



Shire of
Narrogin

MINUTES

ORDINARY COUNCIL MEETING

25 October 2023

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.

Signed: .

..... Date: 26 October 2023

These minutes were confirmed at the Ordinary Council Meeting held on 22 November 2023.

Signed:

(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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electronic format (disk or emailed), audio or Braille**



Shire of
Narrogin
Love the life

STRATEGIC COMMUNITY

SNAPSHOT

PLAN
2017-27

VISION

To be a leading regional economic driver and a socially interactive and inclusive community.

MISSION

Provide leadership, direction and opportunities for the community.

KEY PRINCIPLES

In achieving the Vision and Mission, we will set achievable goals and work with the community to maintain a reputation of openness, honesty and accountability. In doing so we will:

- Respect the points of view of individuals and groups;
- Build on existing community involvement;
- Encourage community leadership;
- Promote self-reliance and initiative;
- Recognise and celebrate achievement;
- Support the principles of social justice; and
- Acknowledge the value of staff and volunteers.

OUR VALUES

Care with Trust & Teamwork

Caring - We display kindness and concern for one another and our community

Accountability - We accept responsibility for our actions and outcomes

Respect - We treat everyone how we would like to be treated

Excellence - We go the extra mile to deliver outstanding services

Trust - We share without fear of consequences

Team Work - We work together for a common goal

ECONOMIC



Support growth and progress, locally and regionally...

Growth in revenue opportunities

- Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
- Promote Narrogin and the Region
- Promote Narrogin's health and aged services including aged housing

Increased Tourism

- Promote, develop tourism and maintain local attractions

An effective well maintained transport network

- Maintain and improve road network in line with resource capacity
- Review and implement the Airport Master Plan

Agriculture opportunities maintained and developed

- Support development of agricultural services

SOCIAL



Provide community facilities and promote social interaction...

Provision of youth services

- Develop and implement a youth strategy

Build a healthier and safer community

- Support the provision of community security services and facilities
- Advocate for mental health and social support services
- Continue and improve provision of in-home care services

Existing strong community spirit and pride is fostered, promoted and encouraged

- Develop and activate Sport and Recreation Master Plan
- Engage and support community groups and volunteers
- Facilitate and support community events
- Provide improved community facilities (eg library/recreation)
- Encourage and support continued development of arts and culture

Cultural and heritage diversity is recognised

- Maintain and enhance heritage assets
- Support our Narrogin cultural and indigenous community

A broad range of quality education services and facilities servicing the region

- Advocate for increased education facilities for the region
- Advocate for and support increased education services

ENVIRONMENT



Conserve, protect and enhance our natural and built environment...

A preserved natural environment

- Conserve, enhance, promote and rehabilitate the natural environment

Effective waste services

- Support the provision of waste services

Efficient use of resources

- Increase resource usage efficiency

A well maintained built environment

- Improve and maintain built environment

CIVIC



Continually enhance the Shire's organisational capacity to service the needs of a growing community...

An efficient and effective organisation

- Continually improve operational efficiencies and provide effective services
- Continue to enhance communication and transparency

An employer of choice

- Provide a positive, desirable workplace

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Please note that meetings may be audio recorded for minute taking purposes and if applicable, in compliance with legislation.

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ORDINARY COUNCIL MEETING

25 OCTOBER 2023

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, President Ballard, declared the meeting open at 7:00 pm.

The Shire President noted that pursuant to clause 8.1 of the Shire of Narrogin Meeting Procedures Local Law 2016 each member has been allocated a seat as indicated by your name place holder.

Should there be any dissent to the allocated seats, the Council will need to determine by consensus an alternative arrangement. There was no dissent recorded.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

Mr L Ballard – Shire President (Presiding Member)

Cr G Broad – Deputy Shire President

Cr M Fisher

Cr C Bartron

Cr J Pomykala

Cr T Wiese

Cr R McNab

Staff

Mr D Stewart – Chief Executive Officer

Mr T Evans – Executive Manager Technical & Rural Services

Mr M Furr – Executive Manager Corporate & Community Services

Mr A Awang – Executive Manager Development & Regulatory Services

Ms V Ward – Executive Support Coordinator

Leave of Absence

Nil

Apologies

Nil

Absent

Nil

Visitors

5 Members of the Public

3. ELECTION OF DEPUTY PRESIDENT

The Deputy Shire President needs to be elected from within Council for a two-year term, as the first course of business, with the appointment expiring at the October 2025 Ordinary Election.

As the electors of the Shire of Narrogin have elected the Shire President, it is the Elected Members who are required to elect the Deputy President after each ordinary election. The Shire President is required to receive nominations for the position of Deputy Shire President at or before the first available Ordinary Council Meeting in writing to president@narrogin.wa.gov.au or by completing the nomination form sent separately.

The process for determining the result of any election for the position (in the event of there being more than one accepted nomination) will be in accordance with Schedule 2.3 of the Local Government Act 1995. Voting for the position will be by secret ballot and all Elected Members in attendance must vote.

If, when the votes cast are counted, there is an equality of votes between two or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than seven days later, a special meeting of the Council is to be held. Any nomination for the office may be withdrawn and further nominations may be made, before or when the special meeting is held. When the special meeting is held, the Elected Members are to vote again on the matter by secret ballot as if they were voting at an election.

The Councillor elected as the Deputy Shire President is to assume the role upon being declared elected and having made the Declaration of Office.

Refer Attachment 1 for the nomination form for Elected Members to nominate a Councillor.

Election

Cr Broad was nominated in writing for the position of Deputy Shire President. Cr Broad indicated that he accepted the position (in writing).

There being no further nominations at the close of the nomination process, the Shire President declared Cr Broad Deputy Shire President, for a two year term expiring in October 2025.

4. DECLARATIONS OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Name	Item No	Interest	Nature
Nil			

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

6.1 Mr Brian Seale

Submitted the following questions prior to the October Ordinary Council Meeting:

- 1.) Will Council note the minor difference in the Reserve values in the financial statements relates to the Interest earned on the corpus, as will have been noted by council on page 58 of the agenda to avoid raising this when addressing the Financial Statements as listed at item 11.3.2 of the agenda, where I acknowledge with thanks the prompt response received from the Executive Manager explaining this difference in the schedules as presented, where council may wish to have the interest factor included quarterly instead of annually as is present practice to avoid this anomaly in the future.

Mr Seale then submitted the following:

I also refer to the above and raise some comments, as follows, to give some notice to Council/Administration, in case some research is required prior to the meeting.

Item 11.3.2 – Financial Statements

On page 8 of the Financial Statement and being page 58 of the agenda, under the year-to-Date Actual column of Current Assets as at September 30th, 2023, the Restricted Cash entries feature as –

Cash restricted - T/deposit	\$5,300,000
Cash Reserve	\$ 43,915
Cash restricted – Trust	\$ 31,665
Total	\$5,375,580

Where the Schedule of Cash Backed Reserves on Page 10 of the statement and page 60 of the agenda total \$5,330,160, where I question why these differ ??, as the Term Deposit of \$5,300,000 is listed as \$5,330,160 and where I could not immediately reconcile these differences.?"

The Executive Manager Corporate and Community Services responded as follows: I can confidently advise that the variation accounts for the interest that has been accrued by the invested Term Deposits which are usually appropriated at the end of the year, although I acknowledge this can be undertaken quarterly and will consider this undertaking.

- 2.) Will council consider the inclusion of opening each council meeting in Prayer to be ideally addressed by different denominations each month, if possible and available?

The Shire President responded as follows: Thank you for your question Mr Seale. As the Shire President, I appreciate the sentiment behind the proposed suggestion of opening each council meeting in prayer with different denominations each month, but I have some reservations and reasons why I'm not supportive of it.

Firstly, our council meetings are intended to be inclusive and welcoming to all members of our community, regardless of their religious beliefs or affiliations. While prayer is an important part of some people's lives, it's not a universal practice, and we must ensure that our meetings are accessible to everyone.

Secondly, it's important to maintain a clear separation of church and state. As a local government authority, we should focus on addressing the needs and concerns of our community, which are diverse and multifaceted. While prayer is a personal and important aspect of many people's lives, it may not be appropriate to bring it into the formal proceedings of a government meeting.

Furthermore, implementing a rotating schedule of different denominations could be logistically challenging and time-consuming. Coordinating various religious groups to participate in council meetings may not be practical and could lead to complications.

In conclusion, while I respect the idea of promoting inclusivity and diversity, I believe that council meetings should remain a secular space where the focus is on addressing the practical needs of our community. We should continue to welcome members of all backgrounds and beliefs without introducing religious practices into our formal proceedings. Thank you for your understanding.

- 3.) Will council permit my attendance at the annual Church service in November at St George's Cathedral in Perth to reflect respect for Local Government members and officers in W.A. as I have attended representing Narrogin in past years, though without wearing any badge of identity with the Shire of Narrogin.?

The Shire President responded as follows: Thank you for your question, and I appreciate your interest in attending the annual Church service at St. George's Cathedral in Perth to reflect respect for Local Government members and officers in Western Australia. As the Shire President, I must carefully consider such requests, and I'm afraid whilst I personally; cannot attend due to prior engagements, I'm not supportive of this particular request for several reasons.

First and foremost, it's important to maintain a clear distinction between personal attendance at events and official representation of the Shire of Narrogin. While I understand the sentiment behind attending this service to show respect for local government members and officers, it's crucial that we differentiate between personal and official engagements.

Secondly, our resources, both in terms of time and personnel, are limited. We have a responsibility to prioritise the needs and interests of our community members within the Shire of Narrogin. Attending events outside of our jurisdiction, especially those that don't directly benefit our community, may not align with these priorities.

Additionally, the absence of a visible badge of identity with the Shire of Narrogin may lead to confusion or misunderstanding about your official capacity at the event. It's essential that we represent our shire accurately and consistently when participating in events that involve external stakeholders.

- 4.) Will Council consider publishing a notice of explanation with the Election voting process?

The Chief Executive Officer responded that the Administration will draft communication to be approved by the Shire President to explain the preferential voting system as introduced by the State Government for members of the public.

7. APPLICATIONS FOR LEAVE OF ABSENCE

The next Council meeting is scheduled for 22 November 2023.

8. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 Ordinary Council Meeting

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 251023.01

Moved Cr Fisher

Seconded: Cr Wiese

That the minutes of the Ordinary Council Meeting held on 27 September 2023 be confirmed as an accurate record of the proceedings.

CARRIED 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil

9. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

9.1 – Acknowledgement of Local Government Election Results

The Shire President also acknowledged the election, of Councillors Wiese, Broad, Fisher, Pomykala, Bartron, Fisher, and McNab. Their swearing in ceremony was held at 6:30 pm, prior to the Council Meeting, conducted by Mr Azhar Awang, Justice of the Peace.

The Shire President also acknowledged the contribution of outgoing elected members, former Councillors Seale, Early, and Alexander.

10. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Rick Bee, Steven Schultz & Brian Lange made a presentation titled "The Narrogin Wind Farm" which covered the following topics:

- What we know
- What we don't know
- What concerns us
- What we would like

An invitation was extended to all the elected members to speak to any members of the group should they require any further clarification.

11. MATTERS WHICH REQUIRE DECISIONS

11.1 DEVELOPMENT AND REGULATORY SERVICES

There are no reports requiring a Council decision for the current month.

11.2 TECHNICAL AND RURAL SERVICES

11.2.1 PUBLIC ART STRATEGY IMPLEMENTATION

File Reference	26.3.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	4 October 2023
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Photograph of the Eastern wall of the Narrogin Regional Recreation Centre.

Summary

Council is requested to consider supporting the Townscape Advisory Committee's (TAC) recommendation for Public Art Strategy Implementation, to apply an iconic mural, to the value of up to \$50,000, to the Narrogin Regional Leisure Centre (NRLC) Eastern wall. The funding of the mural is proposed by \$25,000 from the current Budget (IO 113) and \$25,000 from the Tourism and Area Promotion Reserve.

Background

The TAC met on 3 October 2023 with an agenda item on Public Art Strategy Implementation. The agenda item advised the TAC as follows:

The 2023/24 Budget contains \$25,000 (IO 113) for the implementation of public art. The 2022/23 Budget also contained \$25,000 for the implementation of public art, however this was unspent due to a number of reasons and subsequently allocated to the Tourism and Area Promotion Reserve for potential expenditure on public art at a later date.

The Townscape Advisory Committee (TAC) at previous meetings, had shown interest in applying a mural on the Train Station Goods Shed, however due to Budgeted restoration works being incomplete, including the cladding to the exterior of the building, it would be unlikely that a mural could be applied. There have been hold ups with this project due to third party complications.

The TAC also recommended to Council that a mural be applied to the Telstra building however Council decline this recommendation.

The TAC now needs to discuss and recommend to Council what they wish to expend the current \$25,000 on regarding the implementation of public art and in fact if required, recommend to Council that further funding up to \$25,000 be drawn from the Tourism and Area Promotion Reserve Account to facilitate a public art project up to \$50,000.

The adopted 10 Year Public Art Program is attached for the TAC to view which may assist their thought process.

Other ideas discussed at previous meetings include:

- *A significant mural within the CBD on a Shire Managed Building – NRLC;*
- *A significant metal/steel art piece in a prominent location in the CBD; and*
- *Other?*

Consultation

Consultation with regard to the implementation of the Public Art Strategy, the adopted Ten Year Public Art Program and other related documents has been discuss with Council, Senior Staff and the TAC over the last few years as well as the funding of the implementation of projects.

Community consultation has also been facilitated via the development of the Public Art Strategy & Masterplan 2019.

Statutory Environment

The application of a mural on a Shire-owned building in Western Australia would typically be supported by various statutory matters and regulations. First and foremost, the Local Government Act 1995 empowers Shire Councils to make decisions regarding public spaces and infrastructure within their jurisdiction, which includes approving the installation of murals.

Additionally, the Heritage Act 2018 might be relevant if the building is of historical significance, as it may require heritage assessments and approvals which in this case is not relevant.

Local planning schemes and zoning regulations, guided by the Planning and Development Act 2005, would also need to be considered to ensure that the mural adheres to zoning and land use requirements.

Furthermore, the Building Act 2011 and Building Regulations 2012 may come into play if any structural modifications are necessary for the mural's installation which in this case is not relevant.

Compliance with these statutory matters ensures that the mural application aligns with legal and regulatory standards in Western Australia.

Partial funding of this project by allocating funds from a Reserve Account will need Council resolution by absolute majority.

Policy Implications

With regard to the application of a mural to the NRLC, there are no policies that restrict this.

Council Policy 11.4 Public Art Contribution relates.

The funding and procurement of this project (should Council resolve to fully fund the project) will comply with Council Policies – Financial Management 3.1, 3.1(a), 3.1(b) and 3.1(c)

Financial Implications

In the 2023/24 Budget, there is an allocation of \$25,000 (IO 113) for the implementation of the Shires Public Art Strategy. The 2022/23 Budget also contained \$25,000 for the same however this funding was not expended due to the Train Station Good Shed refurbishment works being incomplete, and subsequently this funding was transferred to the Tourism and Area Promotion Reserve account.

The TAC are recommending to Council that the \$25,000 transferred to the Tourism and Area Promotion Reserve account from the 2022/23 Budget, be allocated and expended on an iconic mural applied to the NRLC Eastern wall of up to \$50,000. This is inclusive of the current \$25,000.

Some financial benefits of an iconic mural may include but not limited to:

- **Tourism and Foot Traffic:** Iconic murals can attract tourists and visitors who are interested in art and culture. This increased foot traffic can benefit local businesses, such as restaurants, cafes, and shops, as tourists are likely to spend money in the area.
- **Publicity and Marketing:** Iconic murals often gain attention in the media and on social platforms. The Shire of Narrogin can leverage the mural's popularity for marketing purposes, attracting more visitors and businesses to the area.
- **Increased Property Values:** The presence of iconic murals can enhance the overall appeal of a town or commercial district. This can lead to higher property values in the vicinity, benefiting property owners and potentially increasing property rate revenue for the Shire.

Strategic Implications

An iconic mural within the Shire of Narrogin offers strategic benefits by promoting Narrogin as a striving Regional Centre. It becomes a visual centrepiece, distinguishing the area and attracting tourists and visitors, thereby boosting local businesses and increasing property values.

Additionally, it fosters a sense of pride and engagement among residents, promoting community cohesion and volunteerism. This mural can also be leveraged for marketing and promotional purposes, drawing attention to the Shire and potentially attracting investments.

Moreover, it provides opportunities for educational and cultural events, supporting local institutions and artists while creating a unique identity for Narrogin. Ultimately, an iconic mural represents a strategic investment in the Shire's long-term vitality, bolstering its reputation and fostering sustainable growth

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Rejecting the mural proposal could result in missed economic opportunities. As mentioned earlier, iconic murals can attract tourists and visitors, stimulating local businesses. Failure to support this project could mean less foot traffic, lower tourism revenue, and potential negative impacts on the local economy.	Possible (3)	Minor (2)	Medium (5-9)	Choose an item. Missed opportunity for regional recognition, financial benefits and community recognition.	Accept Officers Recommendation

Risk Matrix

Consequence \ Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The TAC did discuss the Ten Year Public Art Program and also considered the Public Art Strategy where different projects are identified for consideration and implementation at its meeting 3 October 2023 and previous meetings.

The TAC by majority formed the opinion that an iconic mural project on a Shire owned asset, would be the best option for the implementation of the Public Art Strategy.

The TAC recommended the following to Council:

“That the Townscape Advisory Committee recommend to Council that:

- 1. The \$25,000 allocated in the 2023/24 Implementation of Public Art budget and the amount of \$25,000 from the Tourism & Promotion Reserve account be expended on an iconic mural on the Narrogin Regional Leisure Centre eastern wall.*
- 2. Approve the Chief Executive Officer to seek quotes for the mural at point 1 for concept designs based on community spirit, local attractions, indigenous, sporting/local events”.*

The application of a mural holds significant importance for the Narrogin community for several reasons. Firstly, murals have the power to transform public spaces, adding vibrancy and cultural significance to the town's environment. They serve as visual landmarks and create a sense of place, enhancing the overall aesthetics of the community.

Additionally, murals often tell stories, celebrate local history, or convey messages that resonate with the community's values, fostering a sense of identity and pride among residents. Moreover, mural projects often involve community engagement and collaboration, bringing people together to collectively contribute to the artwork's creation, thus strengthening social bonds and fostering a sense of unity.

Overall, murals not only beautify the town but also contribute to its cultural richness, community cohesion, and a sense of shared ownership among Narrogin's residents.

In summary, Council should strongly consider supporting the Townscape Advisory Committee's recommendation to apply an iconic mural to the NRLC building for several compelling reasons. Firstly, such a mural would serve as a powerful catalyst for economic growth and community engagement. It has the potential to draw tourists, boost local businesses, and elevate property values, all of which contribute to a thriving local economy. Additionally, it would enhance Narrogin's cultural identity, fostering community pride and artistic expression. By supporting this initiative, the Council can demonstrate its commitment to both the economic prosperity and cultural enrichment of Narrogin, leaving a lasting legacy that benefits residents, visitors, and the entire community.

It is noted that the *Request for Quote(s)* will incorporate a requirement for the successful submitter to undertake surface preparation/ treatment of the area for the proposed mural.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.02

Moved: Cr Bartron

Seconded: Cr Pomykala

That with respect to the implementation of the Public Art Strategy - Murals, Council:

1. Amend the 2023/24 Budget as follows;
 - a. Increase the transfer from the Tourism and Area Promotion Reserve from \$0 to \$25,000;
 - b. Increase the Capital Revenue – Other Culture from \$0 to \$25,000; and
 - c. Increase Capital Expenditure IO113 from \$25,000 to \$50,000.
2. Request that the Chief Executive Officer:
 - a. Seek quotes and concept designs from suitable professional artists, for the implementation of an iconic mural to be applied to the Narrogin Regional Leisure Centre's entire eastern wall with concept designs to be based on community spirit, local attractions, indigenous, sporting/local events and recreation; and
 - b. Present the quotes and concepts back to the Townscape Advisory Committee for discussion and recommendation on the preferred artist and design back to Council for determination.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil



11.2.2 FUNDING ELECTRIC VEHICLE CHARGING STATIONS

File Reference	15.1.2
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	26 September 2023
Author	Torre Evans – Executive Manager Technical & Rural Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

Council is requested to consider funding just over 50% of project costs, with municipal funding from the Economic Development Reserve, totalling \$19,000 ex GST, to support the installation of three 22kw Electric Vehicle (EV) Charging Stations within the Shire of Narrogin.

A successful grant has been secured by the Shire's Administration, amounting to \$17,027 ex GST, which is 50% of eligible costs for the project, which has laid the foundation for this important sustainability project. By providing the necessary funding, Council can enable the funding of this initiative, benefiting both the local and regional communities by promoting environmental sustainability and enhancing tourism and economic development opportunities.

Background

The Shire of Narrogin's Administration recently applied for and successfully secured 50% grant funding from the Department of Mines, Industry Regulation and Safety (DMIRS), amounting to \$17,027, for the supply and installation of three 22kW Electric Vehicle Charging Stations. These charging stations are planned to be located at strategic points within the town of Narrogin; specifically the Narrogin Caravan Park, Memorial Park (Williams Road), and the Museum Car Park. Unfortunately, investigations concluded that a station couldn't be successfully implemented at the Narrogin Rail Station and Narrogin & Dryandra Visitor Centre (due to limitations on electrical supply at that site).

The EV Charging Stations will contribute to the promotion of electric vehicle adoption, reduce greenhouse gas emissions, and support the transition towards a sustainable and low-carbon transportation infrastructure.

Consultation

Consultation has been entered into with:

- Elected Members, were advised via email of the successful grant;
- Chief Executive Officer;
- Caravan Park Managers; and
- Manager Operations.

Statutory Environment

The installation of EV Charging Stations aligns with National and State policies promoting sustainable transportation infrastructure. Additionally, it supports the Shire's strategic plan for sustainability and environmental protection.

Policy Implications

The Councils' Policy Manual contains no policies that relate and nor are there any proposed for funding the supply and installation of EV charging stations. Supporting this initiative demonstrates Council's ongoing awareness and focus on sustainability, tourism, and community development. It underscores the commitment to reducing carbon emissions, encouraging eco-friendly practices, and fostering economic growth.

Financial Implications

The Shire's municipal contribution of just over 50%, totalling \$19,000 ex GST, is essential to allow the project to proceed. The investment will not only support sustainability goals but also attract EV users to the Shire, potentially boosting tourism and local business revenue. The Shire's contribution is slightly higher than that of the grant funding body (DMIRS) as the author is recommending the supply and installation of crash protection bollards, signage and line marking at each site where the grant funding does not allow for this.

Council is requested to consider funding its contribution from the Economic Development Reserve, which currently has a balance of \$64,654.

Fees and Charges

When considering the potential fees and charges associated with these three charges, the author checked the RAC EV Chargers Guild to get a comparison of other charging stations where some, not all fees were displayed.

It is noted that the EV charges being proposed for Narrogin are not classified as "Super or Fast Chargers" that can charge an EV within 15-30 minutes and with up to 350 Kilo Watts (KW) charging capacity. These are also referred to as DC (direct current) charges. An idle fee, is a fee for a car that is plugged into the EV charging station and is not charging. Some charging stations have a ten-minute grace period before an idle fee commences. This fee is imposed to deter cars from taking up time on the chargers when not charging hence preventing other potential customers from using the service.

The EV chargers proposed for Narrogin are 22kW, also referred to as AC (alternate current) chargers and charge at a much slower rate to that of a DC charger, and can take several hours to charge a battery from flat.

Some comparative fees for EV charging stations, from within the region are:

- Williams - fast DC charger 250kW \$0.63 /kWh and \$1.00 per minute idle fee;
- Brookton \$0.60 /kWh DC and \$0.35 /kWh AC, no idle fee;
- Southern Cross \$0.60 /kWh DC and \$0.35 /kWh AC, no idle fee;
- Lake Grace up to 50kW @ \$0.40 /kWh, no idle fee;
- Jerramungup \$0.60 / kWh, no idle fee;
- Hyden 22kW @ \$0.40 /kWh, no idle fee; and
- Collie 50kW @ \$0.40 /kWh, no idle fee.

What is a kWh vs kW?

A kW measures power i.e. the rate at which something uses electricity, whereas a kWh measures energy, the total amount of electricity used, or the capacity to use. To truly understand kW vs. kWh, you also need to consider time. A kWh measures the energy an electrical device or load uses in kilowatts per hour.

Based on comparative fees from neighbouring towns, the author recommends the following fees and charges for each of the proposed Narrogin EV 22kWh charging stations:

- \$0.45 per kW/h (inclusive of GST); and.
- Idle time fee - \$0.50 per minute after a ten-minute grace period (inclusive of GST).

A slightly lesser fee is proposed for the 6 charging stations dedicated (at present for Shire vehicles) at the Shire Office (not publicly promoted), however used by the public from time to time.

It is emphasised that the operating income and expenditure (inclusive of commission and licensing cost of the software) are yet to be fully analysed, however the Administration proposed at a review of the net operating profit or loss (expected to generate a small trading profit), will be undertaken after 3 months of activity and reviewed thereafter as business as usual with any adjustments to charging and pricing mechanisms dependent upon customer usage and other factors.

Strategic Implications

- Sustainability:** The EV Charging Stations contribute to the Shire's sustainability goals, reducing carbon emissions and promoting environmentally responsible transportation choices.
- Tourism:** As electric vehicles become more common, EV-friendly infrastructure will attract tourists, benefitting local businesses and the economy.
- Community Development:** The availability of EV Charging Stations enhances the Shire's appeal for residents and visitors, contributing to community development efforts.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	1.	Economic Objective (Support growth and progress, locally and regionally)
Outcome:	1.1	Growth in revenue opportunities
Strategy:	1.1.1	Attract new industry, business, investment and encourage diversity whilst encouraging growth of local business
Strategy:	1.1.2	Promote Narrogin and the Region
Outcome:	1.2	Increased Tourism
Strategy:	1.2.1	Promote, develop tourism and maintain local attractions
Shire of Narrogin Strategic Community Plan 2017-2027		
Objective:	3.	Environment Objective (Conserve, protect and enhance our natural and built environment)
Outcome:	3.1	A preserved natural environment

Strategy:	3.1.1	Conserve, enhance, promote and rehabilitate the natural environment
Objective:	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Council chooses not to fund this initiative at this time and the grant is lost and owners of EV vehicles, as a result choose not to visit the district, resulting in lost economic activity.	Possible (3)	Minor (2)	Medium (5-9)	Environment Management	Accept Officer Recommendation. Should Council choose not to accept the officer's recommendation, the grant will be lost.

Risk Matrix

Consequence Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The installation of EV Charging Stations within the Shire of Narrogin is a forward-thinking and sustainable initiative. It aligns with National and State policies, supports local businesses, attracts tourists, and demonstrates the Shire's commitment to environmental responsibility. By allocating municipal funding of \$19,000 from the Economic Development Reserve, to support and contribute to the successful grant funding of \$17,027 ex GST from DMIRS, the Council can complete this project and reap the myriad of benefits it offers.

Voting Requirements

Absolute Majority (due to allocating funds from a Reserve Account and adopting additional Fees and Charges).

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.03

Moved: Cr Fisher

Seconded: Cr Wiese

That with respect to advice of successful grant funding for three Electric Vehicle (EV) Charging Stations at Narrogin Caravan Park, Memorial Park (Williams Road) and Museum Car Park, and setting appropriate fees and charges for their use, Council:

- 1 Amend the Budget as follows:
 - a) Agree to a new CAPEX Job IO166 GL 4130640 Electric Vehicle Charging Stations under the Other Economic Services sub program of \$36,027;
 - b) Increase income GL 5130650 Transfers from the Economic Development Reserve from Nil to \$19,000;
 - c) Increase income GL 5130640 Capital Grants Other Economic Services from \$283,450, by \$17,027, to \$300,477; and
- 2 Adopt and advertise via local public notice, pursuant to sections 1.7, 6.16 and 6.19 of the Local Government Act 1995, to take effect from the date of advertisement, new 2023/2024 Fees and Charges, to include the following new charges (inclusive of GST):
 - a) EV (7kWh) Charging Stations (Shire Office);
 - i. Cost per Kilo Watt Hour (kwh): \$0.40 (minimum charge \$20.00); and
 - ii. Cost per minute of idle time (after 10 minutes): \$0.50.
 - b) EV (22kWh) Charging stations;
 - i. Cost per Kilo Watt Hour (kwh): \$0.45; and
 - ii. Cost per minute of idle time (after 10 minutes): \$0.50.
3. Request that the Administration undertake an analysis of the net trading profit or loss on expenditure and income of the Electric Vehicle Charging stations after 3 months of operations and report that information back to Elected Members.

CARRIED 7/0

BY ABSOLUTE MAJORITY

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.
Against: Nil

11.3 CORPORATE AND COMMUNITY SERVICES

11.3.1 SCHEDULE OF ACCOUNTS PAID – SEPTEMBER 2023

File Reference	12.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	10 October 2023
Author	Angel Mickle – Trainee Finance Officer
Authorising Officer	Mark Furr - Executive Manager Corporate & Community Services
Attachments	1. Schedule of Accounts Paid – September 2023

Summary

Council is requested to note the payments as presented in the Schedule of Accounts Paid for the September period.

Background

Pursuant to Local Government Act 1995, Section 6.8 (2)(b), where expenditure has been incurred by a local government, it is to be reported to the next Ordinary Meeting of Council.

Consultation

Consultation has been undertaken with the following:

- Manager Corporate Services; and
- Finance Coordinator Operations.

Statutory Environment

Local Government Act 1995, Section 6.8 (2)(b) and Local Government (Financial Management) Regulations 1996, clause 13 relates.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2023/24 Annual Budget or resulting from a Council resolution.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to present a detailed listing of payments in the prescribed form would result in non-compliance with the Local Government (Financial Management) Regulations 1996, clause 13, which may result in a qualified audit.	Rare (1)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of two (2) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Schedule of Accounts Paid – September 2023 is presented to Council for notation. Below is a summary of activity.

September 2023 Payments		
Payment Type	\$	%
Cheque	872.20	0.07
EFT (incl Payroll)	987,121.13	88.47
Direct Debit	113,461.76	10.17
Credit Card	6,086.84	0.55
Fuel Card	6,902.09	0.62
Store Cards	1,360.86	0.12
Trust	0.00	0.00
Total Payments	1,115,804.88	100.00

Regional Payments	\$	%
Non Local/Statutory	470,092.82	42.14
Local Suppliers	360,728.17	32.32
Payroll	284,983.89	25.54
Total	1,115,804.88	100.00

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.04

Moved: Cr McNab

Seconded: Cr Broad

That with respect to the Schedule of Accounts Paid for September 2023, Council note the Report as presented.

CARRIED 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil

#NAME?

Cheque Payments

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
1	19/09/2023		Shire Of Narrogin - Petty Cash-admin			872.20		
2	28/08/2023	22	Shire Of Narrogin - Petty Cash-admin	HOME CARE - Various Items	512.45			
3	14/09/2023	5	Shire Of Narrogin - Petty Cash-admin	NDVC (VISITORS CENTRE) OTHER EXPENDITURE - Morning Teas & Office Supplies	89.75			
4	14/09/2023	5	Shire Of Narrogin - Petty Cash-admin	AGEDOTHER - CATS DRIVER MEALS - Petty Cash Recoup September 2023	270.00			
Cheque Total					\$	872.20		

EFT Payments

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
5	01/09/2023		Synergy			1255.08		
6	14/08/2023	18	Synergy	LIBRARY BUILDING OPERATIONS - Electricity Charges 10/06/23 to 08/08/23	455.96			
7	17/08/2023	15	Synergy	30 GRAY ST BUILDING OPERATIONS - Electricity Charges 20/06/23 to 16/08/23	159.26			
8	22/08/2023	10	Synergy	TOUR - VISITORS CENTRE BUILDING OPERATIONS - Electricity Charges 21/06/23 to 17/08/23	639.86			
10	03/08/2023	29	Australia Post	VARIOUS DEPARTMENTS - Postage Charges July 2023	492.55			
12	17/08/2023	15	Great Southern Fuels	1NO 2022 TOYOTA HILUX 4X4 2.4L DSL DUAL CAB - 20L Drum of Engine Oil	254.45			
13	01/09/2023		Water Corporation			1726.2		
14	08/06/2023	85	Water Corporation	ADMIN OFFICE BUILDING OPERATIONS - Water Charges 04/04/23 to 07/06/23	979.4			
15	15/08/2023	17	Water Corporation	MICHAEL BROWN PARK BUILDINGS OPERATIONS - Water Charges 13/06/23 to 14/08/23	746.8			
17	09/08/2023	23	Arts Narrogin Incorporated	OTHCUL - ARTS NARROGIN - Support for Art & Cultural Activities 2023/24	67100			
19	11/08/2023	21	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN847 MAZDA CX-5B AUTO MAXX SPORT - 50,000km Service	378.99			
20	01/09/2023		Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)			182.5		
21	09/08/2023	23	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NO4846 2014 HINO 300 SERIES 3T TIPPER - Tighten Wheel Studs	182.5			
22	01/09/2023		Zipform			845.95		
23	22/08/2023	10	Zipform	ADMIN - PRINTING & STATIONERY - Envelopes & Delivery	845.95			

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
24	EFT21469	01/09/2023		Department of Mines, Industry Regulation and Safety		113.3		
25	INV 070823	07/08/2023	25	Department of Mines, Industry Regulation and Safety	BSL LEVY - PAYMENTS - July 2023	113.3		
27	INV 110823	11/08/2023	21	Narrogin Senior High School	MEMBERS - DONATIONS TO COMMUNITY GROUPS - Year 12 Presentation Award Donation	70		
28	EFT21471	01/09/2023		Fegan Building Surveying		1320		PR
29	INV 1036	22/08/2023	10	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue of Building Permit for 45 Doney St Narrogin	715		
30	INV 1037	22/08/2023	10	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Issue of Building Permit for 42 Bennett St Lake Grace	605		
31	EFT21472	01/09/2023		Truck Centre (WA) Pty Ltd		93.81		
32	INV 1742966	22/08/2023	10	Truck Centre (WA) Pty Ltd	NO3 2020 NISSAN UD TIP TRUCK - Supply Adblue Locking Cap	93.81		
33	EFT21473	01/09/2023		AFGRI Equipment Australia Pty Ltd		116.14		
34	INV 2737583	10/07/2023	53	AFGRI Equipment Australia Pty Ltd	2017 JOHN DEERE RIDE ON MOWER - Service Kit	116.14		
35	EFT21474	01/09/2023		Komatsu Australia Pty Ltd		403.19		
36	INV 003350239	15/08/2023	17	Komatsu Australia Pty Ltd	1EYN610 KOMATSU WA380-6 WHEEL LOADER - Service & Maintenance Supplies	403.19		
37	EFT21475	01/09/2023		Regional Communication Solutions		240		
38	INV 2177	23/08/2023	9	Regional Communication Solutions	NO05 ISUZU D MAX CREW CAB UTE - Vehicle Antenna	240		
40	INV 101535	22/08/2023	10	Farmworks Narrogin Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - Fencing Supplies	475.2		
41	INV 101539	23/08/2023	9	Farmworks Narrogin Pty Ltd	VARIOUS LOCATIONS - Verge & Fencing Supplies	1123.1		
42	INV 101558	23/08/2023	9	Farmworks Narrogin Pty Ltd	VERGE MAINTENANCE - Glyphosphate	6160		
43	EFT21477	01/09/2023		Elgas		8461.3		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
44	INV 0360830997	17/08/2023	15	Elgas	NRLC - UTILITY - GAS - 5764.0L Gas Supplied	8461.3		
46	INV T-6813	21/08/2023	11	Edwards Isuzu Ute	0NGN 2021 ISUZU MUX - New Vehicle	61271.98		
48	INV 18113	16/08/2023	16	CRISP Wireless	SMITH STREET PUBLIC TOILETS OPERATIONS - Outdoor Camera & Annual License 2023/24	7729.24		
49	EFT21480	01/09/2023		Team Global Express Pty Ltd			2274.63	
50	INV 0595-T740710	07/08/2023	25	Team Global Express Pty Ltd	NGN339 HINO ROAD SWEEPER 2021 - Freight Charges	214.91		
51	INV T740710	20/08/2023	12	Team Global Express Pty Ltd	VARIOUS DEPARTMENTS - Freight Charges	2059.72		
52	EFT21481	01/09/2023		Global Scaffold			3666	Funding
53	INV 090823	09/08/2023	23	Global Scaffold	MANARING ROAD BRIDGE - Purchase Mobile Scaffold	3666		
54	EFT21482	01/09/2023		Yulia Moiseeva & Associates			3600	
55	INV 2076	23/08/2023	9	Yulia Moiseeva & Associates	ADMIN - CONSULTANTS - Skilled Employer Sponsorship Regional (Provisional) Visa	3600		
56	EFT21483	01/09/2023		Electro Base Pty Ltd			550	
57	INV 2217	10/08/2023	22	Electro Base Pty Ltd	JOHN HIGGINS COMMUNITY COMPLEX BUILDING MAINTENANCE - Solar Energy Assemssement	550		
58	EFT21484	07/09/2023		Department Of Human Services			584.11	
59	INV 42	30/08/2023	8	Department Of Human Services	Payroll Deductions/Contributions	121.97		
60	INV 42	30/08/2023	8	Department Of Human Services	Payroll Deductions/Contributions	83.06		
61	INV 42	30/08/2023	8	Department Of Human Services	Payroll Deductions/Contributions	379.08		
62	EFT21485	07/09/2023		Allworks Civil			374	
63	INV 00179	28/08/2023	10	Allworks Civil	PARK STREET - Paint New Park Bays	374		
64	EFT21486	07/09/2023		Australian Services Union Western Australian Branc			26.5	
65	INV 42	30/08/2023	8	Australian Services Union Western Australian Branc	Payroll Deductions/Contributions	26.5		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
67	INV 618926	06/07/2023	63	Best Office Systems	LIB - GENERAL OFFICE EXPENSES - 15x Boxes A3 Paper	46.5		
68	INV 620685	22/08/2023	16	Best Office Systems	VARIOUS DEPARTMENTS - Photocopier Charges August 2023	1200.67		
69	EFT21488	07/09/2023		Synergy			2317.77	PR
70	INV 2009912165	14/08/2023	24	Synergy	SHOP 1 84 FEDERAL STREET - Electricity Charges 10/06/23 to 08/08/23	117.32		
71	INV 2085873769	14/08/2023	24	Synergy	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Electricity Charges - 10/06/23 to 08/08/23	137.81		
72	INV 2065891348	16/08/2023	22	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charges 14/06/23 to 10/08/23	339.93		
73	INV 2009914454	16/08/2023	22	Synergy	BMX PARK - Electricity Charges 14/06/23 to 10/08/23	117.22		
74	INV 2049904004	22/08/2023	16	Synergy	COMMUNITY GARDEN MAINTENANCE/OPERATIONS - Electricity Charges 20/06/23 to 21/08/23	176.88		
75	INV 2093872449	22/08/2023	16	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charges 20/06/23 to 21/08/23	132.87		
76	INV 2037907653	23/08/2023	15	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges 20/06/23 to 21/08/23	1069.44		
77	INV 2021921104	25/08/2023	13	Synergy	HIGHBURY HALL BUILDING OPERATIONS - Electricity Charges 24/06/23 to 22/08/23	226.3		
79	INV 00081869	05/08/2023	33	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Toilet Supplies	563.7		
80	INV 00081950	09/08/2023	29	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Toilet Supplies	37.5		
81	INV 00082176	19/08/2023	19	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Toilet Supplies	499.85		
82	INV 00082178	19/08/2023	19	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Toilet Supplies	286.22		
83	INV 00082177	19/08/2023	19	Narrogin Packaging	LIBRARY BUILDING MAINTENANCE - Toilet Supplies	136.35		
85	INV D2154033	31/08/2023	7	Great Southern Fuels	STOCK - PURCHASE OF STOCK MATERIALS - 15,000L Diesel Delivered	30179.33		
86	EFT21491	07/09/2023		Water Corporation			919.35	
87	INV 0166	08/06/2023	91	Water Corporation	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - Water Charges - 04/04/23 to 07/06/23	919.35		
88	EFT21492	07/09/2023		Landgate			74.15	
89	INV 386647	15/08/2023	23	Landgate	RATES - VALUATION EXPENSES - Gross Rental Valuations Minimum Charge	74.15		
91	INV 030	31/07/2023	38		MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing of Laundry July 2023	50		
92	INV 031	31/07/2023	38		MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Washing of Laundry July 2023	100		
93	EFT21494	07/09/2023		DFES-Department of Fire & Emergency Services			90829.2	

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
94	INV 156013	21/08/2023	17	DFES-Department of Fire & Emergency Services	FESA ESL LIABILITY - 1st Quarter Contributions 2023/24	90829.2		
96	INV 25710083298	24/08/2023	14	Narrogin Betta Home Living	ECONOM - OTHER EXPENDITURE/ADVERTISING/PUBLIC RELATIONS - Town Hall Office Furniture	5984		
98	INV IN209791	17/08/2023	21	Narrogin Bearing Service	NO4141 2010 CATERPILLAR 432E BACKHOE LOADER - Lifting Shackle	29.15		
99	INV IN210151	31/08/2023	7	Narrogin Bearing Service	NO4 2010 NISSAN UD TIP TRUCK AUTO - Supply Quickfit Elbows, Reducing Bush & Duct Tape	85.78		
101	INV DI11119	30/08/2023	8	RJ Smith Engineering	2019 JCB 5CX BACKHOE LOADER - Repair Cracked Welds & Replcae Pivot Pins	418		
102	INV DI11138	31/08/2023	7	RJ Smith Engineering	NO2706 FOUR AXLE SIDE TIPPER TRAILER - Repairs to Chassis Plus Rebuild to Tyre Holder & Mudguard Support	1989		
103	EFT21498	07/09/2023		Public Transport Authority			601.53	
104	INV 310723	31/07/2023	38	Public Transport Authority	TRANSWA - AGENT LIABILITY - TRANSWA Ticket Sales July 2023	601.53		
106	INV PI23059233	23/08/2023	15	Octave Holdings Pty Ltd T/A Narrogin Toyota	VERGE MAINTENANCE - Harness for Bushcutter	153		
107	INV JC24039389	31/08/2023	7	Octave Holdings Pty Ltd T/A Narrogin Toyota	1NGN TOYOTA PRADO GXL DSL WAGON - 70,000km Service	593.14		
109	INV 4801013523	22/08/2023	16	Country Paint Supplies	FITOUT OF RAILWAY STATION BUILDING - Floor Paint & Roller Sleeve	228.85		
110	EFT21501	07/09/2023		Toll Transport Pty Ltd ** DO NOT USE. USE TEAM GLOBAL EXPRESS INSTEAD**			204.13	
111	INV 0597-T740710	27/08/2023	11	Toll Transport Pty Ltd ** DO NOT USE. USE TEAM GLOBAL EXPRESS INSTEAD**	VARIOUS DEPARTMENTS - Freight Charges	204.13		
112	EFT21502	07/09/2023		T Quip			26089.8	PF

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
113	INV 121896#31	14/08/2023	24	T Quip	NO52 2018 TORO MOWER 7210 - 45 Mower Blades	1999.8		
114	INV 122210	23/08/2023	15	T Quip	NGN12070 2002 MOWER/CATCHER TRAILER - New Mower	24090		
115	EFT21503	07/09/2023		Farmers Centre (Narrogin) Pty Ltd			379.49	
116	INV 89141	30/08/2023	8	Farmers Centre (Narrogin) Pty Ltd	NO2731 FOUR AXLE SIDE TIPPER TRAILER - Supply Hydraulic Hose & Fittings	379.49		
118	INV 310723	31/07/2023	38	Shire Of Narrogin	TRANSWA - AGENT LIABILITY - Commission July 2023 Ticket Sales	104.67		
120	INV I0000002202	22/08/2023	16	Belvedere Nursery	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Kangaroo Paws x6 - Citizenship Ceremony August 2023	93		
122	INV 00051788	24/08/2023	14	Narrogin Pumps Solar And Spraying	NO592 2021 Isuzu D-Max 4X4 SX Single Cab - New Spray Unit	3850		
124	INV 43	17/08/2023	21	Narrogin Bargain Barn	ECONOM - OTHER EXPENDITURE/ADVERTISING/PUBLIC RELATIONS - Office Furniture for Town Hall Offices	780		
125	EFT21508	07/09/2023		Fegan Building Surveying			440	
126	INV 1035	22/08/2023	16	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Permit Issued for 1746 Wogolin Rd Sth East Wickepin	220		
127	INV 1038	29/08/2023	9	Fegan Building Surveying	BUILD - CONTRACT BUILDING CONTROL SERVICES - Permit Issued for Lot 74 Mokine Rd Dumberning	220		
128	EFT21509	07/09/2023		YMCA WA			35359.46	
129	INV SI-A011861	30/04/2023	130	YMCA WA	NRLC - CONTRACT MANAGEMENT EXPENSE - Decficit Funding April 2023	35359.46		
130	EFT21510	07/09/2023		Truck Centre (WA) Pty Ltd			421.99	
131	INV 1743124	24/08/2023	14	Truck Centre (WA) Pty Ltd	NO1 2018 NISSAN UD TIP TRUCK - Supply Left Fender	421.99		
133	INV 105830	15/08/2023	23	Narrogin Tyrepower	NO2260 1994 THREE AXLE DOG TRAILER - Supply & Fit Tyres	663		
134	INV 105702	24/08/2023	14	Narrogin Tyrepower	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - New Tyre Fitting and Balancing	420		
135	EFT21512	07/09/2023		Civitest Pty Ltd			2178	F

		Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
136	INV 00004222	07/08/2023	31	Civitest Pty Ltd	WANDERING ROAD CONSTRUCTION - Upgrade Soil Testing	1111			
137	INV 00004200	07/08/2023	31	Civitest Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - Testing of Gravel	1067			
139	INV 101718	30/08/2023	8	Farmworks Narrogin Pty Ltd	DRAINAGE MAINTENANCE GENERAL - Fencing Supplies	451			
141	INV 0039467	10/08/2023	28	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85			
142	INV 0039774	24/08/2023	14	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85			
144	INV INV-1492	10/08/2023	28	Narrogin & Districts Plumbing Service	SMITH ST PUBLIC TOILETS MAINTENANCE - Fix 3x Damaged Cisterns Plus New Flushing Panels & Backing Plates	463.1			
145	EFT21516	07/09/2023		ASSA ABLOY Australia Pty Limited			95.56		
146	INV IN02557976	25/08/2023	13	ASSA ABLOY Australia Pty Limited	RAILWAY INSTITUTE HALL & OFFICE BUILDING MAINTENANCE - 3 Additional Keys Cut	95.56			
147	EFT21517	07/09/2023		Epic Fire Solutions T/As MCG Fire Services			319		
148	INV INV-3085	16/08/2023	22	Epic Fire Solutions T/As MCG Fire Services	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Monthly FDAS & EVAC Test August 2023	319			
149	EFT21518	07/09/2023		Jennifer Fowler			1164		
150	INV 249	24/08/2023	14	Jennifer Fowler	CHCP - CLIENT PURCHASES - Assessment Walker/Gopher & Mental Health Review	1164			
151	EFT21519	07/09/2023		Bce Surveying Pty Ltd			11759		F
152	INV 00014739	30/08/2023	8	Bce Surveying Pty Ltd	WHINBIN ROCK RD CONSTRUCTION - Progress Invoice for Survey & Design August 2023	11759			
153	EFT21520	07/09/2023		D&L Studio Pty Ltd T/A Metal Artwork Badges			38.39		
154	INV 21263	31/08/2023	7	D&L Studio Pty Ltd T/A Metal Artwork Badges	ADMIN PRINTING & STATIONERY - Name Badges x3 & Postage	38.39			
156	INV 300P128627	16/08/2023	22	Elders Real Estate Pty Ltd	RATES - DEBT COLLECTION EXPENSES - Marketing & Auctioneer Fees 40 Northwood Street	1925			
157	EFT21522	07/09/2023		Forms Express Pty Ltd			1425.64		
158	INV 246267	28/08/2023	10	Forms Express Pty Ltd	RATES - PRINTING AND STATIONERY - Rates Billing Production	1425.64			

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
160	INV 100811	04/04/2023	156	Goodyear Auto Care Narrogin	NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - Repair Punctured Tyre	273.5		
161	INV 100926	27/04/2023	133	Goodyear Auto Care Narrogin	0NGN ISUZU MUX LSM 4X4 - Supply 2x Tyres & Wheel Balancing	780		
162	INV 100950	01/05/2023	129	Goodyear Auto Care Narrogin	0NGN ISUZU MUX LSM 4X4 - Tyre Supply, Fitting & Disposal	660		
163	INV 101133	06/06/2023	93	Goodyear Auto Care Narrogin	NGN15581 2021 ISUZU D MAX SPACE CAB - Tyre Puncture Repair	45		
164	INV 01224	28/06/2023	71	Goodyear Auto Care Narrogin	0NO ISUZU MUX 4X4 LSM 2022 - Supply & Fit New Tyres	897		
165	INV 101426	08/08/2023	30	Goodyear Auto Care Narrogin	VARIOUS VEHICLES - Tyre Fitting & Disposal	188		
166	EFT21524	07/09/2023		JH Computer Services			21985.82	
167	INV 000259-D01	31/07/2023	38	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Information Technology Support July 2023	10678.31		
168	INV 000511-D01	31/07/2023	38	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Information Technology Support August 2023	11307.51		
170	INV 210823	21/08/2023	17		ADMIN - TRAINING & DEVELOPMENT - Reimbursement of Meals for DOT Training	143.41		
172	INV 280823	28/08/2023	10		ADMIN - TRAVEL & ACCOMMODATION - Reimbursement of DOT Training Meals & Parking	80.57		
173	EFT21527	07/09/2023		Impart Media			13200	
174	INV 00002664	01/08/2023	37	Impart Media	TOUR - Destination Website	13200		
176	INV A288600	05/09/2023	2		Rates refund for assessment A288600 68 NORTHWOOD STREET NARROGIN WA 6312	640.63		
177	PAY 6	11/09/2023		PAYROLL	PAYROLL 6 - 11/09/2023		143741.75	
178	PAY 7	11/09/2024		PAYROLL	PAYROLL 7 - 11/09/2024		497.10	
180	INV 621082	29/08/2023	21	Best Office Systems	VARIOUS DEPARTMENTS - Photocopy Charges August 2023	253.4		
181	EFT21530	19/09/2023		Synergy			15849.76	
182	INV 2053885788	10/08/2023	40	Synergy	WASTE FACILITIES BUILDING OPERATIONS - Electricity Charegs 13/06/2023 - 09/08/2023	399.41		
183	INV 2041894720	10/08/2023	40	Synergy	MEMORIAL PARK MAINTENANCE/OPERATIONS - Electricity Charges 10/06/2023 - 08/08/2023	166.3		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
184	INV 2053885788	10/08/2023	40	Synergy	MUSEUM BUILDING OPERATIONS - Electricity Charges 13/06/2023 - 09/08/2023	399.41		
185	INV 2013921647	23/08/2023	27	Synergy	JOHN HIGGINS COMMUNITY COMPLEX BUILDING OPERATIONS - Electricity Charges 20/07/23 - 17/08/23	1519.58		
186	INV 2013924014	25/08/2023	25	Synergy	HIGHBURY PUBLIC TOILETS OPERATIONS - Electricity Charges 24/06/2023 - 22/08/2023	174.9		
187	INV 2045911189	01/09/2023	18	Synergy	ROADM - STREET LIGHTING MAINTENANCE/OPERATIONS - Electricity Charges - 25/07/2023 to 24/08/2023	13190.16		
189	INV 1012675267	03/09/2023	16	Australia Post	VARIOUS DEPARTMENTS Postage Charges August 2023	2697.84		
191	INV B63969-D2153655	25/08/2023	25	Great Southern Fuels	STOCK - Purchase of Stock Materials - 300 Litres of unleaded delivered	593.45		
192	EFT21533	19/09/2023		Water Corporation			1301.35	
193	INV 9007708131	10/08/2023	40	Water Corporation	FAIRYWAY DEPOT BUILDING OPERATIONS - Water Usage 7/06/23 to 9/08/23	433.31		
194	INV 12092023	21/08/2023	29	Water Corporation	OLD RAILWAY TENNIS BUILDING OPERATIONS - Water Usage 15/06/2023-16/08/2023	73.87		
195	INV 9007713223	04/09/2023	15	Water Corporation	TOWN HALL SHOPS BUILDING OPERATION - Water Usage 1/09/23 to 31/10/23	237.92		
196	INV 9007713979	04/09/2023	15	Water Corporation		237.92		
197	INV 9007713995	04/09/2023	15	Water Corporation	CAFE 45 FEDERAL ST BUILDING OPERATIONS - Water Usage 1/09/23 to 31/10/23	318.33		
198	EFT21534	19/09/2023		Landgate			91.5	
199	INV 1313474	01/09/2023	18	Landgate	PLAN TITLE/COMPANY - Various Products	91.5		
201	INV 82006	03/08/2023	47	Parry's Narrogin	PWO - WORKS - Protective Clothing GEN - 2x Shirts	66.3		
202	INV 82226	09/08/2023	41	Parry's Narrogin	PWO - WORKS - Protective Clothing GEN - 1x Safety Boots 2x Pants	289		
203	INV 82271	10/08/2023	40	Parry's Narrogin	PWO - WORKS - Protective Clothing GEN - 2x Shirts 2x Pants	134.3		
204	INV 82646	22/08/2023	28	Parry's Narrogin	PWO - WORKS - Protective Clothing GEN - 2 Shirts 2 Pants	197.2		
205	INV 82920	31/08/2023	19	Parry's Narrogin	PWO - WORKS - Protective Clothing GEN - Safety Boots	199.75		
206	INV 82922	31/08/2023	19	Parry's Narrogin	PWO - WORKS - Protective Clothing GEN - 1x Safety Boots	199.95		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
208	INV INV-2126	30/08/2023	20	Arts Narrogin Incorporated	OTHCUL ARTWORK COLLECTION - Carol and Peter Taylor Collection Exhibition Catalogue	1500		
209	EFT21537	19/09/2023		Westrac Pty Ltd		904.68		
210	INV PI8731014	08/09/2023	11	Westrac Pty Ltd	VARIOUS VEHICLES - Supply Service Filters Air, Oil & Fuel	904.68		
212	INV 267855	30/08/2023	20	Narrogin Agricultural Repairs	SMALL PLANT - Blades for Honda Mower	48		
213	EFT21539	19/09/2023		Mcleods		294.14		
214	INV 47444	31/08/2023	19	Mcleods	PLAN CONTRACT TOWN PLANNING - Deed of Agreement Lot 850 & 851 Falcon St	294.14		
216	INV IV00000002593	03/08/2023	47	Great Southern Waste Disposal	VARIOUS DEPARTMENTS - Bin Collection Charges August 2023	47524.34		
218	INV DI10623	03/08/2023	47	RJ Smith Engineering	ROADM - Workshop/Depot Expensed Equipment - 125MM flap discs	88		
219	EFT21542	19/09/2023		Local Government Professionals Australia Wa		531		
220	INV 32633	03/07/2023	78	Local Government Professionals Australia Wa	PLANNING	531		
221	EFT21543	19/09/2023		T Quip		2998.5		
222	INV 122315	29/08/2023	21	T Quip	NO52 2018 TORO MOWER 7210 (WORKS) - Various Parts	2998.5		
224	INV 10584	08/09/2023	11	Narrogin Panel Beating Service	0NO ISUZE MUX (EMTRS) - Insurance Excess	750		
225	EFT21545	19/09/2023		New Security Installations Pty Ltd		915.2		
226	INV 1301	12/04/2023	160	New Security Installations Pty Ltd	LIBRARY BUILDING OPERATIONS - Annual Alarm Monitoring	915.2		
227	EFT21546	19/09/2023		West Australian Newspapers Limited		1360		
228	INV 1028037520230630	30/06/2023	81	West Australian Newspapers Limited	ADVERTISING - Narrogin Narrative June 2023	680		
229	INV 1028037520230831	31/08/2023	19	West Australian Newspapers Limited	ADVERTISING - Narrogin Narrative August 2023	680		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
231	INV 32	05/07/2023	76	Narrogin Bargain Barn	ADMIN OFFICE BUILDING MAINTENANCE - Desk for CDO2	290		
232	EFT21548	19/09/2023		Shire Of Cuballing			1470	
233	INV 60498	13/09/2023	6	Shire Of Cuballing	ADMIN TRAINING & DEVELOPMENT - Networking LGIS event - Cuballing - 8 people	1470		
235	INV 92267	31/08/2023	19	Steele's Guns & Outdoors	PWO - WORKS - Protective Clothing GEN - 1 Pair Boots	240		
236	EFT21550	19/09/2023		AMPAC Debt Recovery Pty Ltd			996.75	
237	INV 99484	31/08/2023	19	AMPAC Debt Recovery Pty Ltd	ADMIN - DEBT COLLECTION EXPENSES - Legal Charges August 2023	996.75		
238	EFT21551	19/09/2023		YMCA WA			11623.7	
239	INV SI-A011670	30/05/2023	112	YMCA WA	NRLC POOL FILTERS - Replace Atlas PCT300 Filter	11623.7		
240	EFT21552	19/09/2023		Allworks Civil			1650	
241	INV 00180	28/08/2023	22	Allworks Civil	SIGNS & TRAFFIC CONTROL EXPENSES - Remarking Airport Lines	1650		
242	EFT21553	19/09/2023					15.69	
243	INV 200723	14/09/2023	5		ADMIN TELEPHONE/MOBILE - Reimbursement Phone case for Galazy A54	15.69		
244	EFT21554	19/09/2023		Cemeteries & Crematoria Association Of Western Aus			130	
245	INV 1555	21/08/2023	29	Cemeteries & Crematoria Association Of Western Aus	ADMIN - SUBSCRIPTIONS AND MEMBERSHIPS GEN - Annual Membership Renewal 2023/24	130		
246	EFT21555	19/09/2023		Daimler Trucks Perth			330.84	
247	INV XA980039586:01	07/09/2023	12	Daimler Trucks Perth	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - supply filters for fuso truck	330.84		
248	EFT21556	19/09/2023		Carroll And Richardson Flagworld Pty Ltd			1897.5	
249	INV 133575	07/08/2023	43	Carroll And Richardson Flagworld Pty Ltd	OTHCUL - 10 Replacment Push Pull Rods	1897.5		
250	EFT21557	19/09/2023		AFGRI Equipment Australia Pty Ltd			2615.21	
251	INV 2740423	20/07/2023	61	AFGRI Equipment Australia Pty Ltd	2017 JOHN DEERE RIDE ON MOWER - Hose for bagging chute	46.7		
252	INV 2742090	26/07/2023	55	AFGRI Equipment Australia Pty Ltd	NO4719 2019 JOHN DEERE 620G GRADER - Filter Replacements & Oil	2568.51		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
253	EFT21558	19/09/2023	Corsign (WA) Pty Ltd			356.4		
254	INV 00077036	25/08/2023	25	Corsign (WA) Pty Ltd	SIGNS & TRAFFIC CONTROL - 9 Directional signs	356.4		
255	EFT21559	19/09/2023	Win Television WA Pty Ltd T/A WIN Television Network			1100		
256	INV 1637190-1	31/08/2023	19	Win Television WA Pty Ltd T/A WIN Television Network	ADVERTISING - TV Adverts WIN Network August 2023	1100		
257	EFT21560	19/09/2023	Telair Pty Ltd			1478.9		
258	INV TA10781-050	31/08/2023	19	Telair Pty Ltd	VARIOUS DEPRMENTS - Telephone Charges August 2023	1478.9		
259	EFT21561	19/09/2023	Divine Framing			66		
260	INV INV-0479	15/06/2023	96	Divine Framing	MEMBERS CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Framing Elected members photo	66		
261	EFT21562	19/09/2023	Down to Earth Training & Assessing			4180		
262	INV 00038840	07/08/2023	43	Down to Earth Training & Assessing	WORKS - Training & Development - Machinery Training for 2 Days	4180		
263	EFT21563	19/09/2023	Elgas			19991.36		
264	INV 0369229321	24/07/2023	57	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 210KG Gas Supplied	166.65		
265	INV 0361053290	25/08/2023	25	Elgas	CARAVAN PARK GENERAL MAINTENANCE/OPERATIONS - 198.0L Gas Supplied	290.81		
266	INV 0360836038	30/08/2023	20	Elgas	NRLC - UTILITY - GAS - 6,361.0L Gas Supplied	9342.53		
267	INV 1610977892	04/09/2023	15	Elgas	ADMIN OFFICE BUILDING OPERATIONS - Utilities 3 15KG Gas Cylinders Supplied	217.8		
268	INV 0360836048	06/09/2023	13	Elgas	NRLC - UTILITY - GAS - 6,400.0L Gas Supplied	9973.57		
270	INV 31830	01/08/2023	49	Narrogin Smash Repairs	NGN00 2021 TOYOTA KLUGER (EMDRS) - Insurance Excess	750		
271	EFT21565	19/09/2023	Astrotourism WA Pty Ltd			3740		
272	INV 1264	24/08/2023	26	Astrotourism WA Pty Ltd	TOUR - PUBLIC RELATIONS & AREA PROMOTION GEN - Astrotourism Towns Membership 2023/2024	3740		
274	INV 265939	01/08/2023	49	Narrogin Auto Electrics	NO4883 NEW HOLLAND T5060 TRACTOR - replace antenna fit speaker for two-way	202.08		
275	INV 265938	08/08/2023	42	Narrogin Auto Electrics	NO15066 2013 TIPPER TRAILER - Supply Only 7pin Round Trailer Plug	32.71		
276	INV 265935	29/08/2023	21	Narrogin Auto Electrics	NO4719 2020 JOHN DEERE 620G GRADER - Repair grader broken plug assembly	157.58		
277	INV 265936	29/08/2023	21	Narrogin Auto Electrics	1EVP731 2015 CAT SKID STEER LOADER (WORKS) - 1x new battery	259		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
278	INV 265931	31/08/2023	19	Narrogin Auto Electrics	NO4719 2020 JOHN DEERE 620G GRADER - Battery Boxch 12v 1000CCA	700		
280	INV INV-12652	11/08/2023	39	Narrogin Freightlines	ADMIN - POSTAGE AND FREIGHT - Freight Charges	27.07		
282	INV 130923	13/09/2023	6		REIMBURSEMENT Various Items for Railway station	101.29		
283	INV 130923	13/09/2023	6		REIMBURSEMENT Various Items for Artist in Residency fitout	1375.26		
284	EFT21569	19/09/2023		CSSTech Pty Ltd			1497	
285	INV I0002876	01/09/2023	18	CSSTech Pty Ltd	ADMIN TELEPHONE/MOBILES - Purchase of 2 Mobile Phones plus Chargers	1497		
286	EFT21570	19/09/2023		Terpkos Engineering Pty Ltd			1595	F
287	INV 14757	25/08/2023	25	Terpkos Engineering Pty Ltd	LIBRARY EXTENSION - Main Sewer extension design documentation	1595		
289	INV 000C1012082474	24/08/2023	26	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS GEN - Weekly Order	18.95		
290	INV 000C2023082895	28/08/2023	22	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS GEN - Weekly Order	68.85		
291	INV 000C20230829114	29/08/2023	21	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS GEN - Weekly Order	72.64		
292	INV INV-0494	01/09/2023	18	Narrogin Fruit Trading Pty Ltd	OTHCUL ARTWORK COLLECTION - Morning Tea Carol & Peter Taylor Exhibition	262.9		
293	INV 000C20230904173	04/09/2023	15	Narrogin Fruit Trading Pty Ltd	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Weekly Office Order	71.75		
294	INV INV-0497	04/09/2023	15	Narrogin Fruit Trading Pty Ltd	OTHCUL ARTWORK COLLECTION - Carol & Peter Taylor Exhibition Lunch	1228.15		
295	INV INV-0246	14/09/2023	5	Narrogin Fruit Trading Pty Ltd	MEMBERS CIVIC FUNCTION, REFRESHMENTS & RECEPTIONS - Wheatbelt Medical Student program morning tea	658.35		
296	EFT21572	19/09/2023		Prime Television (Southern) Pty Limited			1035.1	
297	INV 477279	31/08/2023	19	Prime Television (Southern) Pty Limited	ADVERTISING - TV Commercials - GWN/7Mate/7Two August 2023	1035.1		
299	INV INV-1033	27/08/2023	23	Reagan James Spanswick	TOWN HALL (FEDERAL ST) BUILDING MAINTENANCE - Double Door Restoration	660		
300	EFT21574	19/09/2023		Team Global Express Pty Ltd			106.74	
301	INV 0598-T740710	03/09/2023	16	Team Global Express Pty Ltd	VARIOUS VEHICLES - Freight Charges	106.74		
302	EFT21575	19/09/2023		The Print Shop Bunbury			3642.1	
303	INV 1601015	25/08/2023	25	The Print Shop Bunbury	OTHCUL - ARTWORK COLLECTION GEN - Catalogue Addendum 400 copies	3642.1		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
304	EFT21576	19/09/2023		Fridgemagnets		288		
305	INV 212695	15/08/2023	35	Fridgemagnets	TOUR-DRYANDRA VISITORS CENTRE MERCHANDISE GEN - Fridge Magnets x 250	288		
306	PAY 8	25/09/2023		PAYROLL	PAYROLL 8 - 25/09/2023		140745.04	
308	INV 00082357	29/08/2023	30	Narrogin Packaging	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Table Supplies	139.05		
309	INV 00082367	30/08/2023	29	Narrogin Packaging	VARIOUS PUBLIC TOILETS - Toilet Supplies	457.35		
310	INV 00082368	30/08/2023	29	Narrogin Packaging	ADMIN OFFICE BUILDING OPERATIONS - Toilet Supplies	136.35		
311	INV 00082419	01/09/2023	27	Narrogin Packaging	HIGHBURY PUBLIC TOILETS OPERATIONS - Toilet Supplies	122.35		
312	INV 00082444	05/09/2023	23	Narrogin Packaging	CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Rectangular Tablecloths & Napkins	22.5		
313	EFT21579	28/09/2023		St John Ambulance Western Australia Ltd			188.95	
314	INV STKINV00045745	31/08/2023	28	St John Ambulance Western Australia Ltd	CHSP & CHCP OCCUPATIONAL HEALTH & SAFETY - First Aid Kits & Signs	188.95		
315	EFT21580	28/09/2023		Studiosity Pty Ltd			2659.8	
316	INV INV-4937	22/06/2023	98	Studiosity Pty Ltd	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Studiosity Study Support for Students	2659.8		
318	INV 115358	01/08/2023	58	Makit Narrogin Hardware	VARIOUS LOCATIONS - Maintenance Supplies	569.2		
319	INV 115399	10/08/2023	49	Makit Narrogin Hardware	MACKIE PARK PUBLIC TOILETS AND OFFICE MAINTENANCE - Commercial H/D Toilet Seats	768		
320	INV 115421	22/08/2023	37	Makit Narrogin Hardware	VARIOUS LOCATIONS - Maintenance Supplies	344.7		
322	INV IV00000002494	07/09/2023	21	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	WHINBIN ROCK RD CONSTRUCTION - Push 13,000m3 of Gravel	16016		
324	INV 267946	12/09/2023	16	Narrogin Agricultural Repairs	SMALL PLANT - HOMECARE - Mower Blades	96		
325	EFT21584	28/09/2023		Wa Country Health Service			999.9	
326	INV 632753	07/09/2023	21	Wa Country Health Service	CHSP MEALS ON WHEELS CATERING CONTRACT - June 2023	999.9		
328	INV JC24039391	31/08/2023	28	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN839 2019 Toyota Corrola CVT Ascent - 70,000km Service	405.3		
329	INV JC24039406	01/09/2023	27	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN15333 2014 MAZDA BT-50 - 90,000km Service	478.3		
330	INV RI21100669	20/09/2023	8	Octave Holdings Pty Ltd T/A Narrogin Toyota	1NGN 2019 TOYOTA PRADO - Purchase of Toyota Prado DSL Wagon GXL & Disposal of Toyota Prado DSL Wagon GXL	12032.04		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
331	INV RI21100670	20/09/2023	8	Octave Holdings Pty Ltd T/A Narrogin Toyota	NGN00 2021 TOYOTA KLUGER - Purchase of Toyota Kluger AWD Wagon & Disposal of Toyota Kluger AWD Wagon	23630.32		
333	INV 4801013789	04/09/2023	24	Country Paint Supplies	MEMORIAL PARK MAINTENANCE/OPERATIONS - Spray Paint to Repair Damaged Timber	15.14		
335	INV 156665A	07/09/2023	21	Air Response	VARIOUS LOCATIONS - AC Annual Servicing 2023/24	5950		
337	INV 69622	05/09/2023	23	Narrogin Gasworx	HEMOCARE - SPECIAL NEEDS DINING CHAIRS - Revolution Swivel Adjustable	7200		
338	INV 69608	05/09/2023	23	Narrogin Gasworx	CHCP - CLIENT PURCHASES - 1x Mobility Scootern & Canopy	4715		
340	INV A105196/23	15/08/2023	44	Shire Of Narrogin	CHCP - BUILDING RATES - Emergency Services Levy & Rubbish Collection 2023/24	4125.7		
342	INV 012	31/08/2023	28	Narrogin Agricultural Society Inc.	OTHCUL - NARROGIN SHOW - Shire Contributions to Narrogin Ag Show 2023/24	5000		
344	INV 2738785	13/07/2023	77	AFGRI Equipment Australia Pty Ltd	NGN390 2004 JOHN DEERE TRACTOR - Supply 2 x Fuel Injectors	117.55		
345	EFT21592	28/09/2023		Autosmart WA Southwest			169.49	
346	INV 00111983	05/09/2023	23	Autosmart WA Southwest	LYDEKER DEPOT BUILDING MAINTENANCE - Coloured Rag 15kg	169.49		
347	EFT21593	28/09/2023		Jcb Construction Equipment Australia			842.26	
348	INV J1R145446P	11/09/2023	17	Jcb Construction Equipment Australia	2019 JCB 5CX BACKHOE LOADER - Supply Wear Parts & Pivot Pin	842.26		
350	INV 106058	14/09/2023	14	Narrogin Tyrepower	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Supply, Fit & Disposal of Tyres	1608		
352	INV 325668	05/09/2023	23	Narrogin Auto Centre	NO0 2017 MITSUBISHI TRITON - 90,000Km Service	1548.8		
354	INV 0040020	05/09/2023	23	Earl Street Physiotherapy	CHCP - CLIENT PURCHASES - Standard Physio Consultation	85		
355	EFT21597	28/09/2023		ASSA ABLOY Australia Pty Limited			95.56	
356	INV IN02566306	06/09/2023	22	ASSA ABLOY Australia Pty Limited	RAILWAY INSTITUTE HALL & OFFICE BUILDING - 3 x LO1 Keys	95.56		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
357	EFT21598	28/09/2023	Jennifer Fowler			1843		
358	INV 254	30/08/2023	29	Jennifer Fowler	CHCP - CLIENT PURCHASES - Home and ADL Assessment	582		
359	INV 253	04/09/2023	24	Jennifer Fowler	CHCP - CLIENT PURCHASES - Review of Electric Bed	388		
360	INV 252	04/09/2023	24	Jennifer Fowler	CHCP - CLIENT PURCHASES - Cognitive and Pomo Datt Assessment & Report	873		
361	EFT21599	28/09/2023	Hersey's Safety			339.9		
362	INV 48559	13/09/2023	15	Hersey's Safety	PWO - WORKS - PROTECTIVE CLOTHING - 24 Magic Trees, 12 Riggers Gloves, 2 Latex Gloves	339.9		
363	EFT21600	28/09/2023	Integrated ICT			1791.24		
364	INV 28506	31/08/2023	28	Integrated ICT	ADMIN - INFORMATION SYSTEMS - Microsoft Office 365 Licenses	1791.24		
365	EFT21601	28/09/2023	Lite n' Easy Pty Ltd			520.42		
366	INV 7067813	05/09/2023	23	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	99.18		
367	INV 7089058	05/09/2023	23	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	67.72		
368	INV 7083987	05/09/2023	23	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	134.15		
369	INV 7046148	05/09/2023	23	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	134.15		
370	INV 7089077	05/09/2023	23	Lite n' Easy Pty Ltd	CHCP - CLIENT PURCHASES - Lite n Easy Meals	85.22		
371	EFT21602	28/09/2023				839.37		
372	INV 200923	20/09/2023	8		HEALTH - TRAINING & DEVELOPMENT - Waste & Recycling Conference Accomodation (12/09/23-15/09/23)	839.37		
374	INV 101567	06/09/2023	22	Goodyear Auto Care Narrogin	NO2706 FOUR AXLE SIDE TIPPER TRAILER - Fit 2 Tyres & Disposal	94		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
376	INV INV-0191	26/07/2023	64	Regional Early Education And Development Inc.	CHILD CARE CENTRE BUILDING MAINTENANCE - Possum Damage Roof Repairs	619.3		
378	INV 1034	27/08/2023	32	Reagan James Spanswick	CAFE 45 FEDERAL ST BUILDING MAINTENANCE - Security Fencing Installed	648.8		
380	INV 140923	14/09/2023	14		OTHCUL - ARTWORK COLLECTION - Reimbursement of Art Supplies	70.4		
381	EFT21607	28/09/2023		Team Global Express Pty Ltd			42.99	
382	INV 0599-T740710	10/09/2023	18	Team Global Express Pty Ltd	NGN830 2017 FUSO FIGHTER 8T TIP TRUCK - Freight Charges	42.99		
383	EFT21608	28/09/2023		Chronicle RIP Pty Ltd			5643.84	
384	INV INV-0499	01/09/2023	27	Chronicle RIP Pty Ltd	CEMETERY SOFTWARE - CHRONICLE - Survey, Map & Licenses	5643.84		
385	EFT21609	28/09/2023		JH Computer Services			16114.56	
386	INV 000699-D01	31/07/2023	59	JH Computer Services	ADMIN - INFORMATION SYSTEMS - Information Technology Support September 2023	10284.56		
387	INV 000546-D01	24/08/2023	35	JH Computer Services	ADMIN - INFORMATION SYSTEMS - HP Laptop & USB-C Dock	5830		
389	INV 198	31/08/2023	29	Coles	VARIOUS DEPARTMENTS - Coles Account August 2023	1360.86		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
EFT Total					\$ 702,137.24			

Direct Debits

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
390	DD9086.1	01/09/2023	Australian Taxation Office			40157		
391	INV PAYGPPE14/08/2023	01/09/2023	Australian Taxation Office	PAYG TAX GEN - PAYG Tax Withholding PPE 14/08/2023	40157			
393	INV EMDRS RENT 040923	04/09/2023	Keenan & Tania Wenning	EMDRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent & Internet 04/09/2023	1386.67			
394	DD9127.1	04/09/2023	Telstra			1771		
395	INV K630917911-3	12/08/2023	23 Telstra	VARIOUS DEPARTMENTS - Telephone Charges August 2023	1771			
397	INV 140923	14/09/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 14/09/2023	360			
399	INV 070923	07/09/2023	Elders Real Estate Pty Ltd	EMTRS STAFF HOUSING RENTAL PROPERTY EXPENSES - Rent Week Ending 07/09/2023	360			
400	DD9145.1	20/09/2023	Australian Taxation Office			44681		
401	INV PAYGPPE28/08/2023	20/09/2023	Australian Taxation Office	PAYG TAX GEN - PAYG Tax Withholding PPE 28/08/2023	44681			
402	DD9146.1	06/09/2023	Beam			24746.09		
403	INV PPE28/08/2023	06/09/2023	Beam	PAYROLL CREDITORS - Superannuation Contribution PPE 28/08/2023	24746.09			
404								
Direct Debit Total					\$ 113,461.76			

Fuel Card Purchases

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
406	INV AUGUST 23	31/08/2023	28 Great Southern Fuels	NO01 TOYOTA HILUX 4X4 2.8L DSL D/C - Fuel Charges August 2023	139.69			
407				NGN2 TOYOTA COROLLA HATCH 2.0L PET CVT ASCENT SPORT - Fuel Charges August 2023	108.19			
408				NO05 ISUZU D MAX CREW CAB UTE - Fuel Charges August 2023	303.55			
409				NGN227 2021 TOYOTA COROLA - Fuel Charges August 2023	207.53			
410				NGN847 MAZDA CX-5B AUTO MAXX SPORT - Fuel Charges August 2023	269.01			
411				NGN839 2019 TOYOTA CORROLA CVT ASCENT - Fuel Charges August 2023	75.50			

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
412				NGN10179 2018 TOYOTA HIACE - Fuel Charges August 2023	74.32			
413				009NGN TOYOTA COROLLA HATCH 2020 - Fuel Charges August 2023	251.52			
414				990NGN 2015 MITSUBISHI FUSO ROSA - Fuel Charges August 2023	294.20			
415				SMALL PLANT - Fuel Charges August 2023	63.27			
416				NGN11555 2022 TOYOTA COROLLA - Fuel Charges August 2023	104.94			
417				NGN182 TOYOTA HILUX 4X2 WORKMATE UTILITY - Fuel Charges August 2023	149.29			
418				NGN219 2022 NISSAN X-TRAIL - Fuel Charges August 2023	921.35			
419				NGN417 2020 MAZDA BT-50 4X4 - Fuel Charges August 2023	393.09			
420				1NGN TOYOTA PRADO GXL DSL WAGON - Fuel Charges August 2023	464.76			
421				FIRE - MOTOR VEHICLE EXPENSES - Fuel Charges August 2023	313.02			
422				NGN00 2021 TOYOTA KLUGER GX AWD PET WAGON - Fuel Charges August 2023	570.28			
423				002NGN 2022 MITSUBISHI ECLIPSE HYBRID - Fuel Charges August 2023	568.26			
424				0NO ISUZU MUX 4X4 LSM 2022 - Fuel Charges August 2023	348.89			
425				0NGN ISUZU MUX LSM 4X4 - Fuel Charges August 2023	578.56			
426				MG HS PLUS EXCITE Wagon - Fuel Charges August 2023	578.59			
427				NGN0 MG HS EXCITE WAGON - Fuel Charges August 2023	124.28			
Fuel Card Total					\$ 6,902.09			

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
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Coles Card Purchases

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
429	INV 198	31/08/2023	29	Coles	MEMBERS - CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Coles Account August 2023	342.89		
430				CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account August 2023	119.20			
431				CHSP SOCIAL SUPPORT GROUP OTHER EXPENSES - Coles Account August 2023	772.62			
432				OTHCUL - AUSTRALIA DAY - Coles Account August 2023	126.15			
Coles Card Total					\$ 1,360.86			

Credit Card Purchases

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
335	DD9168.1	25/09/2023		General Credit Card Purchases		5312.01		PF
336	INV PRAUG0123	18/08/2023	38	General Credit Card Purchases	OTHCUL ARTWORK COLLECTION - Signflute Insertable A-Frame	141.57		
337	INV DS0723	11/08/2023	45	General Credit Card Purchases	BUILD RECRUITMENT - Advertising Community Development Officer	335.5		
338	INV DS0823	15/08/2023	41	General Credit Card Purchases	FIRE PREVENTION/BURNING/CONTROL - Monthly SMS Charges for July 2023	17.6		
339	INV DS0923	15/08/2023	41	General Credit Card Purchases	ADMIN PRINTING & STATIONARY - Smart Self Adhesive Whiteboard Film x2	298		
340	INV DS1023	17/08/2023	39	General Credit Card Purchases	ECONOM OTHER EXPENDITURE/ADVERTISING/PUBLIC RELATIONS - Furniture - Town Hall Office Fitout	737		
341	INV DS1123	17/08/2023	39	General Credit Card Purchases	ADMIN ADVERTISING - Job Advert - CSO Full Time	357.5		
342	INV MF0123	02/08/2023	54	General Credit Card Purchases	ADMIN SUBSCRIPTIONS AND MEMBERSHIPS - EMCCS Membership 2023/2024	531		
343	INV MF0223	04/08/2023	52	General Credit Card Purchases	NO05 ISUZU D MAX CREW CAB UTE (SENIOR RANGER) - Plate Change NO05 to 1HXA481	31.1		
344	INV MF0323	04/08/2023	52	General Credit Card Purchases	NO05 ISUZU D MAX CREW CAB UTE (SENIOR RANGER) - New Vehicle Registration	417.45		
345	INV MF0423	10/08/2023	46	General Credit Card Purchases	1TLI873 2010 TRAILER MOUNTED TRANSFER PUMP (HIGHBURY) - Plate change 1TLI873 to NO15074	31.1		
346	INV MF0523	11/08/2023	45	General Credit Card Purchases	1TYB882 LOADSTAR TRAILER (Fast Fill Trailer BFB) - Vehicle Registration - 1TYB882	27.35		
347	INV PRAUG0223	25/08/2023	31	General Credit Card Purchases	OTHCUL ARTWORK COLLECTION - Arts & Crafts	6.5		

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
348	INV MF0723	16/08/2023	40	General Credit Card Purchases	ADMIN INFORMATION SYSTEMS - Monthly Greeting Messages - August 2023	151.8		
349	INV MF0823	17/08/2023	39	General Credit Card Purchases	SAN - TRAINING & DEVELOPMENT- Waste and Recycle Conference x2 EMDRS & MEHO 13th and 14th September 2023	1299.2		
350	INV MF0923	23/08/2023	33	General Credit Card Purchases	LIB - SUBSCRIPTIONS & MEMBERSHIPS - Annual Subscription - Cyberlink	111.99		
351	INV FEESAUG23	15/08/2023	41	General Credit Card Purchases	INVEST - BANK FEES AND CHARGES - Nab International Transfer Fee	12.3		
352	INV PRAUG0323	28/08/2023	28	General Credit Card Purchases	OTHCUL ARTWORK COLLECTION - Screw Pan 4g*6	9		
353	INV DSAUG0123	01/08/2023	55	General Credit Card Purchases	MEMBERS CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Parking - Tier 3 Rail Meeting	21.26		
354	INV DS0223	01/07/2023	86	General Credit Card Purchases	MEMBERS CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Parking for YMCAWA Meeting	19.24		
355	INV DS0323	02/08/2023	54	General Credit Card Purchases	MEMBERS CIVIC FUNCTIONS, REFRESHMENTS & RECEPTIONS - Refreshments For Tier 3 Rail Meeting	61.05		
356	INV DS0423	03/08/2023	53	General Credit Card Purchases	MEMBERS ADVERTISING & PROMOTIONS - 3 Year Registration of Business Name - Narrogin & Dryandra Visitor Centre	98		
357	INV DS0523	04/08/2023	52	General Credit Card Purchases	MEMBERS - ADVERTISING & PROMOTIONS- Trademark Application	250		
358	INV DS0623	11/08/2023	45	General Credit Card Purchases	ADMIN RECRUITMENT - Advertising REHO	346.5		
359	DD9192.1	25/09/2023		General Credit Card Purchases			774.83	PF
360	INV MF0623	14/08/2023	42	General Credit Card Purchases	ADMIN - PRINTING & STATIONERY - Stationery Order	774.83		
Credit Card Total					\$ 6,086.84			

ABBREVIATIONS		Cheque Total (Less TD)	\$872.20	0.08%
PF	Partially Funded	Term Deposits (TD)		
I	Insurance	EFT Total*	\$702,137.24	62.93%
F	Funded	Payroll Total*	\$284,983.89	25.54%
L	Local Supplier	Direct Debit Total	\$113,461.76	10.17%
R	Recoverable	Credit Card Total	\$6,086.84	0.55%
PR	Partially Recoverable	Trust Total		
G	Grant	Coles Card Total	\$1,360.86	0.12%
		Fuel Cards Total	\$6,902.09	0.62%
			\$1,115,804.88	100.00%
		Total (Less Term Deposits)	\$1,115,804.88	

	Date	# Days to Paid	Name	Description	Invoice Amount	Payment Total	Type	Funding
	* Please note Payroll totals							
				Local Suppliers	\$360,728.17		32.33%	
				Employees	\$284,983.89		25.54%	

11.3.2 MONTHLY FINANCIAL REPORTS – SEPTEMBER 2023

File Reference	12.8.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interest that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 October 2023
Author	Mark Furr - Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart - Chief Executive Officer
Attachments	<ol style="list-style-type: none">1. Monthly Financial Reports for September 20232. Capital Projects Tracker – September 2023

Summary

In accordance with the Local Government Financial Management Regulations (1996), Regulation 34, the Shire is to prepare a monthly Statement of Financial Activity for notation by Council.

Background

Nil

Consultation

Consultation has been undertaken with the Chief Executive Officer and Manager Corporate Services.

Statutory Environment

Local Government (Financial Management) Regulations 1996, Regulation 34 applies.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

All expenditure has been approved via adoption of the 2023-24 Annual Budget or resulting from a Council resolution.

Council is requested to review the September 2023 Monthly Financial Report, noting that Council is advised of the following matters:

- Creditors - A total of 381 invoices were paid in September 2023, of which 86% were paid within 30 days. Average days for invoices to be paid in September was 28 days in comparison to 20 days in August.
- Debtors - 90-day debtors in September was \$196,698. Of this debt 76% is attributed to an invoice for the Narrogin Tennis Club and the recent grant project to upgrade the court surfaces and lighting. This project has only recently concluded and there is a point of clarification by the Club, which the Finance Department are currently investigating. A further 22% of this debt (\$44k) is an

agreed long term debt with the UGSHA which will carry forward to the end of the financial year. There are a further four (4) other debtors, totalling \$2,409 is being followed up by the Finance Department.

- Capital Projects – Of the total of 92 projects, 81 are on track with 11 completed already and a total project completion rate of 12%.
- Rates –The amount received to date is 61% of the total to be collected, and there is still more than \$2.8M still to be collected from both current and arrears rates. It should be noted that there is approximately \$204k related to Pensioner Rate Deferments.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation

Comment/Conclusion

The September 2023 Monthly Financial Report is presented for review.

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, non-compliance may result in a qualified audit.	Rare (1)	Moderate (3)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; work health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three (3) has been determined for this item. Any items with a risk rating of 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.05

Moved: Cr Fisher

Seconded: Cr Pomykala

That with respect to the Monthly Financial Reports for September 2023, Council note the Reports as presented.

CARRIED 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 SEPTEMBER 2023



LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
FOR THE PERIOD ENDED 30 SEPTEMBER 2023								
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)		3,470,191	3,470,191	3,470,191	3,457,700	(12,491)	0%	
Revenue from operating activities								
General Purpose Funding - Rates		5,763,563	5,763,563	5,763,563	5,763,563	0	0%	
General Purpose Funding - Other		449,427	449,427	110,614	143,366	32,752	30%	▲
Governance		3,750	3,750	3,750	181	(3,569)	-95%	▼
Law, Order and Public Safety		310,644	310,644	88,416	121,788	33,372	38%	▲
Health		32,995	32,995	8,249	10,075	1,826	22%	
Education and Welfare		2,383,053	2,383,053	590,935	868,108	277,173	47%	▲
Housing		17,651	17,651	4,413	5,658	1,246	28%	
Community Amenities		1,348,433	1,348,433	1,066,629	1,014,848	(51,781)	-5%	
Recreation and Culture		52,075	52,075	11,144	8,173	(2,970)	-27%	
Transport		329,067	329,067	75,004	213,857	138,852	185%	▲
Economic Services		628,751	628,751	157,188	104,136	(53,051)	-34%	▼
Other Property and Services		163,600	163,600	40,600	18,009	(22,591)	-56%	▼
		11,483,008	11,483,008	7,920,504	8,271,763	351,259	4%	
Expenditure from operating activities								
General Purpose Funding		(407,215)	(407,215)	(104,080)	(85,120)	18,961	18%	▲
Governance		(844,148)	(844,147)	(212,706)	(163,919)	48,788	23%	▲
Law, Order and Public Safety		(948,449)	(948,449)	(246,237)	(170,945)	75,292	31%	▲
Health		(350,546)	(350,546)	(93,846)	(76,282)	17,563	19%	▲
Education and Welfare		(2,517,892)	(2,517,892)	(661,120)	(468,976)	192,144	29%	▲
Housing		(41,901)	(41,901)	(7,443)	(9,290)	(1,847)	-25%	▼
Community Amenities		(1,553,091)	(1,553,091)	(395,519)	(302,164)	93,355	24%	▲
Recreation and Culture		(3,858,746)	(3,858,745)	(980,512)	(871,381)	109,131	11%	▲
Transport		(4,137,108)	(4,137,108)	(999,220)	(1,039,898)	(40,678)	-4%	
Economic Services		(1,099,712)	(1,099,712)	(282,202)	(219,601)	62,602	22%	▲
Other Property and Services		(148,043)	(148,042)	(118,342)	(105,786)	12,556	11%	
		(15,906,852)	(15,906,849)	(4,101,227)	(3,513,361)	587,866		
Operating activities excluded from budget								
Add back Depreciation		3,206,671	3,206,671	801,668	830,683	29,015	-4%	
Adjust (Profit)/Loss on Asset Disposal	12	84,428	84,428	0	8,934	8,934	0%	
Adjust Employee Benefits Provision (Non-Current)		123,950	123,950	0	0	0	0%	
Adjust Deferred Pensioner Rates (Non-Current)		0	0	0	0	0	0%	
Movement in Leave Reserve (Added Back)		161,813	161,813	0	0	0	0%	
Stock increase		0	0	0	(15,724)	(15,724)	0%	
Amount attributable to operating activities		2,623,209	2,623,212	8,091,136	9,039,995	961,350		
Investing Activities								
Non-Operating Grants, Subsidies and Contributions		12,041,492	5,342,912	2,417,670	299,583	(2,118,087)	-88%	▼
Land and Buildings	11	(9,051,662)	(2,313,872)	(152,798)	(209,203)	(56,406)	37%	
Plant and Equipment	11	(3,200,292)	(3,200,292)	(746,223)	(590,268)	155,955	-21%	
Furniture & Equipment	11	(13,200)	(13,200)	(13,200)	(17,767)	(4,567)	35%	
Infrastructure Assets - Roads	11	(3,007,185)	(3,007,185)	(127,415)	(82,142)	45,273	-36%	
Infrastructure Assets - Footpaths	11	(58,000)	(58,000)	0	0	0	0%	
Infrastructure Assets - Road Drainage	11	(10,000)	(10,000)	0	0	0	0%	
Infrastructure Assets - Parks and Gardens	11	(26,000)	(65,210)	(2,600)	(122)	2,478	0%	
Infrastructure Assets - Aerodromes	11	(113,400)	(113,400)	0	0	0	0%	
Infrastructure Assets- Bridges	12	(863,000)	(863,000)	0	(7,419)	(7,419)	0%	
Infrastructure Assets- Other	12	(209,000)	(209,000)	(13,000)	(3,041)	9,959	-77%	
Proceeds from Disposal of Assets	12	488,683	488,683	40,200	221,656	181,456	451%	▲
Proceeds from insurance		0	0	0	0	0	0%	
Amount attributable to investing activities		(4,021,564)	(4,021,564)	1,402,634	(388,724)	(1,791,358)		
Financing Activities								
Proceeds from Advances		0	0	0	0	0	0%	
Repayment of Debentures	13	(139,123)	(139,123)	0	0	0	0%	
Self-Supporting Loan Principal		0	0	0	0	0	0%	
Transfer from Reserves	10	4,731,906	4,731,906	0	0	0	0%	
Advances to Community Groups		0	0	0	0	0	0%	
Transfer to Reserves	10	(3,194,431)	(3,194,431)	0	0	0	0%	
Amount attributable to financing activities		1,398,352	1,398,352	0	0	0		
Net Capital		(0)	0	9,493,770	8,651,271	(830,007)		
Total Net Operating + Capital		(0)	0	9,493,770	8,651,271	(830,007)		
Closing Funding Surplus(Deficit)	3	(0)	0	9,493,770	8,651,271	(830,007)		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the current year is \$15,000 or 10% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**EXPLANATION OF
MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to The material variance adopted by Council for the current year is an Actual Variance exceeding 10% and a value greater than \$15,000.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Opening Funding Surplus	\$ (12,491)	(0%)		Timing	This Opening Funding Surplus variance is unaudited and, therefore, subject to change.
Revenue from operating activities					
General Purpose Funding - Other	32,752	30%	▲	Permanent	Income higher due to receipt of more Financial Assistance Grants(FAGS) over and above what was received in advance for 2023/24.
Law, Order and Public Safety	33,372	38%	▲	Timing	Income higher due to timing of receipt of Bush Fire Mitigation Activity Grant funding received from DFES \$101k.
Education and Welfare	277,173	47%	▲	Timing	Income higher due to Dept of Health six month funding as opposed to monthly.
Transport	138,852	185%	▲	Timing	Income higher mainly due to receipt of the Main Roads WA operational grant funding slightly earlier than envisaged in budget \$181k.
Economic Services	(53,051)	(34%)	▼	Timing	Lower income due to timing of caravan park fees and other tourist and area promotion income.
Other Property and Services	(22,591)	(56%)	▼	Timing	Income lower due to timing of private works activity and receipt of fuel tax credits.
Expenditure from operating activities					
General Purpose Funding	18,961	18%	▲	Timing	Expenditure lower mainly due to variation to timing of debt collection and valuation expenses \$19k.
Governance	48,788	23%	▲	Timing	Expenditure lower due to timing of Elected member sitting fees and audit fees.
Law, Order and Public Safety	75,292	31%	▲	Timing	Expenditure lower mainly due to timing bushfire risk mitigation activities.
Health	17,563	19%	▲	Timing	Expenditure lower mainly due to Health Officer vacancy at the beginning of the financial year resulting in lower salary and wage and associated costs.
Education and Welfare	192,144	29%	▲	Timing	Lower expenditure mainly due to timing of implementation of budgeted salaries, and other expenditure under CHCP and CHSP activities.
Community Amenities	93,355	24%	▲	Timing	Expenditure lower mainly due to timing of invoices from the waste collection contractor.
Recreation and Culture	109,131	11%	▲	Timing	Expenditure lower due to timing of parks maintenance activities and NRLC operating expenditure, including the Shire's operational subsidy.
Economic Services	62,602	22%	▲	Timing	Expenditure lower mainly due to timing of building control wages, as the vacancy for the surveyor has yet to be filled.
Investing Activities					
Non-operating Grants, Subsidies and Contributions	(2,118,087)	(88%)	▼	Timing	Capital grants Income lower mainly due to timing of grant funded capital expenditure.
Proceeds from Disposal of Assets	181,456	451%	▲	Timing	Disposal proceeds higher due to many plant asset disposals occurring slightly earlier than envisaged in budget.
Capital Acquisitions	145,273	14%	▲	Timing	Capital expenditure lower mainly due to timing of various capital expenditure items.
Financing Activities					

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

▲ Favourable variance

▼ Unfavourable variance

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**MONTHLY SUMMARY
INFORMATION**

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to reporting period.
Prepared by: Manager Corporate Services
Reviewed by: Executive Manager Corporate & Community Services

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of the *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Local Government controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

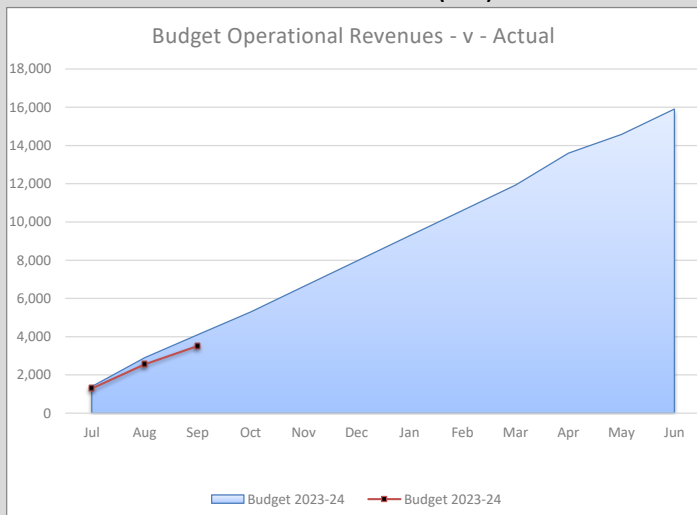
ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

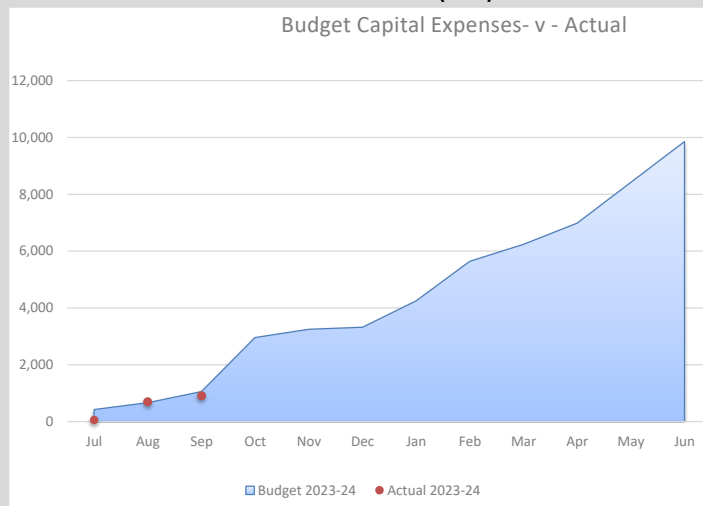
**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**MONTHLY SUMMARY INFORMATION
GRAPHS**

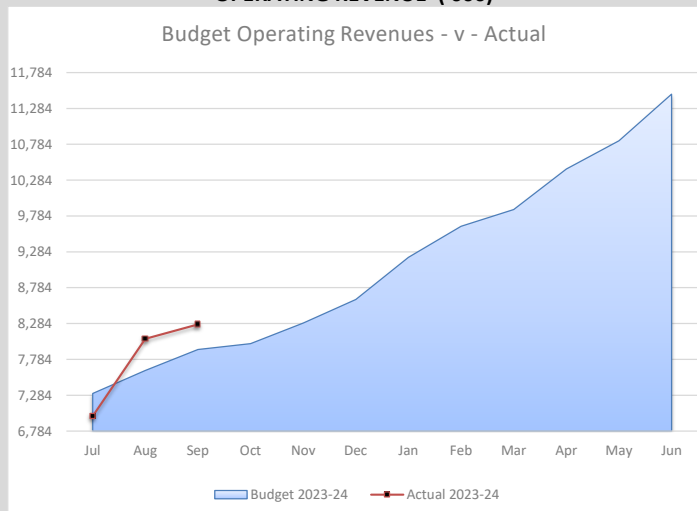
OPERATING EXPENSES ('000)



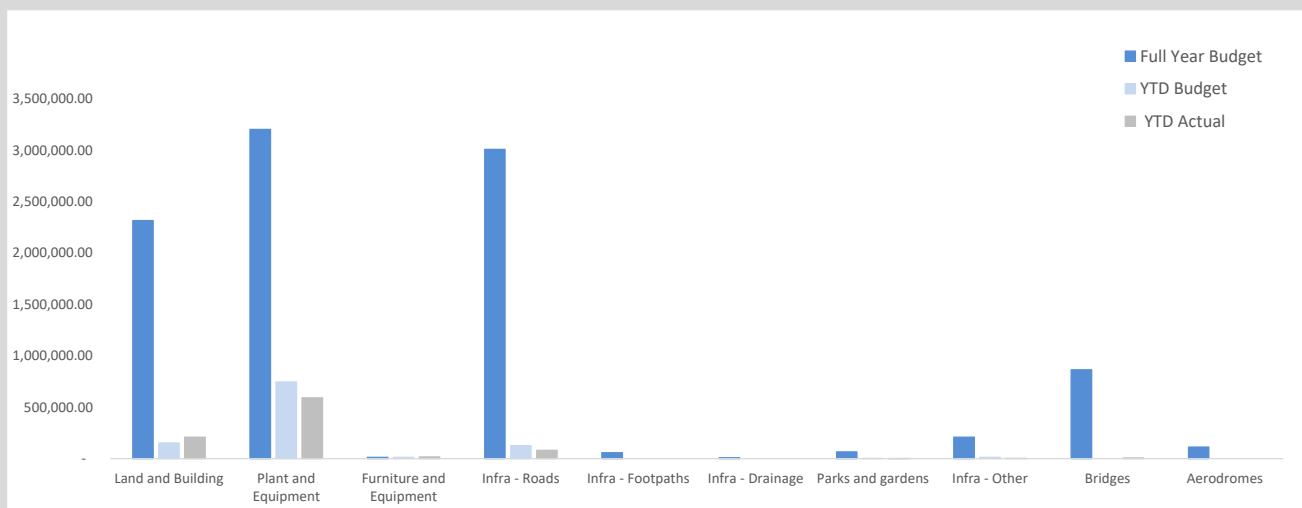
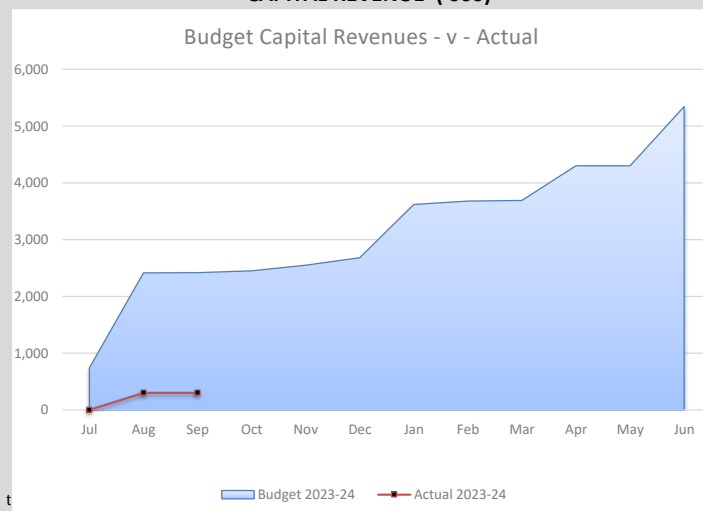
CAPITAL EXPENSES ('000)



OPERATING REVENUE ('000)



CAPITAL REVENUE ('000)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

NET CURRENT ASSETS

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Local Government's operational cycle. In the case of liabilities where Local Government does not have unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current, even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except, for land held resale where it is held as non current based on the Local Government's intentions to release for sale.

EMPLOYEE BENEFITS

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Local Government has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Local Government expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the Project Unit Credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Local Government does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

PROVISIONS

Provisions are recognised when: The Local Government has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

INVENTORIES

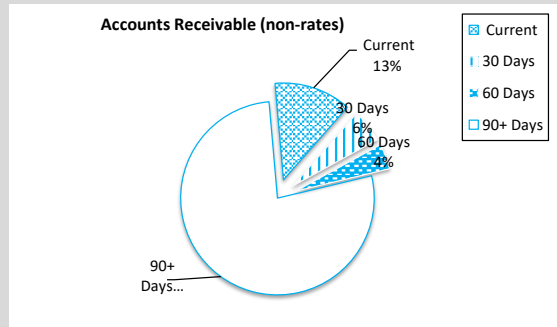
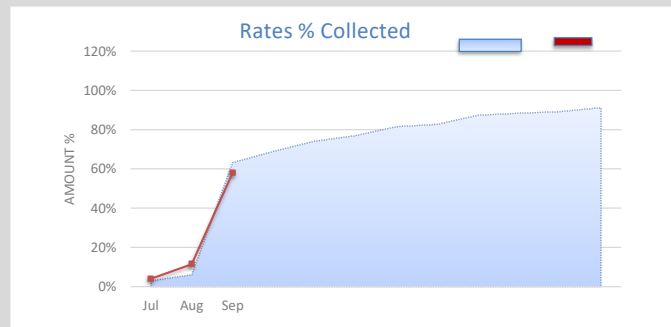
Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

**OPERATING ACTIVITIES
RECEIVABLES**

Rates Receivable	30 Jun 22	30 Sep 23	Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$		\$	\$	\$	\$	\$
Opening Arrears Previous Years	435,075	658,762	Receivables - General	31,917	13,730	10,536	191,690	247,873
RATES - Rates Levied - GRV	3,407,588	3,607,387	Percentage	13%	6%	4%	77%	
RATES - Rates Levied - UV	1,134,890	1,213,419						
RATES - Minimum Rates Levied - GRV	645,213	676,256						
RATES - Minimum Rates Levied - UV	229,673	255,535						
RATES - Interim Rates Levied - GRV	10,967	1						
RATES - Back Rates Levied - GRV	6,848	0						
RATES - Ex-Gratia Rates (CBH, etc.)	11,525	12,499						
Instalment Admin fee	0	32,923						
Priave S/Pool Inspection fees	1,914	1,860						
Domestic Refuse Collection Charges	511,736	525,397						
Domestic Services (Additional)	4,457	5,023						
Commercial Collection Charge	46,905	194,391						
Commercial Collection Charge(additional)	47,376	49,794						
Domestic Recycling Service	180,224	194,391						
Non-Rateable Collection Charge	39,984	75,793						
Non-Rateable Additional Pick Up	33,345	38,831						
Commercial Additional Pick Up	25,573	27,431						
FESA ESL	280,218	296,485						
Total Rates and Rubbish (YTD)	6,618,436	7,207,414	GST Input					
Less Collections to date	(6,568,966)	(4,820,369)	Provision For Doubtful Debts (including Rates)					(150,000)
Net Rates Collectable	484,545	3,045,807	Total Receivables General Outstanding					97,873
% Collected (Current and Arrears)	93.13%	61.28%	Amounts shown above include GST (where applicable)					
Pensioner Deferred Rates		(195,110)						
Pensioner Deferred ESL		(8,986)						
Total Rates and Rubbish, ESL, Excess Rates		2,841,711						

KEY INFORMATION



Debtors Due
\$247,873
Over 30 Days
6%
Over 90 Days
77%

Collected	Rates Due
61%	\$2,841,711

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

OPERATING ACTIVITIES
ADJUSTED NET CURRENT ASSETS

FOR THE PERIOD ENDED 30 SEPTEMBER 2023

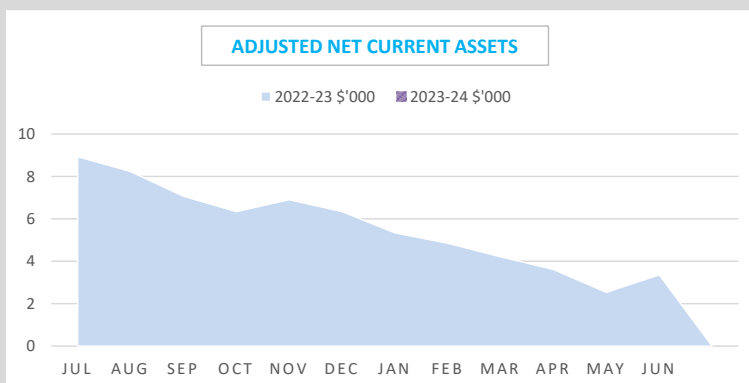
	Last Years Closing 30 Jun 2023	This Time Last Year 30 Sep 2022	Year to Date Actual 30 Sep 2023
	\$	\$	\$
Current Assets			
Cash Unrestricted	4,623,233	6,319,587	6,240,314
Cash Restricted - Reserves	210,855	2,880,880	43,915
Cash Restricted -Term Deposits	5,119,305	2,000,000	5,300,000
Muni Term deposits	0	0	700,000
Cash Restricted - Trust	30,878	33,891	31,665
Receivables - Rates and Rubbish, ESL, Excess Rates	280,449	2,188,137	2,841,711
Receivables - Other	500,614	479,909	631,640
Inventories	19,832	12,608	35,556
	10,785,165	13,915,013	15,824,800
Less: Current Liabilities			
Payables	(1,635,732)	(506,252)	(1,487,329)
Lease Liabilities	(36,042)	(36,042)	(36,042)
Loan Liability	(137,392)	(214,581)	(137,392)
Provisions	(733,283)	(626,006)	(733,283)
	(2,542,448)	(1,382,882)	(2,394,046)
Net Current Asset Position	8,242,717	12,532,132	13,430,754
Less: Cash Restricted	(5,330,160)	(4,880,880)	(5,330,160)
Add Back: Component of Leave Liability not Required to be funded	371,710	361,204	371,710
Add Back: Current Loan Liability Current Portion of Lease Liability	137,392	214,581	137,392
	36,042	36,042	36,042
Adjustment for Trust Transactions Within Muni	(0)	(3,564)	5,532
Net Current Funding Position	3,457,700	8,259,514	8,651,271

SIGNIFICANT ACCOUNTING POLICIES

Please see page 5 for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



Year YTD Actual
Surplus(Deficit)
\$8.65 M

This Time Last Year
Surplus(Deficit)
\$8.26 M

NOTE: For the Cash Assets above the following investments have been made as at reporting date:

<u>Cash Restricted (Reserves)</u>	<u>Investment Value \$</u>	<u>Matruiy Date</u>	<u>Rate</u>	<u>Institution</u>	<u>Investment %</u>
NAB (Investment 1)	3,000,000	26/10/2023	5.10%	NAB	50%
CBA (Investment 2)	2,300,000	30/10/2023	4.85%	CBA	38%
Municipal Funds					
CBA (Investment 2)	400,000	30/10/2023	4.85%	CBA	7%
CBA (Investment 3)	300,000	31/10/2023	4.77%	CBA	5%
	6,000,000				100%
Investment Summary					
NAB (Investment 1)	3,000,000		Aheres to investment policy		50%
CBA (Investment 2 & 3)	3,000,000		Policy		50%
	6,000,000				100%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023**

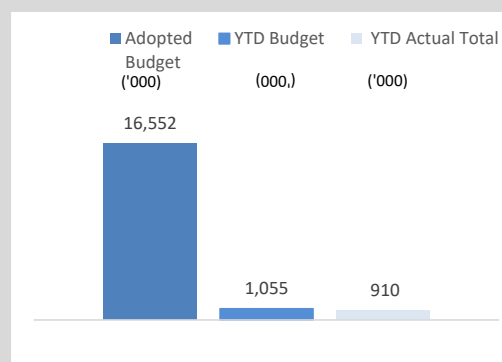
**INVESTING ACTIVITIES
CAPITAL ACQUISITIONS**

Capital Acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$	\$
Land and Buildings	9,051,662	2,313,872	152,798	209,203	(56,406)
Plant & Equipment	3,200,292	3,200,292	746,223	590,268	155,955
Furniture & Equipment	13,200	13,200	13,200	17,767	(4,567)
Roads	3,007,185	3,007,185	127,415	82,142	45,273
Footpaths	58,000	58,000	0	0	0
Road Drainage	10,000	10,000	0	0	0
Infrastructure- Bridges	863,000	863,000	0	7,419	(7,419)
Other Infrastructure	209,000	209,000	13,000	3,041	9,959
Parks and Gardens	26,000	65,210	2,600	122	2,478
Aerodromes	113,400	113,400	0	0	0
Capital Expenditure Totals	16,551,739	9,853,159	1,055,236	909,963	145,273

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Current Annual Budget	Current Budget	YTD Actual	% Spent
	\$16.55 M	\$9.85 M	\$.91 M	9%

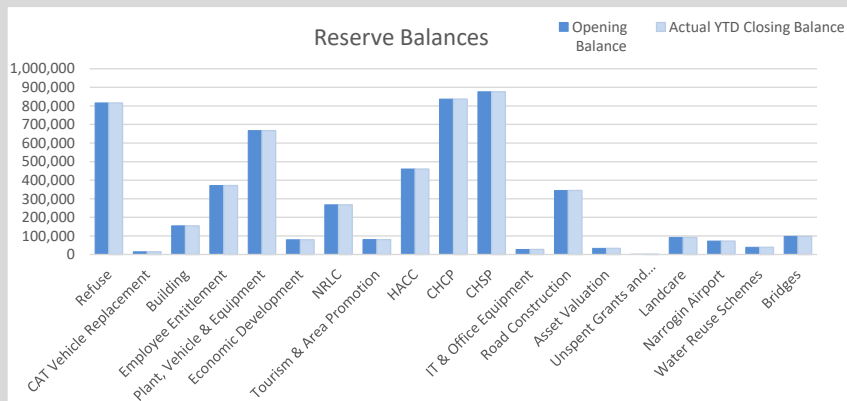
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

OPERATING ACTIVITIES
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Current Budget Interest Earned	Actual Interest Earned	Current Budget Transfers In (+)	Actual Transfers In (+)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Refuse	815,723	26,040		45,000	0	139,000	0	770,109	815,723
CAT Vehicle Replacement	14,040	440		0	0	0	0	13,939	14,040
Building	154,345	4,920		0	0	0	0	33,003	154,345
Employee Entitlement	371,710	11,860		0	0	0	0	365,674	371,710
Plant, Vehicle & Equipment	667,441	21,310		425,000	0	880,301	0	219,172	667,441
Economic Development	79,654	2,540		0	0	0	0	38,353	79,654
NRLC	267,389	8,530		100,000	0	0	0	5,464	267,389
Tourism & Area Promotion	80,942	2,580		0	0	0	0	79,624	80,942
HACC	460,249	14,604		0	0	474,853	0	5,454	460,249
CHCP	836,968	26,720		844,175	0	865,517	0	524,075	836,968
CHSP	875,903	27,970		1,517,256	0	2,329,460	0	435,169	875,903
IT & Office Equipment	27,218	860		0	0	0	0	26,769	27,218
Road Construction	345,348	11,020		0	0	0	0	139,747	345,348
Asset Valuation	32,826	1,040		0	0	0	0	32,288	32,826
Unspent Grants and Contributions	136	0		0	0	0	0	132	136
Landcare	91,813	2,930		0	0	5,000	0	85,104	91,813
Narrogin Airport	71,803	2,290		25,000	0	0	0	70,878	71,803
Water Reuse Schemes	38,518	1,220		20,000	0	0	0	37,930	38,518
Bridges	98,134	3,130		48,000	0	37,775	0	73,579	98,134
	5,330,160	170,004	0	3,024,431	0	4,731,906	0	2,956,462	5,330,160

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2023

BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Date	GL / Job Number	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
27/09/2023	IO165	Narrogin Tennis Court Lighting & Surface Upgrading	270923.06				(39,210)	(39,210)
27/09/2023	5110340	REC-State Grants-LRCP3 GEN	270923.06			39,210		0
27/09/2023	5050240	SES Capital Grant GEN	270923.06			62,210		62,210
27/09/2023	BC265	SES Training / Meeting Room	270923.06				(62,210)	0
27/09/2023	5050240	SES Capital Grant GEN	270923.06				(6,800,000)	(6,800,000)
27/09/2023	BC280	SES & BFB Joint Facilities	270923.06			6,800,000		0

Strategic Budget Projects Register 2023/24



As at 19 Oct 2023.

Project Title/Task	COA	Job	Original Budget	Current Budget	Actual Exp / Income to 20/10/23	Outstanding PO Exp to 19/10/23	Total Committed Expenditure or Income Received	Budget Remaining (incl P/Os)	Current Risk of completion by 30/6. H=Unlikely	Comments	Accountability	Status	% Complete	Start Date	Due Date
Projects that are either strategic (plans/projects) or critical to implement and manage or of an asset renewal or creation (Capital) in nature that have a budget provision in the current Budget.			UV Code? To be added manually Copy/paste... A	UV Code? To be added manually Copy/paste... B	UV Code? To be added manually Copy/paste... C	UV Code? To be added manually Copy/paste... D	Calc column (do not enter) E (E= C + D)	Calc column (do not enter) F (F = E -)		Crisp, Clear, Concise, Date format entry eg 13/7 - Project commenced and no issues expected.	Select from one of the 4 Departments	- On Track - Off Track - Complete - In Trouble - On Hold		Anticipated start date of the Project	Anticipated completion date of the Project
SES Building Project	4050260	BC265	\$0.00	\$62,210.00	\$0.00	\$0.00	\$0.00	\$62,210.00	Low	Allocation to be used for the design and construction and Tender documentation. Concept design prepared by Joondalup Design and estimated quote received for submission to LGGS capital grant. Once funding approved a detail design and construction documentation will be sought for tender purposes. 20/09/23 - Request the repurposing of this funding via Budget amendment to utilise funds for grant submission (preparatory work.), for September OCM. 3/10/23 - No change to status. Joint SES and BFB facilities funding was not successful. Application to be reviewed to remove reference to IC 3 office space.	Development & Regulatory Services	On Track	5%	01/07/23	28/02/24
Construction of SES & BFB Joint Facilities	4050260	BC280	\$6,800,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	High	Grant Application not supported by DFES LGGS annual 2023/2024 funding. 3/10/23 - Application to be reviewed and concept plan to be amended to remove any reference to IC 3 office space and solely for SES and BFB joint facilities.	Development & Regulatory Services	On Track	5%	01/07/23	30/05/24
Mobile Standpipe - BFB (Fast Fill Trailer) Nomans Lake VBFB	4050155	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	PO Issued	Development & Regulatory Services	On Track	0%	01/11/23	31/05/24
NGN417 2020 Mazda BT-50 4x4 (RANGER)	4050355	PA007E	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	PO Issued	Development & Regulatory Services	On Track	0%	01/09/23	29/03/24
NGN00 2021 Toyota Kluger (EMDRS)	4050355	PA002N	\$55,000.00	\$55,000.00	\$56,028.00	\$0.00	\$56,028.00	-\$1,028.00	Completed	PO Issued 3/10/23 - Vehicle delivered on 29 September 2023.	Development & Regulatory Services	Complete	100%	01/09/23	29/03/24
Senior Rangers 2020 Isuzu Replacement	4050355	PA8163B	\$55,892.00	\$55,892.00	\$0.00	\$55,891.00	\$55,891.00	\$1.00	Completed	PO Issued 3/10/23 - vehicle delivered.	Development & Regulatory Services	Complete	100%	01/09/23	29/03/24
Additional Public CCTV Cameras (Subject to Grant)	4050455	FE037	\$100,000.00	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	Low	Grant identified for application open now and closing 11 October 2023 19/10/23 - Grant criteria prevents CCTV applications, exploring grant opportunities ongoing.	Corporate & Community Services	On Track	0%	27/07/23	31/05/24
Mobile Stand Pipe - BFB (Fast Fill Trailer) Highbury South VBFB	4050155	PA953	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low		Development & Regulatory Services	On Track	0%	01/11/23	30/04/24
Acquisition of Incident Control Vehicle	4050255	PA950	\$881,900.00	\$881,900.00	\$0.00	\$0.00	\$0.00	\$881,900.00	Low	Waiting for shop fabrication and delivery will be delayed due to long waiting process. 3/10/2023 - No change to status.	Development & Regulatory Services	On Track	0%	01/09/23	30/04/24
Acquisition of General Rescue Utility Vehicle	4050255	PA951	\$110,200.00	\$110,200.00	\$0.00	\$0.00	\$0.00	\$110,200.00	Low	Waiting for shop fabrication and delivery will be delayed due to long waiting process. 3/10/23 - No change to status	Development & Regulatory Services	On Track	0%	01/09/23	30/04/24
Homecare - Special Needs Dining Chairs	4080450	PE082	\$7,200.00	\$7,200.00	\$7,200.00	\$0.00	\$7,200.00	\$0.00	Completed	Items Purchased.	Corporate & Community Services	Complete	100%	27/07/23	29/02/24
Homecare Fleet Replacement - Toyota Corolla 2019 NGN839	4080455	PA044	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	RFO for vehicle issued 31/08/23 19/10/23 - Quotes to be reviewed on MCYS Return from AL	Corporate & Community Services	On Track	10%	27/07/23	29/03/24
Homecare - Purchase of Wheelchair accessible vehicle	4080455	PA045	\$105,000.00	\$105,000.00	\$0.00	\$0.00	\$0.00	\$105,000.00	Low	RFO for vehicle issued 31/08/23 19/10/23 - Quotes to be reviewed on MCYS Return from AL	Corporate & Community Services	On Track	10%	27/07/23	29/03/24
Homecare - Replacement Home Maintenance Trailer	4080455	PA555	\$15,000.00	\$15,000.00	\$0.00	\$10,500.00	\$10,500.00	\$4,500.00	Low	RFO for vehicle issued 31/08/24 19/10/23 - Trailer on order	Corporate & Community Services	On Track	75%	27/07/23	30/04/24
Homecare - Replacement of NGN 15333 - Mazda BT50 Utility 4x2	4080455	PA013	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	RFO for vehicle issued 31/08/23 19/10/23 - Quotes to be reviewed on MCYS Return from AL	Corporate & Community Services	On Track	10%	27/07/23	29/03/24
Homecare - Replacement of NGN847 - Mazda CX-5	4080455	PA010C	\$48,000.00	\$48,000.00	\$0.00	\$0.00	\$0.00	\$48,000.00	Low	RFO for vehicle issued 31/08/23 19/10/23 - Quotes to be reviewed on MCYS Return from AL	Corporate & Community Services	On Track	10%	27/07/23	29/03/24
Replacement of Fuso Rosa (Homecare Bus)	4080455	PA072A	\$125,300.00	\$125,300.00	\$0.00	\$125,296.00	\$125,296.00	\$4.00	Low	Awaiting delivery	Corporate & Community Services	On Track	90%	27/07/23	31/10/23
Relocation of Narrogin Regional Homecare Services	4080360	BC052	\$868,545.00	\$868,545.00	\$0.00	\$0.00	\$0.00	\$868,545.00	Medium	CEO and Shire President engaging with NSCC Committee 19/10/23 - Agenda Item to Council in Nov 23	Corporate & Community Services	On Track	20%	01/07/23	31/05/24
Design & Construction new liquid waste ponds	4100165	IO188	\$35,000.00	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	Low	3/10/23 - MEHS met with design consultant and will review design options.	Development & Regulatory Services	On Track	10%	01/11/23	14/12/23
Asbestos Disposal Trench Fencing	4100165	IO189	\$12,000.00	\$12,000.00	\$0.00	\$6,140.00	\$6,140.00	\$5,860.00	Low	3/10/23 - Quotes received to be assessed by MEHS	Development & Regulatory Services	On Track	10%	29/09/23	30/11/23
Tip Face Fencing (Temporary/ Mobile Fencing)	4100165	IO191	\$42,000.00	\$42,000.00	\$0.00	\$19,485.00	\$19,485.00	\$22,515.00	Low	3/10/23 - Quotes received and to be assessed by MEHS	Development & Regulatory Services	On Track	10%	31/10/23	30/11/23
Construction of Recycling Shed (Tip Shop)	4100160	BC274	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	Low	3/10/23 - MEHS working with CDO regarding funding application.	Development & Regulatory Services	On Track	0%	03/11/23	30/04/24
Thomas Hogg Sewerage Work	4100850	BC268	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low		Development & Regulatory Services	On Track	0%	06/11/23	29/03/24
Thomas Hogg Ablutions Upgrade and Contribution	4100850	BC177	\$25,000.00	\$25,000.00	\$0.00	\$20,681.00	\$20,681.00	\$4,319.00	Low	PO issued to Thomas Hogg/ eagle club as per the agreed works with Building Maintenance officer	Development & Regulatory Services	On Track	5%	01/09/23	29/03/24
Railway Dam ECO Toilets	4100850	BC275	\$21,145.00	\$21,145.00	\$0.00	\$0.00	\$0.00	\$21,145.00	Low	Waiting for the abluion unit to be completed and transported on the site.	Development & Regulatory Services	On Track	30%	03/07/23	29/12/23
Mackie Park Financial Counselling Kitchenette	4100850	BC130	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	3/10/23 - works underway organised by Narrogin Financial Counselling	Development & Regulatory Services	On Track	30%	01/11/23	01/02/24
Development and Regulatory Services Pool Vehicle	4100655	PA074	\$30,000.00	\$30,000.00	\$27,272.00	\$0.00	\$27,272.00	\$2,728.00	Completed	Purchase outright the Bush Fire Control Officer vehicle. Now allocated to the building Maintenance Officer	Development & Regulatory Services	Complete	100%	01/08/23	01/09/23
Cemetery Software - Chronicle	4100860	PE083	\$25,000.00	\$25,000.00	\$15,392.00	\$5,130.00	\$20,522.00	\$4,478.00	Low	P/O issued to Chronical, ESO progressing implementation. 19/9/23 second payment made. 3/10/23 No further update. ESO received progress report, estimated completion mid November	Technical & Rural Services	On Track	75%	06/09/23	30/11/23
ICT - Replace Lessor Hall and Town Hall CCTV Cameras	4110165	PE063	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	Low	21/08/23 - Request for quotes emailed to potential providers. 05/09/23 - 2 quotes provided for review. 19/10/23 - Successful provider informed and work to be completed in Nov/Dec	Corporate & Community Services	On Track	80%	01/08/23	31/10/23
Town Hall Improvement Projects	4110160	BC181	\$102,689.00	\$102,689.00	\$0.00	\$3,020.00	\$3,020.00	\$99,669.00	Low	separate projects for jobs / monitoring. ? Waiting for the electrical report from the Electrical Engineering (SAGE) as to current power capacity to the existing Town Hall, to determine whether cooling, heating and lighting upgrade and sound system to the stage would be suitable or upgrade required to the electrical capacity. 3/10/23 - Electrical report being revised by electrical engineer.	Development & Regulatory Services	On Track	5%	01/09/23	01/05/24
NRLC Basketball Courts - Swing down Backboards and Beams for Court 2	4110255	PE086	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	Low	Not yet commenced.	Corporate & Community Services	On Track	0%	26/10/23	30/04/24
NRLC Courts - Electric Winders	4110255	PE077	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	Low	Not yet commenced.	Corporate & Community Services	On Track	0%	26/10/23	30/04/24
NRLC - Fire Panel Emergency Warning System	4110255	PE079	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	Low	Not yet commenced	Corporate & Community Services	On Track	0%	26/10/23	30/03/24

11.3.3 NARROGIN REGIONAL LEISURE CENTRE TRANSITION TO SHIRE MANAGEMENT

File Reference	12.4.1 & 26.3.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	17 October 2023
Author	Mark Furr – Executive Manager Corporate & Community Services
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. 2023/24 NRLC Budget Schedule Amendments; and 2. Additional 2023/24 Fees and Charges for NRLC.

Summary

On the 25 October 2023 at 3.01pm, the Shire of Narrogin will assume the day to day management of the Narrogin Regional Leisure Centre (NRLC) from the YMCA WA. As part of this transition, the budget detail, listed within the current 2023/24 budget, needs to be revised to capture more comprehensive revenue and expenditure detail by listing various operational GL codes for various operational activities.

Council is requested to review and subsequently endorse, by resolution, the revised budget details listed in Schedule 11, (attachment provided), for the NRLC budget schedule to accurately reflect financial transactions from 26 October 2023 onwards, under the charge of the Shire.

As part of the transition of the NRLC back to Shire Management, management has identified additional fees and charges that should be included for 2023/24, as part of the Shires service offerings at the NRLC. These additional fees are attached for review by Council and proposed for adoption and inclusion in the Fees and Charges Schedule 2023/24.

Background

Council resolved, pursuant to resolution number 230823.08, at its meeting on the 23 August 2023, as follows:

“That with respect to the contract with the YMCA WA in managing the Narrogin Regional Leisure Centre, Council:

- 1. Authorise the Shire President and Chief Executive Officer to sign a Deed of Settlement and Release in keeping with the principles as detailed in the draft agreement as referenced as Attachment 1 and with an indicative termination date of 8 weeks from signing; and*
- 2. The YMCA WA transitions the Narrogin Regional Leisure Centre to the Shire of Narrogin within the agreement timeframe within the Deed, in accordance with Section 14 paragraph 1- 3 of the Management Contract”.*

As a consequence, work has been undertaken to amend the relevant adopted budget schedule with the required GL codes necessary to appropriately populate Schedule 11 Recreation & Culture - "Narrogin Regional Leisure Centre", with the required operating revenue and expenditure codes and detail to aid the financial management process from 26 October 2023.

YMCA management provided its' proposed fees and charges for 2023/24 in March 2023, and these were adopted at the Ordinary Council Meeting in April 2023. A review by Shire management as part of the transition project back from the YMCA WA has identified a number of fees and charges that should be included in the current schedule and published pursuant to Section 6.19 of the Local Government Act (1995).

Consultation

Consultation has been undertaken with the following Shire Officers:

- Chief Executive Officer;
- Manager Recreation Services;
- Manager Corporate Services;
- Finance Coordinator – Strategic; and
- HR/Payroll Officer.

Statutory Environment

The Local Government Act 1995, Section 6.8 (amendment of detail within the adopted Budget) relates.

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Financial Implications

There are no known financial implications relative to this matter as the net income and expenditure identified is already contained within the adopted 2023/24 budget and currently referenced in Schedule 11 – Recreation & Culture, Narrogin Regional Leisure Centre, GL 2110265 "NRLC Contract Management Expense." The amendment and completeness of this schedule to include Operating Revenue and Expenditure adds no additional financial implications to the already adopted budget by Council.

The provision of additional fees and charges representative of more consumer options for memberships etc, may encourage service growth and increased revenue that subsequently reduces the budget deficit for the NRLC.

Strategic Implications

Objective:	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to monitor the Shire's ongoing financial performance would increase the risk of a negative impact on the Shire's Financial position. As the monthly report is a legislative requirement, accurate budget detail informs this monthly requirement.	Rare (1)	Moderate (3)	Low (1-4)	Asset Sustainability	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of three, (3) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The proposed changes to the budget schedule and adoption of additional fees and charges, presents no variation to the adopted budget position for the NRLC and is therefore presented for review and consideration.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.06

Moved: Cr McNab

Seconded: Cr Fisher

That with respect to the Narrogin Regional Leisure Centre (NRLC) transition to Shire Management, Council:

1. Adopt the variations to budget, in accordance with Attachment 1 and relating to Schedule 11, Recreation & Culture, Sub-Program Narrogin Regional Leisure Centre, noting that there is no variation to the budgeted Nil surplus, as adopted by Council on the 26 July 2023, (Resolution 260723.074);
2. Adopt the proposed additional Fees and Charges for the NRLC in accordance with Attachment 2 and incorporate into the current 2023/24 Fee Schedule; and
3. Request the Administration to advertise the Fees and Charges required as per Part 2, by local public notice, pursuant to Section 6.19 of the Local Government Act 1995, for the information of the public, enabling them to take effect from 02 November 2023, being the next available publication of the Narrogin Observer.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil

ATTACHMENT 1

NARROGIN REGIONAL LEISURE CENTRE		2023/24 Current		2023/24 Proposed	
		Revenue	Expenditure	Revenue	Expenditure
OPERATING EXPENDITURE					
2110200	NRLC - Salaries & Wages		0.00		556,556.00
2110201	NRLC - Superannuation		0.00		59,963.00
2110202	NRLC - Workers Comp Insurance		0.00		9,267.00
2110204	NRLC - Training & Development		0.00		4,000.00
2110208	NRLC - Other Employee Expenses		0.00		938.00
2110211	NRLC - Cleaning & Waste Disposal		0.00		5,360.00
2110212	NRLC - Security		0.00		4,640.00
2110214	NRLC - Equipment Hire & Purchase		0.00		24,000.00
2110215	NRLC - Printing & Stationery		0.00		1,600.00
2110216	NRLC - Telephone/Mobiles		0.00		10,040.00
2110218	NRLC - General Kiosk Supplies		0.00		17,533.00
2110220	NRLC - Licences & Subscriptions		0.00		20,496.00
2110222	NRLC - First Aid Supplies		0.00		600.00
2110223	NRLC - General Expenses (Consumables)		0.00		6,600.00
2110233	NRLC - Building Maintenance		0.00		31,890.00
2110240	NRLC - Chemicals		0.00		10,400.00
2110241	NRLC - Utility - Electricity		161,511.15		161,511.15
2110242	NRLC - Utility - Gas		321,877.31		321,877.31
2110243	NRLC - Utility - Water		72,386.32		72,386.32
2110244	NRLC - Grounds Maintenance		0.00		0.00
W050		NRLC Grounds Maintenance	11,045.27		11,045.27
2110245	NRLC - Insurance		34,572.49		34,572.49
2110250	NRLC - Program Costs		0.00		2,800.00
2110265	NRLC - Contract Management Expense		500,000.00		183,827.00
2110292	NRLC - Depreciation		309,200.00		309,200.00
2110297	NRLC - Community Services Allocated		8,839.26		8,839.26
2110299	NRLC - Administration Allocated		40,279.49		40,279.49
OPERATING REVENUE					
3110200	NRLC - Swimming Pool Entry Fees	0.00		89,878.00	
3110201	NRLC - Sports Competitions	0.00		6,432.00	
3110202	NRLC - Swimming Lesson Income	0.00		40,330.00	
3110203	NRLC - Membership Income	0.00		148,171.00	
3110204	NRLC - Children Term Programs	0.00		996.00	
3110210	NRLC - Sales - Kiosk	0.00		35,067.00	
3110217	NRLC - User Fees - Creche	0.00		1,498.00	
3110218	NRLC - User Fees - Group Fitness Classes	0.00		13,523.00	
3110220	NRLC - Leases/Rentals	0.00		114,615.00	
SUB-TOTAL		0.00	1,459,711.29	450,510.00	1,910,221.29
CAPITAL EXPENDITURE					
4110255	NRLC - Plant & Equipment (Capital)		0.00		0.00
PE075	50Kv Generator And Trailer		35,000.00		35,000.00
PE077	Nrlc Courts - Electric Winders		20,000.00		20,000.00
PE085	Nrlc - Architectural Concept Planning		20,000.00		20,000.00
PE079	Nrlc - Fire Panel Emergency Warning System		90,000.00		90,000.00
PE084	Nrlc Upgrade Works - Refer To Decision Paper		271,000.00		271,000.00
PE086	Nrlc Basketball Courts - Swing Down Backboards And Beams For Court 2		10,000.00		10,000.00
4110260	NRLC - Building (Capital)		0.00		0.00
BC273	Covered Stage -Rec Centre For Music/Sound At West End Of Alby Park		90,000.00		90,000.00
4110265	NRLC - Infrastructure Other (Capital)		0.00		0.00
4110270	NRLC - Transfers to Reserve		100,000.00		100,000.00
4110275	NRLC - Loan 121B Principal Repayments		0.00		0.00
4110276	NRLC - Loan 49 Principal Repayments		0.00		0.00
CAPITAL REVENUE					
5110250	NRLC - Proceeds on Disposal of Assets	0.00		0.00	
5110251	NRLC - Realisation on Disposal of Assets	0.00		0.00	
5110253	NRLC - Transfers from Reserve	0.00		0.00	
3110230	NRLC - Contributions & Donations	35,000.00		35,000.00	
3110228	NRLC - Grants	471,000.00		471,000.00	
SUB-TOTAL		506,000.00	636,000.00	506,000.00	636,000.00
TOTAL - NARROGIN REGIONAL LESUIRE CENTRE		506,000.00	2,095,711.29	956,510.00	2,546,221.29
Deficit			(1,589,711.29)		(1,589,711.29)
Variance					0.00

Additional Fees and Charges 2023/24

DESCRIPTION	Legislative Authority	GST (inc)	Proposed
BUSINESS UNIT: GENERAL PURPOSE FUNDING			
Narrogin Regional Recreation Centre			
<u>Visit Passes (Book of 10)</u>			
Family Swim	\$6.16 LGA	Yes	\$220.00
Adult Gym	\$6.16 LGA	Yes	\$145.00
Concession Gym	\$6.16 LGA	Yes	\$115.00
Group Fitness	\$6.16 LGA	Yes	\$165.00
Group Fitness (Concession)	\$6.16 LGA	Yes	\$135.00
Strength For Life	\$6.16 LGA	Yes	\$100.00
<u>Casual Gym</u>			
Adult Swim And Gym	\$6.16 LGA	Yes	\$20.00
Adult Swim And Gym (Concession)	\$6.16 LGA	Yes	\$15.00
Personal Training 1 hr Session	\$6.16 LGA	Yes	\$60.00
Personal Training 2 Clients One Session	\$6.16 LGA	Yes	\$85.00
Personal Training 1 hr 5 Visit Pass	\$6.16 LGA	Yes	\$325.00
Strength For Life Induction Doctor Referral	\$6.16 LGA	Yes	\$58.00
Strength For Life Induction	\$6.16 LGA	Yes	\$35.00
<u>Memberships (Paid in Advance)</u>			
3 Month Full Centre Membership	\$6.16 LGA	Yes	\$279.50
3 Month Full Centre Membership Joining Fee	\$6.16 LGA	Yes	\$47.00
3 Month Full Centre Membership (Concession)	\$6.16 LGA	Yes	\$240.50
3 Month Full Centre Membership Joining Fee (Concession)	\$6.16 LGA	Yes	\$35.00
3 Month Full Centre Family Membership	\$6.16 LGA	Yes	\$559.00
3 Month Full Centre Family Membership Joining Fee	\$6.16 LGA	Yes	
12 Month Full Centre Membership	\$6.16 LGA	Yes	\$1,118.00
12 Month Full Centre Membership Joining Fee	\$6.16 LGA	Yes	\$47.00
12 Month Full Centre Membership (Concession)	\$6.16 LGA	Yes	\$962.00
12 Month Full Centre Membership Joining Fee (Concession)	\$6.16 LGA	Yes	\$35.00
12 Month Full Centre Family Membership	\$6.16 LGA	Yes	\$2,236.00
12 Month Full Centre Family Membership Joining Fee	\$6.16 LGA	Yes	
3 Month Group Fitness Membership	\$6.16 LGA	Yes	\$215.00
3 Month Group Fitness Membership Joining Fee	\$6.16 LGA	Yes	\$47.00
3 Month Group Fitness Membership (Concession)	\$6.16 LGA	Yes	\$180.00
3 Month Group Fitness Membership Joining Fee (Concession)	\$6.16 LGA	Yes	\$35.00
12 Month Group Fitness Membership	\$6.16 LGA	Yes	\$858.00
12 Month Group Fitness Membership Joing Fee	\$6.16 LGA	Yes	\$47.00
12 Month Group Fitness Membership (concession)	\$6.16 LGA	Yes	\$689.00
12 Month Group Fitness Membership Joining Fee (concession)	\$6.16 LGA	Yes	\$35.00
3 Month Gym Membership	\$6.16 LGA	Yes	\$185.00
3 Month Gym Membership Joining Fee	\$6.16 LGA	Yes	\$47.00
3 Month Gym Membership (Concession)	\$6.16 LGA	Yes	\$150.00
3 Month Gym Membership Joining Fee (Concession)	\$6.16 LGA	Yes	\$35.00
12 Month Gym Membership	\$6.16 LGA	Yes	\$832.00
12 Month Gym Membership Joining Fee	\$6.16 LGA	Yes	\$47.00
12 Month Gym Membership (Concession)	\$6.16 LGA	Yes	\$676.00
12 Month Gym Membership Joining Fee (Concession)	\$6.16 LGA	Yes	\$35.00
3 Month Aquatic Membership	\$6.16 LGA	Yes	\$185.00
3 Month Aquatic Membership Joining Fee	\$6.16 LGA	Yes	\$47.00
3 Month Aquatic Membership (Concession)	\$6.16 LGA	Yes	\$150.00

Additional Fees and Charges 2023/24

DESCRIPTION	Legislative Authority	GST (inc)	Proposed
3 Month Aquatic Membership Joining Fee (Concession)	S6.16 LGA	Yes	\$35.00
12 Month Aquatic Membership	S6.16 LGA	Yes	\$832.00
12 Month Aquatic Membership Joining Fee	S6.16 LGA	Yes	\$47.00
12 Month Aquatic Membership (Concession)	S6.16 LGA	Yes	\$676.00
12 Month Aquatic Membership Joining Fee (Concession)	S6.16 LGA	Yes	\$35.00

Note: In accordance with Council Policy 9.4.4, full and part time employees are offered a 50% discount on a single or family membership. This does not include coordinated sports activities.

11.4 OFFICE OF THE CHIEF EXECUTIVE OFFICER

11.4.1 ORDINARY COUNCIL MEETING SCHEDULE

File Reference	13.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 October 2023
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	Nil

Summary

Council is presented with the proposed Ordinary Council meeting dates for the 2024 calendar year as per the requirements of the Local Government (Administration) Regulations 1996.

Background

Each year, as per the requirements of the Regulations, Council is presented with the proposed meeting dates for the following calendar year so that advertising can occur to inform the residents and allow Elected Members and staff to plan for the meetings.

Council currently meets on the fourth Wednesday of the month with the Ordinary Council meeting commencing at 7:00 pm, with a meal for Elected Members, the Executive Leadership Team and support staff required, commencing at 6:00 pm.

Consultation

The matter has been discussed with the Shire President and Elected Members prior to 21 October biennial election, however, has not been canvassed with the newly elected members.

The scheduling of dates and times of a regular meeting on a Wednesday, commencing at 7:00pm, and typically concluding at 9:00pm, might not suit everyone, however, is designed to:

- accommodate the majority where practical;
- allow for the greatest participation of both Elected Members and the public, including business owners and those that are employed in 'day jobs';
- have a regular time and date to in order to facilitate scheduling other activities and to maximise Elected Members and community participation; and
- not conflict and coordinate in as with local nearby governments, such that regional meetings can be more easily scheduled where required.

The Council is free to set the frequency of meetings, whichever day of the week it prefers and, indeed, the start time it prefers. It should, however, be cognoscente of staff costs associated with non-traditional work hours for support staff required, and set-up and preparation requirements.

Statutory Environment

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- Local Government Act 1995, Local Government Act 1995, Sections 5.3 and 5.25 (1)(g); and
- Local Government (Administration) Regulations 1996, Regulation 12.

Regional local governments in WA generally meet on a monthly basis with the exception of January and cannot be more than 3 months apart.

A local government is required to give local public notice of any change to the date, time or place of scheduled Council Meetings pursuant to regulation, and the scheduled times, at least once per calendar year.

Policy Implications

There are no policy implications that relate.

Financial Implications

There are no financial implications, other than advertising expenses contained in the Council's Budget

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome	4.1 An efficient and effective organisation
Strategy	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy	4.1.2 Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt a meeting schedule may result in a breach of legislation.	Unlikely (2)	Minor (2)	Low (1-4)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of four (4) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

It is proposed that Council, for the 2024 year, continue to hold its Ordinary Council meetings on the fourth Wednesday of the month commencing at 7:00 pm except for the month of January where no meeting is generally required or facilitated and December, where the meeting be held on the second Wednesday due to its proximity to Christmas.

It is also proposed that Council align the Briefing Session meetings and facilitate these meetings on the second Wednesday of the month at 6:00 pm except for the month of January where no meeting is planned.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.07

Moved: Cr Pomykala

Seconded: Cr Bartron

That with respect to the Ordinary Council Meeting Schedule for calendar year 2024, Council:

1. Endorse the following Ordinary Council meeting dates for the 2024 calendar year, being the fourth Wednesday of each month, commencing at 7:00 pm, other than January, where no meeting is held and December, where one meeting is held on the second Wednesday, due to the impact of Christmas.

January (Nil)	24 July
28 February	28 August
27 March	25 September
24 April	23 October
22 May	27 November
26 June	11 December

2. Advertise the schedule of Council Meeting dates in the Narrogin Observer, prior to the new calendar year, on the Shire of Narrogin website and on social media.
3. Request the Chief Executive Officer to convene these meetings, together with Confidential Council Monthly Briefing Sessions, on the second Wednesday evening commencing at 6:00 pm for those months, bar January and December.

CARRIED 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.
Against: Nil

11.4.2 POLICY ON ELECTRONIC ATTENDANCE AT COUNCIL MEETINGS BY ELECTED MEMBERS & COMMITTEE MEMBERS

File Reference	13.3.8
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	18 October 2023
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Draft Policy – Electronic Attendance at Council Meetings by Elected Members & Committee Members	

Summary

The proposed Policy on Electronic Attendance at Council Meetings by Elected Members (and Committee Members) aims to establish a consistent approach for managing requests from elected members and Committee Members to attend legislative and non-legislative meetings electronically.

The policy outlines the procedures, requirements, and conditions for electronic attendance, ensuring that confidentiality, engagement, and transparency are maintained. It also sets a 50% cap on electronic attendance for members who have not attended more than half of legislated meetings electronically in the previous 12 months.

Background

The increasing use of technology and the need for flexibility in attending council meetings have prompted the development of this policy. It recognises the importance of accommodating members who may be unable to attend meetings in person due to various reasons, including geographical constraints or health issues. By providing guidelines for electronic attendance, the policy aims to enhance the participation of elected members while upholding the principles of good governance.

In November 2022, the Local Government (Administration) Regulations 1996 were amended to enable local governments to continue to conduct Council and Committee meetings outside of emergency situations.

The Department of Local Government, Sport and Cultural Industries issued guidance with respect to recommending that local governments develop a policy in relation to dealing with requests for electronic attendance at meetings and the expectations of Council in relation to equipment and suitable locations.

The Regulations allow for local governments to develop their own policy positions on the following:

- How requests for remote attendance at meetings will be made;
- Suitable locations and equipment for remote attendance;

- The preferred electronic means for remote access;
- The 50% cap on remote attendance; and
- The decision-making procedures for matters relating to the holding of meetings conducted by electronic means.

Consultation

The development of this policy involved consultation with the Shire President, Chief Executive Officer, and the Executive Support Coordinator to ensure that the proposed procedures and requirements align with their needs and the operational capacity of the Council. Feedback from these stakeholders was considered and incorporated into the policy where appropriate.

Statutory Environment

This policy is aligned with the following legislation:

- Local Government Act 1995 - s.5.25;
- Local Government (Administration) Regulations 1996 - 14C, 14CA, 14D, and 14E; and
- Disability Services Act 1993 (WA) s3.

Policy Implications

The adoption of this policy will result in more efficient and flexible participation by elected members in Council meetings. It will also promote transparency and accountability by ensuring that electronic attendees can maintain confidentiality and declare any conflicts of interest. Moreover, it clarifies the process for requesting electronic attendance and addresses potential concerns.

Financial Implications

The policy emphasises the use of equipment provided by the Shire where practical, which may involve some financial expenditure. However, this is outweighed by the benefits of improved accessibility and engagement for elected members.

Strategic Implications

The policy aligns with the Council's strategic objectives of promoting accessibility, inclusivity, and effective governance. It enables elected members to participate in meetings regardless of their physical location, supporting a more diverse and engaged council.

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That the Council decides to not implement the policy recommended, thus increasing the risk of Elected Members not meeting their election requirements.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

The policy includes provisions to mitigate risks, such as maintaining confidentiality and ensuring adequate testing of equipment. By adhering to these guidelines, the council can minimise potential risks associated with electronic attendance.

Comment/Conclusion

The proposed Policy on Electronic Attendance at Council Meetings by Elected Members is a valuable addition to the council's governance framework. It addresses the need for flexibility and accessibility while maintaining the integrity of council meetings. Its adoption is recommended to enhance the functioning of the council and promote effective participation by all elected members.

Voting Requirements

Simple Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.08

Moved: Cr McNab

Seconded: Cr Wiese

That Council adopt new policy 1.20 - Electronic Attendance at Council Meetings by Elected Members & Committee Members as presented at Attachment 1.

CARRIED 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil

1.20 Electronic Attendance at Council Meetings by Elected Members

Statutory context Local Government Act 1995, Section 5.25
Local Government (Administration) Regulations 1996 - r.14C – r.14E

Corporate context 1.1 - Code of Conduct
1.6 – Recording of Council Meetings

History Adopted dd mmmm yyyy

Policy Statement

Electronic Attendance at Council Meetings by Elected Members

1. Request to attend a Council Meeting electronically
 - a) Requests to attend a Council Meeting electronically are to be sent to the President with a copy to the CEO and Executive Support Coordinator at least 24 hours prior to the relevant meeting.
 - b) In the request, the Member is to outline the following:
 - i) Details of the location the Member will be attending from;
 - ii) Details of the equipment to be used (if not Shire equipment) and electronic connection method;
 - iii) Confirmation that confidentiality can be maintained; and
 - iv) Any declarations of interest that are to be made for the relevant meeting.
 - c) The Presidents authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.
 - d) Approval is to be provided in writing by the President and recorded in the Shire's record keeping system.
 - e) Should the request be denied or made later than midday of the relevant meeting, the request will be put to Council for consideration.
 - f) Should the President wish to attend a Council meeting electronically, this request is to be forwarded to the Deputy President following the process outlined in clauses 1(a) to (d). Procedures.

2 Request to attend a Committee Meeting electronically.

- a) Requests to attend a Committee Meeting electronically are to be sent to the President with a copy to the Committee Presiding Member, CEO and Executive Support Coordinator at least 24 hours prior to the relevant meeting.
- b) In the request, the Member is to outline the following:
 - i) Details of the location the Member will be attending from;
 - ii) Details of the equipment to be used (if not Shire equipment) and electronic connection method;

- iii) Confirmation that confidentiality can be maintained; and
 - iv) Any declarations of interest that are to be made for the relevant meeting.
- c) The President's authorisation will have regard to whether the location from which the member intends to attend the meeting, and the equipment to be used are suitable to enable the member to effectively engage in deliberations and communications during the meeting.
 - d) Approval is to be provided in writing by the President and recorded in the Shire's record keeping system.
 - e) Should the President wish to attend a Committee meeting electronically, this request is to be forwarded to the Deputy President and copied to the Presiding Member, CEO and Executive Support Coordinator following the process outlined in clauses 3.2(a) to (d).
 - f) The relevant Committee does not have authorisation to approve electronic attendance. Should the request be denied, the Member may put the request to an ordinary meeting of the Council, if scheduling permits.

3 Request to attend a Non-Legislated meeting electronically

Requests to attend a Non-Legislated Meeting electronically are to be sent to the CEO with a copy to the Executive Support Coordinator by no later than midday on the day of the relevant meeting.

4 Location

- a) The Member is to ensure that the location is indoors, quiet and private.
- b) The location must have suitable controls (such as closing a door to an enclosed room) to ensure that confidentiality (where required) is not breached.

5 Electronic Means

- a) The Shire will conduct electronic meetings preferably utilising the platform known as Microsoft Teams.
- b) All meeting invitations will include a link to join the meeting electronically.
- c) Members attending electronically are to join the meeting preferably at least 15 minutes prior to allow for sufficient testing of equipment and to resolve any technical issues.
- d) Members must use a suitable network connection such as private home WiFi or a mobile hotspot from a trusted personal device.
- e) Due to increased cyber security risks, Members are not permitted to connect via public WiFi (such as connections at cafes, airports, hotels and restaurants).

6 Equipment

Where practical, Members attending meetings electronically are to use equipment provided by the Shire.

7 50% cap

- a) Members may only attend a Legislated Meeting by electronic means provided they have not attended more than half of Legislated meetings in the previous (12) months by this method.
- b) Members meeting attendance will be recorded by the Administration in the minutes of the relevant meeting.
- c) The Administration will advise the President and the relevant Member when they have attended 40% (or the percentage closest to 40%) of meetings electronically.
- d) The 50% cap does not apply a member who is a person with a disability as defined in Section 3 of the Disability Services Act 1993 (WA).

8 Declaration of Confidentiality

- a) If the meeting or part of the meeting for which a Member is attending electronically is to be proposed to be closed or subsequently closed to the public, the Member must make a declaration that they can maintain confidentiality during the meeting or the closed part of the meeting (as the case required).
- b) The declaration is to be made at the beginning of the meeting and or at the time that the meeting is closed to the public, and recorded in the minutes of the meeting.
- c) The wording of the declaration will be as follows:

‘I [Member Name] declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.’
- d) Should the Member make the above declaration and subsequently cannot maintain confidentiality, they must leave the meeting or the closed part of the meeting.

Forms and Templates

Nil

Definitions

Electronic or electronically means telephone, video conference or other instantaneous communication, as determined by —

(a) the president; or

(b) the council.

– *End of Policy*

Notes

11.4.3 ESTABLISHMENT OF COUNCIL COMMITTEES AND REFERENCE GROUPS

File Reference	13.3.2 & 15.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Nil
Previous Item Numbers	Nil
Date	11 October 2023
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Draft Terms of Reference Council Committees and Reference Groups

Summary

Council's consideration of the needs for various Committees and Reference Groups, together with their Terms of Reference, is requested.

Background

The Local Government Act 1995 and Emergency Management Act 2005 requires the establishment of the following committees:

- Audit Committee; and
- Local Emergency Management Committee.

The legislation specifies various roles and duties of these committees which have been incorporated into the Terms of Reference previously resolved.

Legislation permits, but does not require, the establishment of committees for other purposes.

The Local Government Act 1995 also specifies the requirements for establishment of committees, appointment of members and deputies, tenure etc.

Consultation

The Executive Leadership Team was consulted as to the make-up, functionality and frequency of the various Committees and Reference Groups.

Statutory Environment

Local Government Act 1995:

- Sections 5.8, 5.9, 5.10 and 5.11 – establishment and composition of committees; and
- Section 7.1A – requirement to establish an audit committee.

Emergency Management Act 2005 Section 38.

Unlike the requirement for the Council to appoint an Audit Committee and Emergency Management Committee, the Bushfires Act 1954, Section 67, provides that a Council may appoint a Bush Fire Advisory Committee. Continuation of this important committee is recommended.

Policy Implications

Nil

Financial Implications

There are no relevant financial implications other than administrative.

This Council in its Annual Budget has elected to pay Elected Members an allowance annuity (paid quarterly in arrears) for attending Council and Committee Meetings (regardless of how many).

It should be noted however, that community members are not entitled to a meeting fee under the Local Government Act 1995 or Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027		
Objective	1.	Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3	Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2	Engage and support community groups and volunteers
Objective	4.	Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1	An efficient and effective organisation
Strategy:	4.1.1	Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2	Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt and appoint Elected Members to Council Committees and Reference Groups would result in a breach of the Local Government Act 1995.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The draft document attached, incorporates the changes to composition, roles and scope of the committees and reference groups since the last full review considered at the October 2021 Council Meeting.

Other than the two committees noted, all others are at Council's discretion with the exception of the WHS Workplace Committee, which reports to the CEO.

Committees under the Local Government Act may be delegated powers from Council, in which case, additional requirements are imposed on the committee and the members of the committee. The Terms of Reference for Committees and Reference Groups have been developed on the basis that no delegation of powers are to be made to any committee. Delegations to Reference Groups are not permitted by the Act.

The Act does not specifically require that committee's establishment and terms of reference(s) are reviewed. Once established, the committee continues until disbanded by resolution of Council, and the committee's terms of reference continue until amended by resolution of Council.

However, as tenure for the members of a committee (including community members) (Section 5.11 of the Local Government Act 1995) is for a maximum of two years, concluding at each ordinary local government election, it is opportune to review the committees and working groups and their associated Terms of Reference for relevance and purpose(s).

The Local Government Act 1995 allows for committees to comprise a mix of:

- Elected members;
- Employees; and
- Other persons.

Depending on the intended purpose of the committee, its composition may be restricted or have other rights, impacts and obligations.

The committees and reference groups proposed comprise of elected members and other persons as voting members only. The attendance of certain staff may be required for advice and support etc, but they generally should not have voting membership (in the opinion of the Administration).

The Terms of Reference provide for participation in the committee or reference group:

- by a representative of a specified organisation, and
- by members of the community at large, upon their application, and appointed by name by Council.

It is not uncommon to have members of the public with relevant experience as a member of the Audit Committee, but it is not currently required (proposed with legislative amendments in 2024).

There is no legislative power for any committee or reference group to "co-opt" a person as a voting member, but may invite a person to speak or present to a meeting on a matter.

Only those members of a committee or reference group as appointed by Council may move, second, vote or have a right to speak. Only a deputy appointed by Council may act as a member of a committee, if the person they are the appointed deputy for is absent for the whole of the meeting.

Legislation generally provides that:

- the Shire President may exercise a right to be a member of any committee, ex-officio;
- the committee itself is to elect its presiding person and deputy; and
- if an employee is to be a voting member of a Committee the CEO has the right to be that employee, ex-officio, or to nominate a specific employee to be a member.

Establishment of a committee, determination of membership and terms of reference is required to be by absolute majority.

Changes to a committee or reference group terms of reference or establishment may be made at any time by Council resolution.

The Administration proposes retaining all current existing advisory committees and reference groups and altering, slightly, the terms of reference of the Townscape Advisory Committee (to meet every two months, as opposed to every six weeks), the Australia Day & Honours Advisory Committee (replacing reference of the non-operating Ratepayers & Residents Association with the Narrogin Chamber of Commerce) and Community Chest Reference Group (dealing with guiding the Community Chest Grant Guidelines), as detailed in the attachment.

Review of the previous two years' agendas for the Townscape Advisory Committee, would indicate that the volume or timing of items only requires committee consideration or recommendation to warrant a frequency of bimonthly, or more often, if required, not the present 6 weekly cycle.

In addition, a new clause has been added into all Council Committee's Terms of Reference, where they also include community members, requiring the Chair/Presiding Member to be an Elected Member. In this manner, requiring the Chair or Presiding Member of Council Committees to be an Elected Member benefits the local government by ensuring accountability, community representation, and alignment with local government objectives.

From an Elected Member's perspective, it provides valuable leadership and engagement opportunities while ensuring accountability to their constituents.

Voting Requirements

Absolute Majority

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.09

Moved: Cr Broad

Seconded: Cr Pomykala

That with respect to Council Committees, Reference Groups, and dealing with Council Member, Committee Member or Candidate Code of Conduct Complaints, Council establish the following Committees, Reference Groups, Authorisations and Panel and adopt the Terms of Reference and Standard Conditions as below and presented in Attachment 1 with the deletion the words "Road Infrastructure design matters" under 1.5 Townscape Advisory Committee Role and Scope of Committee.

1. Advisory Committees

- a. Audit Advisory Committee;
- b. Airport Advisory Committee;
- c. Local Emergency Management Committee;
- d. Australia Day and Honours Advisory Committee;
- e. Bush Fire Advisory Committee; and
- f. Townscape Advisory Committee.

2. Reference Groups

- a. Community Assisted Transport (CATS) Stakeholder Reference Group;
- b. Narrogin & Dryandra Visitor Centre Reference Group;
- c. Community Chest Grants Reference Group; and
- d. Roads Reference Group.

3. Council Member, Committee Member and Candidate Code of Conduct Complaints Authorisations & Panel.

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil



COUNCIL COMMITTEES and REFERENCE GROUPS

Establishment & Terms of Reference

Re-established 27 October 2021

(as at 25 March 2022)

Proposed amendments October 2023

History Summary

Item	Date	Action	Description
1	25 October 2016	Adopted	Resolution of Council 1016.166
2	20 December 2016	Amendment	Resolution of Council 1216.197 Terms of Reference for Australia Day & Honours Committee Changes incorporated: – <ul style="list-style-type: none"> - changes to title of the Awards throughout; - an additional category, to be consistent with the State Awards; and - reference to place of residence being removed as a criterion for nomination.
3	22 March 2017	New	Resolution of Council 0317.027 Adoption of Terms of Reference for establishment of Roads Reference Group.
4	27 September 2017	Amendment	Resolution of Council 0917.108 Amendment to Narrogin Airport Committee Membership
5	25 October 2017	Amendment	Resolution of Council 1017.123 Community Chest Reference Group and road Reference Group – no voting rights to Shire staff. Appointment of various delegates and Committee members and revocation of all previous appointments including those appointed pursuant to resolution 0917.108
6	26 September 2018	Amendment	Resolution of Council 0918.087 The Senior Officer responsible is changed from the Manager Leisure and Culture, to the Executive Manager Development and Regulatory Services.
7	28 November 2018	Amendment	Resolution of Council 1118.116 Narrogin Airport Committee – inclusion of Narrogin Gliding Club, Narrogin Flying Club, St John Ambulance to Committee Membership.
8	19 December 2018	Amendment	Resolution of Council 1218.128 Responsible Officer changed to Executive Manager DRS, Schedule 1.4 changes to advertising and nomination periods, Increase committee membership from 5 to 8, Increase quorum from 3 to 4, Increase community members from 0 to 3.
9	23 October 2019	Re-established	Resolution of Council 1019.012 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s.5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
10	28 November 2019	Amendment	Resolution of Council 1119.017 Australia Day & Honours Committee clause 11e changed from: <i>Unsuccessful nominees may be re-nominated in future</i>

Item	Date	Action	Description
			<i>years; to read as: Unsuccessful nominees may be either recommended and / or re-considered in future years.</i>
11	25 March 2020	Amendment	Resolution of Council 0320.010 Townscape Advisory Committee – Role and Scope point 4 changed from “quarterly” meetings to “every six weeks”.
12	23 June 2020	Amendment	Resolution 0220.010 Community Chest Reference Group to include assessment of Landcare applications for recommendation to Council.
13	23 June 2020	Amendment	Resolution of Council 0420.010 (Part 7) Expand membership of LEMC to include a representative of the Dept. of Education.
14	30 September 2020	Amendment	Resolution of Council 0720.003 Townscape Advisory Committee – new role and scope, point 5, the Committee is to make recommendations to Council to applications for grants made by businesses pursuant to the Colour Palette and Sign Guide (CBD) Policy.
15	11 March 2021	New Committee of Council	Resolution of Council 0221.016 New Code of Conduct for Council Members, Committee Members and Employees – New Conduct Complaints Committee.
16	11 March 2021	Edited Appendix 1	Resolution of Council 0221.016 Replaced reference to the former Code of Conduct with the new Code of Conduct.
17	27 October 2021	Re-established	Resolution of Council 1021.010 Review and re-establishment of Committees in accordance with Local Government Act 1995 section 5.8 and re-appointment of members s5.10 and 5.11, Bush Fires Act 1954, section 67 and Emergency Management Act 2005, section 38.
18	25 March 2022	Amended	Appendix 3 – Other Shire established groups – Occupational Health and Safety Committee amended to Work Health and Safety Committee

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Section 1 - Committees of Council

1.1 Audit Advisory Committee

Statutory context	Local Government Act 1995 – <ul style="list-style-type: none">• Part 7 – Audit Local Government (Audit) Regulations 1996 Appendix 1 – Standard conditions for establishment of Council Committees
Council context	Appendix 1 – Standard conditions for establishment of Council Committees
History	Established 25 October 2016 Reviewed 23 October 2019 Reviewed 27 October 2021

Establishment

Objectives To exercise responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

To assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources.

To ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

To facilitate –

- the enhancement and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of assets;
- compliance with laws and regulations as well as best practice in auditing;
- the coordination of the internal audit function with the external audit;
- the effective communication between the auditor, the CEO and the Council.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	7	
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations	0	
Total Membership	7	
Quorum	4	No additional criteria

Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	
Exec. Manager Corporate & Community Services	Manager Corporate Services

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Corporate & Community Services
Initial contact person	Executive Manager Corporate & Community Services

Role and Scope of Committee

1. Audit –
 - a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
 - b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government’s auditor.
 - c) Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken.
 - d) Recommend to Council the person or persons to be appointed as auditor.
 - e) Develop and recommend to Council a written agreement for the appointment of the auditor, which is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - method/s to be used by the local government to communicate with, and supply information to, the auditor.
 - f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
 - g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
 - h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
 - i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
 - j) Review the scope of the audit plan and program and its effectiveness.
 - k) Review the local government’s draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.

- l) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
 - m) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
 - n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
 - o) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.
2. Risk Management –
- a) Oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
 - b) Consider, approve and review the annual Internal Audit Plan
 - c) Advise Council on performance against the adopted Internal Audit Plan.
3. CEO support and advice –
- a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

– End of TOR

Notes

Frequency – minimum two per annum, more as required.

TOR Schedule 1.1 – Risk Management

AUDIT ADVISORY COMMITTEE INTERNAL RISK MANAGEMENT REVIEW TEMPLATE REPORT

Report prepared by **Executive Manager Corporate & Community Service**

Rating key: **A:** Acceptable **I:** Improvement required. **U:** Unacceptable, requires attention.

1. RISK MANAGEMENT			
a) The following considerations were based on the Department of Local Government & Communities Operational Guideline, No.09 dated September 2013:			
Considerations	Rating	Observation	Strategies
(1) Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.		•	Action required: •
(2) Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.		•	Action required: •
(3) Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas: (a) potential non-compliance with legislation, regulations and standards and local government's policies; (b) important accounting judgements or estimates that prove to be wrong; (c) litigation and claims (d) misconduct, fraud and theft (e) significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, work health and safety, and how they are managed by the local government.		•	Action required: •
(4) Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported.		•	Action required: •
(5) Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance.		•	Action required: •
(6) Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors.		•	Action required: •

(7) Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk.		•	Action required: •
(8) Assessing the local government's procurement framework with a focus on the probity and transparency of policies, procedures & processes and whether these are being applied.		•	Action required: •
(9) Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment.		•	Action required: •
(10) Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.		•	Action required: •]

2. INTERNAL CONTROL

- a) Internal Control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency.
- b) Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.
- c) Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

<p>(1) Management Practices:</p> <p>(a) Separation of roles and functions, processing and authorisation:</p> <p>(i) integrity and ethics;</p> <p>(ii) documented policies & procedures, delegated authority, levels of responsibilities and authorities;</p> <p>(iii) audit practices;</p> <p>(b) Management operating style.</p> <p>(c) Human Resource management and practices:</p> <p>(i) volunteer management</p> <p>(ii) trained and qualified employees; and</p> <p>(iii) equity and diversity leadership.</p> <p>(d) HR Systems Control:</p> <p>(i) Induction Programs</p> <p>(ii) Recruitment</p> <p>(iii) Training</p> <p>(iv) Performance Management</p>		•	Action required: •
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<p>(2) Information Management:</p> <p>(a) Data Management: Comparison of internal data with other or external sources of information, for example:</p> <p>(i) Geographical Information Systems (GIS); and</p> <p>(ii) Public Works Engineering Data (e.g.: <i>As constructed data</i>).</p> <p>(b) Control of approval of correspondence (documents, letters); and</p> <p>(c) Systems control: Security access, approval, version control.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •
<p>(3) Physical and Information Security: information system access and security, for example:</p> <p>(a) limitations on direct physical access to assets and records;</p> <p>(b) control of computer applications and information system standards;</p> <p>(c) limitations on access to make changes in data files and systems; and</p> <p>(d) testing the arithmetical accuracy and content of records.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •
<p>(4) Financial Management: integrity of financial systems, processes, controls, auditing, for example:</p> <p>(a) approval of financial transactions (records);</p> <p>(b) regular maintenance and review of financial control accounts and trial balances;</p> <p>(c) comparison and analysis of financial results with budgeted amounts;</p> <p>(d) report, review and approval of financial payments and reconciliations; and</p> <p>(e) comparison of the result of physical cash and inventory counts with accounting records.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •

3. LEGISLATIVE COMPLIANCE
 Local governments are required by legislation to complete a statutory compliance return (Compliance Audit Return or CAR) annually and have the return adopted by Council. The return is a checklist of a local government’s compliance with the requirements of the Act and its Regulations, concentrating on areas of compliance considered “high risk

<p>Legislative Compliance:</p> <p>(a) Statutory reporting timeframes are met;</p> <p>(b) Council and Executive Policy Positions are relevant and can be complied with;</p> <p>(c) Delegations are legislatively compliant, understood and complied with.</p>		<ul style="list-style-type: none"> • 	<p>Action required:</p> <ul style="list-style-type: none"> •
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– End of Schedule

1.2 Airport Advisory Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Amendment	27 September 2017
Amendment	25 October 2017
Updated	28 November 2018
Reviewed	23 October 2019
Reviewed	27 October 2021

Establishment

Objectives To advise Council on –

- airport development
- airport services
- airport infrastructure
- user and lessee management

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	4	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations		
Narrogin Gliding Club	1	
Narrogin Flying Club	1	
St John Ambulance	1	
	7	
Quorum	4	

Required staff attendance (non-voting) –

Primary	Secondary
Exec Manager Technical & Rural Services	
Manager Operations	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Committee's Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer Technical & Rural Services

Role and Scope of Committee

1. To investigate, plan and report on options and proposals for airport development and expansion.
2. To review existing services (user access, navigation, emergency response etc.) and ensure highest practicable standard is maintained.
3. To monitor the physical infrastructure (runway, buildings, fencing, equipment etc.).
4. To provide a further avenue of communication and consultation between Council, users and lessees of land, or buildings, and advise Council on the management of facilities.

– End of TOR

Notes

1.3 Local Emergency Management Committee

Statutory context Emergency Management Act 2005
 Emergency Management Regulations 2006
 State Emergency Management Directions
 Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History Established 25 October 2016
 Reviewed 23 October 2019
 Amended 23 June 2020
 Reviewed 27 October 2021

Establishment

Objectives To prepare and continuously monitor and review the Local Emergency Management arrangements for the Shire of Narrogin

Membership

Maximum membership of not more than 15, principally being the primary responders to any emergency. Others welcome to attend as Observers and to participate with the consent of the presiding person.

Composition resolved by Council		
Nomination of	No.	
Council members, including ex-officio	2	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	0	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	
- Dept of Communities	1	
- Dept of Primary Industry & Regional Development	1	
- Dept of Biodiversity, Conservation & Attractions - Parks & Wildlife Services	1	
- Narrogin St John Ambulance Sub-centre	1	
- Dept of Education	1	
Total Membership	15	

Quorum	8	No additional criteria
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Observers to be invited (non-voting) –

Organisation	Position
- Narrogin District Education Office	
- Main Roads WA, Narrogin	
- Great Southern SEMC Executive	
- Karinya Cottage Homes	
- Narrogin Home Care	
- Housing Authority	
- Salvation Army, Narrogin	
- Disability Services Commission	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Development & Regulatory Services	Executive Manager Technical & Rural Services
Senior Ranger	
Admin Officer, Em Mgmt	Executive Support Officer, Devt & Reg Serv

Meetings Appendix 1 – Standard conditions for establishment of Council Committees Other than Presiding Member,

Presiding Member The EM Act s.38 specifies that the Chair is determined by the local government.

Administrative Support

Senior Officer responsible	Executive Manager Development & Regulatory Services
Initial contact person	Administration Officer, Local Emergency Management

Role and Scope of Committee

1. In accordance with Emergency Management Act s.38(2) the specified area of responsibility is the whole of the Shire of Narrogin.
2. To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
3. To encourage and maintain communication and joint exercises between all stakeholders.
4. To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
5. To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
6. To undertake the Community Emergency Risk Management process.
7. To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.

8. To prepare and submit each financial year an annual report of its activities in accordance with the requirements of the State Emergency Management Committee.
9. To prepare an annual business plan in accordance with the requirements of the State Emergency Management Committee.
10. The Local Emergency Management Committee does not have the authority or power to commit the Shire of Narrogin to expenditure without the Shire's endorsement.

– End of TOR

Notes

The Committee does not have any operational authority for emergency events.

1.4 Australia Day and Honours Advisory Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Amended	20 December 2016
Amended	19 December 2018
Reviewed	23 October 2019
Reviewed	27 October 2021

Establishment

Objectives To provide an avenue of communication/consultation between Council and the community for –

- Australia Day WA Citizen of the Year Awards; in each category determined by it;
- Shire of Narrogin Australia Day Awards; consistent with the Australia Day WA Citizen of the Year Awards eligibility criteria and such other local award deemed appropriate by the Shire;
- Shire of Narrogin Australia Day functions and events; and
- other Commonwealth, State or local awards or honours.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	2	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	0	
Other persons – Community at large	3	
- Lions, Narrogin	1	
- Rotary, Narrogin	1	
- Narrogin Chamber of Commerce	1	
Total Membership	8	
Quorum	5	No additional criteria

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Development & Regulatory Services	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Corporate and Community Services
Initial contact person	Community & Economic Development Coordinator

Role and Scope of Committee

1. To promote the Australia Day, Australia Day WA Citizen of the Year Awards and Shire of Narrogin Australia Day Awards and make recommendations to Council based on nominations received from the community.
2. To recommend to Council nomination of community members for recognition in –
 - Australian Honours,
 - National or State Australia Day Awards,
 - Other recognition or honours considered appropriate
3. To consider community requests for Council support of nominations for Commonwealth or State awards or honours.
4. To promote the Shire's Australia Day event within the wider community with due consideration and respect for the needs and views of all members of the community.
5. To give consideration to; and make decisions regarding the venue, program/format, menu and layout of tables/seating and decorations.

– End of TOR

Notes

TOR Schedule 1.4 – Honours and Awards Processes and Criteria

1. The Australia Day WA Citizen of the Year Awards foster, recognise and celebrate significant contributions to community life and active citizenship in Shire of Narrogin in the following categories –
 - a) Citizen of the Year
 - b) Citizen of the Year (Youth)
 - c) Citizen of the Year (Senior)
 - d) Active Citizenship (Group or Event)
2. The Committee is to coordinate and consider –
 - a) community nominations for the Australia Day WA Citizen of the Year Awards;
 - b) Shire of Narrogin Awards consistent with the Australia Day Citizen of the Year Awards, and in exceptional circumstances, other recognition as appropriate; and
 - c) in exceptional circumstances, any other Commonwealth, State or local award or honours.
3. The Shire will invite Australia Day WA Citizen of the Year Awards nominations from community groups and private citizens.
4. Australia Day WA Citizen of the Year Awards nominations will open on 1 September and close on 31 October.
5. Australia Day WA Citizen of the Year Awards nominations will be advertised –
 - a) in the Narrogin Observer in mid-August and again in mid-September, and
 - b) on the Shire's website and Facebook page
6. Late nominations for Awards will not be accepted.
7. Award recipients will be considered by the Australia Day and Honours Committee.
8. The Committee is to make its recommendations to the Council Meeting held in November whose decision will be final.
9. Nomination forms are to have a nominator as well as another person to support the nomination;
10. The award recipients will be judged to have shown active citizenship and –
 - a) Made significant contribution to the local community.
 - b) Demonstrated leadership on a community issue resulting in the enhancement of community life.
 - c) Made a significant initiative which has brought about positive change and added value to community life.
 - d) Demonstrated inspiring qualities as a role model for the community.
11. Eligibility Criteria –
 - a) A person who does not reside within the Shire of Narrogin is eligible to receive an award
 - b) Awards may be granted posthumously in recognition of recent achievements.
 - c) Groups of people will not normally be eligible except when meeting the criteria for a community group.
 - d) A person cannot receive the same award twice but can be considered for another award.
 - e) Unsuccessful nominees may be either recommended and / or re-considered in future years.
 - f) Self-nominations are not eligible.
 - g) Sitting members and employees of Commonwealth, State and Local Government are not eligible for nomination relating to their service as an elected member or employee but may be considered for nomination in their private capacity.
12. Awards will be presented at the Australia Day Community Event on 26 January annually.
13. Awards and Honours other than Australia Day WA Citizen of the Year Awards may be considered by the Committee at any time throughout the year, following the general principles and procedures above, for presentation at an appropriate function.

– End of Schedule

1.5 Townscape Advisory Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History	Established	25 October 2016
	Amended	26 September 2018
	Reviewed	23 October 2019
	Amended	24 March 2020
	Amended	28 July 2020
	Reviewed	27 October 2021

Establishment

Objectives To recommend to Council proposals to improve the physical infrastructure of the Narrogin and Highbury townsites, and throughout the district with a specific focus on:

- aesthetic presentation of the area,
- access and facilities for elderly and people with disabilities,
- designing out crime or anti-social behaviours.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	2	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	0	
Other persons – Community <ul style="list-style-type: none"> ○ at large 	4	Specific interest to be sought – <ul style="list-style-type: none"> ○ Indigenous representative (1) ○ Expertise in disability or aged sectors (1)
- Highbury District Community Council	1	
- Narrogin Chamber of Commerce	1	
- Arts Narrogin	1	
Total Membership	9	
Quorum	5	Quorum reduced to 4 if one or more vacancies exist in Committee membership, for the period of any vacancy only.

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To make recommendations to Council for Budget purposes in relation to –
 - The adopted Townscape Plans for Highbury and Narrogin Townsites; and
 - Disability and aged access to, and movement in, public facilities and places;
2. To advise Council on proposals referred to the Committee by the Administration concerning the impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks including, but not limited to –
 - a) The quality of architectural design including its relationship to the adjoining development;
 - b) The relationship with and impact on the broader public realm and streetscape;
3. To ensure that issues that are referred to the Committee by the Administration are given due consideration with respect to in planning, design, implementation and maintenance of the built and natural environment.
4. To meet every two months or more if required to deal with matters referred to it by the Administration.
5. To make recommendations to Council with respect to any applications for grants made by businesses pursuant to the Colour Palette and Sign Guide (CBD) Policy.

– End of TOR

Notes

- Local Government Act 1995 s.5.15 – Council may reduce quorum if there would not otherwise be a quorum –
- Regardless of number vacancies, quorum cannot be reduced to less than 4 without specific Council approval.

1.6 Bush Fire Advisory Committee

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	23 October 2019
Amended	23 October 2019
Reviewed	23 October 2019
Reviewed	27 October 2021

Establishment

Objectives To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	1	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	0	
o Bush Fire Control Officers	21	
Total Membership	22	
Quorum	12	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Development & Regulatory Services	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Executive Manager Development & Regulatory Services
Initial contact person	Senior Ranger

Role and Scope of Committee

1. To advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

– End of TOR

Notes

BFAC

Intended to hold two meetings annually –

- first – in March/April, to review the past fire season, consider Shire budget and ESL grant application, and
- second – in about September, to consider the coming season, any matters or preparations needed, recommendations regarding fire control officers, administrative arrangements etc

1.7 Code of Conduct Complaints Authorisations & Panel

Statutory context Local Government (Model Code of Conduct) Regulations 2021; Clause 11 (3), authorise the following persons to receive Division 3 complaints and withdrawals of same, relating to Council Members, Committee Members and Candidates (that become Council Members)

Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History Established 24 February 2021
Reviewed 27 October 2021

Establishment

Objectives Complaints regarding alleged breaches of the Model Code in Division 3 are managed by the local council as the decision-making body of the local governments. The division also provides a process for responding to alleged breaches. The emphasis is on education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches. Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

Membership

Composition resolved by Council		
Nomination of	No.	
The Shire President with respect to complaints made by anyone, excluding the Shire President;	1	
The Deputy Shire President with respect to complaints made by the Shire President, excluding those made about the Deputy Shire President;	1	
The Deputy Shire President with respect to complaints about the Shire President excluding those made by the Deputy Shire President; and	1	
A panel comprising all of the Council Members , excluding the Shire President and Deputy Shire President, with respect to complaints about the Deputy Shire President made by the Shire President. Quorum: 3	5	Decisions to be made by a majority decision of the membership (ie 3)

Required staff attendance (non-voting) –

Primary	Secondary
Nil	

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Chief Executive Officer

Section 2 - Reference Groups

Reference Groups are not Committees of Council and exist as a forum to –

- advise staff,
- facilitate exchange of ideas and
- discuss the matters assigned.

Establishment of each Reference Group is similar to Council Committees for the sake of consistency but are not subject to the legislative constraints of a Committee. Where possible and appropriate, the Standard Conditions for Committees should be followed.

A Reference Group has no decision making authority whatsoever. Action may only be initiated within the scope of responsibility given to an officer of Council, or by a staff member following Council decision.

2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Reviewed	23 October 2019
Reviewed	27 October 2021

Establishment

Objectives A working group to provide advice regarding the management and coordination of the Community Assisted Transport Service.

Meeting frequency Generally once per annum

Membership

Composition resolved by Council	
Nomination of	No.
Elected members, including ex-officio	1
Employees –	0
Other persons – Community at large	0
- Narrogin Lions Club (foundation member)	1
- Narrogin Revheads (foundation member)	1
- Shire of Wagin	1
- Shire of Cuballing	1
- Narrogin & District Senior Citizens	1
- Volunteer driver representative	1
Total Participation	7

Committee Chairperson to be Elected Member.....

Required staff attendance (non-voting) –

Primary	Secondary
Exec. Manager Corporate & Community Services	Manager Finance
Manager Community Services	Homecare Services Coordinator

Administrative Support

Senior Officer responsible	Manager Community Services
Initial contact person	Manager Community Services

Role and Scope

- To provide feedback and advice on the strategic direction to Council and relating to –
 - how to operate the CATS program in a more sustainable manner.
 - how to better promote the CATS program.
 - fee structure.

- d) how to attract additional funding opportunities.
 - e) how to support, attract and retain volunteers e.g. drivers/carers.
 - f) raising of issues regarding the service to clients by the stakeholders.
 - g) the type of motor vehicle to be used.
 - h) how to expand the CATS program.
 - i) recommend an alternative management/ownership of the CATS program, if required.
2. To provide a further avenue of communication between Council and the community groups which operate or contribute to the Service.

– End of TOR

Notes

The CATS Stakeholder Reference Group membership was originally formed from the ongoing financial contributors and service providers to the CATS program. Membership was dependent on –

- continuing financial contributions of over \$1,000 per annum, and/or
- the provision of services to facilitate the service.

At Council meeting 25 October 2016, it was clarified that as foundation members, Narrogin Revheads and Narrogin Lions should remain permanent members of the Reference Group, without obligation to meet the contribution criteria.

2.2 Community Chest Grants Reference Group

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees

Council context Appendix 1 – Standard conditions for establishment of Council Committees

History

Established	25 October 2016
Amended	25 October 2017
Reviewed	23 October 2019
Amended	23 June 2020
Reviewed	27 October 2021

Establishment

Objectives A working group to review applications for Council assistance, prior to Officer's report to Council on suggested allocations from Budget.

Meeting frequency Generally twice per annum to assist the Administration develop recommendations to the Council for the two rounds.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	3	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	3	

Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	Executive Manager Corporate & Community Services

Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	Executive Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To –
 - a) review applications from community groups for assistance from the annual Budget allocation made by Council;
 - b) review and assess applications for Landcare projects from the Landcare Reserve Fund;
 - c) to provide guidance to the Chief Executive Officer on the Grant & Acquittal Guidelines to be utilised by the Administration in marketing, promoting and conditions related to the grants; and
 - d) make recommendations to Council with respect to parts a) and b) through the Senior Officer responsible.

– *End of TOR*

2.3 Roads Reference Group

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Groups

Corporate context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

History

Established	22 March 2017
Amended	25 October 2017
Reviewed	23 October 2019
Reviewed	27 October 2021

Establishment

Objectives A working group to enhance communication between elected members and Technical & Rural Services staff –for

- information exchange
- discussion of technical issues.

Meeting frequency Semi – Annually to Quarterly –

- August – review roadworks program and recommended timetable
- February – progress review, consider priorities for Budget consideration
- May – progress review, confirm Budget priorities for consideration

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	3	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	3	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	
Manager Operations	
Executive Support Officer	

Administrative Support

Senior Officer responsible	Executive Manager Technical & Rural Services
Initial contact person	Executive Support Officer

Role and Scope

1. To –
 - a) review progression of the road works program;
 - b) ensure issues of concern to resident and users of the Shire's road network are discussed;
 - c) provide feedback regarding roadworks priorities for annual budget consideration;
 - d) consider priorities for roadworks consistent with Roads Asset Management Plan; and
 - e) make recommendations to Council through the Senior Officer responsible.
 - f) Consider requirements of Work Crew to implement road programs (plant).

– End of TOR

2.4 Narrogin & Dryandra Visitor Centre Reference Group (N&DVC)

Statutory context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Groups

Corporate context Appendix 1 – Standard conditions for establishment of Council Committees and Reference Group

History Established

Establishment

Objectives: A working group to provide advice regarding the management and coordination of the Narrogin & Dryandra Visitor Centre

Meeting frequency Generally twice per annum

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	1	Committee Chairperson to be Elected Member.....
Employees, including ex-officio	3	
Other persons – Community at large		
Shire of Cuballing	1	
Narrogin & Dryandra Visitor Centre Volunteers Representative	1	
Total Participation	3	

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Corporate & Community Services	
Community & Economic Development Coordinator	
Community Development Officer	

Administrative Support

Senior Officer responsible	Executive Manager Corporate & Community Services
Initial contact person	Community Development Officer

Role and Scope

1. To provide feedback and advice on the strategic direction to the CEO in relation to –
 - a) how to operate the N&DVC in a sustainable manner.
 - b) how to better promote the N&DVC.
 - c) Merchandise options and management.
 - d) how to attract additional tourism opportunities.
 - e) how to support, retain and attract volunteers.
 - f) additional opportunities for area promotion
 - g) building management of the Railway Station Precinct.

2. To provide a further avenue of communication between the Administration and Council and the community groups which operate or contribute to the Service.

– End of TOR

Appendices

Appendix 1 – Standard conditions for establishment of Council Committees

Unless otherwise specified in the establishment of a Committee or Reference Group, the following standard conditions apply to all.

Matters will only be listed if varying from these Standard Conditions

Statutory context	<p>The majority of Committees are established under the Local Government Act 1995 –</p> <ul style="list-style-type: none">- s.5.8 to s.5.18 – Committees and their meetings.- s.5.19 to s.5.25 – Matters affecting Council and Committee meetings.- s.5.59 to s.5.90 – Financial interests, declarations, gifts etc. <p>Also refer to Local Government (Administration) Regulations 1996 –</p> <ul style="list-style-type: none">- r.4 to r.14B – Committees and committee meetings. <p>Shire of Narrogin Meeting Procedures Local Law 2016, unless otherwise provided for by the Act or Regulations.</p> <p>Some committees, but not all, have statutory functions. If so, general references to legislative requirements are given.</p>
Council context	<p>From time to time, Council may adopt specific policies that affect the Committee or provide direction.</p> <p>Compliance with the Shire of Narrogin Code of Conduct for Council Members, Committee Members and Candidates is mandatory, as required by the Act and Regulations.</p>
History	<p>First established Last amended</p>
Establishment	
Objectives	<p>Brief outline of Council's objectives for the Committee.</p>
Authority	<p>Unless provided for by the Act or Regulations, the Committee has an advisory role only, and has no delegated authority to implement actions or activity unless authorised by Council.</p>
Financial Interests	<p>The Act requires all members of the Committee comply with the interest provisions of the Act –</p> <ul style="list-style-type: none">- financial – both direct and indirect interests which impact the member;- proximity – development adjoining or affecting the member;- declarations – written declaration to be made to CEO or presiding members;- gifts – to be notified to CEO within 10 days of receipt or promise of gift.
Working Parties	<p>The Act does not permit the establishment of a sub-Committee, however, the Committee may request that a member or several members consider a particular matter.</p>

Code of Conduct The Act requires compliance with the Code of Conduct for Council Members, Committee Members and Candidates adopted by the Shire of Narrogin.

Membership

Composition The Act requires that a Committee have a membership of at least 3 people.

A vacancy does not reduce the number of positions on the Committee, unless Council resolves by absolute majority. The number of members must be stipulated by Council, and cannot be varied by the Committee. Should there be less members than the number resolved by Council, the position is considered vacant, however, the quorum required is not affected.

The Committee is to comprise of –

- Council members, including ex-officio as permitted by the Act.
- Employees, as resolved by Council, including ex-officio as permitted by the Act. The role of member includes the obligation to vote and is separate from the administrative support function of the Committee.
- Other persons, i.e. community members, either named or by position within an external organisation.

If notified to Council when Committee is established, the President and CEO may exercise separate rights to be a member or nominate another elected member or employee to be a member of the Committee.

The TOR for a Committee does not over-ride a Council resolution.

Members	Council members	As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member.
	Employees	As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member.
	Other persons	From the community or specific organisation, as stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision.

Only appointed members of a Committee may vote. Generally, staff will not be voting members of a Committee, but have an advisory and support role only. However, there may be exceptions and these will be noted in the individual Committee's Terms of Reference.

Nomination of a member may be –

- by name, in which case the person holds membership until removed, whether a resident, employee or not; or
- by position, in which case the person holding the specific position.

Where a member is appointed by position, a person acting in that position automatically has membership. If the person chooses to delegate the membership to another person within their organisation, this must be notified to the CEO. The person delegated does not automatically become the deputy member.

Deputy members The Act defines “deputy member” as a person appointed by Council authorised to act for a Committee member in that person’s unavailability.

Only the person initially present at the meeting may participate, i.e. “tag teaming” by leaving a meeting, allowing the other to participate and vote, is not permitted.

Where a deputy member is appointed by position, a person acting in that position automatically has membership. Where the person chooses to delegate the membership to another person within their organisation, this must be notified to the CEO.

Vacancies The Act requires that members and deputy members be approved by absolute majority of Council.

The Committee is not permitted to co-opt members but may invite a person or organisation to make a presentation or deputation.

Tenure The Act stipulates membership of the Committee is until –

- the person no longer holds the office by virtue of which they were appointed,
- the person resigns by notice in writing to the presiding member or the CEO,
- the person’s term of appointment expires or is removed by Council, or otherwise become vacant,
- the committee is disbanded or term for which it was established expires.

Generally, Council will only appoint an elected member or community member to the same committee for a maximum of 3 consecutive terms (i.e. 6 years).

Consistent with the provisions of the Act s.2.25(4) applying to Council members, Council may remove a Committee member who has been absent for 3 consecutive meetings.

Payments Meeting fees are not paid. In some instances, reimbursement for actual expenses incurred in attending a Committee meeting may be permitted. Refer to CEO.

Meetings

Frequency May be specified by Council, but generally as required and determined by the Committee.

Presiding Member The Act requires that the presiding member be selected by the Committee.

Procedures In accordance with Shire of Narrogin Meeting Procedures Local Law.

Deputations In accordance with Shire of Narrogin Meeting Procedures Local Law.

Quorum The Act stipulates 50% of the designated membership of the Committee whether the position is vacant or not, must be present.

Where the membership is an odd number, the quorum is 50% and rounded up, e.g. quorum for a membership of 9 is 5.

In some circumstances, Council is permitted by absolute majority to give prior approval for a specific meeting to reduce the quorum required.

Voting	<p>All recommendations are to be by simple majority of Committee members present, The Presiding Members should announce the result of the vote, e.g. 3/1, or 4/0 etc..</p> <p>The Act requires that all Committee members present at the meeting –</p> <ul style="list-style-type: none"> • must vote, and • must vote in such a way that their vote is not secret, i.e. either on the voices or by show of hands. <p>Therefore the following are not permitted –</p> <ul style="list-style-type: none"> • proxy voting – submission of a written vote by another person); • abstaining from voting – those present are required by the Act to vote; • secret ballot or drawing of lots or similar. <p>In the case of equality of voting, the presiding member is to exercise a casting vote.</p> <p>Observers do not have a right to speak, but may address the meeting at discretion of the presiding member, and are not permitted to vote.</p>
Agendas	To be available 3 days prior to meeting, to Committee members and the public.
Minutes	To be available 5 days after the meeting to Committee members and the public. The Act requires that the minutes of Committee meetings are submitted to Council for noting and to the following Committee meeting for confirmation.
Recommendations	All decisions of the committee are recommendations to Council, and are not to be actioned until authorised by Council, unless the senior officer has existing authority, responsibility or discretion to do so.

Administrative Support

Senior Officer	<p>Has responsibility for the Committee, overseeing its general operation in accordance with these standard conditions or specific variation as authorised by Council, and ensuring the Committee's minutes are presented to Council.</p> <p>The role does not confer any right to vote.</p>
Contact	<p>Provides administrative support for the Committee at the direction of the senior office.</p> <p>The role does not confer any right to vote.</p>

Role and Scope of Committee

Detailed terms of reference will be given of what is expected of the Committee.

– End of Standard Conditions for TOR

Notes

General notes for guidance, not forming part of the establishment or terms of reference of the Committee.

TOR Schedule 0.1 – Title

Any Schedule will provide detailed instructions or guidance on how the role and responsibilities of the Committee are to be implemented.

– End of Schedule

Appendix 2 – Criteria for community members of Council Committees and Groups

A number of Committees have members from specific community organisations or from the community at large.

For these Committees, Council will seek to appoint community members so that the Committee meetings will consist of members and deputy members having –

- a) demonstrated expertise and knowledge in the particular area of Committee responsibility;
- b) relevant skills and experience to provide independent advice;
- c) current participation with an organisation having similar objectives would be well regarded,
- d) diverse backgrounds and experience, while remaining relevant to the Committee's functions.

Preference will be given to residents who have a detailed knowledge of the district, enabling Committee members to make a positive contribution towards the community.

Non-residents may be appointed by Council, if suitable candidates cannot be established from the community or if it is determined there is specific need or advisability.

Community members of specific organisations will be invited for –

- a) Local Emergency Management Committee
- b) Australia Day and Honours Advisory Committee
- c) Townscape Advisory Committee
- d) Community Assisted Transport Service Stakeholder Reference Group
- e) The Narrogin & Dryandra Visitors Centre Reference Group.

In addition, community members at large will be sought for –

- a) Australia Day and Honours Advisory Committee
- b) Townscape Advisory Committee.

Appendix 3 – Other Shire established groups

Although the following are groups established by the Shire, they do not report to Council but exist to support the function of

Work Health and Safety Committee

Responsible to – CEO

Established under the Work Health and Safety Act, the Committee is workplace based, with workplace representatives, is responsible to the employer (i.e. CEO), and has statutory obligations.

11.4.4 COUNCIL COMMITTEES AND REFERENCE GROUPS PARTICIPATION AND DELEGATES TO EXTERNAL ORGANISATIONS

File Reference	13.3.2 & 15.1.1
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	11 October 2023
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments 1. Council Committees and Reference Groups – Participation and Delegates to External Organisations (to October 2023)	

Summary

Council's consideration for membership of Council established Committees and Reference Groups and delegates to external organisations is requested.

Background

The Local Government Act 1995 and Emergency Management Act 2005 require the establishment of the following committees and specify some membership requirements:

- Audit Committee – must have a minimum of three council members, and the majority of the committee must be Council members.
- Local Emergency Management Committee – must include the Local Emergency Management Coordinator.

While other legislation does not specify a maximum tenure, the Local Government Act 1995 Section 5.11 stipulates that tenure of committee membership is only to the next local government ordinary elections (ie; a maximum of 2 years).

For consistency, it is suggested that all memberships be reviewed.

Consultation

The Executive Leadership Team was consulted in the development of the Report.

Statutory Environment

- Local Government Act 1995 –
 - Sections 5.8 and 5.9 – establishment and composition of committees;
 - Section 5.10 – appointment of committee members;
 - Section 5.11A – committee membership tenure;
 - Section 7.1A – audit committee membership, excludes employees or representative of Chief Executive Officer;

- Emergency Management Act 2005 Section 38 – membership to include local emergency coordinator; and
- Bush Fires Act 1954 Section 67.

Policy Implications

Nil

Financial Implications

There are no relevant financial implications other than administrative.

This Council in its Annual Budget has elected to pay Elected Members an allowance annuity (paid quarterly in arrears) for attending Council and Committee Meetings (regardless of how many).

It should be noted however, that community members are not entitled to a meeting fee under the Local Government Act 1995 or Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	2. Social Objective (To provide community facilities and promote social interaction)
Outcome:	2.3 Existing strong community spirit and pride is fostered, promoted and encouraged
Strategy:	2.3.2 Engage and support community groups and volunteers
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to adopt and appoint Elected Members to Council Committees and Reference Groups would result in a breach of the Local Government Act 1995.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

The Local Government Act allows for committees to comprise a mix of:

- Elected members;
- Employees; and
- Other persons.

Depending on the intended purpose of the committee, its composition may be restricted or have other rights, impacts and obligations.

The committees and reference groups proposed comprise of elected members and other persons as voting members only. The attendance of certain staff may be required for advice and support etc, but they do not have voting membership.

The Terms of Reference provide for participation in several committees and reference groups –

- by a representative of a specified organisation, and
- by members of the community at large, upon their application, and appointed by name by Council.

It is not uncommon to have members of the public with relevant experience as a member of the Audit Committee, but it is not currently required (legislation pending in 2024).

The committees and reference groups proposed to include persons other than elected members in their membership are:

- Airport Advisory Committee –
 - o Specified organisations (3)
- Local Emergency Management Committee (LEMC) –
 - o Specified organisations (13)

- Australia Day and Honours Advisory Committee –
 - o Specified organisations (3)
 - o Community at large (3)
- Townscape Advisory Committee –
 - o Specified organisations (3)
 - o Community (4) – two at large, two with special focus if possible
- Community Assisted Transport Service Stakeholder Reference Group –
 - o Specified organisations (6)
- Bush Fire Advisory Committee (BFAC)
 - o Bush Fire Control Officers
- Narrogin & Dryandra Visitor Centre Reference Group
 - o Shire of Cuballing representative
 - o Volunteers representative

There is no legislative power for any committee or reference group to “co-opt” a person as a voting member, but may invite a person to present to a meeting on a matter, or to speak to the matter with the consent of the presiding person.

Only those members of a committee or reference group as appointed by Council may move, second, vote or have a right to speak. Only a deputy appointed by Council may act as a member of a committee, if the person they are the appointed deputy for is absent for the whole of the meeting.

It is suggested that:

- each specified organisation be requested to confirm their representative to the relevant committee or reference group; and
- the community be invited to nominate for the Australia Day and Honours Committee and the Townscape Advisory Committee.

Appointment of members of a committee is required to be by absolute majority.

External organisations are those over which Council does not exercise control (establishment, dissolution etc). Appointment as a Council delegate to these organisations entitles the elected member to claim travel costs etc in accordance with adopted policy. A deputy delegate appointed may only claim travel if attending due to the absence of the delegate.

Appointment of delegates to Council reference groups and external organisations may be made by simple majority.

Changes to committee or reference group membership may be made at any time as a result of resignation, Council resolution etc.

Voting Requirements

1. Simple Majority required for the procedural motions
2. Absolute Majority required for the committee delegate appointments.

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.10

Moved: Cr Fisher

Seconded: Cr Wiese

That with respect to membership on Council Committees and Reference Groups and delegates to external organisations, Council:

1. Request the organisations as specified in the Committee and Reference Groups Establishment to confirm their desired continued participation and nominee;
2. Seek public applications for membership for the Australia Day and Honours Advisory Committee and Townscape Advisory Committee; and
3. Make the following appointments as members and deputy members of committees:

Committee	Member/s	Deputy/s
Audit Advisory Committee (7 elected members)	President L Ballard	n/a
	Cr G Broad	
	Cr Fisher	
	Cr C Bartron	
	Cr J Pomykala	
	Cr T Wiese	
	Cr R McNab	
Airport Advisory Committee (3 elected members, 3 organisations)	President L Ballard	Cr Wiese
	Cr Fisher	
	Cr McNab	
	Narrogin Gliding Club	
	Narrogin Flying Club	
	St John Ambulance	
Local Emergency Management Committee (2 elected members, 12 organisations)	President Ballard	Cr Bartron
	Cr Broad	
	WA Police OIC Narrogin <i>ex-officio (LEM Coordinator)</i>	n/a
	Dept Fire & Emergency Services Narrogin Regional Officer	
	Narrogin Regional Hospital WACHS Operations Manager Southern Wheatbelt or delegate	
	Narrogin Volunteer Bush Fire Brigades CBFCO or DCBFCO	
	Narrogin VFRS Unit Captain	
	Narrogin SES Unit Manager or delegate	
	Water Corporation	

	Western Power	
	Dept of Primary Industry & Regional Development	
	Dept of Biodiversity, Conservation & Attractions - Parks & Wildlife Services Regional Manager or delegate	
	Narrogin St John Ambulance Sub-Centre	
	Dept of Education	
Australia Day and Honours Advisory Committee (3 elected members, 3 organisations, 3 community at large)	President Ballard	Cr Broad
	Cr McNab	
	Cr Pomykala	
	Narrogin Lions Club President or delegate	n/a
	Narrogin Rotary Club President or delegate	
	Narrogin Chamber of Commerce President or delegate	
	Community Member	
	Community Member	
	Community Member	
Townscape Advisory Committee (2 elected members, 3 organisations, 2 community at large, 2 community special focus)	Cr Bartron	Cr Pomykala
	Cr McNab	
	Highbury District Community Council President or delegate	n/a
	Narrogin Chamber of Commerce Chairperson or delegate	
	Arts Narrogin Chair or delegate	
	Community Member	
	Community Member	
	Community Member (special focus)	
	Community Member (special focus)	

Bush Fire Advisory Committee (1 elected member, 21 Fire Control Officers)	President Ballard	Cr Broad
	All registered Fire Control Officers	n/a

4. Make the following appointments as members and deputy members of reference groups:

Reference Group	Member/s	Deputy/s
Community Assisted Transport Service (CATS) Stakeholder Reference Group (suggest 1 elected member)	Cr Fisher	Cr Bartron
	Narrogin Lions Club	n/a
	Narrogin Revheads	
	Shire of Wagin	
	Shire of Cuballing	
	Narrogin & District Senior Citizens	
Volunteer driver representative		
Community Chest Grants Reference Group (suggest 3 elected members)	President Ballard	Cr Fisher
	Cr Wiese	
	Cr Pomykala	
Roads Reference Group (suggest 3 elected members)	Cr Wiese	President Ballard
	Cr Broad	
	Cr Fisher	
Narrogin & Dryandra Visitor Centre Reference Group (suggest 1 elected member)	Cr McNab	Cr Pomykala
	Shire of Cuballing representative	n/a
	Narrogin & Dryandra Visitor Centre Volunteers representative	

5. Make the following appointments as delegates and deputy delegates to external organisations:

External Organisation	Delegate/s	Deputy/s (if desired)
Development Advisory Panel must be 2 elected members	President Ballard	Cr Wiese & Cr Fisher
	Cr Broad	
Central Country Zone WALGA must be 2 elected members	President Ballard	Cr Broad
	Cr Bartron	
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be 2 elected members	Cr Broad	Cr Pomykala
	Cr Fisher	

Narrogin Cottage Homes Committee	Cr Broad	Nil
District Health Advisory Committee (of WACHS)	Cr Fisher	Nil
Narrogin Community Support Organisation	Cr Fisher	Nil

**CARRIED 7/0
BY ABSOLUTE MAJORITY**

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.
Against: Nil



COUNCIL COMMITTEES REFERENCE GROUPS EXTERNAL ORGANISATIONS

Membership | Deputies | Representatives

To be read in conjunction with the Establishment and Terms of Reference

**All membership of committees prior to 2023 elections
are terminated, in accordance with
Local Government Act 1995 section 5.11**

History Summary

Date	Action	Description
25 October 2017	Adopted	Community Chest Reference Group and Roads Reference Group be altered, by only allowing voting rights for elected members, and not officers of the local government.
26 September 2018	Amended	Senior Officer Responsible Townscape Committee changed to Executive Manager Development & Regulatory Services.
13 December 2018	Amended	Resignation of G Ballard from Townscape Committee
27 February 2019	Amended	Appointment of Ms G Kami and Mrs V Chadwick to Townscape Committee
28 October 2019	Adopted	Res 1019.013 – Post election review and nomination of elected members to Committees, Reference Groups and external organisations.
20 December 2019	Amended	Res 1219.009 – Townscape Advisory Committee and Australia Day and Honours Advisory Committee membership updated.
3 August 2020	Amended	Cr Murray Fisher and Cr Brian Seale added to District Health Advisory Council of WA Country Health Service.
15 March 2021	Amended	Res 0221.016 New Committee – Code of Conduct Complaints Committee
27 October 2021	Adopted	Res 1021.011 – Post Election review and nomination of elected members to Committees, Reference Groups and external organisations
15 December 2021	Amended	Res 1215.006 – Appointment of Mrs V Chadwick, Mrs D Broad & Mr C Bartron to Townscape Committee
15 December 2021	Amended	Res 1215.006 – Appointment of Ms C Mahony to Australia Day & Honours Advisory Committee.
20 January 2022	Amended	Mr B Seale advised as Narrogin Chamber of Commerce representative
1 March 2022	Amended	Res 0223.010 – Appointment of Ms R Storey to Townscape Advisory Committee

Council Committee Members & Deputy Members

Council committees are those where Council does exercise control (establishment, dissolution etc).

Appointed – ~~27 October 2024~~ October 2023

Concluding – October 2023~~5~~

Committee	Member/s	Deputy/s
Audit Advisory Committee (79 elected members)	President L Ballard	n/a
	Cr Broad , Deputy President	
	Cr Wiese	
	Cr Alexander	
	Cr Seale	
	Cr McNab	
	Cr Fisher	
	Cr Early	
	Cr Pomykala	

Committee	Member/s	Deputy/s
Airport Advisory Committee (4 elected members, 3 organisations)	President L Ballard	Cr Early
	Cr Wiese	
	Cr Fisher	
	Cr Alexander	n/a
	Narrogin Gliding Club	
	Narrogin Flying Club	
	St John Ambulance	

Committee	Member/s	Deputy/s
Local Emergency Management Committee (2 elected members, 12 organisations)	Cr Seale	President L Ballard
	Cr Broad	
	WA Police – OIC Narrogin <i>ex-officio (LEM Coordinator)</i>	n/a
	Dept Fire & Emergency Services – Narrogin Regional Officer	
	Narrogin Regional Hospital – WACHS Operations Manager Southern Wheatbelt or delegate	
	Narrogin Volunteer Bush Fire Brigades – CBFCCO or DCBFCCO	
	Narrogin VFRS Unit – Captain	
	Narrogin SES Unit – Manager or delegate	
	Water Corporation	
	Western Power	
	Dept of Child Protection & Family Support	
	Dept of Agriculture & Food WA	
	Dept of Parks & Wildlife – Regional Manager or delegate	
Narrogin St John Ambulance Sub-Centre		

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Committee	Member/s	Deputy/s
Australia Day and Honours Advisory Committee (2 elected members, 3 organisations, 3 community)	Cr Early President L Ballard	Cr McNab
	President L Ballard	Cr Fisher
	Narrogin Lions Club – President or delegate	n/a
	Narrogin Rotary Club – President or delegate	
	Narrogin Residents & Ratepayers Assoc Narrogin Chamber of Commerce – President or delegate	
	Ms Goral Mahony	
	Community Member	
Community Member		

Committee	Member/s	Deputy/s
Townscape Advisory Committee (2 elected members, 3 organisations, 2 community, 2 community special focus)	Cr Pomykala	Cr Alexander
	Cr Early	n/a
	Highbury District Community Council – President or delegate	
	Narrogin Chamber of Commerce – Mr B Seale	
	Arts Narrogin – Chair or delegate	
	Mrs Debbie Broad	
	Mr Clive Bartron	
Mrs Vicki Chadwick (special focus – aged & disabled)		
Ms Raylene Storey		

Committee	Member/s	Deputy/s
Bush Fire Advisory Committee (1 elected member, 21 Fire Control Officers)	President L Ballard	Cr Seale
	All registered Fire Control Officers	n/a

Council Reference Groups

Reference groups are those where Council does exercise control (establishment, dissolution etc).

Appointed – 27 October 2021

Concluding – October 2023

Reference Group	Member/s	Deputy/s
Community Assisted Transport Service (CATS) Stakeholder Reference Group (1 elected member)	Cr Broad	Cr Fisher
	Narrogin Lions Club	n/a
	Narrogin Revheads	
	Shire of Wagin	
	Shire of Cuballing	
	Narrogin & District Senior Citizens	
Volunteer driver representative		

Reference Group	Member/s	Deputy/s
Community Chest Grants Reference Group (3 elected members)	President L Ballard	Cr Seale Cr McNab
	Cr Wiese	
	Pomykala	

Reference Group	Member/s	Deputy/s
Roads Reference Group (3 elected members)	Cr Broad	Cr McNab
	Cr Wiese	
	Cr Fisher	

Reference Group	Member/s	Deputy/s
<u>Narrogin & Dryandra Visitor Centre Reference Group</u> (1 elected member)	<u>Shire of Cuballing representative</u>	n/a
	<u>Narrogin & Dryandra Visitor Centre</u>	
	<u>Volunteers representative</u>	

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External Organisations: Council Representatives & Deputy Representatives

External organisations are those where Council does not exercise control (establishment, dissolution etc).

Commencing ~~-27 October 2024~~ October 2023

Concluding – October 2025~~3~~

External Organisation	Delegate/s	Deputy/s
Development Advisory Panel must be elected member	President L Ballard Cr Broad	Cr Seale Cr Wiese
Central Country Zone WALGA must be elected member	President L Ballard Cr Broad	Cr G Wiese
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be elected member	Cr Broad Cr Fisher	Cr Pomykala
Dryandra Country Visitors Centre	Cr Alexander	Cr Early
Narrogin Cottage Homes Committee	Cr Broad	
Regional Waste Management Group	President L Ballard	Cr Early
Dryandra Voluntary Regional Organisation of Councils	President L Ballard	Cr Fisher
Narrogin Community Support Organisation	Cr Seale	Cr Alexander
District Health Advisory Committee (of WACHS)	Cr Alexander	Cr Seale

11.4.5 ELECTED MEMBER TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT

File Reference	13.5.4
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, financial or Proximity Interests that requires disclosure.
Applicant	Shire of Narrogin
Previous Item Numbers	Nil
Date	17 October 2023
Author	Victoria Anderson – Records & Governance Officer
Authorising Officer	Dale Stewart – Chief Executive Officer
Attachments	1. Policy 1.17 Continuing Professional Development

Summary

This report recommends that Council review and retain the existing Policy relating to Continuing Professional Development; and reaffirm the preferred service provider for Elected Member Training.

Background

The Local Government Legislation Amendment Act 1995 received the Governor's assent on 5 July 2019. Section 5.128 of the Act requires Councils to adopt a policy in relation to the continuing professional development of Elected Members with a requirement for a Policy to be published on the local government's website.

The Department of Local Government, Sport and Cultural Industries (DLGSC) have subsequently advised that all Council Members will need to complete the Council Member Essentials training 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.

Consultation

Officers have consulted with the Department of Local Government, Sport and Cultural Industries (DLGSC) and WALGA.

Statutory Environment

Pursuant to section 5.128 of the Local Government Act 1995 (the Act), all Councils are required to adopt a policy in relation to the continuing professional development of Elected Members, with a requirement that an up-to-date version of the policy be available on the Shire's website and the policy complying with any prescribed policy, if any. There is no current prescribed policy, nor any proposed by the Department, at this time.

Section 5.128 (5) requires a local government to review the policy after each ordinary election.

In addition, section 5.127 of the Act, requires the Shire to report on the training completed by Elected Members each financial year, and that report is to be published on the Shire’s website within 1 month after the end of the financial year.

Policy Implications

The current policy with respect to continuing professional development and training is contained in Attachment 1.

Elected Members attendance at Conferences is dealt with separately in accordance with Policies:

- 1.17 Continuing Professional Development;
- 1.8 Elected Members – Conference, Training, Travel and out of Pocket Expenses; and
- 8.13 Training, Study and Education.

The Current section of the Policy under the heading Procedures states;

“Considerations for approval of the training or professional development activity include:

- *The costs of attendance including registration, travel and accommodation, if required;*
- *The Budget provisions allowed and the uncommitted or unspent funds remaining;*
- *Any justification provided by the applicant when the training is submitted for approval;*
- *The benefits to the Shire of the person attending;*
- *Identified skills gaps of elected members both individually and has a collective;*
- *Alignment to the Shire’s Strategic Objectives; and*
- *The number of Shire representatives already approved to attend.*

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, which are deemed to be approved, are to be assessed as follows:

- *Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and*
- *Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.”*

Financial Implications

Cost associated with training are allocated in the Members of Council section of the Budget.

Costs associated with accommodation, meals and travel expenses should be taken into consideration for any face-to-face training.

Strategic Implications

Shire of Narrogin Strategic Community Plan 2017-2027	
Objective	4. Civic Leadership Objective (Continually enhance the Shire's organisational capacity to service the needs of a growing community)
Outcome:	4.1 An efficient and effective organisation
Strategy:	4.1.1 Continually improve operational efficiencies and provide effective services
Strategy:	4.1.2 Continue to enhance communication and transparency

Risk Implications

Risk	Risk Likelihood	Risk Impact / Consequence	Risk Rating	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Failure to review Policy 1.17 Continuing Professional Development under Section 5.128 (5) of the Local Government Act 1995 may result in a breach of the legislation.	Unlikely (2)	Moderate (3)	Medium (5-9)	Compliance Requirements	Accept Officer Recommendation

Risk Matrix

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of six (6) has been determined for this item. Any items with a risk rating over 10 or greater (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating of 16 or greater will require a specific risk treatment plan to be developed.

Comment/Conclusion

All Council Members will have to complete the Council Member Essentials course unless, in the previous five years, they have passed the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.

The Council Member Essentials course comprises of the following five units:

- Understanding Local Government (1/2 day) eLearning;
- Serving on Council (1/2 day) eLearning;
- Meeting Procedures (2 days) eLearning;
- Conflicts of interest (1 day) eLearning; and
- Understanding financial reports and budgets (1 day) eLearning.

Courses are provided by the Western Australian Local Government Association (WALGA).

Options	Delivery of Training	Individual cost per person
Option 1	3 x individual face to face (at WALGA offices) plus 2 eLearning	\$2,240
Option 2	5 x individual eLearning (all 4 courses conducted online)	\$975
Option 3	5 x individual eLearning (all 4 courses conducted online) (unlimited) Sat Band 3	\$5,000 per local government pa

The Shire of Narrogin's Annual Budget includes allowance for the costs associated with Elected Member training, which could be face-to-face or completed online. Council Officers will liaise with Elected Members to arrange mutually convenient training opportunities. The training is valid for five years.

The Officer has recommended that the policy refer to eLearning being the Council's preference, given that this represents a cost saving to the Shire. However, the policy also acknowledges that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region. Individual training requirements can be discussed with the Shire President or Chief Executive Officer.

Should an Elected Member have completed any of the units of training previously, the Elected Member will be required to undertake the on-line assessment component only of the training which will then be auto marked and a Certificate of Achievement automatically issued.

The Administration has recommended WALGA as the Shire's preferred facilitator for the Council Member Essentials training.

Voting Requirements

Absolute Majority (if adopting or amending)

OFFICERS' RECOMMENDATION AND COUNCIL RESOLUTION 251023.11

Moved: Cr McNab

Seconded: Cr Wiese

That Council endorse the review of Policy 1.17 Continuing Professional Development, noting no change, and as per Attachment 1.

CARRIED 7/0

For: President Ballard, Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese, Cr McNab.

Against: Nil

1.17 Continuing Professional Development

Statutory context	Local Government Act 1995, Sec 5.127 and Sec 5.128	
Corporate context	Policy 1.8 - Elected Members – Conference, Training, and out of pocket Expenses Policy 8.13 – Training, Study and Education	
History	Adopted	24 March 2020
	Reviewed	7 June 2021
	Amended	24 November 2021
	Reviewed	26 April 2023

Objective

To ensure that Elected Members of the Shire of Narrogin receive appropriate information and training to enable them to understand and undertake their responsibilities and obligations.

Policy Statement

The Shire of Narrogin recognises the importance of providing Elected Members with the knowledge and resources that will enable them to fulfil their role in accordance with statutory compliance and community expectations and make educated and informed decisions.

Pursuant to the Local Government Act 1995, Elected Members must complete Council Member Essentials which incorporates the following training units:

- a) Understanding Local Government;
- b) Conflicts of Interest;
- c) Serving on Council;
- d) Meeting Procedures and Debating; and
- e) Understanding Financial Report and Budgets.

Council's preferred provider for the training is WALGA (WA Local Government Association).

All units and associated costs will be paid for by the Shire and must be completed by 30 June in the year immediately following the elected Member's election. The training is valid for a period of five years.

Additionally, the Shire will publish, on the Shire's website, training undertaken by all Elected Members within one month after the end of the financial year pursuant to Local Government Act 1995.

It is Council's preference that the training is undertaken via the eLearning method which is the more cost efficient form of delivery. It is acknowledged however that there may be Elected Members who prefer to receive training face-to-face and/or opportunities to attend training which is being delivered in the region or in the Perth metropolitan area.

Procedures

Considerations for approval of the training or professional development activity include:

- The costs of attendance including registration, travel and accommodation, if required;
- The Budget provisions allowed and the uncommitted or unspent funds remaining;
- Any justification provided by the applicant when the training is submitted for approval;
- The benefits to the Shire of the person attending;
- Identified skills gaps of elected members both individually and has a collective;
- Alignment to the Shire's Strategic Objectives; and
- The number of Shire representatives already approved to attend.

Consideration of attendance at training or professional development courses, other than the online Council Member Essentials, or Diploma in Local Government (Elected Member), (payment in arrears on successful completion of each unit), which are both deemed to be approved, are to be assessed as follows:

- Events for the Shire President must be approved by the Deputy Shire President, in conjunction with the CEO; and
- Events for Councillors must be approved by either the Council or the Shire President, in conjunction with the CEO.

Note well: any expenditure commitments associated with training or professional development must be performed by and authorised through the CEO.

Forms and Templates

Nil

– End of Policy

Notes

Statutory requirement –

The Local Government Act requires that the policy may only be adopted or amended by absolute Majority and must be reviewed after every ordinary local government election.

A copy of this Policy (S 5.128) and the Annual Report of Elected Members training (S 5.127) undertaken for the preceding financial year is available here:

<https://www.narrogin.wa.gov.au/your-shire/your-council/elected-members-training.aspx>

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12. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

14. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8.46 pm and pursuant to resolution 261022.009 of 25 October 2023, reminded Councillors of the next Ordinary Meeting of the Council, scheduled for 7.00 pm on 22 November 2023, at this same venue.



Shire of
Narrogin
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