on an official purchase order.
- 2) Council, in determining tenders for goods and services, and staff in undertaking all other purchases (those purchases not requiring a tender in accordance with the Local Government functions and General Regulations) shall apply a Regional Price Preference by, and being based, on:
  - (a) The responsible officer will make all reasonable efforts to allow businesses operating within the Shire of Katanning the opportunity to quote;
  - (b) A price preference can be applied to quotes from suppliers based within the defined area. The price preference can be up to 5% of the value of goods and services but will only apply to goods over the value of \$1,000 and the maximum value of the price preference cannot exceed \$20,000 for purchases over \$400,000;
  - (c) The price preference can only be applied to businesses within the defined area, who have operated continuously for not less than six months;
  - (d) The defined area is the region falling within the boundaries of the Local Government Authorities of Katanning, Kent, Gnowangerup, Tambellup, Broomehill, Kojonup, Woodanilling, Wagin and Dumbleyung; and
  - (e) The price preference can be applied to businesses based outside the defined area, but only on goods and services sourced by that business from other businesses based within the defined area. The onus will be on the supplier to quantify any local content component.

- 3) Officers shall prepare adequate documentation to demonstrate that the appropriate quotes have been sought and shall adhere to the following table when determining what level of documentation of quotes is required (Record of Written Quotations/Record of Verbal Quotation forms are available for use):

<b>Amount of Purchase</b>	<b>Policy</b>
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.

Exemptions:

- An emergency situation;
- The purchase is under a contract with WALGA (preferred supplier arrangements), State or Commonwealth Government Department, Regional Council, or another Local Government;
- The purchase is under auction;
- The contract is for petrol, oil, or other liquid or gas;
- Any exclusion under regulation 11 of the Local Government (Functions and General) Regulations;
- There is only one supplier of the goods or services;
- The goods or services are unique in nature.



4) Purchasing limits for authorised purchasers are as per the table below:

<b>Position</b>	<b>Purchasing Limit</b>
Chief Executive Officer	<i>No Limit</i>
Deputy CEO	<i>No Limit/\$50,000</i>
Director of Corporate & Community Services	\$50,000
Director of Engineering & Development Services	\$50,000
Project Manager	\$50,000
Executive Manager of Strategic Development	\$30,000
Manager of Finance	\$30,000
Operations Manager	\$10,000
Community Emergency Services Manager	\$ 5,000
Leisure Centre Operations Manager	\$ 5,000
Mechanic	\$ 5,000
Building Maintenance Officer	\$ 5,000
Administration Assistant to CEO	\$ 2,000
Administration Assistant to the Director of Corporate and Community Services	\$ 2,000
Administration Officer to the Director of Engineering and Development Services	\$ 2,000
Community Services / Youth Development Officer	\$ 2,000
Library / Gallery Coordinator	\$ 2,000
Parks & Gardens Senior Leading Hand	\$ 1,000
Ranger	\$ 1,000
Administration Coordinator	\$ 1,000

- 5) Staff must adhere to the authority limits set for their position.
- 6) Orders written by non-executive officers over the designated limits must be signed by an executive officer.
- 7) Orders over the designated limit of \$100,000 are subject to the Local Government Tender Regulations.
- 8) Staff are only authorised to purchase goods/services that are included within the budget and which will not result in the total expenditure for that account exceeding the budget allocation.
- 9) All purchase orders should indicate the Job or COA to which the invoice should be charged.

### Accounts Payable Processing:

- 10) When invoices are received they are date stamped, matched to the relevant purchase order and given to the officer who signed the purchase order for final authorisation.
- 11) It is the authorising officer's responsibility to ensure that the amount charged by the supplier is consistent with the amount previously quoted and to resolve any material difference prior to authorising the invoice for payment.
- 12) Council normally pays invoices on a monthly basis. When placing an order suppliers should be advised that their invoice will be paid by the end of the next calendar month from the date of the invoice.
- 13) Council endeavours to maximize benefit arising from early settlement discount and thus will endeavour to access this whenever offered by suppliers.

### Corporate Credit Card:

A corporate credit card, with appropriate credit limit, will be issued to the following staff, the use of which is governed by the following guidelines:

<b>Position</b>	<b>Corporate Card Limit</b>
Chief Executive Officer	\$10,000
Deputy CEO	\$ 5,000
Director of Corporate & Community Services	\$ 5,000
Director of Engineering & Development Services	\$ 5,000
Community Emergency Services Manager	\$ 5,000
Project Manager	\$ 5,000
Executive Manager of Strategic Development	\$ 3,000
Manager of Finance	\$ 3,000
Administration Assistant to CEO	\$ 2,000
Administration Assistant to the Director of Corporate and Community Services	\$ 2,000
Administration Officer to the Director of Engineering and Development Services	\$ 2,000
Library / Gallery Coordinator	\$ 2,000
Leisure Centre Coordinator	\$ 1,000
Administrator Coordinator	\$ 1,000

- 14) As soon as practicable following receipt of the credit card the cardholder must sign it and also sign an agreement which sets out the cardholder's responsibilities and obligations when using the card
- 15) Cardholders are responsible for the use of the corporate credit card in accordance with these guidelines and must ensure the safe-keeping of the card at all times. Loss or theft of the corporate credit card *must* be reported to the Director of Corporate Services immediately.

- 16) The cardholder will be required to sign to certify each statement that all purchases made using the corporate credit card were for official business purposes.
- 17) The cardholder shall always obtain a tax invoice and/or receipt, which itemises the details of the expenditure. If the invoice or receipt does not provide sufficient details of the item purchased, further details must be recorded on the invoice or receipt by the cardholder. The tax invoices must be forwarded to the Accounts Payable Officer for matching to statements when received.
- 18) Corporate credit cards issued by the Shire can only be used for the business purposes of the Shire. The corporate credit card *must not* be used for –
- personal or non work related expenditure;
  - obtaining cash advances; or
  - the purchase of goods or services where the cardholder may/will gain personal advantage through the transaction (e.g. special offers such as Fly Buys that benefit individuals rather than the Shire).
- 19) Permitted uses for all issued cards include –
- in person, across the counter retail purchases;
  - facsimile/telephone/internet purchases;
  - mail order purchases and subscriptions;
  - purchase of business fuel where it is not possible to use the Shire fuel card.
- 20) In addition the Chief Executive Officer is permitted to use the corporate credit card for -official travel, accommodation and related expenses; and
- entertainment and business hospitality expenses of others.
- 21) The over-riding principle of the use of the corporate credit card is that Senior Officers should be scrupulous when using it and should always have appropriate documentation which can verify and justify the expenditure to the CEO, or in the case of use by the CEO, the Shire President.
- If after review the expenditure is determined by the CEO/Shire President to be inappropriate then the Senior Officer will be required to reimburse such expenditure to the Shire of Katanning.
- 22) Upon issue of a corporate credit card to a Senior Officer the officer will be required to sign a receipt for the card and acknowledgement they have read and understood the above policy and agree to abide by the conditions detailed therein.

**Direct Debit Arrangements:**

Council will normally settle debts through the remittance of funds by generating cheques or Electronic Fund Transfers (EFT). In addition in limited circumstances Council acknowledges that a Direct Debit Authority allowing certain Creditors to debit the Council Municipal bank account for scheduled amounts on scheduled dates is the most administratively appropriate means of payment.

In accordance with that concept the following payments are currently endorsed for Direct Debit Authority:

<b>Supplier</b>	<b>Description</b>
Department of Planning & Infrastructure	Transport Licensing Receipts
Custom Service Leasing Ltd	Monthly Lease Payments re L.C.D.C. vehicles
W.A. Treasury	Periodic Repayments of Debenture Loans

**Resolution No:** Ordinary Council OC49/09

**Resolution Date:** 22 October 2008

**Amended:**

25 June 2009	OC157/09
23 September 2009	OC43/10
23 February 2011	OC292/11
27 April 2011	OC331/11
25 October 2011	OC29/12
23 November 2011	OC58/12
14 December 2011	OC78/12
27 June 2012	C173/12
25 July 2012	OC198/12
24 July 2013	OC86/13
25 September 2013	OC112/13
22 October 2014	OC106/14
26 February 2015	OC7/15

**Source:** Manager of Finance

**Review Date:** October annually

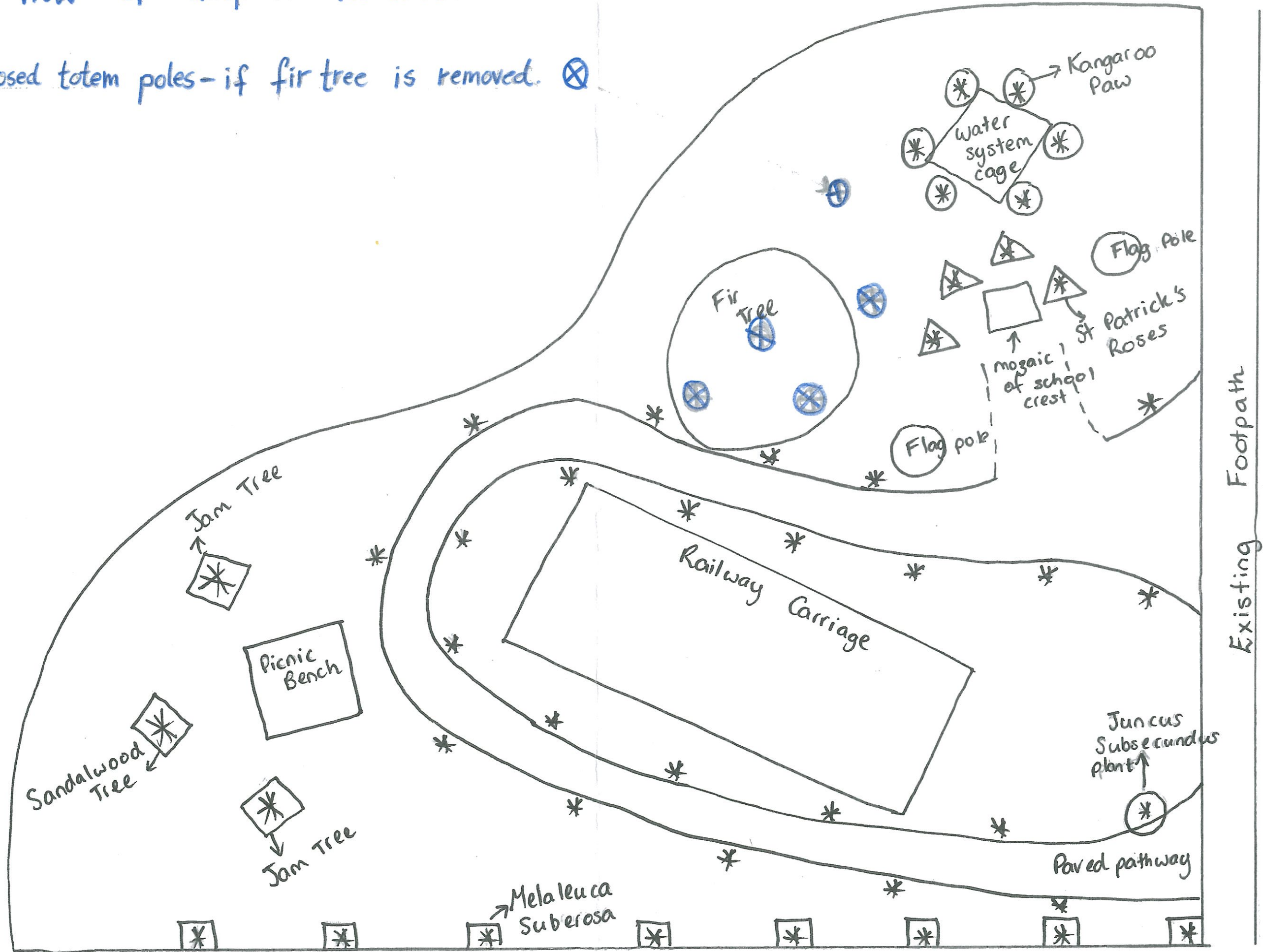
**Review**

**Responsibility:** Chief Executive Officer

# St Patrick's School Adopt A Spot Program

## Birds-eye view of adopted location

NB. Proposed totem poles - if fir tree is removed. ⊗



Clive Street

Existing Footpath

Train line