

MINUTES
ORDINARY COUNCIL MEETING
10 March 2015

COMMENCING AT 7:30 PM

COUNCIL CHAMBERS
THE TOWN OF NARROGIN
89 EARL STREET
NARROGIN WA 6312

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression it means that: (a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and (b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.

Disclaimer:

"Warning - Verbal Information & Advice: Given the inherent unreliability and uncertainty that surrounds verbal communication, the Town strongly recommends that, if a matter is of importance to you, then you should NOT act upon or otherwise rely upon any VERBAL information or advice you receive from the Town unless it is first confirmed in writing."

These minutes were confirmed at the Ordinary Council Meeting held on 24 March 2015

Signed: Date
(Presiding Member at the meeting at which minutes were confirmed)

Council Minutes are 'Unconfirmed' until they have been adopted at the following meeting of Council.

ORDINARY COUNCIL MEETING MINUTES
10 March 2015

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7:32pm – The Presiding Person declared the meeting open.

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

Elected Members

Mayor L Ballard
Deputy Mayor Cr A Paternoster
Cr C Bartron
Cr C Ward
Cr D Russell
Cr J McKenzie
Cr P Schutz
Cr M Kain

Staff

Mr A Cook – Chief Executive Officer
Mr B Robinson – Director Technical and Environmental Services
Mr C Bastow – Director Corporate and Community Services
Ms C Thompson – Executive Assistant

Members of the Public

Mr B Seale

3. DECLARATION OF INTEREST BY ELECTED MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Cr Kain declared an interest in Item Number 10.1.015. The nature of his interest was a Financial Interest and a Proximity interest as he is the owner of a business in Fortune Street.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

Mr Seale – Narrogin

1 Summary of Question

“Will Council consider including a process in their Record Keeping manual an entry for registered mail in order to protect their staff?”.

Summary or Response

The Director of Corporate and Community Services advised that The Plan will be further reviewed by an expert and this matter will be taken into account with the consultant.

2 Summary of Question

“Why didn’t the Hay Plant the relocated to Wagin come to Narrogin?”

Summary of Response

The Mayor responded that as far as he was aware we had no correspondence from that particular company looking to establish the Hay Plant in Narrogin and if it was to be locate in Narrogin it would be within the Shire of Narrogin.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 0315.018/ Officer’s Recommendation

Moved Cr Bartron

Seconded Cr Ward

That Council:

Accept the minutes of the Ordinary Council Meeting held on 24 February 2015 and be confirmed as an accurate record of proceedings.

CARRIED 8/0

Please Note: Minutes were altered to include the replacement of Mr Seale’s second question due to error and the insertion of a note of B Seale and B Robinson leaving the room at the commencement of discussion of confidential item 10.2.014.

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Mayor Ballard announced that Cr Bartron is attending this meeting on his tea break, therefore not in his formal attire.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

10. MATTERS WHICH REQUIRE DECISIONS

10.1 TECHNICAL AND ENVIRONMENTAL SERVICES

10.1.015	FORTUNE STREET RECONSTRUCTION – ENDORSEMENT OF FINAL DESIGN	5
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10.2 CORPORATE AND COMMUNITY SERVICES

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10.1 TECHNICAL AND ENVIRONMENTAL SERVICES

7.40pm Cr Kain departed the meeting due to his financial and proximity interest in item 10.1.015.

10.1.015 FORTUNE STREET RECONSTRUCTION – ENDORSEMENT OF FINAL DESIGN

File Reference: 28.2.1
Disclosure of Interest: Nil
Applicant: N/A
Previous Item Nos: Nil
Date: 4 March 2015
Author: Brian Robinson, Director Technical & Environmental Services

Attachments:

- a) Option A - The current Design of Fortune Street;
- b) Option B - The preferred design, including elevations; and
- c) An enlarged view of the proposed central island design.

Summary:

Council is requested to consider endorsing a final design for the reconstruction of Fortune Street between Federal Street and Earl Street. Implementation of the preferred design will result in access to Rowley Street and Williams Kennedy Way to both lanes of traffic.

Background:

Fortune Street, between Federal Street and Earl Street, is currently in a state of disrepair. Inspection of the road has confirmed the following issues:

- a) Lifting concrete slabs at the intersections of both Earl and Federal Streets;
- b) Pavement failure abutting the kerbs;
- c) Tree root damage to the road pavement and central parking bays;
- d) Garden beds constructed so as to prevent stormwater entering them;
- e) Inappropriate tree plantings; and
- f) Cracked/inconsistent kerbing.

In adopting the 2014/15 annual budget, Council allocated funds towards the reconstruction of Fortune Street, based on the reconstruction of the Street essentially as is. Prior to proceeding with the construction, Council is now requested to consider endorsing a slightly modified design, which in the author's opinion will result in significant benefits for both pedestrian and vehicular movement within the CBD.

Comment:

As detailed below there are several significant design faults with the current Fortune Street design. It is recommended that Council consider rectifying these faults as part of the reconstruction process.

Garden Beds

The Garden beds are currently too small for significant planting. With the exception of the verge trees, trees located in the street are within pavement at the end of parking bays. The method in which they were located and planted has resulted in many being stunted. Without root barriers other trees within the street have gained access to the drainage system, resulting in damage.

An opportunity exists to consolidate the garden beds, creating landscaping features in the Street using water-sensitive design principals.

Council's Town Engineer has designed a consolidated garden bed that would form part of the street's drainage system. The main portion of the garden bed would be constructed at a level below the road pavement. Once the garden bed was full of stormwater, then water will flow into a slightly elevated drainage grate.

Pedestrian Crossings

The pedestrian crossings in Fortune Street, located adjacent to both Earl Street and Federal Street, are in fact too close to the intersections and should be relocated away from the intersection as shown on the preferred design.

The current pedestrian crossings located adjacent to William Kennedy Way and Rowley Street are, in the authors' opinion, awkwardly angular in design, which increases the length of travel to cross the road. This discourages pedestrians from using the crossings and instead results in the common practice of crossing between cars parking in the centre of the road.

The proposed garden bed design incorporates a slightly elevated direct pedestrian crossing. Given the angular parking design, opportunity also exists for a small raised garden bed, affording some seating within the landscaped area.

Intersection Treatments

The current design permits drivers to perform a U-turn in close proximity to both Federal Street and Earl Street. Larger cars unable to make the U-turn impede traffic in both directions.

It is recommended that appropriate traffic measures be put in place to prevent this practice from occurring. The preferred option is the creation of traffic islands that can be landscaped and/or used for placement of appropriate sculptures.

The need to prevent U-turns being undertaken is compounded by the need to relocate the existing pedestrian crossings away from the intersections to ensure pedestrian safety.

Traffic Movement

The current design of Fortune Street physically prevents traffic turning from the east bound lane turning into William Kennedy Way and traffic in the west bound lane from turning into Rowley Street. In the author's opinion this unnecessarily restricts the flow of traffic in the area.

By opening up a turning lane as part of the proposed garden bed design, traffic flow will improve, as will access to alternative parking areas.

Currently Fortune Street contains a total of 38 car bays, which vary in width between 2.7m and 2.9m. As the new proposed garden bed/pedestrian crossing design will consolidate the existing smaller areas, no loss in parking bays will result.

Modification of the current design to permit vehicles to turn into William Kennedy Way will result in the loss of 2 car bays. By rationalising the width of the current car bays, this loss can be reduced to 1 bay only. It is however recommended that the existing car bay width be retained wherever possible.

Whilst this will result in the loss of up to 2 car bays, vehicles entering Fortune Street will have improved access to other parking areas located off William Kennedy Way and Rowley Street. As Councillors may recall, the carpark off William Kennedy Way has been identified for redesign and reconstruction, increasing the number of bays available by some 11 bays.

Consultation:

Council's CEO, Town Foreman, Town Engineer and Leading Hands have all been consulted during the design process. The draft designs have also been presented to the Townscape Committee who support the proposed design.

Statutory Environment:

Local Government Act

Policy Implications:

Nil

Financial Implications:

The costs associated with the reconstruction of Fortune Street will be wholly contained within the adopted 2014/15 budget.

Strategic Implications:

Fortune Street was last reconstructed in the late 1990's as part of the Town of Narrogin's Townscape Program.

Being a primary street in the Central Business District, maintenance of the street to a high standard is desirable. By rationalising the garden beds and pedestrian crossings as proposed, opportunities for consolidated landscaping and maintenance, will in the author's opinion dramatically improve the street's appearance.

By allowing traffic from either lane to turn into Rowley Street and William Kennedy Way, traffic movement will be significantly improved.

Voting Requirements:

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Endorse Option B as the preferred design for Fortune Street, including the consolidated garden bed and direct pedestrian crossing design and provision for both lanes of traffic to turn into both William Kennedy Way and Rowley Street.

COUNCIL RESOLUTION 0315.019

Moved Cr Schutz

Seconded Cr McKenzie

That Council:

Endorse Option B as the preferred design for Fortune Street, including the consolidated garden bed and direct pedestrian crossing design and provision for both lanes of traffic to turn into both William Kennedy Way and Rowley Street, but remove from the design the kerbed islands immediately adjacent to the intersection.

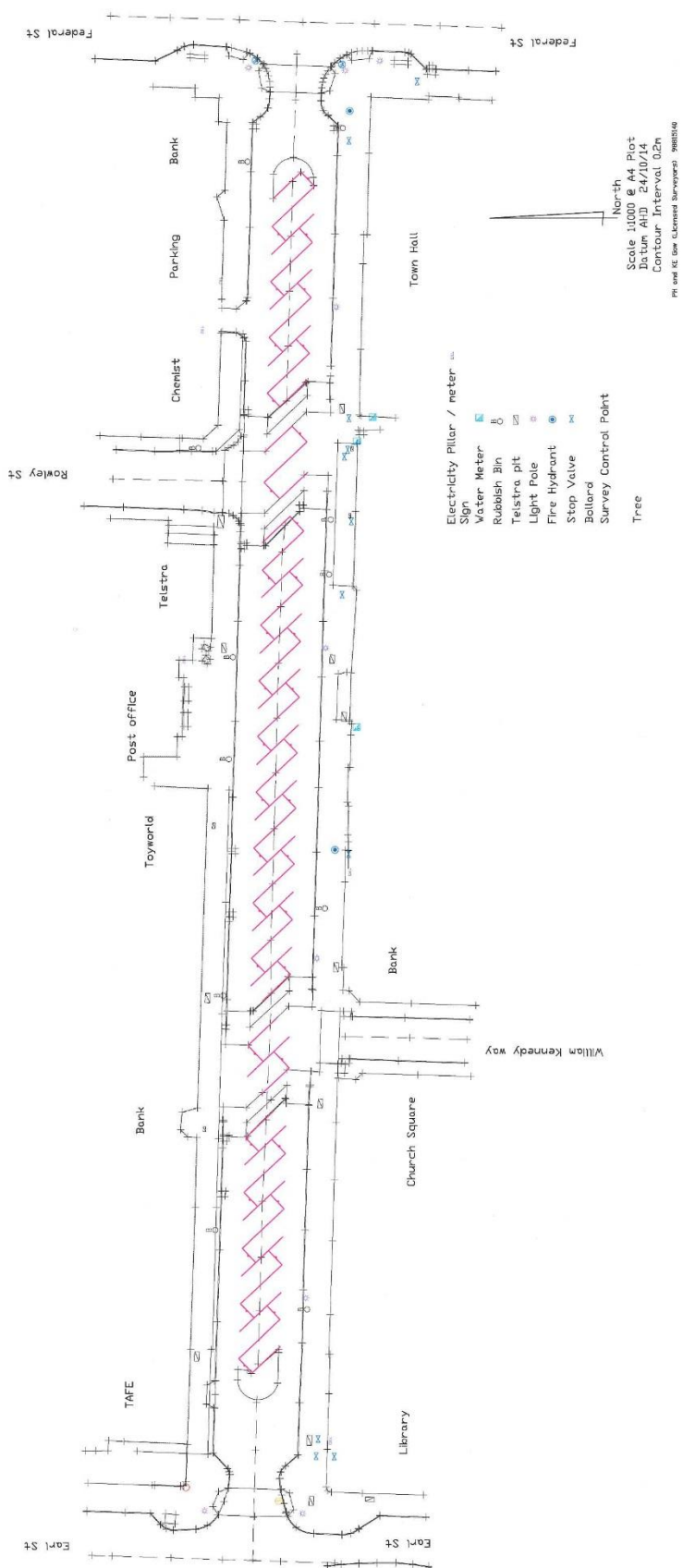
CARRIED 7/0

Please note:

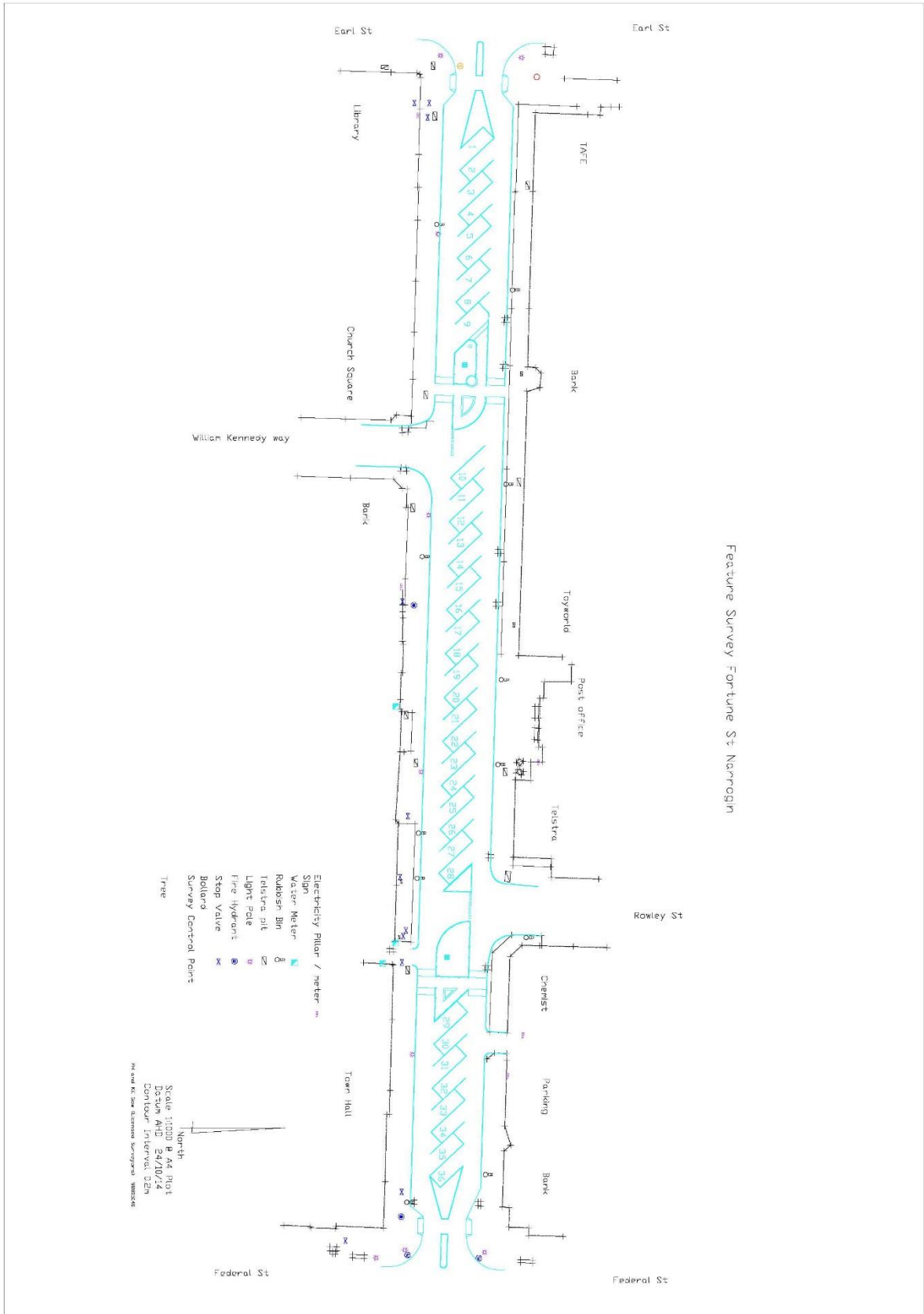
- 1) That the mover and seconder approved the alteration to the resolution.
- 2) The Officers recommendation was amended to remove the kerbed islands from the design.

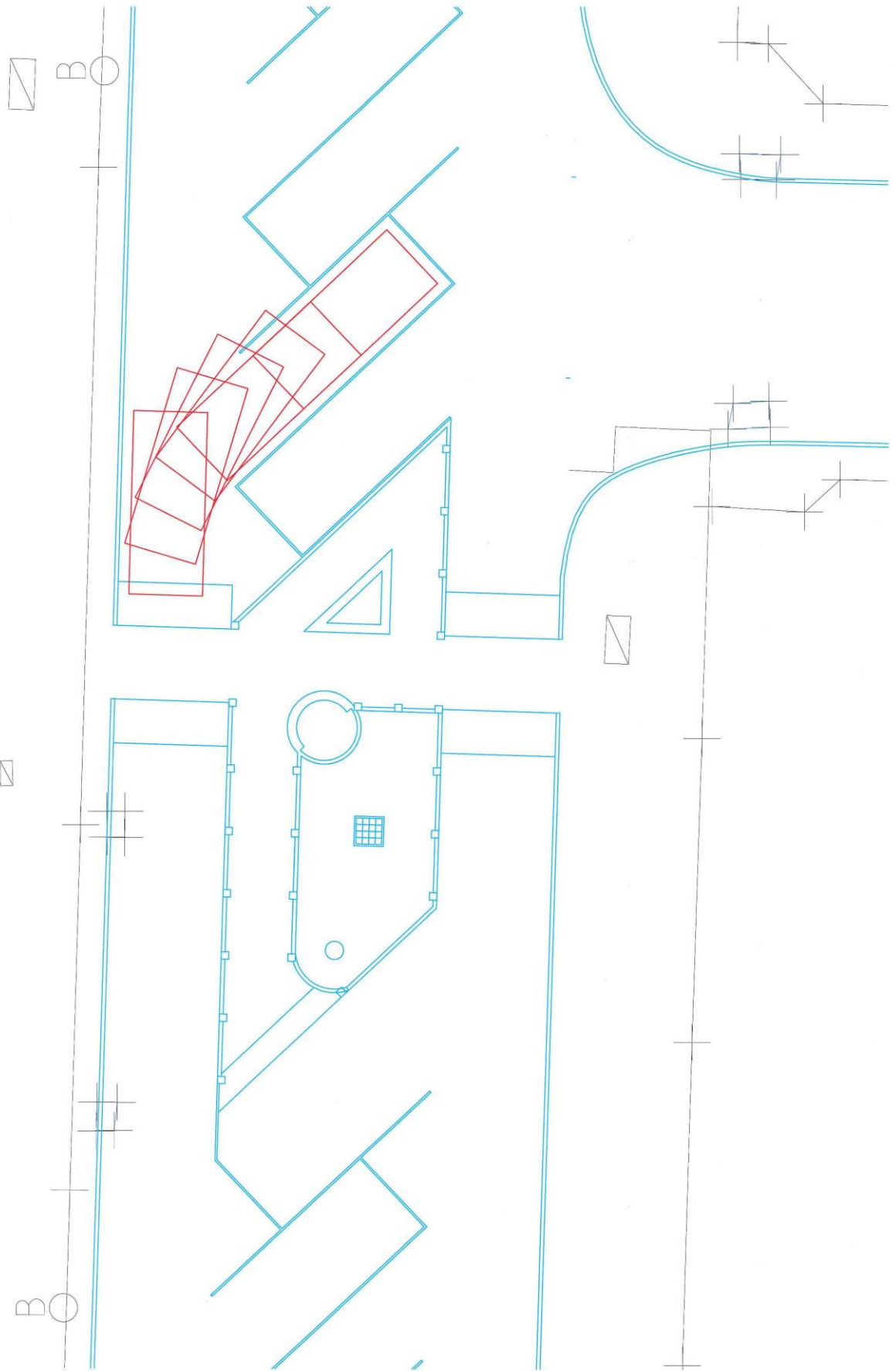
OPTION A

Feature Survey Fortune St Narragin



Feature Survey Fortune St. Nanrogin





10.2 CORPORATE AND COMMUNITY SERVICES

7.59pm Cr Kain returned to the meeting.

10.2.016 REVIEW OF THE TOWN'S RECORDKEEPING PLAN

File Reference: 14.4.6
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 4 March 2015
Author: Colin Bastow – Director Corporate and Community Services

Attachments:

- 2015 Recordkeeping Plan

Summary:

Council is asked to consider the Town's Review of its 2009 Recordkeeping Plan (RKP) and approve minor amendments to the Plan.

Background:

All local governments are required to have a RKP which is to be reviewed at least once every five years. The Town is required to complete a review of its 2009 RKP by April of this year.

In 2009, the State Records Office (SRO) reviewed all local Government's RKP's and was required to either approve or reject them based on the plans meeting the requirement of the State Records Act 2000. The Town's 2009 RKP was its first plan of this nature and was approved by the SRO.

Comment:

A review has taken place of the Town's 2009 RKP to update the Plan with current procedures and position titles. The proposed amendments to the current RKP is considered minor due to the Plan being considered adequate for the Town's needs and that merger funding can be used to engage a record management consultant to review and recommend improvement to the current record management system.

The Town has recently taken steps to increase its resourcing of records management by removing the requirement of the Records Management Officer providing direct front counter support. Also in 2012 the Town had introduced a new record management software, SynergySoft which most office-based staff have been trained to use.

The Town has had difficulties in recruiting and retaining its Record Management staff in the past. In part this has been due to this position requiring a number of mundane and junior type tasks. The development of this position is expected to be more records focused and will require someone with a good understanding of recordkeeping policies and procedures. The Town will need to promote this position in the future due to the importance of record management and enabling the Town to attract more experienced and professional officers to the position.

There is a number of record management based projects that need to be completed e.g. cleaning up of the 'R' (Records) network drive as well as ensure all staff are using the SynergySoft Records Module. Current staff within this area can only afford limited time to complete these tasks so the Town is investigating the use of an experienced casual to assist with these types of projects.

There is a need to co-locate the Town's records compactus with the Records Management Officer, unfortunately the current design of the administration building does not allow for this to happen.

With the impending merger with the Shire, the Town will need to provide significantly more human resources to records management to ensure a satisfactory transition. Also appropriate planning of the merger process will also be required to ensure the Town does not need to redo this work at a later stage. The Town is planning to engage a suitably qualified and experienced Records Management consultant to advise the Town on how best to deal with its various record management issues. Therefore the Town has a good opportunity to also include a review of the Town's RKP as part of the merger process as the Town will need to consider the need to include the Shire's records.

Whilst the content of the RKP 2015 document is updated, it still requires significant formatting due to its conversion from a 2009 Lotus Notes document, but due to time constraints, this cosmetic work will be completed after Council approves the plan.

Consultation:

Aaron Cook – CEO
Carolyn Thompson – EA
Tamsin Hodder – Casual Records Management Officer
Brian Robinson – DTES
Rhona Hawkins – MF
Kay Weaver – MLS
Lynne Yorke – MCCS
Susan Guy - MLC

Statutory Environment:

State Records Act 2000

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL RESOLUTION 0315.020

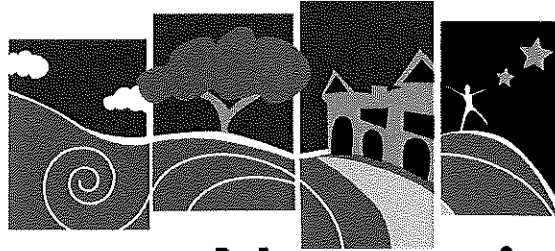
Moved Cr Ward

Seconded Cr Schutz

That Council:

1. Accept the review of the Town's 2009 Recordkeeping Plan, and
2. Approve the 2015 Recordkeeping Plan as presented.

CARRIED 8/0



Town of **Narrogin**

RECORDKEEPING PLAN 2009

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Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisation's ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Town of Narrogin and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Town of Narrogin RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

In accordance with Section 17 of the Act, the Town of Narrogin and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Town of Narrogin's:

- Employees;
- Contractors;
- Organisations performing outsourced services on behalf of the Town of Narrogin; and
- Elected members.

NOTE: *The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:*

“In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising

from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members' records up to and including the decision making processes of Council."

Local Governments are to address the management of elected members government records in accordance with this policy, in their Recordkeeping Plans.

This Recordkeeping Plan applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning "any record of information however recorded" and includes:

- (a) any thing on which there is writing or Braille;
 - (b) a map, plan, diagram or graph;
 - (c) a drawing, pictorial or graphic work, or photograph;
 - (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
 - (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
 - (f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically."
- (State Records Act, 2000)*

1. Principle One: Proper and Adequate Records

Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation's functions and which are consistent with any written law to which the organisation is subject when performing its functions.

1.1 Historical Background

- The Town of Narrogin was established on the 13th April 1906
- The Town of Narrogin is a statutory organisation responsible to the Minister for Local Government. It operates under the provisions of the Local Government Act 1995 (as amended).

1.2 Strategic Focus and Main Business Activity

The Town of Narrogin's vision statement states "Narrogin will prosper and grow as a regional Centre". Its mission statement is "To protect and enhance our unique country lifestyle". In using the term "country lifestyle" as part of their Mission statement they are valuing the importance of the Town of Narrogin continuing to be:

- Friendly and caring with a human dimension and opportunities for everyone;
- Safe and healthy, with old fashioned value, a slower pace than the city and a sense of history; and
- A place with fresh air and open spaces where you can see the stars at night.

In achieving the Vision and Mission, the Town of Narrogin will set achievable goals and work with the staff and community to establish a reputation for openness, honesty and accountability.

The Town of Narrogin will endeavor to:

- Respect the point of views of individuals and groups;
- Build on existing community involvement;
- Promote self-reliance and initiative;
- Recognise achievement;
- Encourage community leadership;
- Support the principles of social justice;
- Provide appropriate training and development for Councilors and staff; and
- Acknowledge the value of the contribution of staff.

The Town's main business activity is the management of the statutory requirements of the municipality of Narrogin, including the day to day business of community management and development.

1.3 Functions, including those outsourced

Refer to Appendix 1.

1.4 Major Stakeholders

The Town of Narrogin major stakeholders are employees, residents, ratepayers, the general public and Elected Members. The Town of Narrogin recognizes and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies.

1.5 Enabling Legislation

The Town of Narrogin is established under the *Local Government Act 1995*. The general function of a local government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

Using its legislative powers, a local government may make local laws prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the Local Government Act.

The local government's executive powers involve administering its local laws and doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the Local Government Act, including the provision of services and facilities.

1.6 Legislation and Regulations Administered by the Town of Narrogin

Refer to Appendix 2.

1.7 Other Legislation Affecting the Town of Narrogin

Refer to Appendix 3.

1.8 Major Government Policy and/or Industry Standards

Refer to Appendix 4.

2. Principle Two: Policies and Procedures

Government organisations ensure that recordkeeping programs are supported by policy and procedures.

2.1 Hard Copy Records

The creation and management of hard copy records is carried out by the Town of Narrogin's Corporate Services Officer - Records.

For the recordkeeping policy and procedures of the Town of Narrogin please refer to Appendix 5.

Table 2.1

Recordkeeping Activities for the management of hard copy records and covered in the Town of Narrogin Policies and Procedures	YES	NO
Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.	X	
Mail distribution – including frequency, tracking mechanisms and security measures.	X	
File creation and closure – including assigned responsibility and procedures for file creation.	X	
Access to corporate records – procedures for access to and security of corporate records.	X	
Authorised disposal of temporary records and transfer of State archives to the State Records Office (SRO) – responsibilities assigned and a regular disposal program is in place.	X	

2.2 Electronic Records

The creation and management of the Town of Narrogin's electronic records, including electronic mail, are carried out by Manager Corporate Services and Corporate Services Officer - Records.

The Town of Narrogin's policy and procedures manual (please refer to Appendix 5) covers the following recordkeeping activities:

Table 2.2

Recordkeeping Activities for the management of electronic records and covered in the Town of Narrogin's Policies and Procedures	YES	NO
Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (eg print and file, identification of the official record, use of EDRMS, hybrid system etc).	X	

<p>Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organisation is utilising a document management system or hard copy records system (eg print and file, identification of the official record, use of EDRMS, hybrid system etc.</p>	X	
<p>Website management – i) If web information also exists in hard copy guidelines are in place to determine which is the complete and accurate record, particularly in regard to the purpose of the site (eg whether informational/transactional). ii) Responsibility for the website and strategies implemented for the management of the website over time.</p>	X	
<p>Metadata management – including authority for the capture and control of metadata.</p>	X	
<p>System/s management – including any delegations of authority for the control and security of systems utilised by the organisation.</p>	X	
<p>Migration strategy – strategies planned or in place for migrating electronic records (and any assigned responsibilities) for long-term retention and access. <i>See Public Records Policy: 8 – Policy for the ongoing management of electronic records designated as having archival value.</i></p>	X	

2.3 Certification of Policies and Procedures

All Policies are submitted to Council to be endorsed and reviewed regularly. This Recordkeeping plan provides evidence of formal authorisation that the policies and procedures are in place and promulgated throughout the Town of Narrogin is authorised by the CEO and substitutes the certificate of Policies and Procedures.

2.4 Evaluation of Policies and Procedures

The recordkeeping policies and procedures for the Town of Narrogin cover all categories identified in Principle 2 of SRC Standard 2 and are assessed as operating efficiently and effectively across the Town of Narrogin.

Creation of Records

All elected members, staff and contractors will create full and accurate records, in the appropriate format, of the Town of Narrogin's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

Capture & Control of Records

All records created and received in the course of Town of Narrogin business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate recordkeeping and business systems, that are managed in accordance with sound recordkeeping principles.

Security & Protection of Records

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements.

Access to Records

Access to the Town of Narrogin's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Town of Narrogin's records by the general public will be in accordance with the Freedom of Information Act 1992 and Town of Narrogin policy. Access to the Town of Narrogin's records by elected members will be via the Chief Executive Officer in accordance with the Local Government Act 1995.

Appraisal, Retention & Disposal of Records

All records kept by the Town of Narrogin will be retained and disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of WA.]

3. Principle Three: Language Control

Government organisations ensure that appropriate controls are in place to identify and name government records.

3.1 Keyword for Councils Thesaurus Implemented

The Town of Narrogin has adopted and implemented the Keyword for Councils Thesaurus in 2007 for the titling of all its records. Existing records will remain open and retain their original titling.

3.2 Assessment of its Effectiveness

The thesaurus of authorised headings operates well within the Town of Narrogin. It covers both administrative and functional activities of the Town of Narrogin, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Town of Narrogin as may occur from time to time.

4. Principle Four: Preservation

Government organisation's ensure that records are protected and preserved

The following table details the major risks affecting the Council Record Keeping System. The event level refers to the level of severity of the disaster should it occur, with level 1 being the highest and level 5 being the lowest. The chance of the disaster occurring has been estimated in terms of low, moderate or high likelihood.

Risk	Description	Event Level	Likelihood
Cyclone/Storm	Hardcopies/Electronic records destroyed	1	Low
Fire	Hardcopies Destroyed	1	Low
Fire	Electronic Records inaccessible	2	Low
Servers Destroyed	Electronic Records inaccessible	4	Low
Vandalism	Hardcopies/Electronic records destroyed	5	Low
Water Damage	Hardcopies/Electronic records destroyed	3	Low

4.1 Assessment of the Risks

4.1.1 On Site Storage

The Town of Narrogin has its current and active records located in onsite storage at the Administration building. The storage facility includes:

- Metal shelving,
- Fire retardant safe,
- Secure premises,
- Fire detection system, and
- Air conditioning for 9 hours Monday to Friday.

The main disaster threatening records stored onsite comes from fire or storm. With the storage conditions as described here the risk is assessed as low.

4.1.2 Offsite Storage

The Town of Narrogin has its non-current, inactive and archival records located in an offsite storage facility at 38 Clayton Road, Narrogin.

Previous works crew depot office

- *Security grills on all windows;*
- *Fire detection;*
- *Metal shelving;*
- *Building is inspected on a monthly basis (OHS Guideline);*
- *6 monthly treatment for vermin/pests*

The main disaster threatening records stored at the offsite records storage facility comes from vandalism.

With the storage conditions as described here the risk is assessed as low.

4.1.3 Storage of Backups

Electronic backups of the Town of Narrogin's computer records are held onsite in a strong room in the Administration building on a daily basis Monday - Thursday. Friday backup tapes are taken home by the Manager Corporate Services. Back up tapes are kept two years.

4.1.4 Quantity of Records

The Town of Narrogin has custody of:

- 10 metres of archives stored onsite
- 40 metres of archives stored offsite.

4.1.5 Security and Access

The following measures are in place at the Town of Narrogin to ensure the security of its records, both hard copy and electronic and authorised access to them:

- Only authorised staff can access the compactus (hard copy storage)
- Staff require to enter a password to access the electronic copies
- All personal files are kept in a locked filing cabinet in the Manager of Corporate Services office.
- Administration building has keypad security access.

4.2 Assessment of the Impacts of Disasters

As stated previously, the risk of a disaster occurring to the records of the Town of Narrogin has been assessed as low. The impact of a disaster on the organisation's records has therefore been assessed as low. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected.

4.3 Strategies in Place for Prevention and Response

The following strategies have been implemented by the Town of Narrogin in order to reduce the risk of disaster and for quick response should a disaster occur:

4.3.1 Vital Records Program

All vital records are stored in a fire resistant strong room. These include lease agreements, contracts, loans, Councilor Annual Returns, Minute Books.

A register of these files is maintained and access to these files are limited to authorised officers. These files are reviewed annually by the Records Officer.

4.3.2 Back-up Procedures for Electronic Records

Electronic records of the Town of Narrogin are backed up daily. The back-ups are stored onsite in the strong room in the Administration building. Friday's tapes are taken home by the Manager Corporate Services. All back-up tapes are retained for 2 years.

4.3.3 Security

The following security measures have been implemented by the Town of Narrogin:

- Hard copy records are stored in a locked compactus accessible only to authorised staff. Authorised staff wishing to remove a file from the compactus must record the movement of the file on the whiteboard near the compactus. When staff have finished with the file, they must return it to the Records officer to file.
- Hard copy records stored offsite are located at 38 Clayton Road, Narrogin.
- Electronic records have varying degrees of access depending on security parameters assigned to staff within the organisation. Electronic records are backed up on a regular basis as described previously.

4.3.4 Storage Reviews

The storage facility utilised by the Town of Narrogin are reviewed monthly to ensure that conditions are appropriate for the organisation's records. The December 2009 review indicated all requirements were met.

4.3.5 Recovery of Lost Information

The Town of Narrogin has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

- Vital records have been scanned and are on backup of the electronic records;
- The Town of Narrogin has several sites conducting administration tasks. In the event of a disaster, one of these sites could be utilised to maintain business continuity;
- All backups are stored in the strong room
- Recovery of hard copy record will be included in the disaster recovery plan that the OHS committee are developing.

4.4 Identified Areas for Improvement

A detailed disaster recovery plan will be developed by the Occupational Health & Safety committee by 30th June 2010.

5. Principle Five: Retention and Disposal

Government organisation's ensure that records are retained and disposed of in accordance with an approved disposal authority.

5.1 General Disposal Authority for Local Government Records

The Town of Narrogin uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.2 Existing Ad Hoc Disposal Authorities

The Town of Narrogin does not have any existing Ad Hoc disposal schedules.

5.3 Existing Disposal Lists

The Town of Narrogin does not have any disposal list requiring approval.

5.4 Restricted Access Archives

The Town of Narrogin does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.5 Archives not Transferred to the SRO

The Town of Narrogin has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.6 Disposal Program Implemented

The Town of Narrogin has implemented the General Disposal Authority for Local Government Records and conducts a regular disposal program on an *annual* basis.

Please refer to Appendix 6 for a copy of the disposal procedure and authorised list of records for disposal.

5.7 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the SRO, a list of those records due for destruction or transfer is reviewed by the CEO and authorised for destruction or transfer.

5.8 Identified Areas for Improvement

6. Principle Six: Compliance

Government organisations ensure their employees comply with the record keeping plan.

6.1 Staff Training, Information Sessions

The Town of Narrogin has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan. Staff responsibilities regarding recordkeeping policies and procedures are explained during staff inductions. Updates and changes to recordkeeping are communicated to staff in the monthly Staff Bulletin and monthly staff meetings.

Table 6.1

Activities to ensure staff awareness and compliance	YES	NO
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.		X
In-house recordkeeping training sessions for staff are conducted.		X
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable.	X	
Staff information sessions are conducted on a regular basis for staff as required.	X	
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		X
The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.		X
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.		X

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

The Town of Narrogin's Records Officer has attended training provided by IRIS covering basics in record management and disposal/retention of records.

6.2 Performance Indicators in Place

Performance indicators will be developed to measure the efficiency and effectiveness of the Town of Narrogin recordkeeping systems. It is planned to have these in operation by 30/06/2010.

6.3 Agency's Evaluation

There is a need for some reviews of the Town of Narrogin's recordkeeping systems in the following areas:

- *Training for all staff in Record Keeping.* These will be addressed by 30/06/2010.
- *During staff Inductions an introduction to the Local Government Record Keeping system and information on their record keeping responsibilities. This has been implemented on 14th January 2010.*
- *The monthly staff bulletin that is given to all staff shall be used to inform staff on Record keeping information and highlight issues.*

6.4 Annual Report

An excerpt from the Town of Narrogin's latest Annual Report is attached, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 10.

6.5 Identified Areas for Improvement

- *Staff training and education in Record Keeping responsibilities*
- *Develop performance indicators to measure efficiency.*

7. SRC Standard 6: Outsourced Functions

The purpose of this Standard, established under Section 61(1)(b) of the State Records Act 2000, is to define principles and standards governing contracts or arrangements entered into by State organisations with persons to perform any aspect of record keeping for the organisation.

State organisations may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the State organisation, or act as the State organisation's agent to deliver services to clients, or for the State organisation's own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the State organisation's legislative, business and accountability requirements.

7.1 Outsourced Functions Identified

The Town of Narrogin does not outsource.

7.2 Recordkeeping Issues included in Contracts

The Town of Narrogin does not outsource

7.2.1 Planning

The Town of Narrogin does not outsource

7.2.2 Ownership

The Town of Narrogin does not outsource

7.2.3 Control

The Town of Narrogin does not outsource

7.3 Identified Areas for Improvement

Whilst the Town of Narrogin continues not to outsource there is no reason to develop procedures.

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	X	
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	X	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	X	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the LG's operation.	X	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the LG.	X	
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	X	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority (EPA).	X	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	X	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.		X
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		X
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		X
Financial Management	The function of managing the LG's financial resources.	X	
Governance	The function of managing the election of Council representatives, the boundaries of the LG, and the terms and conditions for elected members.	X	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	X	
Grants & Subsidies	The function of managing financial payments to the LG from the State and Federal Governments and other agencies for specific purposes.	X	
Information Management	The function of managing the LG's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	X	

APPENDIX 1			
Functions of the Local Government			
Function	Brief Description of LG Function	Performed by the LG Tick If Yes	Performed by an External Agency Tick If Yes
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the LG.	X	
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	X	
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	X	
Legal Services	The function of providing legal services to the LG.		X
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the LG.	X	
Personnel	The function of managing the conditions of employment and administration of personnel at the LG, including consultants and volunteers.	X	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the LG's stores. Does not include the acquisition of information technology and telecommunications.	X	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	X	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	X	
Recreation & Cultural Services	The function of LG in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	X	
Risk Management	The function of managing and reducing the risk of loss of LG properties and equipment and risks to personnel.	X	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the LG area.	X	
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	X	
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	X	
Waste Management	The function of providing services by the LG to ratepayers for the removal of solid waste, destruction and waste reduction.		X
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the LG or by service providers.		X

APPENDIX 2**Legislation and Regulations that may be wholly or partly administered by
Local Government, And Local Laws of the Local Government**

<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Agriculture and Related Resources Protection Act 1976	X
Building Regulations 1989	X
Bush Fires Act 1954	X
Bush Fire Regulations	X
Caravan Parks and Camping Grounds Act 1995	X
Caravan Parks and Camping Grounds Regulations 1997	X
Disability Services Act 1993	X
Dog Act 1976	X
Dog Regulations	X
Environmental Protection Act 1986	X
Environmental Protection (Noise) Regulations 1997	X
Explosive and Dangerous Goods Act 1961	X
Freedom of Information Act 1992	X
Freedom of Information Regulations 1993	X
Hairdressing Establishment Regulations 1972	X
Health Act 1911	X
Health (Air Handling and Water Systems) Regulations 1994	X
Health (Asbestos) Regulations 1992	X
Health (ANZ Food Standards Code adoption) Regulations 2001	X
Health Act (Carbon Monoxide) Regulations 1975	X
Health (Cloth Materials) Regulations 1985	X
Health (Food Hygiene) Regulations 1993	X
Health (Food Standards) (Administration) Regulations 1987	X
Health (Garden Soil) Regulations 1998	X
Health Act (Laundries and Bathrooms) Regulations	X
Health (Meat Hygiene) Regulations 2001	X
Health (Pesticides) Regulations 1956	X
Health (Pet Meat) Regulations 1990	X
Health (Poultry Manure) Regulations 2001	X
Health Act (Prescribing the annual report forms to be used by local authorities) Regulations	X
Health (Public Buildings) Regulations 1992	X
Health Act (Sewerage, lighting, ventilation and construction) Regulations 1971	X
Health (Skin Penetration Procedure) Regulations 1998	X
Health Act (Smoking in enclosed public places) Regulations 1999	X

APPENDIX 2	
Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the LG administers</i>
Health (Swimming Pools) Regulations 1964	X
Health (Temporary Sanitary Conveniences) Regulations 1997	X
Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974	X
Heritage of Western Australia Act 1990	X
Justice Act 1902	X
Land Administration Act 1997	X
Land Valuation Tribunals 1978	X
Litter Act 1979	X
Liquor Control Act 1988	X
Local Government Act 1995	X
Local Government (Miscellaneous Provisions) Act 1960	X
Local Government Grants Act 1978	X
Local Government Regulations	X
Main Roads Act 1930	X
Parks and Reserves Act 1895	X
Planning and Development Act 2005	X
Radiation Safety Act 1975	X
Radiation Safety Regulations	X
Rates and Charges (Rebates and Deferments) Act 1992	X
Rights in Water and Irrigation Act 1914	X
Residential Design Codes of WA 2002	X
Road Traffic Act 1974	X
Strata Titles Act 1985	X
Telecommunications Act (Commonwealth) 1997	X
Telecommunications (Low Impact Facilities) Determination 1997	X
Town Planning and Development 1928	X
Transfer of Land Act 1893	X
Valuation of Land Act 1978	X
Waterways Conservation Act 1976	X
Local Laws of the Town of Narrogin	
Cemetery Laws	
Dog Control Laws	

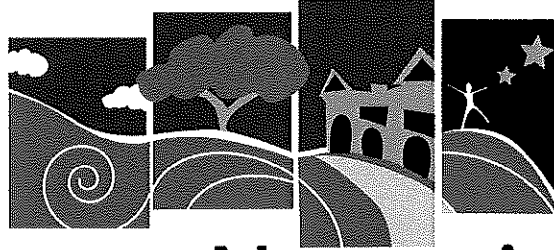
APPENDIX 3**Other Legislation and Regulations affecting the functions and operations of the
Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
Builders Registration Act 1939	X
Criminal Code 1913	
Electronic Transactions Act 2003	
Equal Opportunity Act 1984	X
Evidence Act 1906	X
Forrests Act 1919	X
Freedom of Information Act 1992	
Industrial Awards	X
Industrial Relations Acts (State and Federal)	X
Interpretation Act 1984	X
Library Board of Western Australia Act 1951	X
Limitation Act 1935, 2005	X
Occupational Safety and Health Act 1984	X
Occupational Safety & Health Regulations 1996	X
Parliamentary Commissioner Act 1971	X
State Records Act 2000	X
State Records (Consequential Provisions) Act 2000	
State Records Commission Principles & Standards 2002	X
Swan River Trust Act 1988	
Workers Compensation and Injury Management Act 1981	X

APPENDIX 4

Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government

<i>Government & Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	X
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	X
General Disposal Authority for Local Government Records RD 99004	X
National Competition Policy	X
National Standards – Home and Community Care	X



Town of **Narrogin**

POLICIES & PROCEDURES

2009

ROLES & RESPONSIBILITIES

ELECTED MEMBERS: All Elected Members are to create, collect and retain records relating to their role as an Elected Member for the Town of Narrogin in a manner commensurate with legislation and the Town of Narrogin's policies and procedures for record keeping. Party political and personal records of Elected Members are exempt.

CHIEF EXECUTIVE OFFICER: The Chief Executive Officer is to ensure that an organizational system for the capture and management of records is maintained that is compliant with legislative requirements and best practice standards.

MANAGERS: All Managers are to ensure record keeping policy and procedures are known and adhered to in their area of responsibility.

ALL STAFF: All staff (including contractors) are to create, collect and retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are captured into the Record Keeping System and that all records are handled in a manner commensurate with legislation and the Town of Narrogin's policies and procedures for record keeping.

MAIL COLLECTION / DELIVERY

The mail is collected from the Post Office between 8.30am and 9.30am every morning.

MAIL OPENING PROCEDURE

Open and sort all incoming mail.

Sort contents of envelopes into:

Cheques

Invoices

Registered &

Unregistered (Junk mail, fliers etc)

MAIL PROCESSING

Two self-inking stamps are used in the Records Office.

STAMP ONE: Date

STAMP TWO: Tracking

Stamp One is used to stamp all invoices, backs of cheques and remittance advices/rate notices etc, and all "unregistered" mail. The stamp is placed on the top RH side of the document.

Stamp Two is used only for correspondence that is to be registered. The mark is also made at the top RH side of the document.

REGISTRATION OF INCOMING CORRESPONDENCE

FILE NUMBER:

To allocate a file number, consult filing index for file reference which pertains to the correspondence.

A search can be made on the "Authority" system using key words which pertain to the correspondence.

Property correspondence is allocated with a "Assessment" number.

Correspondence dealing with roads/streets is allocated a "Assessment" number.

Town Planning subdivision or strata correspondence is allocated with either a "Town Planning", a "subject file" number and a WAPC subdivision number.

All other correspondence is allocated with a "Subject" file number.

ACTIONING OFFICER:

Officers in each Department have different responsibilities. Following is a breakdown of responsibilities of each officer in each Department and the allocation of correspondence to that officer.

CORPORATE MANAGEMENT

CEO (CHIEF EXECUTIVE OFFICER):

All correspondence dealing with all aspects of government.
Requests for letters of support.
Issues which the CEO has dealt with personally.
Complaints re council & staff.
Councillor mail – copy only to Councillors (registered documents).
Notices from various departments eg Flying of Flags on special occasions etc
Financial Correspondence (that hasn't gone to MCS)
Tenders
Complaints about staff in the Statutory directorate
Legal Opinions

CSO (SECRETARIAL):

Website
Items for Councillors & Information Bulletin
Agendas & Minutes
Presentations to Council
Citizenship
Functions: Arrangements & Attendance
Civic Receptions
Committee Room bookings & arrangements
Updates of Shire information – directories, phone book etc

ADMINISTRATION & FINANCE:

MCS (MANAGER CORPORATE SERVICE):

Staff Issues
Training
Workers Compensation
Enterprise Bargaining
Occupational Health & Safety correspondence
Telecommunications correspondence
All correspondence dealing with Information Technology.
All correspondence dealing with budget & expenses.
Fringe Benefit Tax
GST
Hall & Centre Bookings
Cemetery Enquiries
Insurance
Emergency Services Levy correspondence

CSO (RATES):

Property correspondence
All rates correspondence, includes changes of name, address etc
Interim Valuations from VGO
General correspondence from VGO

CSO (PAYROLL):

Payroll
Superannuation

CSO (FINANCE):

Remittance advices
Grant payments & acquittals
Bank Statements
Debtor Control
Invoices

CSO (RECORDS):

All correspondence dealing with records & record management systems.
Correspondence dealing with State Records Office
- Copy to CEO & MCS
Stationery

BUILDING SERVICES:

PBS (PRINCIPLE BUILDING SURVEYOR)

Building maintenance correspondence
Requests for Building Inspections
All correspondence dealing with building issues
Building Envelopes
Building licenses – signed
Copies of notices for flying of flags

ENVIRONMENTAL SERVICES:

EHO (ENVIRONMENTAL HEALTH OFFICER):

All environmental health correspondence
Septic tank applications
Noise complaints
Water sample requests & results
Food premises inspections
Fire
Emergency Management
Food Permit Applications for specific events

RSO (REGULATORY SERVICE OFFICERS):

All correspondence dealing with dogs/stock/animals etc.
RSPCA information
Fire incident reports
Litter
Abandoned vehicles
Applications for Stallholders Permits (non-specific events)

PLANNING & TECHNICAL SERVICES:

DTES (DIRECTOR TECHNICAL & ENVIRONMENTAL SERVICES):

All correspondence for the Tech Services & Works & Services departments is assigned to the AO/TS until further notice except:
All Planning related correspondence
WMO (Waste Management Officer):
All waste issues including all Refuse Sites & Waste Transfer sites
Litter
Renewable energy issues
Development Applications

Contracts for townsite cleaning & attendants at Tips
Regional Waste Facility correspondence
Drummuster

COMMUNITY SERVICES:

DCS (DIRECTOR COMMUNITY SERVICES):

Applications for funding & letters of support from community groups & organisations
Disability Access Inclusion Plan
Council donations – Arts/Culture related
Reconciliation plan

CDO (COMMUNITY DEVELOPMENT OFFICER):

Community group grant applications & correspondence
General museum correspondence
Cultural Planning

HEMOCARE (HOME & COMMUNITY CARE):

All correspondence dealing with home & community care/aged care issues

LEISURE CENTRE:

All correspondence relating to Leisure Centre

LIBRARY:

Magazine subscriptions
All correspondence relating to Library

COUNCIL:

ELECTED MEMBERS:

All correspondence addressed to elected members and relating to Council.

Elected Members who receive correspondence (via mail & email) to their personal address are required to give a copy to the Records Officer for tracking.

INPUT INTO SYSTEM

1. Stamp document with large stamp as previously described.
2. Scan all tracked documents, save in the relevant file ie: subject or assessment on "X" drive.
3. Complete spreadsheet details, date, who correspondence was directed to, sender, subject, which file it was saved to.
4. Go to Authority menu\Administration\Records Management\Data Entry\Correspondence Input (i_dm019)
 - Add
 - Type 1 inwards document type
 - Precis: Enter description of document using keywords
 - Date received remains at today's date
 - Date written as per document details
 - External Reference – use theirs if available or short description if not.
 - NAR No: Author of document
 - File Type: File Reference as per assigned by Records Officer.
 - "Attach" flag
 - Delegating Officer is the Records Officer
 - Action Officer is the officer the document is assigned to
 - Action: RR for response required. Otherwise I for Information only
 - Number will be generated and added to the "Number" in the first field box.
 - Add this number to "No" on Registration Stamp

Once all documents have been registered, read by the relevant person and returned for filing, they are then placed in the relevant file.

PRINTING DAILY REPORT

1. Go to Authority menu\Administration\Records Management\Reports\Correspondence Register (last icon)
2. Enter parameter values as per instructions
3. "OK" then "Print Report"
4. File report in relevant file

MAIL DISTRIBUTION

CHEQUES:

Cheques are date stamped and recorded in Authority.

INVOICES:

All invoices are date stamped then given to the Finance Officer.

UNREGISTERED MAIL:

This includes fliers, advertising, general information etc.

Sort mail into departments for distribution with registered correspondence.

REGISTERED MAIL:

Sort the originals into departmental order and place with unregistered mail.

Distribute to the appropriate Officer

TIMINGS

Mail is distributed as soon as all procedures are complete, preferably before 12 noon.

Check pigeon hole at front counter regularly during the day for inward correspondence.

On last day for payment of rates, and closing day of employment applications, check Post Office at 4pm for any late cheques in the mail.

OUTWARD MAIL REGISTRATION PROCESS

Go to Authority menu

1. Administration
2. Records Management
3. Data Entry
4. Correspondence Input (i_dm019)
 - Add
 - Type 2 outwards document type
 - Precis: Enter description of document using keywords
 - Date received remains at today's date
 - Date written as per document details
 - NAR No: Author of document
 - File Type: File Reference as per assigned by us.
 - "Attach" flag
 - Delegating Officer is the Records Officer
 - Action Officer is the officer the document was written by
 - Action: R for response. Otherwise I for Information only
 - Inward No: Registration number of document that is being replied to.
 - Click F12 or OK.
 - Number will be generated and added to the "Number" in the first field box.
5. Add this number to "No" on Registration Stamp

RETURN OF DOCUMENTS FOR FILING

Once an officer has completed work on the document, it is returned to Records Office to be placed on file.

The Record Officer places the document in the appropriate file

All filing is done in ascending date order.

FACSIMILE PROCESS

Inward fax are treated exactly the same as all other inward correspondence.

Once an officer has sent a fax the same procedure for outward mail is followed.

E-MAIL PROCESS

E-mails are received through Records Officer computer. Forward on to relevant officer. If the e-mail requires registration, print out & follow procedure for registration of incoming mail.

If the office wishes to have the email registered and it has not been, they will return it with at file reference number attached.

HAND DELIVERED

All mail hand-delivered to front counter is place in records office pigeon hole
Check regularly throughout the day by Records Officer.

If there is a job vacancy, Tender or quote deadline, the front counter staff will endeavour to deliver to the records office as they come in. Records Officer will check pigeon hole at close of deadline.

REQUESTING FILES

STAFF

Every assistance is given to staff members who request specific files. A File Index (regularly updated) is available for each officer to determine which file they require.

COUNCILLORS:

See Councillor request process further on.

LOGGING OUT FILES

Each officer must sign out the file they are taking from the records storage area. The register of out-going files is recorded on the wall opposite the compactus in this area Files are not removed from records area before being signed out.

FILING PROCESS

ACCESS TO FILING SYSTEM

Councillors do not have direct access to filing system.

All staff have access to the Assessment (property), Subject, Street & Town Planning files.

The Public may make application under FOI to obtain information contained within a file.

Access to Personal Files is described under heading "Personal Files"

URGENT REQUESTS FOR FILES

Every assistance is given to officers who urgently request files.

Councillors do not have direct access to files but may request information through the CEO.

RETURN OF FILES

Officers must return the file to the Records Officer who will file it appropriately

CONTROL OF FILE MOVEMENTS

If an officer has completed working on a file and intends to pass it on to another officer, the file must be reassigned to the Officer who the file has been given to.

TRANSFER OF DOCUMENTS TO ALTERNATIVE FILES

If an officer requests that a document be transferred, the details must be altered in the "Correspondence Update" program. Enter document number at "Number" then "Update". Go to File Details and change to the revised file reference. If the request is for extra files to be referenced to that document go to File Numbers in "Favourites" and add those file references to the table. Take copies of the document to be filed.

PERSONAL FILES

SECURITY

All personal files are stored in a locked filing cabinet in the Manager Corporate Service's office
Only the Manager has keys to the Personal File Cabinet.

ACCESS

The CEO and DCCS & DTES have direct access to all personal files.
Managers of departments have access to personal files of their direct staff members only.
Staff members may only access their own personal files in the presence of their Manager.
Managers of Departments may access their own personal files only in the presence of either the CEO or their Director.

ARCHIVING

Transferring of Archival records to the State Records Office is done according to the following:
Records listed under the Approved Disposal Authority to be transferred to SRO. Only records listed "A" need to be transferred to the SRO.
Arrangements must be made with SRO before sending anything to them.
Transfer takes place according to procedures set out in SRO publication (training) "Transfer of Archival Records to the State Records Office".

RETENTION & DISPOSAL

As per SRO General Disposal Authority for Local Govt Records (RD99004)
Files are retained at Records Store until disposal date. No records (including financial) will be taken to Records Store without a destruction date, marked as a permanent record, or identified as a State Archive.
On an annual basis a disposal plan is drawn up and records are destroyed as per the SRO General Disposal Authority for Local Govt Records.

Manager Admin Services checks the list prior to the CEO authorising the list of files to be destroyed.

The plan is kept in the Archive Register in the Records Office.

Financial Records are destroyed after 7 years, and on completion of a successful audit. On a yearly basis when financial records are taken to the

Records Store, the 7 year old records can be removed and destroyed.

Auditors may be shown the Financial Records disposal list to obtain information about timeliness of destruction.

FILE CREATION PROCESS

Officers may request a file be created for a particular subject.

Records Officer may see the need to create new files for particular subjects.

1. Go to Authority menu\Admin\Records Management\Data Entry\File Additions/Maintenance (i_dm015)

Access the GDA for Local Government to determine the correct retention period for the file and always mark this on the physical file as well as within the Authority system.

Follow prompts to complete file creation.

Assessment files are created once correspondence is received relating to that particular property, or at the request of the rates officer.

Check details of the particular assessment in the Authority system:

2. Property Management
3. Property
4. Enquiry
5. Property Enquiry (i_pr001)
6. Enter assessment number then F12.

Create the physical file using those details. Once completed, the assessment is then updated in the Authority system:

7. Property Management
8. Property
9. Maintenance
10. Parcel Maintenance (i_pr038)
11. Enter Y in the File Created Box (see attached example)

SYSTEM SECURITY

Only the Records Officer, Information Technology Officer and Manager Corporate Service have access to the programs within the "Authority" system which enable creation of files and registration of inward & outward correspondence.

Therefore no other officer can access the system to change, delete, or alter in any way, any registered correspondence or file status.

TENDER REGISTRATION PROCESS

Tenders received either through Australia Post, Courier or hand delivered, are all date stamped by Records Officer and placed in Tender box at Front Counter.

Tenders are retained according to General Disposal Authority for Local Govt Records (6.29).

Tenders are processed according to Town of Narrogin tender policy.

ELECTIONS

Election processes are administered by CEO.
Associated paperwork is filed on the appropriate file. File is retained according to General Disposal Authority for Local Govt Records (4.3 et al).

MINUTES AND AGENDAS

Minutes are bound by bookmakers and returned to Council to store in the Strongroom for permanent retention.
Copies of minutes relating to particular file/s are placed on that file.

OUTSTANDING CORRESPONDENCE

WEB PAGE MANAGEMENT

All documents which are to be placed on the Web-site must first have the approval of CEO
When approval is granted, forward all correspondence to CSO - Secretarial for inclusion.
A "snap-shot" of the Website is taken bi-annually and filed in hard copy on the Website subject file.
All information which is removed from the Web-site is done so because it is either out of date or no longer relevant.

STANDARD FORMS

Originals of Standard Forms are kept in Records Office filing drawer.
Front Counter staff also have copies of Standard Forms at Front Counter.

RESIGNATION PROCESS

Resignations are forwarded to the relevant department, All correspondence is registered and filed on personal file of resigning officer.

COUNCILLOR REQUEST PROCESS

Councillors can request information from the Records System to assist them in their duties as elected members. All such requests must be made through the CEO.

Councillors who wish to request an officer to undertake some duty to assist them in their duties as elected members must do so through the CEO.
Councillors may not approach an officer directly for assistance.

FILE INDEX UPDATE

Every time a new file is created, it is automatically saved into "FILEINDEX"
Every six months a new file index is printed out. E-mail all officers the new/updated file index for their records.
Replace old file index with updated version in Records Office, for use by all officers.

STAFF TRAINING

All new staff members are taken through induction process by the Manager Corporate Services.

Part of the induction process is informing the new staff member of their obligations regarding Records.

SEARCHING FOR DOCUMENTS/FILE REFERENCES

Within the "AUTHORITY" system is the ability to use keywords to search for documents, files and all correspondence.

All officers can access the inward/outward correspondence (view only) by going into:

1. Records Management
2. Enquiry
3. Correspondence Enquiry (e_dm003)
4. Find
5. Either enter a keyword at "Precis" (using asterix before & after the word/s),
6. Enter the file reference & the year the document is believed to have been processed,
7. Enter 1 or 2 at Document Type for either inward or outward correspondence,
8. Enter a Name Number to search for correspondence from or to a particular person/company/department.

LEGAL AGREEMENTS/CONTRACTS

When Legal Agreements or Contracts are received, they are placed on file in the strongroom.

They are entered on to the register in the strongroom

ANNUAL AND PRIMARY RETURNS

Once received, they are registered and acknowledged.

Stored in the Strongroom.

Procedure as per Local Govt Act 5.88

FOI PROCESS

Application is received.

Applicant is informed of process.

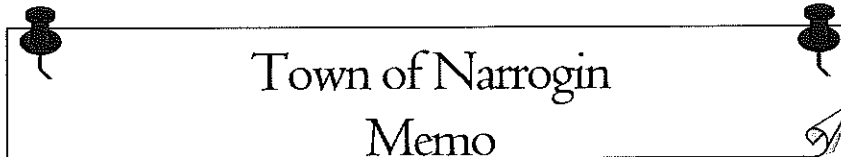
Procedure as per FOI Act.

DELEGATION REGISTER

As per Local Govt act, who has authority to be included on the register.

CEO decides.

All affected Staff notified on an annual basis.


Town of Narrogin
Memo

To All Staff
From Executive Manager Corporate Services
Date Wednesday, May 04, 2011
Subject Record Keeping and Email.

From time to time it is necessary to remind staff of Council procedure and I will try and find the time to explain Council procedures and why they exist on a regular basis.

All staff should have access to the Council data server mapped as X:\records\. All documents should be stored electronically under the appropriate directory and sub-directory name. These directories match Council's paper filing system. All incoming mail is scanned and electronically saved in Adobe's Portable Document Format (PDF). Likewise, all outgoing correspondence should be saved (or printed which is the same thing) to PDF. It is your choice whether you also save an electronic copy of the document in its original application format such as Microsoft Word, Excel, Publisher, PowerPoint, Lotus WordPro, Lotus123, Open Office, AutoCad, etc. It is not necessary to save the original application document to X:\records unless you will need to use it again in the future. You may retain the application file on your desktop or the server as long as the PDF file is electronically in the system on the server.

It is important that documents are stored in PDF which has been the industry standard for open document exchange for almost twenty years. This file format was created by Adobe Systems in 1993 and is the industry standard used for representing documents in a manner independent of application software, hardware, and operating systems. In 1995, Council procedure was introduced to ensure that all documents would be in the industry standard PDF. The reasons are as follows;

1. The PDF reader is free and it doesn't matter what application software people use, what hardware they have or what operating system runs their CPU, everything can open PDF documents.
2. Microsoft Word, Excel, Publisher, PowerPoint etc will not open or read older versions of itself and unless files are in a portable format they are lost forever.
3. Files saved in their application format can often be 1,000 times larger than a PDF file which saves a huge amount space on data servers.
4. Email attachments should never be in an application format as people can change the document you send them or steal the document as their own work.
5. Emailing PDF documents is much cheaper, quicker and more efficient than emailing them in their original application and (believe it or not) some people do not have Microsoft products and cannot open them anyway.

Council procedure is to keep all electronic records in PDF format indefinitely and the original application copy for a period of two years. Application files may be deleted after two years.

In regard to email, it really is a bad idea to email word processing, spreadsheet or publisher files in their original format. Why pay an Internet Service Provider up to 1,000 times more than you need to for larger uploads. Email recipients who understand these matters will be unhappy to have to download onto their email client large files in application formats. Always print your files to PDF both for storage purposes, to email and to store on the server. I realise that perhaps some people are not sure how to do this and if you ask myself or Dee-Hanne we will certainly help and make sure your computer is set up to easily do this. Most applications will save to PDF, however, some you need to print to .PDF.

Gary O'Neil

x:\records\30 Administration\Records Management\Procedures\M to all Staff Re PDF files..pdf

10.2.017 DELEGATIONS REGISTER REVIEW

File Reference: 22.05.01
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Various
Date: 3 March 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments: Nil

Summary:

It is presented to Council to endorse the following amendments to the Delegations Registration 2015, as per Council's statutory obligations.

Background:

The Town of Narrogin is required to regularly review and update its delegations register as per the Local Government Act 1995 sections 5.42 and 5.46.

Comment:

Listed below are the proposed areas of amendment that are provided for Council's consideration. A summary of the changes are shown below with the whole amended delegation being provided in the resolution except for item 1).

- 1) **Delegation 1.5, 9.4, 9.5, 9.6, 9.7, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6.**
Change – To insert the words “On Delegated to” and the officer delegated to under the “Delegated” line.
- 2) **Delegation 2.9**
Change – to increase the amount up to \$250,000 that the CEO can accept of a Tender without bringing the item to Council as long as the conditions within the delegation are met.
- 3) **Delegation 2.12**
Change – To separate the Manager of Works and the Technical Officer to be separate line items being (Technical Officer \$10,000 and Manager of Works \$5,000) and to correct the Manager of Community Development to the Manager of Leisure and Culture.
- 4) **Delegation 4.7**
Change – Remove all of point 2 as the Committee has only ever made recommendations back to Council.
- 5) **Delegation 5.2**
Change – Remove due to the Leisure Centre being facilitate by the YMCA.
- 6) **Delegation 7.12**
Change – remove the wording “where the vehicle has travelled a minimum of 20,000 Kilometres or is two years old, whichever comes first” and replace with “as per the

conditions contained within Policy C.39 of the Town of Narrogin Policy Manual” to ensure that the delegation is in line with the Policy that relates to this matter.

Consultation:

Input was sought from the Management Team.

Statutory Environment:

- Section 5.42 of the Local Government Act (1995) – Delegation of some powers and duties to CEO.
- Section 5.46 of the Local Government Act (1995) – Register of, and records relevant to, delegations to CEO’s and employees.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Voting Requirements:

Simple Majority

COUNCIL RESOLUTION 0315.021

Moved Cr Bartron

Seconded Cr Kain

That Council:

Endorse the following amendments to the Delegations Register as provided below:

- 1) **Delegation 1.5, 9.4, 9.5, 9.6, 9.7, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6** are to have the wording added “On Delegated to” and the officer/officers that the delegation is on delegated to.
- 2)

DELEGATION NUMBER	-	2.9
LEGISLATIVE POWER	-	<i>Local Government Act (1995)</i> (Section 5.43(b))
DELEGATION SUBJECT	-	Tenders
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer is delegated authority to accept a tender when the consideration involved does not exceed \$250,000 (exc. GST) provided that appropriate provision is made in Council's Budget, with due regard to Council's Policy Manual.
(included)

- 3) DELEGATION NUMBER - 2.12**
 LEGISLATIVE POWER - *Local Government Act (1995)* (Section 5.42)
- DELEGATION SUBJECT - Purchase Order Limits
- DELEGATE - Chief Executive Officer

The Chief Executive Officer is delegated authority to authorise purchases on behalf of the Council.

The Chief Executive Officer, in exercising authority under Section 5.44 of the *Local Government Act (1995)*, has delegated this power/duty to the following staff:

Chief Executive Officer	unlimited
Director of Corporate & Community Services	up to \$50,000; however, whilst Acting as the CEO, the DCCS has unlimited purchasing authority.
Director of Technical & Environmental Services	up to \$50,000; however, whilst Acting as the CEO, the DTES has unlimited purchasing authority.
Technical Officer	up to \$10,000
Works Foreman	up to \$5,000
Leading Hands Works	up to \$500; however, in the absence of the Works Foreman an appointed Leading Hand is to have the same authority as the Works Foreman.
Manager Leisure and Culture	up to \$ 10,000
Manager Recreation & Leisure	up to \$ 10,000
Manager Community Care	up to \$ 10,000
Manager Library & Information Services	up to \$ 10,000
Executive Assistant	up to \$ 1,000
Records Officer	up to \$500

(Included)

- 4) DELEGATION NUMBER - 4.7**
 LEGISLATIVE POWER - *Local Government Act (1995)* (Section 5.42)
- DELEGATION SUBJECT - CEO Performance Review and Advisory/Audit Committee
- DELEGATE - Chief Executive Officer

That:

1. Council maintain a CEO Performance Review and Advisory/Audit Committee consisting of four elected members comprising the Mayor, Deputy Mayor and two Elected Members.

- ~~2. The Senior Staff Performance Review Committee has delegated authority to:~~
- ~~• conduct the Chief Executive Officer (CEO) performance appraisal and negotiate remuneration levels;~~
 - ~~• accept or reject the CEO's recommendation on each proposal to employ or dismiss a senior employee;~~
 - ~~• employ a person to be the CEO under an employment contract; and~~
 - ~~• determine that the person is suitably qualified to be the Chief Executive Officer.~~

5) **DELEGATION NUMBER** _____ **5.2**

LEGISLATIVE POWER _____ *Local Government Act (1995) (Section 5.42)*

DELEGATION SUBJECT _____ Narrogin Leisure Centre

DELEGATE _____ Chief Executive Officer

~~To be authorised to approve the use of the Narrogin Leisure Centre outside of normal operating hours, and to authorise the booking of private bookings for school, sporting and community groups.~~

~~(Included)~~

6) **DELEGATION NUMBER** - **7.12**

LEGISLATIVE POWER - *Local Government Act (1995) (Section 5.42)*

DELEGATION SUBJECT - Light Vehicles - Purchase and Replacement

DELEGATE - Chief Executive Officer

The Chief Executive Officer is delegated authority to call tenders and/or quotations for the purchase of new light vehicles and the changeover of light vehicles as per the conditions contained within policy C.39 of the Town of Narrogin Policy Manual. This is only to occur subject to budget provisions.

The Chief Executive Officer is further delegated authority to purchase the appropriate light vehicle or to accept a tender for the light vehicle provided the tender amount does not exceed the amount determined by Council in accordance with Section 5.43(b).

(Included)

CARRIED 8/0
Absolute Majority

10.2.018 POLICY MANUAL REVIEW

File Reference: Nil
Disclosure of Interest: Nil
Applicant: Chief Executive Officer
Previous Item Nos: Various
Date: 3 March 2015
Author: Mr Aaron Cook – Chief Executive Officer

Attachments:

The current full policy manual has been provided to Councillors previously and is also provided for reference on the Town's website under "Publications" whilst this item is being considered.

Summary:

It is presented to Council to endorse the Policy Manual Review with the list of the policies being presented for review tabled below.

Background:

Each year the author presents to Council the Policy Manual for review with any required amendments being presented for consideration.

Comment:

That Council endorse the Policy Manual with the following amendments, please note that all other policies remain unchanged.

C.5 Purchasing Authority of Goods and Services – The change is to align this Policy with the Delegations register by increasing the Town Foreman limit to \$5,000.

C.8 Fees – Council Members – The change is to remove all wording reference to the Fees paid to Elected Members as it is considered within the Budget each year and if changed within the budget process forces the amendment to the Policy Manual. As such, remove the wording within the Policy and replace with the following "That elected members fees and allowances under Section's 5.98, 5.99 and 5.99A of the Local Government Act 1995 be set annually in the Town's budget".

C.20 Audit Committee – The change is to include in the wording the fact that the Committee is called the CEO Performance Review Advisory and Audit Committee.

C.21 Senior Staff Performance Review Committee – The change is as above for policy C.20 for the name of the Committee; however, all of point 2 within this policy is to be deleted.

CS.28 Community Funding Program – The change is to include the Term "Community Chest" and to make all reference to amounts being \$2,000.00.

Consultation:

All Senior Management

Statutory Environment:

Nil

Policy Implications:

As stated above.

Financial Implications:

Nil

Strategic Implications:

4.4	The Strategic Community Plan and Council’s other strategic integrated corporate documents are to be reviewed on a biennial basis.
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Although this review is not biennial it shows Council’s commitment to the regular updating of this key document.

Voting Requirements:

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

Endorse the following amendments to the Town of Narrogin Policy Manual:

C. 5 PURCHASING AUTHORITY OF GOODS AND SERVICES

ORIGIN/AUTHORITY: Council Meeting 18 October 1989 Item No. 6.6 (3.1)

POLICY STATEMENT

That:

Subject to the conditions below, the named Officers may commit Council expenditure following the completion of a purchase order:

Chief Executive Officer	Unlimited
Director of Corporate and Community Services	Up to \$50,000 (however, whilst Acting as the CEO, the DCCS has Unlimited purchasing authority)

Director of Technical and Environmental Services	\$50,000 (however, whilst Acting as the CEO, the DTES has Unlimited purchasing authority)
Technical Officer	Up to \$10,000
Town Foreman	Up to \$5,000
Leading Hands Works	Up to \$500 (however, in the absence of the Town's Foreman, an appointed Leading Hand is to have the same authority as the Town's Foreman being \$2,500.

Policy Continues...

C. 8 FEES - COUNCIL MEMBERS

ORIGIN/AUTHORITY: Council Meeting 18 June 1996

Item No. 7.274

POLICY STATEMENT

That elected members fees and allowances under Sections 5.98, 5.99 and 5.99A of the Local Government Act 1995 be set annually in the Town's budget.

(Please Note: All other Text has been removed)

C. 20 AUDIT COMMITTEE

ORIGIN/AUTHORITY: Council Meeting 27 September 2005

Item No. 10.2.387

POLICY STATEMENT

The audit committee, named the CEO Performance Review Advisory and Audit Committee, has responsibility to provide an independent oversight of the financial Legislative, Compliance and Risk Management systems on behalf of Council. The committee will also assist Council to fulfil its corporate control responsibilities in relation to financial reporting and audit responsibilities.

1. Council establish an Audit Committee with the following terms of reference.
 - a) Provide guidance and assistance to Council to provide for the carrying out of its functions in relation to audits.

Policy Continues....

C. 21 SENIOR STAFF PERFORMANCE REVIEW COMMITTEE

ORIGIN/AUTHORITY: Council Meeting 26 October 2004 Item No. 11.2.19

POLICY STATEMENT

That:

1. Council maintain a Senior Staff Performance Advisory Committee, named the CEO Performance Review Advisory and Audit Committee, consisting of four elected members comprising the Mayor, Deputy Mayor and two Elected Members.

Policy Continues....

CS. 28 COMMUNITY FUNDING PROGRAM "COMMUNITY CHEST"

ORIGIN/AUTHORITY: Council Meeting 24 November 2004
Item No. 10.2.323

POLICY STATEMENT

1. Categories

The categories in which funding is available are:

- Community Projects
- Community Events

Goals

- To provide opportunities to develop partnerships between the Town and community
- To enable groups to maximise their development opportunities
- To provide an equitable means by which community groups can access funding
- To provide a process for dispersing funds, and ensuring that the funds are used to meet specific outcomes in keeping with the Town's own strategic goals.
- To provide a strategic approach for developing and improving facilities and services within the Town of Narrogin.

2. Decisions Final

Decisions regarding funding applications are final. Applicants may choose to resubmit their application during future rounds.

3. Eligibility - Nil.

4. Assessment

- All applications will be considered by a working party, consisting of two (2) elected representatives, the mayor and council officers. The working party will rank each application according to the criteria. Full Council to endorse the recommendations made by the working party.
- Evidence of a financial commitment that the organisation is capable of contributing to the project.
- Only one application per year may be funded for any one organisation.

5. Ineligible Projects

- Deficit Funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue
- Recurrent salaries or recurrent operational costs
- Projects which have occurred and require retrospective funding
- Projects requesting funding for capital equipment over the value of \$2,000; however, if the Committee recommends to Council the purchase of minor Capital equipment (under \$2,000) that it remains the property of the Town and all maintenance of the equipment is the responsibility of the applicant.

Policy Continues....

COUNCIL RESOLUTION 0315.022

Moved Cr Paternoster

Seconded Cr Ward

That Council:

Endorse the following amendments to the Town of Narrogin Policy Manual:

C. 5 PURCHASING AUTHORITY OF GOODS AND SERVICES

ORIGIN/AUTHORITY: Council Meeting 18 October 1989 Item No. 6.6 (3.1)

POLICY STATEMENT

That:

Subject to the conditions below, the named Officers may commit Council expenditure following the completion of a purchase order:

Chief Executive Officer	Unlimited
Director of Corporate and Community Services	Up to \$50,000 (however, whilst Acting as the CEO, the DCCS has Unlimited purchasing authority)
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Technical Officer	Up to \$10,000
Town Foreman	Up to \$5,000
Leading Hands Works	Up to \$500 (however, in the absence of the Town's Foreman, an appointed Leading Hand is to have the same authority as the Town's Foreman.

Policy Continues...

C. 8 FEES - COUNCIL MEMBERS

ORIGIN/AUTHORITY: Council Meeting 18 June 1996 Item No. 7.274

POLICY STATEMENT

That elected members fees and allowances under Sections 5.98, 5.99 and 5.99A of the Local Government Act 1995 be set annually in the Town's budget.

(Please Note: All other Text has been removed)

C. 20 AUDIT COMMITTEE

ORIGIN/AUTHORITY: Council Meeting 27 September 2005 Item No. 10.2.387

POLICY STATEMENT

The audit committee, named the CEO Performance Review Advisory and Audit Committee, has responsibility to provide an independent oversight of the financial Legislative, Compliance and Risk Management systems on behalf of Council. The committee will also assist Council to fulfil its corporate control responsibilities in relation to financial reporting and audit responsibilities.

1. Council establish an Audit Committee with the following terms of reference.
 - a) Provide guidance and assistance to Council to provide for the carrying out of its functions in relation to audits.

Policy Continues....

C. 21 SENIOR STAFF PERFORMANCE REVIEW COMMITTEE

ORIGIN/AUTHORITY: Council Meeting 26 October 2004 Item No. 11.2.19

POLICY STATEMENT

That:

1. Council maintain a Senior Staff Performance Advisory Committee, named the CEO Performance Review Advisory and Audit Committee, consisting of four elected members comprising the Mayor, Deputy Mayor and two Elected Members.

Policy Continues....

CS. 28 COMMUNITY FUNDING PROGRAM "COMMUNITY CHEST"

ORIGIN/AUTHORITY: Council Meeting 24 November 2004
Item No. 10.2.323

POLICY STATEMENT

1. Categories

The categories in which funding is available are:

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- To provide opportunities to develop partnerships between the Town and community
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- To provide an equitable means by which community groups can access funding
- To provide a process for dispersing funds, and ensuring that the funds are used to meet specific outcomes in keeping with the Town's own strategic goals.
- To provide a strategic approach for developing and improving facilities and services within the Town of Narrogin.

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Decisions regarding funding applications are final. Applicants may choose to resubmit their application during future rounds.

3. Eligibility - Nil.

4. Assessment

- All applications will be considered by a working party, consisting of two (2) elected representatives, the mayor and council officers. The working party will rank each application according to the criteria. Full Council to endorse the recommendations made by the working party.
- Evidence of a financial commitment that the organisation is capable of contributing to the project.
- Only one application per year may be funded for any one organisation.

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- Deficit Funding - for organisations which are experiencing a shortfall in cash or revenue or anticipated revenue
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- Projects which have occurred and require retrospective funding
- Projects requesting funding for capital equipment over the value of \$2,000; however, if the Committee recommends to Council the purchase of minor Capital equipment (under \$2,000) that it remains the property of the Town and all maintenance of the equipment is the responsibility of the applicant.

Policy Continues....

CARRIED 8/0

Please note:

- 1) That the mover and seconder accepted the change to the resolution.
- 2) The Officer's recommendation was amended to delete the words "being \$2,500" from C5 Purchasing Authority of Goods and Services in the last cell of the table – Leading Hands Works.

11 ELECTED MEMBER'S MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13. CLOSURE OF MEETING

8.16pm – The Presiding Member closed the meeting.