





**MINUTES
ORDINARY COUNCIL MEETING**

25 OCTOBER 2016

These minutes were confirmed at the Ordinary Council Meeting held on 8 November 2016

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

25 OCTOBER 2016

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

7.30 pm – President Ballard declared the meeting open.

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

Elected Members

Mr L Ballard – Shire President
Cr T Wiese – Deputy Shire President
Cr C Ward
Cr N Walker
Cr P Schutz
Cr M Fisher
Cr C Bartron
Cr B Seale
Cr G Ballard

Staff

Mr A Cook – Chief Executive Officer
Mr A Awang – Executive Manager Development & Regulatory Services
Mr T Evans – Executive Manager Technical & Rural Services
Ms C Thompson – Executive Assistant
Mr N Mitchell – Project Manager Merger

Apologies

Ms R Hawkins – Executive Manager Corporate & Community Services

Visitors

Mrs D Hughes-Owen
Mrs W Russell
Mr G Maley
Mr D Charlesworth – Narrogin Observer
Mrs T Beaton
Mr R White

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

Cr Schutz declared an interest in item 10.2.135. The nature of his interest was an Impartiality interest and remained in chambers to discuss the item.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5. PUBLIC QUESTION TIME

7.31 pm – Public Question time commenced

Mrs T Beaton - Narrogin

1. Summary of Question

"Has a date been set for the Annual Electors' Meeting?"

Summary of Response

The CEO responded the date is yet to be set as the auditor's report is yet to be provided to Council.

7.32 pm – The Shire President declared Public Question Time closed and noted that no questions have been taken on notice.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COUNCIL RESOLUTION 1016.160

Moved: Cr Wiese

Seconded: Cr Seale

That Council:

Accept the minutes of the Ordinary Council Meeting held on 11 October 2016 and be confirmed as an accurate record of proceedings.

CARRIED 9/0

COUNCIL RESOLUTION 1016.161

Moved: Cr Seale

**Seconded: Cr Fisher
Supporter: Cr Bartron**

That Council:

Revoke, specifically point 2, from resolution 1016.156 contained within item 12.1.126 that was resolved at the Ordinary Council meeting held on 11 October 2016.

CARRIED 9/0

8. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

DISCLAIMER READING

The person presiding will read the disclaimer to those present.

The recommendations contained in this Agenda are Officer's Recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the Minutes of the Council Meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

9. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil

10. MATTERS WHICH REQUIRE DECISIONS

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10.2.130 ELECTION OF DEPUTY SHIRE PRESIDENT

File Reference:

Disclosure of Interest:

Nil

Applicant:

Chief Executive Officer

Previous Item Nos:

Nil

Date:

20 October 2016.

Author:

Mr Aaron Cook – Chief Executive Officer

Attachments

Nil

Summary

The Deputy Shire President needs to be elected from within Council for a one year term, as the first course of business, with the appointment expiring at the October 2017 Ordinary Election.

Background

After each ordinary election the Shire President is required to receive nominations for the position of Deputy Shire President at the first available Ordinary Council meeting.

Comment

The Shire President is to conduct the election and receive nominations for the office of Deputy Shire President. Nominations are to be given to the Shire President in writing prior to the meeting if possible alternatively, if a Councillor is nominated from the floor by another Councillor, the Shire President cannot accept the nomination unless the nominee has advised the Shire President, orally or in writing, that he or she is willing to be nominated for the office.

Councillors are to vote on the matter by secret ballot as if they were electors voting at an election, and the successful candidate determined, as if those votes were votes cast at an election. If, when the votes cast are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discounted and, not more than 7 days later, a special meeting of the Council is to be held.

Any nomination for the office may be withdrawn and further nominations may be made, before or when the special meeting is held. When the special meeting is held, the Councillors are to vote again on the matter by secret ballot as if they were voting at an election.

Consultation

Nil

Statutory Environment

Local Government Act 1995 - Schedule 2.3

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

Nil - Item is for Council action not resolution.

Nominations are to be listed that have been received by the Shire President, for the position of Deputy Shire President, and a call made for any additional nominations.

The Following Nominations were received:

- 1)
- 2)
- 3)
- 4)

The nominees are provided the ability to address the Council with a short 3 minute presentation.

The Shire President draws the placement on the Ballot Paper and calls for the votes to be cast by the Elected Members one at a time and collected and processed by the CEO.

Votes were cast and are listed as per the Ballot Paper, results were;

- 1)
- 2)
- 3)
- 4)

The Shire President declares Cr _____ as the newly elected Deputy Shire President for a one year term.

VOTING RESULT

The following nominations were received by the Shire President, for the position of Deputy Shire President. There were no additional nominations.

1. Cr Wiese
2. Cr Seale

The nominees addressed the Council with a short 3 minute presentation.

The Shire President drew the placement on the Ballot Paper and called for the votes to be cast by the Elected Members one at a time and collected and processed by the CEO.

Votes were cast and are listed as per the Ballot Paper. Results were;

1. Cr Wiese – 8 votes
2. Cr Seale – 1 vote

The Shire President declared Cr Wiese as the newly elected Deputy Shire President for a one year term.

10.1 DEVELOPMENT AND REGULATORY SERVICES

10.1.131 PROPOSED EXCISION OF RESERVE 13340 (GRAVEL RESERVE) YILLIMINNING ROAD, NARROGIN

File Reference: 21.4.2
Disclosure of Interest: Nil
Applicant: Peter Archer
Previous Item Nos: Nil
Date: 25 October 2016
Author: Azhar Awang, Executive Manager Development and Regulatory Services

Attachments

- Locality Plan
- Aerial Photograph of boundary encroachment
- Proposed excision of access way and building for Reserve 13340

Summary

Council's consideration is requested in regards to the proposed excision of a portion of Reserve 13340 Yilliminning Road, Narrogin for property boundary adjustment and to formalise an existing access way into the property of Lot 6980 (P141089) Yilliminning Road, Narrogin.

Background

Council's Administration was initially approached by the property owners of Lot 6980 (P141089) Yilliminning Road, Narrogin regarding the continual use of Reserve 13340 (Shire of Narrogin Gravel Reserve) for farming pursuits. At that meeting it was also raised as to the status of the existing house which straddles over Reserve 13340 and an access road from the existing house to Yilliminning Road. Following the meeting, the Shire's CEO corresponded to the property owners recommending that the existing situation be formalised through an excision of the access road and the existing house from Reserve 13340. It was also recommended to the property owner to purchase the land to be excised from Reserve 13340.

A copy of a plan is attached of the proposed land to be excised from Reserve 13340.

On 10 October 2016, Council received correspondence (via email) from the Local Real Estate Agent, Landmark, advising that the property owners of Lot 6980 (P141089) Yilliminning Road had put the property on the market and Landmark have secured the contracts for the sale of the property. A condition of sale to the property included the requirement for the seller to enter into an agreement with the Shire to annex the house and access road from Reserve 13340.

Comment

Town Planning Scheme No 2

Reserve 13340 has a total area of 20.88 hectares. It is currently a Reserve under the Shire of Narrogin Town Planning Scheme No 2 as "Recreation and Open Space" with a Vesting Order for the purposes of a "Gravel Reserve".

Proposal

The proposal is to excise the areas of development from the Gravel Reserve (Reserve 13340) incorporating the existing residence and the access road into the property. In complying with the required setback under the Town Planning Scheme No. 2 for 'Farming' zone land, the minimum setback for the residential dwelling is 20 metres from any lot boundary.

In regards to the access road, it is recommended to have a minimum width of 10m to incorporate the rows of existing trees and to allow for safe vehicular access. This should be reflected in the plan for submission to the Department of Lands for the proposed excision. Although the proposal will be fragmenting Reserve 13340, which is no longer used for its intended use (Gravel Reserve), the current use (Farming Pursuit) is not creating an issue for all parties concern.

The property owners have also been advised that all costs associated with the process will be at their cost.

Recommendation

It is recommended that the proposal be supported in order to formalise the current situation of Lot 6980 (P141089) through the excision of the existing residence and access road from Reserve 13340 and for the proposal to be forwarded to the Department of Lands for its consideration.

Consultation

- Aaron Cook, Chief Executive Officer
- Peter Archer, Property Owner Lot 6980 (P141089) Yilliminning Road

Statutory Environment

Shire of Narrogin Town Planning Scheme No 2 – Clause 4.5(d) Site Requirements for Farming zone land.

Policy Implications

Nil

Financial Implications

All costs associated with the proposal will be borne by the property land owners.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1016.162 AND OFFICER'S RECOMMENDATION

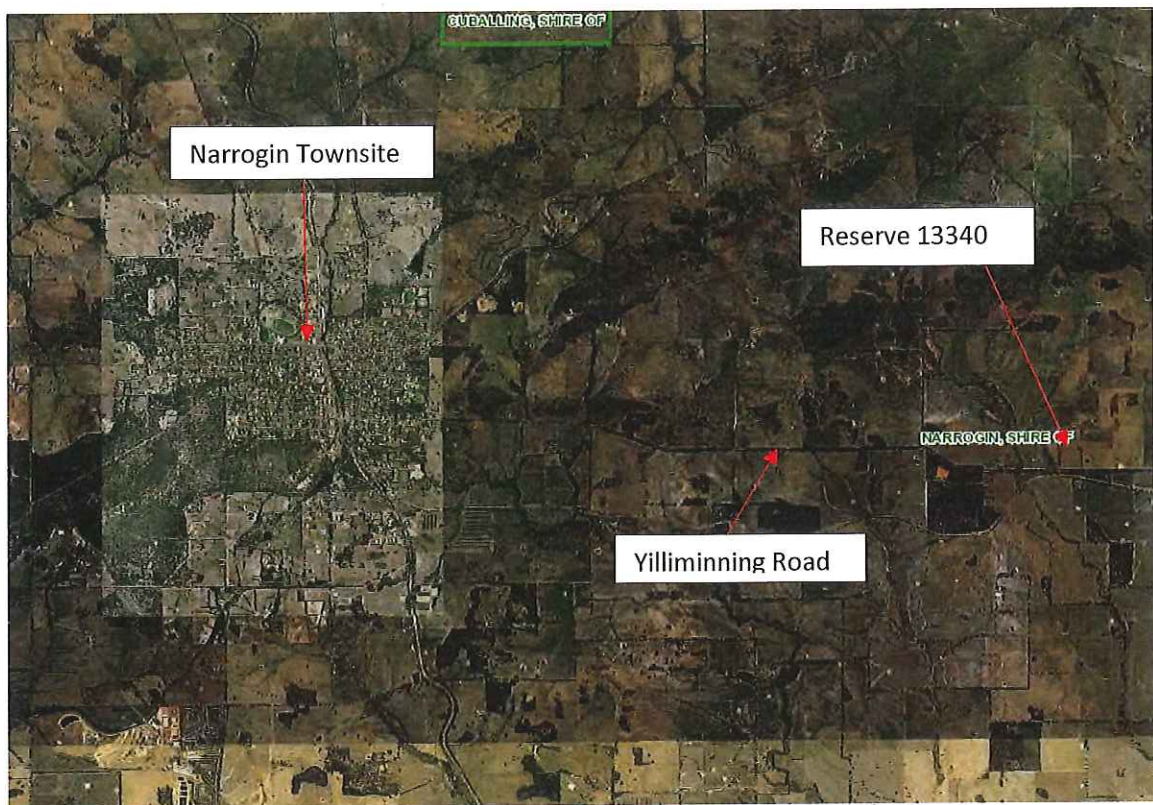
Moved: Cr Bartron

Seconded: Cr Seale

That Council:

1. Supports the proposed excision of Reserve 13340 (Gravel Reserve) for the purposes of formalising the property boundary of the existing residential building and existing access road as per the attached plan to the benefit of Lot 6980 (P141089) Yilliminning Road, Narrogin.
2. Forward the above proposal to the Department of Lands for its consideration.
3. Advise the property land owners of Lot 6980 (P141089) Yilliminning Road, Narrogin that all costs associated with the above process will be at their cost.

CARRIED 9/0



Attachment 1 - Locality Plan



Attachment 2 - Aerial Photograph

10.2 CORPORATE AND COMMUNITY SERVICES

10.2.132 LIST OF ACCOUNTS FOR ENDORSEMENT – SEPTEMBER 2016

File Reference: 12.1.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 30 September 2016
Author: Brooke Conway – Finance Officer Accounts

Attachments

- List of Accounts for Endorsement – September 2016

Summary

Council is requested to endorse the payments as presented in the List of Accounts for Endorsement – September 2016.

Background

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

Comment

The attached "List of Accounts for Endorsement – September 2016" is presented to Council for endorsement. Below is a summary of activity.

Total Creditor Payments September 2016	\$384,550.89
Total Payroll Payments September 2016	\$245,513.48
Total Payments September 2016	\$630,064.37
Percentage paid by EFT September 2016	60%
Percentage paid by Cheque September 2016	1%
Percentage paid by Payroll September 2016	39%
Percentage of Local Suppliers & Wages paid September 2016	64%
Dollar Value spent with Local Suppliers September 2016	\$158,250.74
Percentage of Non-Local Suppliers September 2016	36%

Please note 'F' is fully funded, 'PF' is partially funded, 'R' is reimbursements and 'I' is insurance claims

Consultation

Nicole Bryant, Manager of Finance (Acting)

Statutory Environment

Local Government Financial Regulations (1996) (as amended) 22, 32, and 34 apply.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2016/2017 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1016.163 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Fisher

That Council:

Endorse the payments as presented in the List of Accounts for Endorsement for the month of September 2016 for the Municipal Fund totalling \$630,064.37.

CARRIED 9/0

List of Accounts for Endorsement September 2016

	Chq/EFT	Date	Name	Description	Amount	Type	Funding
1	EFT6115	06/09/2016	Coles Supermarket	COLES ACCOUNT Various Departments August 2016	-1923.02	L	PF
2	EFT6116	06/09/2016	Beyond Bricks	ROAD MAINTENANCE FEDERAL STREET Pavers for street upgrade	-7600.00		PF
3	EFT6117	09/09/2016	Aaron Joseph Cook	REIMBURSEMENT CEO various expenses	-773.21	L	R
4	EFT6118	09/09/2016	Colin John Bastow	REIMBURSEMENT DCCS electricity	-585.25	L	R
5	EFT6119	09/09/2016	Easifleet	EMPLOYEE COSTS Novated Lease Toni Rietmayer	-882.04		R
6	EFT6121	14/09/2016	Ray White Narrogin	EMDRS STAFF HOUSING RENTAL 4 Weeks 24/08/16-20/09/2016	-1200.00	L	
7	EFT6122	14/09/2016	Narrogin Glass & Quick Fit Windscreens	1NGN KLUGER Repair Windscreen (P1) (CEO)	-55.00	L	
8	EFT6123	14/09/2016	Conway Highbury Pty Ltd	OTHGOV MERGER Consultancy Services August 2016	-16727.40		F
9	EFT6124	14/09/2016	Frank Weston & Co	CLAYTON ROAD OVAL MAINTENANCE Supply and Delivery of Posts	-374.44	L	
10	EFT6125	14/09/2016	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	CEMETERY GRAVE DIGGING 10m3 of yellow sand	-330.00	L	
11	EFT6126	14/09/2016	Narrogin Meals On Wheels	NHC MOW x300 2016	-522.00	L	F
12	EFT6127	14/09/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	ONO TOYOTA PRADO 30000km Service (P700)	-367.17	L	
13	EFT6128	14/09/2016	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NO4719 JOHN DEERE GRADER Puncture Repair (P978) (WORKS)	-500.48	L	
14	EFT6129	14/09/2016	Narrogin Gasworx	NO1225 KOMATSU FORKLIFT 2x Forklift Bottles (P834) (WORKS)	-100.00	L	
15	EFT6130	14/09/2016	Market Creations Pty Ltd	OTHGOV MERGER Printing Business Cards	-880.00		F
16	EFT6131	14/09/2016	Marketforce Pty Ltd	ADMIN ADVERTISING NO 18/08/2016 IT Officer	-272.67		
17	EFT6132	14/09/2016	Melchiorre Plumbing & Gas	NRRC MAINTENANCE Backflow Device Annual Test Water Corp Request	-726.00	L	
18	EFT6133	14/09/2016	Graham John Mundy	MUSEUM MAINTENANCE Old Courthouse Repair leaking window	-70.00	L	
19	EFT6134	14/09/2016	ABC Containers Pty Ltd	DEPOT MAINTENANCE Sea Containers x 3	-13117.50		
20	EFT6135	14/09/2016	Boddington Medical Centre	WORKS RECRUITMENT Pre Employment Medical Michael Reitmayer	-231.00		
21	EFT6136	14/09/2016	Best Office Systems	VARIOUS DEPARTMENTS PHOTOCOPIES EQUIPMENT MTCE Black and Colour Copies	-2930.79	L	PF
22	EFT6137	14/09/2016	Landgate	RATES VALUATION EXPENSES Rural UV Interim Valuation	-119.85		
23	EFT6138	14/09/2016	Ballards of Narrogin	ANIMAL POUND Sustenance Dog Food x2 Bags	-70.00	L	
24	EFT6139	14/09/2016	Narrogin Newsagency	ADMIN STATIONERY August 2016	-68.71	L	
25	EFT6140	14/09/2016	IT Vision	OTHGOV MERGER IT Update Purchase Orders	-2475.00		F

26	EFT6141	14/09/2016	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	002NGN HOLDEN MALIBU Repair drivers side rear tyre (MOF) (P47)	-39.95	L	
27	EFT6142	14/09/2016	Bob Waddell	OTHGOV MERGER Assistance with System Configuration Requirements	-1320.00		F
28	EFT6143	14/09/2016	Albert Facey Motor Inn	OTHGOV MERGER Accommodation and Meals 1 Night (Dave Gossage)	-170.00	L	F
29	EFT6144	14/09/2016	Narrogin Packaging	CLEANING SUPPLIES Various Departments 26/8/16	-811.00	L	
30	EFT6145	14/09/2016	Knightline Computers	ADMIN IT Renewal of Antivirus Software	-1737.50	L	
31	EFT6146	14/09/2016	MAKIT Narrogin Hardware	WORKS Keys GGMK	-108.00	L	
32	EFT6147	14/09/2016	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	NCP MAINTENANCE Concrete to Garage Supply and Lay	-4675.00	L	
33	EFT6148	14/09/2016	WALGA	OTHGOV MERGER HR Transition & Iteration Final 50% of Cost	-22475.00		F
34	EFT6149	14/09/2016	Cailles Gas Services	NCP Dryer as per quote	-6911.85	L	
35	EFT6150	14/09/2016	Circuit West Inc.	MEMBERS SUBSCRIPTIONS Associate Membership 2016/17	-275.00		
36	EFT6151	14/09/2016	Coates Artisan	ADMIN ENTRY STATEMENT 1st Installment	-3965.06	L	PF
37	EFT6152	14/09/2016	MAKIT Narrogin Hardware	HARDWARE August 2016	-686.50	L	
38	EFT6153	14/09/2016	Westrac Pty Ltd	NO237 CATERPILLAR CW34NN Roller Head/Tail Light Assembly (P8516) (WORKS)	-146.37		
39	EFT6154	14/09/2016	Covs Parts Pty Ltd	1EEF863 ISUZU TRUCK Air Pressure Regulator (P8218)	-99.25	L	
40	EFT6155	14/09/2016	WALGA	MEMBERS CONFERENCE WALGA Forum 2016	-4425.00		
41	EFT6156	14/09/2016	Borgas Engineering Pty Ltd	NGN6121 TWIN DRUM TURF ROLLER Machining to Steering bearing housing (P16) (WORKS)	-176.00	L	
42	EFT6157	14/09/2016	Aged & Community Services WA	NHC Membership Renewal 2016	-1251.80		F
43	EFT6158	14/09/2016	Quick Corporate	VARIOUS DEPARTMENTS STATIONERY Paper	-570.88		
44	EFT6159	14/09/2016	Enlocus Pty Ltd	SKATEPARK DESIGN Phase 4.2	-5637.50		PF
45	EFT6160	14/09/2016	YMCA Perth Narrogin Leisure Centre	EMPLOYEE COSTS NRLC Gym Membership	-787.40	L	PF
46	EFT6161	14/09/2016	Total Undercar	1NO NISSAN DUAL CAB 4 New Tyres and Wheel Alignment (P8164)	-2320.80	L	
47	EFT6162	14/09/2016	Narrogin Glass & Quick Fit Windscreens	MACKIE PARK PUBLIC TOILETS Replacing 2 Broken Windows	-502.00	L	
48	EFT6163	14/09/2016	Great Southern Towing	OLOPS Abandoned Vehicles	-176.00	L	
49	EFT6164	14/09/2016	Fegan Building Surveying	BUILDING Contract Building Surveyor Certificate of Design Compliance	-2596.00		F
50	EFT6165	14/09/2016	Marketforce Pty Ltd	ROAD MAINTENANCE ADVERTISING NO 25/08/2016 Road Works on Federal Street	-170.08		
51	EFT6166	14/09/2016	Narrogin Auto Electrics	000GNG TRITON DUAL Install Shire Radio (P26) (Works)	-345.22	L	
52	EFT6167	14/09/2016	Narrogin Earthmoving & Concrete Pty Ltd Atf The Mcnab Family Trust	ROAD MAINTENANCE Install Traffic Islands on Forrest St	-3041.50	L	

53	EFT6168	14/09/2016	Sigma Chemicals	WNTP CHEMICALS Chlorine 3x40kg	-673.20		
54	EFT6169	14/09/2016	Sunny Industrial Brushware	NO2768 SEWELL Road Sweeper Brooms (P8312)	-1597.20		
55	EFT6170	14/09/2016	Narrogin Agricultural Society Inc.	OTHGUL Community Chest Donation for 2016	-4000.00	L	
56	EFT6171	20/09/2016	IT Vision	OTHGOV MERGER SynergySoft Email Debtors Invoices	-1390.40		F
57	EFT6172	20/09/2016	Green Start	NCP Bushfire Report	-940.00		
58	EFT6173	21/09/2016	Narrogin Electrical Services	THOMAS HOGG OVAL Electrical Maintenance	-1476.47	L	
59	EFT6174	21/09/2016	Allans Bobcat and Truck Hire	CEMETERY Grave Digging x 2	-1452.00	L	
60	EFT6175	21/09/2016	J.R & A Hersey Pty Ltd	WORKS Protective Clothing	-138.60		
61	EFT6176	21/09/2016	GBR Mechanical	00NGN MITSUBISHI TRITON Service (P26) (WORKS FOREMAN)	-444.60	L	
62	EFT6177	21/09/2016	E & MJ Roshier Pty Ltd	1EEF863 2006 ISUZU TRUCK Switch for Jet Patcher (P8218)	-104.00		
63	EFT6178	21/09/2016	Australia Post	VARIOUS DEPARTMENTS Australia Post August	-711.30	L	PF
64	EFT6179	21/09/2016	Landgate	RATES Landgate Land Enquiry	-24.85		
65	EFT6180	21/09/2016	Zipform	OTHGOV MERGER Rates Notice x 4000	-1200.54		F
66	EFT6181	21/09/2016	Narrogin Agricultural College	SPONSORSHIP School Award	-75.00	L	
67	EFT6182	21/09/2016	Bob Waddell	OTHGOV MERGER Assistance with System Configuration	-1155.00		F
68	EFT6183	21/09/2016	IT Vision	OTHGOV MERGER Upload Shire Assets Register	-1243.00		F
69	EFT6184	21/09/2016	Zipform	OTHGOV MERGER Rates Notice Printing	-528.00		F
70	EFT6185	21/09/2016	Narrogin Chamber of Commerce	RATES Incentive Prize Draw 2016/17	-3000.00	L	
71	EFT6186	21/09/2016	Green Ability	ADMIN RECORDS MANAGEMENT Document Destruction	-145.75	L	
72	EFT6187	21/09/2016	State Law Publisher	OTHGOV MERGER Publication in Government Gazette	-7213.10		F
73	EFT6188	21/09/2016	Ixom Operations Pty Ltd	NRRC CHEMICALS Chlorine Cylinder 920kg	-348.50		
74	EFT6189	21/09/2016	Westrac Pty Ltd	NO237 CATERPILLAR Roller Light parts and Repairs (P8516)	-213.41		
75	EFT6190	21/09/2016	Market Creations Pty Ltd	OTHGOV MERGER Business Card x 1000	-88.00		F
76	EFT6191	21/09/2016	MJ & DL Dyke	NO1193 JCB BACKHOE LOADER PARTS (P833) 1x Hydraulic /10 Pipe and 2 x Crimp Fittings	-143.00		
77	EFT6192	21/09/2016	Courier Australia	STREET SWEEPING Freight for Parts	-82.19		
78	EFT6193	21/09/2016	Fairway Carriers	FEDERAL STREET Freight for Pavers	-907.28	L	F
79	EFT6195	21/09/2016	Courier Australia	VARIOUS DEPARTMENTS FREIGHT	-133.93		PF
80	EFT6196	21/09/2016	Narrogin Earthmoving & Concrete Pty Ltd Atf The McNab Family Trust	CEMETERY Yellow Sand Delivered to Works Depot	-2849.00	L	
81	EFT6197	21/09/2016	T Quip	NGN11845 TORO MOWER Tyres (P45)	-834.45		
82	EFT6198	21/09/2016	Japanese Truck & Bus Spares	NGN752 ISUZU TRUCK Parts (P41) (WORKS)	-1492.55		
83	EFT6199	21/09/2016	Narrogin Newsagency	LIBRARY NARROGIN NEWSAGENCY Aug 16	-43.30	L	
84	EFT6200	21/09/2016	Signs Plus	ADMIN Names Badges	-202.00		

85	EFT6201	21/09/2016	Marketforce Pty Ltd	OTHGOV MERGER ADVERTISING WA 21/09/2016 Adopt Local Laws	-1063.92		F
86	EFT6202	21/09/2016	Upper Great Southern Family Support Association In	ADMIN RECORDS Document Destruction	-297.00	L	
87	EFT6203	21/09/2016	Knightline Computers	ADMIN IT Officer Computer	-2208.05	L	
88	EFT6204	21/09/2016	Octave Holdings Pty Ltd T/as Narrogin Toyota	NCP EQUIPMENT Whipper Snipper	-349.00	L	
89	EFT6205	21/09/2016	Narrogin Panel Beating Service	ONGN HOLDEN CAPTIVA Repair Animal Damage (P5) (DCCS)	-656.05	L	
90	EFT6206	21/09/2016	Ausrecord	ADMIN STATIONERY Lateral Filing System Folders and Labels	-852.23		
91	EFT6207	21/09/2016	P.H & K.E Gow	LIBRARY/NCP BUILDING Survey	-2135.00		
92	EFT6208	21/09/2016	Marketforce Pty Ltd	ADVERTISING NO 08/09/2016 15/09/2016 Prepare Act Survive	-417.92		
93	EFT6209	21/09/2016	P & C Electrical Contracting Pty Ltd	DEPOT SECURITY Supply and Install CCTV	-4500.00	L	
94	EFT6210	21/09/2016	Anittel Pty Ltd	ADMIN SOFTWARE UPGRADE	-3510.32		
95	EFT6211	21/09/2016	Dryandra Pony Club Inc	KIDSPORT 4 x Vouchers	-650.00	L	F
96	EFT6212	21/09/2016	Upper Great Southern Hockey	KIDSPORT 6 x Vouchers	-680.00	L	F
97	EFT6213	21/09/2016	Narrogin Hawks Football Club	KIDSPORT Vouchers x 12	-1800.00	L	F
98	EFT6214	21/09/2016	YMCA Perth Narrogin Leisure Centre	KIDSPORT Voucher x 1	-88.00	L	F
99	EFT6215	21/09/2016	WA Museum	MUSEUM Freight for Shelves	-75.93		
100	EFT6216	21/09/2016	Burdens Australia	FEDERAL ST DRAINAGE Heel Guard Channel Drain	-12509.20		F
101	EFT6217	23/09/2016	Department of Human Services	Payroll deductions	-1006.22		
102	EFT6218	23/09/2016	Easifleet	EMPLOYEE COSTS Novated Lease Toni Reitmajer	-882.04		R
103	EFT6219	23/09/2016	LGRCEU (Local Government Racing and Cemeteries Employees Union)	Payroll deductions	-41.00		
104	EFT6220	23/09/2016	Australian Services Union Western Australian Branch	Payroll deductions	-51.60		
105	EFT6221	30/09/2016	Best Office Systems	ADMIN PHOTOCOPIER Copy Count Aug 2016	-232.67	L	
106	EFT6222	30/09/2016	Great Southern Fuels	AUGUST FUEL 2016	-3457.64	L	
107	EFT6223	30/09/2016	E & H Staphorst	NGN219 TOYOTA CAMRY (P14) Service	-145.20	L	F
108	EFT6224	30/09/2016	Narrogin Electrical Appliance Testing	NHC CONTRACTORS Electrical Tagging	-525.80	L	F
109	EFT6225	30/09/2016	Ingrey's	NO592 MITSUBISHI TRITON 30000km Service (P21)	-1260.25	L	
110	EFT6226	30/09/2016	Knightline Computers	NHC Digital Fridge Thermometer	-49.90	L	F
111	EFT6227	30/09/2016	State Library of Western Australia	LIB OTH Expenses Better Beginnings Program 2016/2017	-456.50		
112	EFT6228	30/09/2016	Dryandra Country Visitors Centre Inc	VISITOR CENTRE CONTRIBUTION Yearly Funding	-30000.00	L	
113	EFT6229	30/09/2016	Narrogin Newsagency	HACC CBDC OTHER EXPENSES Narrogin Newsagency	-118.68	L	F
114	EFT6230	30/09/2016	Narrogin and District Senior Citizens Centre	NHC VENUE HIRE Senior Citizens Centre August	-1050.00	L	F
115	EFT6231	30/09/2016	J.R & A Hersey Pty Ltd	WORKS CLOTHING PPE Gloves	-640.20		

116	EFT6232	30/09/2016	Narrogin Glass & Quick Fit Windscreens	P14 NGN219 2016 Toyota Camry (NHC) (PA014C) NHC CATS Windscreen Repair	-55.00	L	F
117	EFT6233	30/09/2016	WA Country Health Service	MOW July 2016	-4087.60		F
118	EFT6234	30/09/2016	Country Paint Supplies	NGN6121 TURF ROLLER (P16) (WORKS) Rust Guard Spray	-49.90	L	
119	EFT6235	30/09/2016	Goodyear Dunlop Tyres Pty Ltd (Beaurepaires)	NGN10694 WHEELED EXCAVATOR Tyres	-2175.36	L	
120	EFT6236	30/09/2016	W.A. Police Strategic Prevention Unit	NHC STAFF NATIONAL POLICE CHECK July 16	-14.90		F
121	EFT6237	30/09/2016	Market Creations Pty Ltd	ADMIN Office 365 Licence August	-629.97		
122	EFT6238	30/09/2016	GGJ Consultants	NHC GGJ Audit and Survey Tools for Community Care Services	-544.50		F
123	EFT6239	30/09/2016	Narrogin Pumps Solar And Spraying	VARIOUS VEHICLES Plastic Coated Pipe	-167.09	L	
124	EFT6240	30/09/2016	Covs Parts Pty Ltd	SIGNS Traffic Control Bunting	-1073.66	L	
125	EFT6241	30/09/2016	Narrogin Senior High School	SCHOOL AWARD Sponsorship	-75.00	L	
126	EFT6242	30/09/2016	Fulton Hogan	ROAD MAINTENANCE Cold Mix 28 Tonne	-5515.66		
127	EFT6243	30/09/2016	YMCA Perth Narrogin Leisure Centre	YMCA SUBSIDY July & August 16	-49887.50	L	
128	EFT6244	30/09/2016	Mobile MOUSE	STAFF TRAINING Word Essentials	-5020.00		F
129	EFT6245	30/09/2016	Howard & Heaver Pty Ltd T/as H & H Architects	NARROGIN TOWNSCAPE Architect	-12919.17		F
130	EFT6246	30/09/2016	ASB Marketing	VARIOUS DEPARTMENTS Uniform	-435.18		PF
131	EFT6247	30/09/2016	Japanese Truck & Bus Spares	NGN752 ISUZU TIP TRUCK (P41) (WORKS) Repair Parts	-880.85		
132	EFT6248	30/09/2016	Servana Abregana	REIMBURSEMENT Work Medical	-132.00		R
133	EFT6249	30/09/2016	Public Transport Authority	TRANSWA Ticket Sales Aug 2016	-654.54		
134	EFT6250	30/09/2016	Shire Of Narrogin	TRANSWA Commission Aug 2016	-118.91	L	
135	EFT6251	30/09/2016	Department Of Sport And Recreation	KIDSPORT Repayment of Unused 2015/16 Funds	-13104.92		F
136	EFT6252	30/09/2016	TORRE TASMAN EVANS	REIMBURSEMENT EMTRS Electricity Sept 2016	-302.15		R
137	EFT6253	30/09/2016	Anika Keeling t/as Narrogin Consultancy Services	REIMBURSEMENT SEMC Accommodation & Breakfast x 2	-386.55	L	R
138	EFT6254	30/09/2016	Azhar Awang	REIMBURSE EMDRS Internet April-September 2016	-534.00		R
139	EFT6255	30/09/2016	Daniel Mark Evans	REIMBURSE ADMIN Pre Employment Medical (Evans)	-178.60		R
140	DD1821.1	19/09/2016	AustralianSuper	Superannuation contributions	-634.52		
141	DD1821.2	19/09/2016	MLC Nominees	Payroll deductions	-278.77		
142	DD1821.3	19/09/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-368.29		
143	DD1821.4	19/09/2016	Sunsuper	Superannuation contributions	-242.98		
144	DD1821.5	19/09/2016	MLC MasterKey	Superannuation contributions	-186.35		
145	DD1821.6	19/09/2016	Care Super	Superannuation contributions	-154.02		
146	DD1821.7	19/09/2016	ANZ Super Advantage	Superannuation contributions	-62.42		
147	DD1821.8	19/09/2016	Media Super	Superannuation contributions	-166.25		
148	DD1821.9	19/09/2016	Rest Superannuation	Superannuation contributions	-97.08		
149	DD1822.1	05/09/2016	AustralianSuper	Superannuation contributions	-628.18		
150	DD1822.2	05/09/2016	MLC Nominees	Payroll deductions	-278.77		

151	DD1822.3	05/09/2016	Onepath Custodians Pty Ltd	Superannuation contributions	-368.29		
152	DD1822.4	05/09/2016	Sunsuper	Superannuation contributions	-242.98		
153	DD1822.5	05/09/2016	MLC MasterKey	Superannuation contributions	-186.35		
154	DD1822.6	05/09/2016	Care Super	Superannuation contributions	-121.20		
155	DD1822.7	05/09/2016	Media Super	Superannuation contributions	-166.25		
156	DD1822.8	05/09/2016	Rest Superannuation	Superannuation contributions	-129.61		
157	DD1822.9	05/09/2016	BT Super For Life	Superannuation contributions	-178.77		
158	DD1833.1	30/09/2016	Telstra	FIRE CONTROL TELEPHONE Mobile August 2016	-2458.18		
159	DD1833.2	30/09/2016	Water Corporation	CAFE 27 WATER May 2016	-242.95		
160	160914	14/09/2016	Synergy	ELECTRICITY Various Departments Au	-16012.70		PF
161	DD1821.10	19/09/2016	BT Super For Life	Superannuation contributions	-178.77		
162	DD1821.11	19/09/2016	Qsuper	Superannuation contributions	-191.83		
163	DD1821.12	19/09/2016	WA Local Government Super Plan	Payroll deductions	-13903.94		
164	DD1821.13	19/09/2016	AMP Life Limited	Superannuation contributions	-379.73		
165	DD1821.14	19/09/2016	Statewide Superannuation Trust	Superannuation contributions	-178.77		
166	DD1821.15	19/09/2016	Kinetic Super	Superannuation contributions	-219.23		
167	DD1821.16	19/09/2016	Prime Super	Superannuation contributions	-178.77		
168	DD1821.17	19/09/2016	Australian Ethical Superannuation	Superannuation contributions	-1040.67		
169	DD1821.18	19/09/2016	St Andrews Retirement Plan	Superannuation contributions	-65.58		
170	DD1821.19	19/09/2016	Host Plus	Superannuation contributions	-183.99		
171	DD1821.20	19/09/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
172	DD1821.21	19/09/2016	Colonial First State Investments	Superannuation contributions	-57.87		
173	DD1821.22	19/09/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52		
174	DD1821.23	19/09/2016	Hesta Superannuation	Superannuation contributions	-121.72		
175	DD1822.10	05/09/2016	Qsuper	Superannuation contributions	-191.83		
176	DD1822.11	05/09/2016	AMP Life Limited	Superannuation contributions	-363.29		
177	DD1822.12	05/09/2016	WA Local Government Super Plan	Payroll deductions	-13123.21		
178	DD1822.13	05/09/2016	Statewide Superannuation Trust	Superannuation contributions	-223.46		
179	DD1822.14	05/09/2016	Kinetic Super	Superannuation contributions	-65.77		
180	DD1822.15	05/09/2016	Prime Super	Superannuation contributions	-178.77		
181	DD1822.16	05/09/2016	Australian Ethical Superannuation	Superannuation contributions	-1203.53		
182	DD1822.17	05/09/2016	St Andrews Retirement Plan	Superannuation contributions	-66.10		
183	DD1822.18	05/09/2016	Host Plus	Superannuation contributions	-186.93		
184	DD1822.19	05/09/2016	Rearden Campbell Superannuation Fund	Superannuation contributions	-184.11		
185	DD1822.20	05/09/2016	Colonial First State Investments	Superannuation contributions	-52.02		
186	DD1822.21	05/09/2016	Concept One Superannuation Plan	Superannuation contributions	-196.52		
187	DD1822.22	05/09/2016	Hesta Superannuation	Superannuation contributions	-146.02		
188	290916	30/09/2016	Water Corporation	STANDPIPE HIGHBURY WEST RD WATER August 2016	-301.63		
189	1609091	09/09/2016	Shire of Narrogin - Petty Cash-Admin	PETTY CASH Homecare and CATS	-458.50	L	F
190	1609092	09/09/2016	Shire Of Narrogin	HACC BUILDING RATES Jessie House A105196	-3481.25	L	F

191	1609141	14/09/2016	Shire of Augusta	LIBRARY LOST AND DAMAGED BOOKS Siberia a cultural history	-15.40		
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Total: \$ 384,550.89

Pay date	Nett Paid	Cheque Total	\$3,955.15	1%
7/09/2016	\$ 116,336.42	EFT Total	\$380,595.74	60%
21/09/2016	\$ 129,177.06	Payroll Total	\$ 245,513.48	39%
Total	<u>\$ 245,513.48</u>	Total	<u>\$630,064.37</u>	
PF	Partially Funded	Local Suppliers	\$158,250.74	25%
R	Reimbursement	Employees	\$ 245,513.48	39%
I	Insurance	Combined Total	\$ 403,764.22	64%
PRB	Partially Reimbursement			
L	Local Supplier			
F	Funded			

10.2.133 MONTHLY FINANCIAL REPORTS – SEPTEMBER 2016

File Reference: 12.8.1
Disclosure of Interest: Nil
Applicant: Nil
Previous Item Nos: Nil
Date: 20 October 2016
Author: Nicole Bryant – Manager Finance

Attachments

- Monthly Financial Report for the period ended 30 September 2016.

Background

Council is requested to review the September 2016 Monthly Financial Reports.

Summary

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

Comment

The September 2016 Monthly Financial Reports are presented for review.

Consultation

Colin Bastow, Director of Corporate and Community Services

Statutory Environment

Local Government Financial Regulations (1996) (as amended) 22, 32, and 34 apply.

Policy Implications

Nil

Financial Implications

All expenditure has been approved via adoption of the 2016/17 Annual Budget, or resulting from a Council Motion for a budget amendment.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1016.164 AND OFFICER'S RECOMMENDATION

Moved: Cr Ward

Seconded: Cr Ballard

That Council:

Receive the September 2016 Monthly Financial Reports as presented.

CARRIED 9/0



MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 30 SEPTEMBER 2016

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

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300%	
Operating Revenues		\$	\$	\$	\$	\$	%	
Grants, Subsidies and Contributions	9	3,834,372	3,834,372	1,027,489	1,053,362	25,873	2%	
Profit on Asset Disposal	11	1,500	1,500	375	0	(375)	(100%)	
Fees and Charges		1,505,220	1,505,220	950,747	1,027,899	77,152	8%	
Interest Earnings		182,100	182,100	44,022	40,536	(3,486)	(9%)	
Other Revenue		154,500	154,500	38,622	32,893	(5,729)	(17%)	
Total (Excluding Rates)		5,677,692	5,677,692	2,061,255	2,154,690	93,435		
Operating Expense								
Employee Costs		(4,747,282)	(4,747,282)	(1,199,324)	(1,056,295)	143,029	14%	▼
Materials and Contracts		(3,841,876)	(3,841,876)	(984,677)	(755,752)	228,925	30%	▼
Utilities Charges		(705,537)	(705,537)	(209,146)	(178,338)	30,808	17%	▼
Depreciation (Non-Current Assets)		(2,299,553)	(2,299,553)	(574,857)	(280,019)	294,838	105%	▼
Interest Expenses		(75,851)	(75,851)	(18,951)	(3,868)	15,083	390%	▲
Insurance Expenses		(283,943)	(283,943)	(138,502)	(192,387)	(53,885)	(28%)	▲
Loss on Asset Disposal	11	(306,206)	(306,206)	(76,545)	0	76,545	100%	▼
Other Expenditure		(4,249,534)	(4,249,534)	(1,095,999)	(63,603)	1,032,396	1623%	▼
Total		(16,509,783)	(16,509,783)	(4,298,001)	(2,530,261)	1,767,740		
Funding Balance Adjustment								
Add Back Depreciation		2,299,553	2,299,553	574,857	280,019	(294,838)	(105%)	▼
Adjust (Profit)/Loss on Asset Disposal	11	304,706	304,706	76,170	0	(76,170)	(100%)	▼
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(8,227,832)	(8,227,832)	(1,585,719)	(95,552)	1,490,167		
Capital Revenues								
Grants, Subsidies and Contributions	9	1,721,744	1,721,744	430,431	191,703	(238,728)	(125%)	▼
Proceeds from Disposal of Assets	11	598,145	598,145	102,145	0	(102,145)	(100%)	▼
Proceeds from New Debentures	13	350,000	350,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	10	1,471,398	1,471,398	4,839	0	(4,839)	(100%)	
Total		4,141,287	4,141,287	537,415	191,703	(345,712)		
Capital Expenses								
Land Held for Resale	10	0	0	0	0	0		
Land and Buildings	11	(1,940,939)	(1,940,939)	0	(167,437)	(167,437)	(100%)	▲
Plant and Equipment	11	(487,000)	(487,000)	(160,000)	(4,091)	155,909	3811%	▼
Furniture and Equipment	11	(74,000)	(74,000)	0	(9,475)	(9,475)	(100%)	
Infrastructure Assets - Roads	11	(2,637,621)	(2,637,621)	(20,394)	(93,746)	(73,352)	(78%)	▲
Infrastructure Assets - Footpaths	11	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	11	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	11	0	0	0	0	0		
Infrastructure Assets - Townscape	11	0	0	0	0	0		
Infrastructure Assets - Other	11	(975,735)	(975,735)	0	(14,332)	(14,332)	(100%)	
Purchase of Investments		0	0	0	0	0		
Repayment of Debentures	13	(221,310)	(221,310)	(21,528)	(7,086)	14,442	204%	
Advances to Community Groups		0	0	0	0	0		
Transfer to Reserves	10	(295,737)	(295,737)	(73,932)	0	73,932	100%	▼
Total		(6,747,342)	(6,747,342)	(275,854)	(296,167)	(20,313)		
Net Capital		(2,606,055)	(2,606,055)	261,561	(104,464)	(366,025)		
Total Net Operating + Capital		(10,833,887)	(10,833,887)	(1,324,158)	(200,016)	1,124,142		
Rate Revenue		4,517,811	4,517,811	4,517,810	4,450,925	(66,885)	(2%)	
Opening Funding Surplus(Deficit)		6,316,076	5,850,210	5,850,210	5,850,210	0	0%	
Closing Funding Surplus(Deficit)	3	0	(465,866)	9,043,862	10,101,119	1,057,257		

SHIRE OF NARROGIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

	Note	Adopted Annual Budget	Revised Annual Budget 4	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 3	Var. % (b)-(a)/(b) 300% 3	Var
Operating Revenues		\$	\$	\$	\$	\$	%	
Governance		96,100	96,100	24	2,699	2,675	99%	
General Purpose Funding		2,476,134	2,476,134	617,526	625,249	7,723	1%	
Law, Order and Public Safety		35,797	35,797	5,937	2,359	(3,578)	(152%)	
Health		7,500	7,500	4,122	3,156	(966)	(31%)	
Education and Welfare		1,287,386	1,287,386	324,266	374,235	49,969	13%	▲
Housing		13,000	13,000	3,246	3,600	354	10%	
Community Amenities		978,119	978,119	817,320	856,777	39,457	5%	
Recreation and Culture		424,355	424,355	98,574	29,362	(69,212)	(236%)	▼
Transport		1,714,688	1,714,688	529,090	356,181	(172,909)	(49%)	▼
Economic Services		249,694	249,694	62,418	60,592	(1,826)	(3%)	
Other Property and Services		116,663	116,663	29,163	32,183	3,020	9%	
Total (Excluding Rates)		7,399,436	7,399,436	2,491,686	2,346,393	(145,293)		
Operating Expense								
Governance		(1,707,907)	(1,707,907)	(466,274)	(339,233)	127,041	37%	▼
General Purpose Funding		(177,867)	(177,867)	(47,571)	(31,525)	16,046	51%	
Law, Order and Public Safety		(427,553)	(427,553)	(116,360)	(77,612)	38,748	50%	▼
Health		(194,492)	(194,492)	(50,464)	(29,338)	21,126	72%	
Education and Welfare		(5,492,981)	(5,492,981)	(1,383,030)	(305,516)	1,077,514	353%	▼
Housing		(31,874)	(31,874)	(9,094)	(1,878)	7,216	384%	
Community Amenities		(1,435,677)	(1,435,677)	(364,762)	(269,224)	95,538	35%	▼
Recreation and Culture		(2,688,661)	(2,688,661)	(729,982)	(610,145)	119,837	20%	▼
Transport		(3,289,313)	(3,289,313)	(832,494)	(589,938)	242,556	41%	▼
Economic Services		(1,025,957)	(1,025,957)	(264,853)	(148,887)	115,966	78%	▼
Other Property and Services		(37,501)	(37,501)	(33,117)	(126,966)	(93,849)	(74%)	▲
Total		(16,509,783)	(16,509,783)	(4,298,001)	(2,530,261)	1,767,740		
Funding Balance Adjustment								
Add back Depreciation		2,299,553	2,299,553	574,857	280,019	(294,838)	(105%)	▼
Adjust (Profit)/Loss on Asset Disposal	10	304,706	304,706	76,170	0	(76,170)	(100%)	▼
Movement in Leave Reserve (Added Back)		0	0	0	0	0		
Net Operating (Ex. Rates)		(6,506,088)	(6,506,088)	(1,155,288)	96,152	1,251,440		
Capital Revenues								
Proceeds from Disposal of Assets	10	598,145	598,145	102,145	0	(102,145)	(100%)	▼
Proceeds from New Debentures	12	350,000	350,000	0	0	0		
Proceeds from Sale of Investments		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		0	0	0	0	0		
Transfer from Reserves	9	1,471,398	1,471,398	4,839	0	(4,839)	(100%)	
Total		2,419,543	2,419,543	106,984	0	(106,984)		
Capital Expenses								
Land and Buildings	10	(1,940,939)	(1,940,939)	0	(167,437)	(167,437)	(100%)	▲
Plant and Equipment	10	(487,000)	(487,000)	(160,000)	(4,091)	155,909	3811%	▼
Furniture and Equipment	10	(74,000)	(74,000)	0	(9,475)	(9,475)	(100%)	
Infrastructure Assets - Roads	10	(2,637,621)	(2,637,621)	(20,394)	(93,746)	(73,352)	(78%)	▲
Infrastructure Assets - Footpaths	10	(50,000)	(50,000)	0	0	0		
Infrastructure Assets - Drainage	10	(65,000)	(65,000)	0	0	0		
Infrastructure Assets - Other	10	(975,735)	(975,735)	0	(14,332)	(14,332)	(100%)	
Repayment of Debentures	12	(221,310)	(221,310)	(21,528)	(7,086)	14,442	204%	
Transfer to Reserves	9	(295,737)	(295,737)	(73,932)	0	73,932	100%	▼
Total		(6,747,342)	(6,747,342)	(275,854)	(296,167)	(20,313)		
Net Capital		(4,327,799)	(4,327,799)	(168,870)	(296,167)	(127,297)		
Total Net Operating + Capital		(10,833,887)	(10,833,887)	(1,324,158)	(200,015)	1,124,143		
Rate Revenue		4,517,811	4,517,811	4,517,810	4,450,925	(66,885)	(2%)	
Opening Funding Surplus(Deficit)		6,316,076	5,850,210	5,850,210	5,850,210	0	0%	
Closing Funding Surplus(Deficit)	3	0	(465,866)	9,043,862	10,101,120	1,057,258		

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES

Financial activity are:

(a) Basis of Accounting

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Cash and Cash Equivalents

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

(g) Trade and Other Receivables

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

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

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	50 to 100 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years

Capitalisation Threshold

Plant, Property and Equipment (excluding Buildings) items to \$5,000 or greater, and Building and Infrastructure items to \$10,000 or greater.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Trade and Other Payables

provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave,

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

be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

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

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

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

(n) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable capitalised as part of the cost of the particular asset.

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

(o) Current and Non-Current Classification

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

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(p) Nature or Type Classifications (Continued)

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

(q) Statement of Objectives

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Members of Council, Civic Functions, Executive Support, Human Resources & Payroll, Security Services, Administration Support, Records Management, Information Technology and Financial Control.

GENERAL PURPOSE FUNDING

All Rate Revenue and Penalties, General Purpose Grant, Pensioners Deferred Rates Grant and Interest Revenue.

LAW, ORDER, PUBLIC SAFETY

Fire Prevention, Animal Control, General Ranger Services, Emergency Services.

HEALTH

Maternal and Infant Health, Preventative Services (Immunisation), Inspections, Pest Control.

HOUSING

The Town does not have any staff or other residential housing.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

(q) Statement of Objectives (Continued)

COMMUNITY AMENITIES

Sanitation Household Refuse, Refuse Site, Sewerage, Protection of the Environment, Town Planning, Cemeteries, Bus Shelters.

RECREATION AND CULTURE

Public Halls and Civic Centres, Aquatic Centre, Beaches, Recreation Grounds (Active and Passive), Arts, Leisure Development, Libraries, Museum, Arts Centre.

TRANSPORT

Road Maintenance, Footpaths, Bridges, Street Trees, Street Lighting, Cycle ways, Vehicle Crossovers, Depots, Parking.

ECONOMIC SERVICES

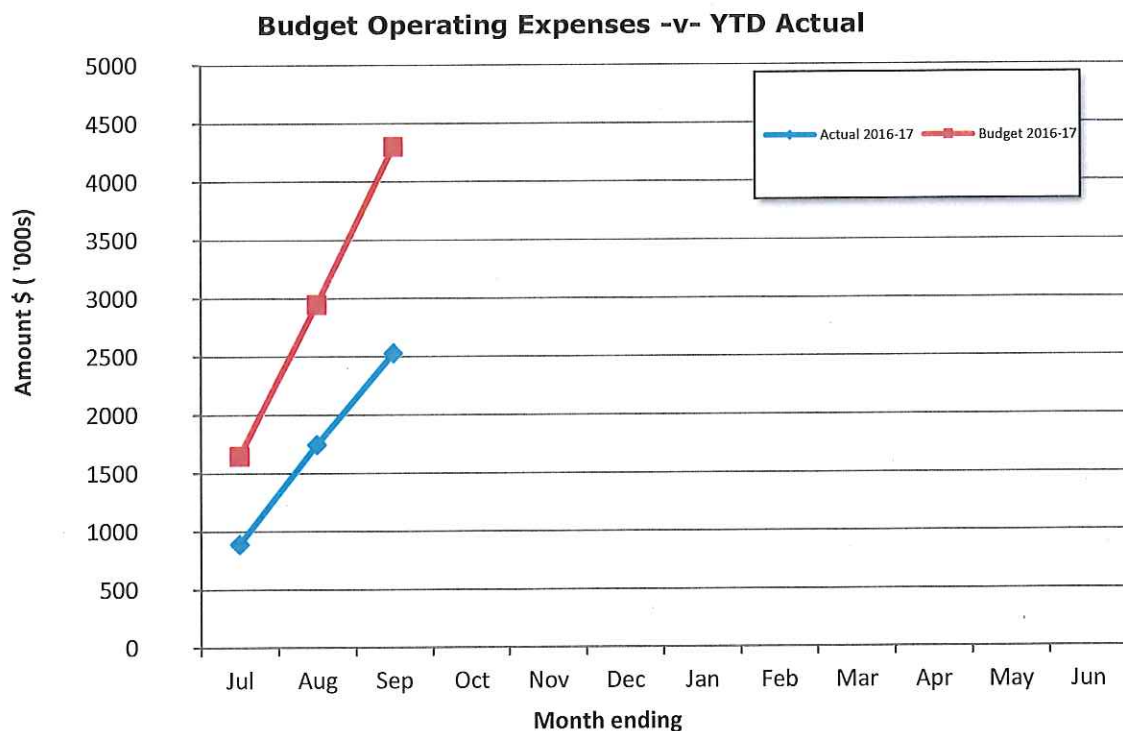
Rural Services, Tourism, Building Control, Economic Development.

OTHER PROPERTY & SERVICES

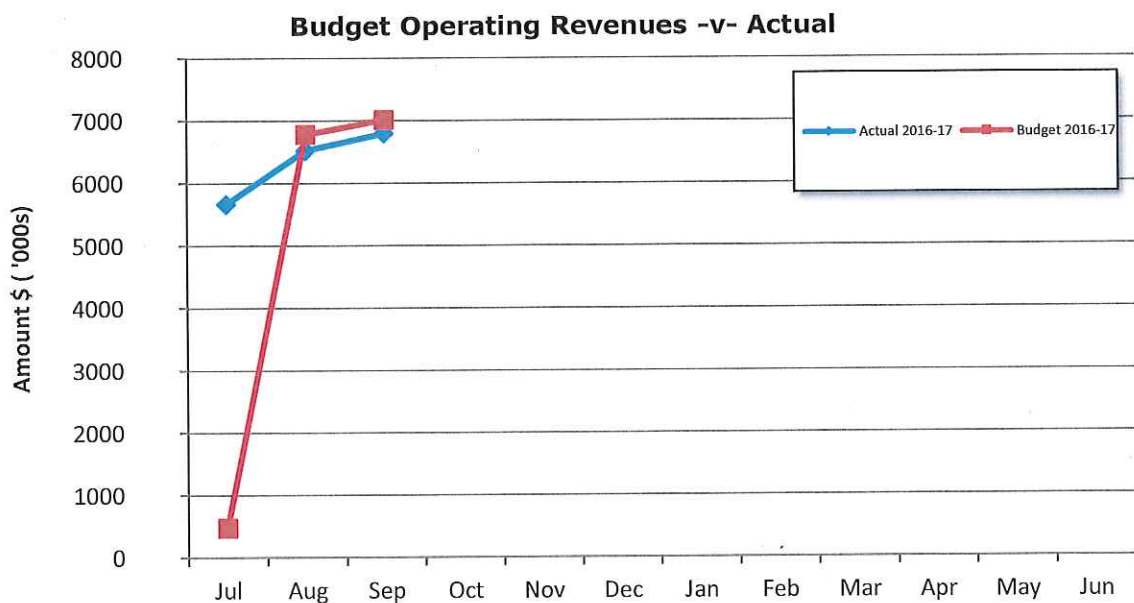
Private Works, Stocks and Miscellaneous Items.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity



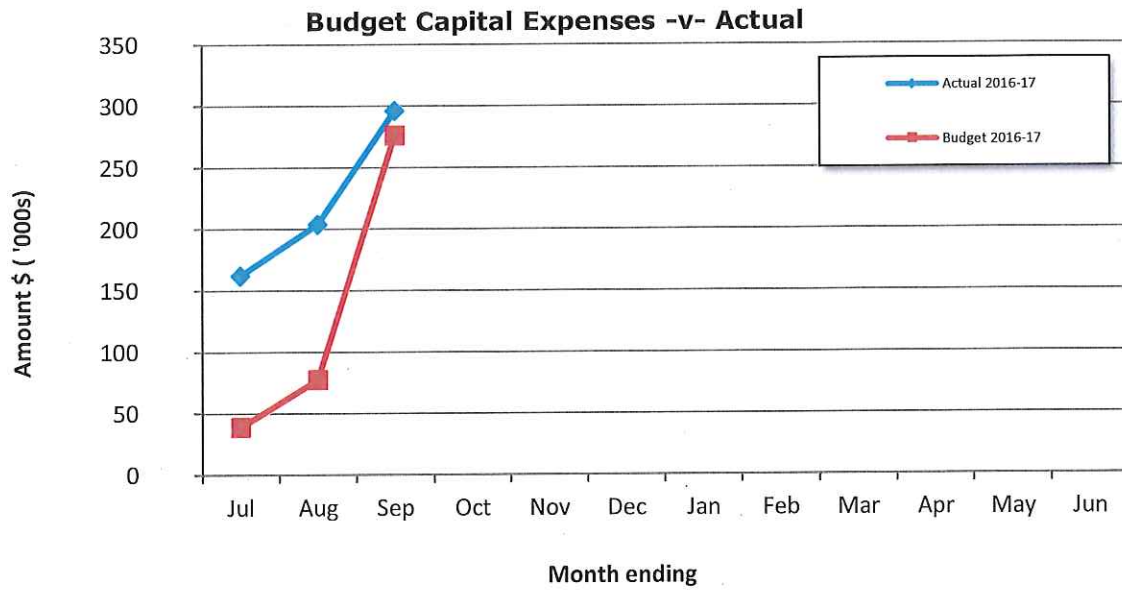
Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 2 - Graphical Representation - Source Statement of Financial Activity



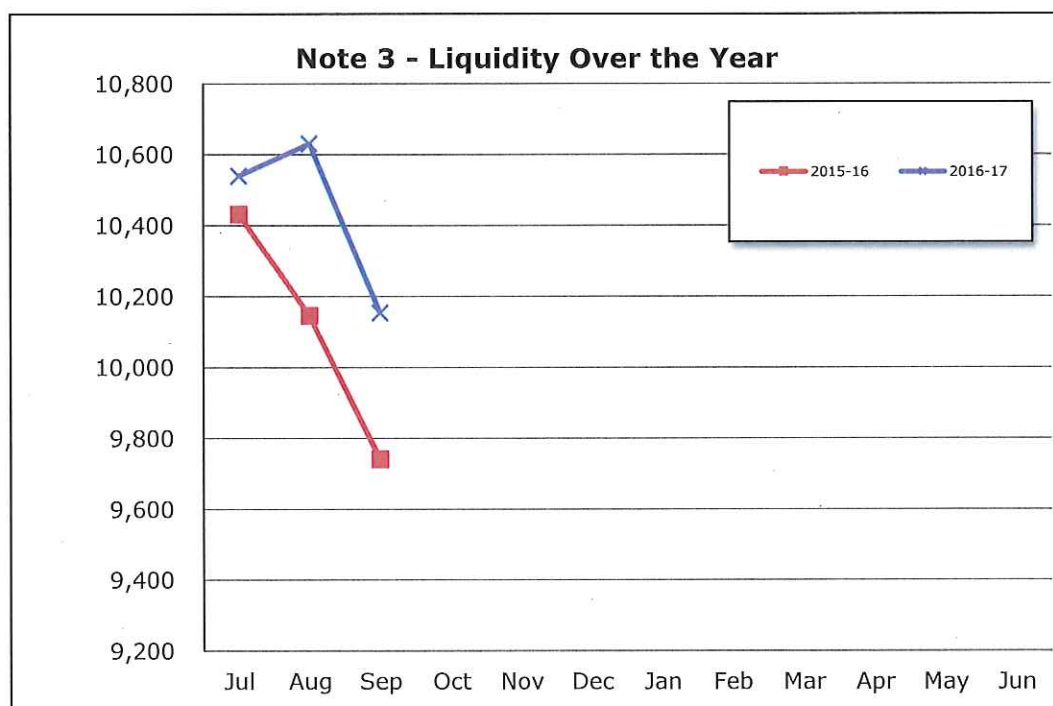
Comments/Notes - Capital Expenses

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 3: SURPLUS/(DEFICIT) POSITION

3. SURPLUS/(DEFICIT) POSITION

		Positive=Surplus (Negative=Deficit)			
		30/09/2016	31/08/2016	30/09/2015	
Note		This Period	Last Period	Same Period Last Year	
		\$	\$	\$	
Current Assets					
	Cash Unrestricted	4	8,827,157	7,346,883	8,964,838
	Cash Restricted	4	4,212,559	4,212,559	4,167,800
	Receivables - Rates and Rubbish, ESL, Excess Rates	7	1,907,929	3,753,669	1,441,503
	Receivables -Other	7	492,521	435,598	456,562
	Inventories		1,199	1,199	0
			15,441,365	15,749,908	15,030,703
Less: Current Liabilities					
	Payables		(709,878)	(558,954)	(1,000,992)
	Loan Liability		(226,866)	(226,866)	(134,735)
	Provisions		(730,966)	(730,966)	(448,020)
			(1,667,710)	(1,516,786)	(1,583,747)
Net Current Asset Position					
			13,773,655	14,233,122	13,446,957
	Less: Cash Restricted		(4,197,326)	(4,212,559)	(4,167,800)
	Add Back: Component of Leave Liability not Required to be funded		368,990	368,990	326,113
	Add Back: Current Loan Liability		226,866		134,735
	Adjustment for Trust Transactions Within Muni		(19,145)	(1,305)	0
	Adjustment for SoN Figures in NCA's		(51,922)	(51,922)	0
Net Current Funding Position					
			10,101,119	10,336,327	9,740,005



Comments - Net Current Funding Position

The Net Current Funding Position above includes Karinya Grant funds of \$4,006,328. The adjusted position is therefore \$6,094,790.

Note 7 - Receivables Sundry Debtors is overstated by \$4,510 which relates to Take Up Balances from the former Shire of Narrogin. This will be rectified next month.

Note 4: CASH AND INVESTMENTS

Comments/Notes - Investments

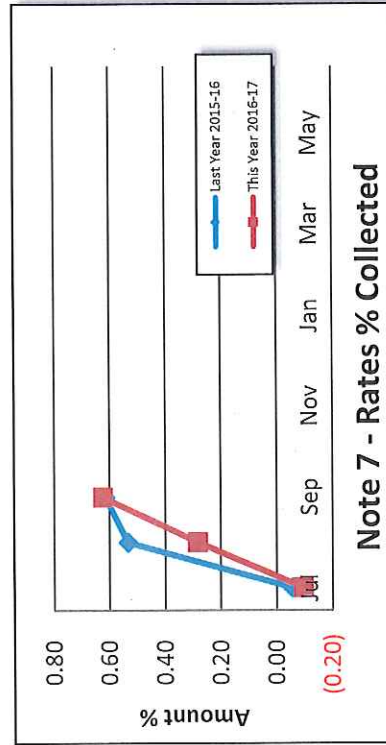
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SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 7: RECEIVABLES

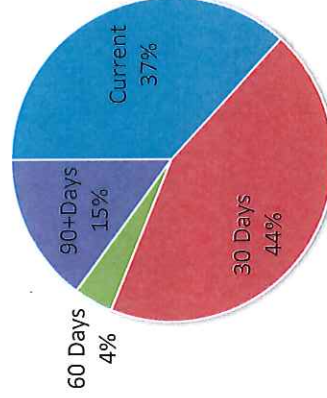
Receivables - Rates and Rubbish

Previous Year	
Rates Levied this year (YTD)	(Note 8)
Movement in Excess Rates	
Domestic Refuse Collection Charges	4,510,697
Domestic Services (Additional)	(59,772)
Commercial Collection Charge	445,265
Commercial Collection Charge (Additional)	3,655
Total Rates and Rubbish (YTD)	42,460
Less Collections to date	45,790
Equals Outstanding	4,988,095
Net Rates Collectable	(3,363,339)
% Collected	2,034,693
	62.31%
Pensioner Deferred Rates	(121,445)
Pensioner Deferred ESL	(5,319)
Total Rates and Rubbish, ESL, Excess Rates	(126,764)
	1,907,929 (Note 3)



Receivables - Sundry Debtors	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	183,032	220,596	19,488	73,915
Total Outstanding				497,031
Amounts shown above include GST (where applicable)				
Rates Pensioner Rebate Claims				11,513
GST Input				35,296
Provision For Doubtful Debts				(60,388)
Total Receivables - Other (Note 3)				483,452

Note 7 - Accounts Receivable
(non-rates)



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval (Yes/No)	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
			\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING							
RATES - Reimbursement of Debt Collection Costs (Inc GST)			0		0	(62)	62
RATES - Reimbursement of Debt Collection Costs (Exc GST)		Yes	(18,000)		(18,000)	(2,100)	(15,900)
GENGRANT - Financial Assistance Grant - General	Grants Commission (Untied)	Yes	(1,689,730)		(1,689,730)	(421,411)	(1,268,320)
GENGRANT - Financial Assistance Grant - Roads	Grants Commission (Roads)	Yes	(561,404)		(561,404)	(140,450)	(420,955)
MEMBERS							
MEMBERS - Reimbursements	Reimbursements		0		0	(164)	164
OTHGOV - Contributions & Donations	Reimbursements		0		0	(596)	596
OTHER GOVERNANCE							
OTHGOV - Reimbursements	Reimbursements	Yes	(5,000)		(5,000)	(1,437)	(3,563)
OTHGOV - Grant Funding - Council		Yes	(91,000)		(91,000)	0	(91,000)
OTHGOV - Grant Funding - Council			0		0	0	0
LAW, ORDER, PUBLIC SAFETY							
FIRE - Reimbursements	FESA (SES)	Yes	(50)		(50)	0	(50)
ESL - SES Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(1,730)		(1,730)	0	(1,730)
ESL - Bush Fires Subsidy (Operating) Grant	FESA (SES Subsidy)	Yes	(13,617)		(13,617)	0	(13,617)
EDUCATION & WELFARE							
HACC - Recurrent Grant Funding	Dept. of Health & Ageing		(828,371)		(828,371)	(252,240)	(576,131)
HACC - Contributions & Donations	Dept. of Health & Ageing	Yes	(1,000)		(1,000)	0	(1,000)
HACC - Other Grants			0		0	0	0
CHCP - Recurrent Grant Funding	Dept. of Health & Ageing	Yes	(86,505)		(86,505)	(15,511)	(70,994)
CHCP - Reimbursements					0	0	0
CHSP - Recurrent Grant Funding		Yes	(207,645)		(207,645)	(51,911)	(155,734)
AGEDSNRS - Reimbursements	Reimbursements	Yes	(500)		(500)	(165)	(335)
AGEDOTHER - PATS Voucher Income		Yes	(2,000)		(2,000)	(183)	(1,817)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Dept. of Veterans Affairs/CATS	Yes	(2,000)		(2,000)	0	(2,000)
AGEDOTHER - CATS Contributions & Donations (inc GST)	Travel Rebate						
	Donations		0		0	(2,045)	2,045

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval (Yes/No)	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
			\$	\$	\$	\$	\$
AGEOTHER - Commonwealth Carers Respite Fees & Charges	Fees		0		0	0	0
AGEOTHER - Juniper Community Income	Juniper Community Income	Yes	(24,000)		(24,000)	(3,510)	(20,490)
AGEOTHER - Grant Funding			0		0	0	0
AGEOTHER - Aged Friendly Communities Regional Grant			0		0	(3,030)	3,030
WELFARE - Contributions & Donations	Donations		0		0	0	0
WELFARE - Grants	Donations	Yes	0		0	0	0
WELFARE - Grants	Donations		(24,000)		(24,000)	0	(24,000)
COMMUNITY AMENITIES							
SAN - Reimbursements		Yes	(3,000)		(3,000)	0	(3,000)
RECREATION AND CULTURE							
HALLS - Reimbursements	Reimbursements	Yes	(440)		(440)	0	(440)
NRRC - Pool Subsidy	Dept Sport and Recreation	Yes	(30,000)		(30,000)	0	(30,000)
NRRC - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	(33)	(967)
REC - Grants - Kids Sports	Dept Sport and Recreation		0		0	0	0
REC - Grants - Regional Talent Program	Dept Sport and Recreation		0		0	0	0
REC - Reimbursements - Other Recreation	Reimbursements	Yes	(61,980)		(61,980)	(181)	(61,799)
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(20,000)		(20,000)	(20,000)	0
REC - Grants - Other Recreation	Dept Sport and Recreation	Yes	(274,460)		(274,460)	0	(274,460)
LIB - Reimbursements Lost Books	Reimbursements	Yes	(500)		(500)	0	(500)
LIB - Contributions & Donations		Yes	(5,000)		(5,000)	0	(5,000)
LIB - Contributions & Donations	Reimbursements		0		0	(0)	0
LIB - Grant - Regional Library Services	State Government		0		0	0	0
LIB - Other Grants			0		0	0	0
HERITAGE - Contributions & Donations			0		0	(1,026)	1,026
OTHCUL - Grants - Other Culture			0		0	0	0
OTHCUL - Grants - Other Culture			0		0	0	0
TRANSPORT							
ROADC - Regional Road Group Grants (MRWA)	Main Roads WA (RRG)	Yes	(474,014)		(474,014)	(189,606)	(284,408)

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 9: GRANTS AND CONTRIBUTIONS

Program/Details	Provider	Approval (Yes/No)	2016-17 Budget	Variations Additions (Deletions)	Revised Grant	Recoup Status	
						Received	Not Received
			\$	\$	\$	\$	\$
ROADC - Roads to Recovery Grant	Roads to Recovery	Yes	(626,041)		(626,041)	(52)	(625,989)
ROADC - Flood Damage Income	Roads to Recovery	Yes	(323,229)		(323,229)	0	(323,229)
ROADM - Direct Road Grant (MRWA)	Main Roads WA (Direct/Lights)	Yes	(133,900)		(133,900)	(133,630)	(270)
ROADM - Street Lighting Subsidy	Main Roads WA (Direct/Lights)	Yes	(5,000)		(5,000)	0	(5,000)
ECONOMIC SERVICES							
TOUR - Reimbursements (Exc GST)	Reimbursements	Yes	0		0	(3,000)	3,000
ECONOM - Reimbursements	Reimbursements	Yes	(1,000)		(1,000)	0	(1,000)
OTHER PROPERTY AND SERVICES							
PWO - Other Reimbursements	Reimbursements	Yes	0		0	(461)	461
POC - Fuel Tax Credits Grant Scheme	Reimbursements	Yes	(40,000)		(40,000)	0	(40,000)
ADMIN - Reimbursements	Reimbursements	Yes	0		0	(333)	333
ADMIN - Reimbursements (No GST)	Reimbursements	Yes	0		0	(72)	72
SAL - Reimbursement - Workers Compensation	Reimbursements	Yes	0		0	(1,857)	1,857
TOTALS			(5,556,116)	0	(5,556,116)	(1,245,064)	(4,311,052)

Comments - Grants and Contributions

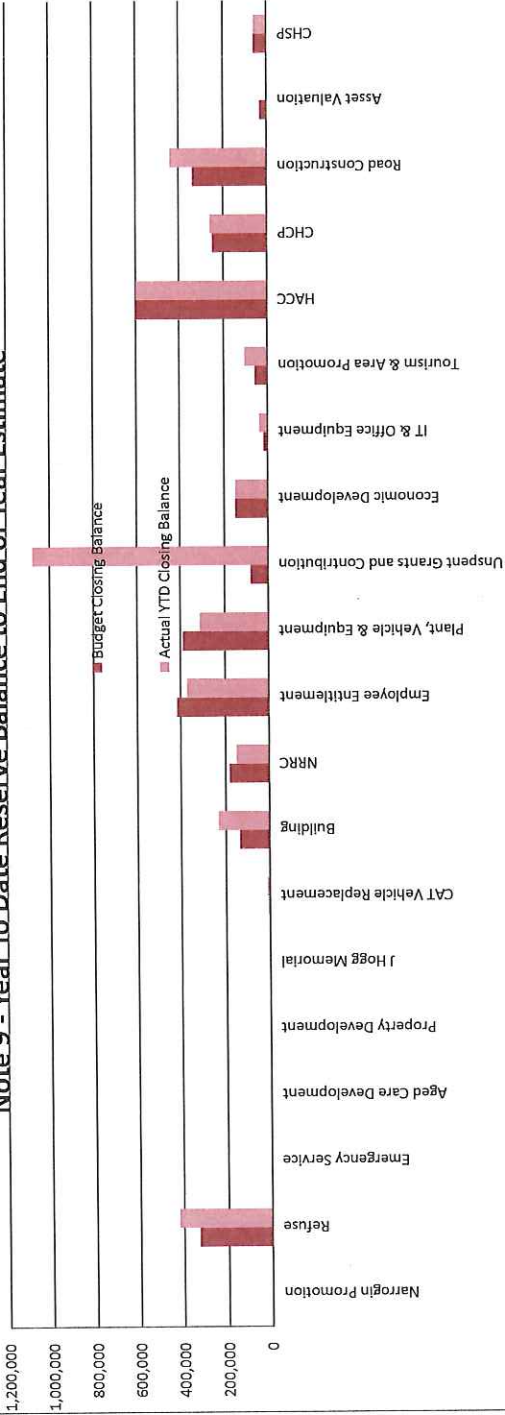
The above table of grants and contributions is not exhaustive but does contain that activity deemed important enough for inclusion in this table.

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 10: Cash Backed Reserve.

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Narrogin Promotion	0	0	0	0	0	0	0		\$	\$
Refuse	420,327	7,336	0	0	0	98,000	0		329,663	420,327
Emergency Service	0	0	0	0	0	0	0		0	0
Aged Care Development	0	0	0	0	0	0	0		0	0
Property Development	0	0	0	0	0	0	0		0	0
J Hogg Memorial	0	0	0	0	0	0	0		0	0
CAT Vehicle Replacement	0	0	0	0	0	0	0		0	0
Building	9,001	157	0	0	0	5,500	0		3,658	9,001
NRRC	231,855	4,047	0	50,000	0	150,000	0		135,902	231,855
Employee Entitlement	147,890	2,581	0	30,000	0	0	0		180,471	147,890
Plant, Vehicle & Equipment	368,990	6,440	0	40,737	0	0	0		416,167	368,990
Unspent Grants and Contribution	312,879	5,461	0	70,000	0	0	0		388,340	312,879
Economic Development	1,075,830	18,777	0	0	0	1,016,155	0		78,452	1,075,830
IT & Office Equipment	1,461,190	2,551	0	0	0	0	0		148,741	1,461,190
Tourism & Area Promotion	35,071	612	0	0	0	20,000	0		15,683	35,071
HACC	102,638	1,791	0	0	0	50,000	0		54,429	102,638
CHCP	597,360	11,314	0	0	0	10,000	0		598,674	597,360
Road Construction	256,760	4,690	0	0	0	14,000	0		247,450	256,760
Asset Valuation	437,336	7,633	0	0	0	107,743	0		337,226	437,336
CHSP	55,198	1,610	0	30,000	0	0	0		30,000	0
	4,197,325	75,000	0	220,737	0	1,471,398	0		3,021,664	4,197,325

Note 9 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 11: CAPITAL DISPOSALS AND ACQUISITIONS

Actual				Disposals					Current Budget			
Cost	Accum Depr	Proceeds	Profit (Loss)						This Year			
	\$	\$	\$	Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over				
\$				\$	\$	\$	\$	\$				\$
0	0	0	0	38,000	38,000	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	27,500	27,500	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	10,000	10,000	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	14,000	14,000	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	25,000	25,000	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	43,600	43,600	43,600	0.00	(43,600)	0	▼	(43,600)	▼
0	0	0	0	34,545	34,545	34,545	0.00	(34,545)	0	▼	(34,545)	▼
0	0	0	0	10,000	10,000	10,000	0.00	(10,000)	0	▼	(10,000)	▼
0	0	0	0	15,000	15,000	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	350,000	350,000	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	16,500	16,500	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	14,000	14,000	14,000	0.00	(14,000)	0	▼	(14,000)	▼
0	0	0	0	0	0	0	0.00	0	0	↑↑↑	0	↑↑↑
0	0	0	0	598,145	598,145	102,145	0.00	(102,145)	0	▼	(102,145)	▼
Totals				598,145	598,145	102,145	0.00	(102,145)	0	▼	(102,145)	▼

Comments - Capital Disposal

Contributions Information				Summary Acquisitions	Current Budget					
This Year										
Grants	Reserves	Borrowing	Total		Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$		\$	\$	
0	0	0	0		0	0	0	0	0	
0	0	0	0		1,940,939	1,940,939	0	167,437	167,437	
0	0	0	0		487,000	487,000	160,000	4,091	(155,909)	
0	0	0	0		74,000	74,000	0	9,475	9,475	
0	0	0	0		2,637,621	2,637,621	20,394	93,746	73,352	
0	0	0	0		50,000	50,000	0	0	0	
0	0	0	0		65,000	65,000	0	0	0	
0	0	0	0		0	0	0	0	0	
0	0	0	0		0	0	0	0	0	
0	0	0	0		975,735	975,735	0	14,332	14,332	
0	0	0	0		6,230,295	6,230,295	180,394	289,081	108,687	
Totals										

Comments - Capital Acquisitions

Contributions				Plant & Equipment	Current Budget					
Grants	Reserves	Borrowing	Total		This Year					
					Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over	
\$	\$	\$	\$		\$	\$	\$	\$	\$	\$
			0	OTHGOV - Capital Plant & Equipment	50,000	50,000	0	0	0	0 ↑↑↑
			0	1NGN CEO Vehicle	38,000	38,000	0	0	0	0 ↑↑↑
			0	ONGN DCCS Vehicle						
			0	HACC - Plant & Equipment (Capital)	24,000	24,000	0	0	0	0 ↑↑↑
			0	NGN839 CHCP Vehicle						
			0	AGEDOTHER - Plant & Equipment (Capital)	24,000	24,000	0	0	0	0 ↑↑↑
			0	NGN219 CATS Vehicle						
			0	PLAN - Plant & Equipment	38,000	38,000	0	0	0	0 ↑↑↑
			0	NGN00 EMDRS Vehicle 2016						
			0	NRRC - Plant & Equipment (Capital)	70,000	70,000	0	0	0	0 ↑↑↑
			0	NRRC Airconditioner						
			0	ROADC - Plant & Equipment (Capital)	15,000	15,000	0	4,091	4,091	4,091 ▲
			0	Depot Security Upgrade						
			0	PLANT - Plant & Equipment (Capital)	13,000	13,000	0	0	0	0 ↑↑↑
			0	Bobcat Stump Grinder	38,000	38,000	38,000	0	0	0 ▼ (38,000)
			0	ON0 EMTRS Vehicle 2016	52,000	52,000	52,000	0	0	0 ▼ (52,000)
			0	NO01 MO Vehicle 2016	45,000	45,000	45,000	0	0	0 ▼ (45,000)
			0	Tipper Truck 3 Tonne						
			0	BUILD - Plant & Equipment	30,000	30,000	0	0	0	0 ↑↑↑
			0	Utility Building Surveyor 2016						
			0	ADMIN - Plant and Equipment (Capital)	25,000	25,000	0	0	0	0 ↑↑↑
			0	002 NGN MF Vehicle 2016						
			0	COMMUNITY - Plant & Equipment (Capital)	25,000	25,000	25,000	0	0	0 ▼ (25,000)
			0	NGN 0 MLC Vehicle 2016						
0	0	0	0	Totals	487,000	487,000	160,000	4,091	4,091	(155,909)

Contributions				Current Budget				
Grants	Reserves	Borrowing	Total	This Year				
				Original Budget	Revised Budget	YTD Budget	Actual	Variance (Under)Over
\$	\$	\$	\$	\$	\$	\$	\$	\$
Roads								
ROADC - Roads (Capital) - Council Funded								
				87,356	87,356	20,394	0	(20,394)
Furnival Street - Renewal (Local)	0			25,745	25,745	0	0	0
Fox Street	0			39,576	39,576	0	0	0
Havelock Street	0			31,764	31,764	0	0	0
Hansard Street - Renewal (Local)	0			29,444	29,444	0	0	0
Lock Street - Renewal (Local)	0			12,133	12,133	0	0	0
May Street - Renewal (Local)	0			14,675	14,675	0	0	0
Butler Street - Renewal (Local)	0			9,345	9,345	0	0	0
Eston Street - Renewal (Local)	0			25,227	25,227	0	0	0
Narrakine Road - Renewal (Local)	0			64,526	64,526	0	0	0
Rushy Pool Road - Renewal (R2R)	0			32,263	32,263	0	0	0
Birdwhistle Road - Renewal (Local)	0			73,127	73,127	0	0	0
Chomley Road - Renewal (Local)	0			105,950	105,950	0	0	0
Highbury East Road - Renewal	0			112,552	112,552	0	0	0
Highbury West Road - Renewal	0			13,695	13,695	0	0	0
Borgas Road	0			35,768	35,768	0	0	0
Wangeling Gully Road - Renewal (Local)	0			45,405	45,405	0	0	0
Graham Road - Renewal (Local)	0			51,042	51,042	0	0	0
McDougall Road - Renewal (Local)	0			40,420	40,420	0	0	0
Quarry Road - Renewal (Local)	0			18,255	18,255	0	0	0
Cannell Road - Renewal (Local)	0			0	0	0	0	0
ROADC - Roads (Capital) - Roads to Recovery								
Fairway Street - Renewal (R2R)	0			74,349	74,349	0	118	118
Clayton Road - Renewal (R2R)	0			72,483	72,483	0	158	158
Dongolocking Road - Renewal (R2R)	0			156,009	156,009	0	0	0
Narrogin Valley Road - Renewal (R2R)	0			190,529	190,529	0	1,369	1,369
Narrakine Road South - Renewal (R2R)	0			133,990	133,990	0	0	0
	0			0	0	0	0	0
ROADC - Roads (Capital) - Regional Road Group								
Forrest Street - Renewal (RRG)	0			0	0	0	395	395
Federal Street - Renewal (RRG)	0			210,885	210,885	0	90,246	90,246
Tarwonga Road - Renewal (RRG)	0			178,950	178,950	0	632	632
Narrogin-Harrismith Road - Renewal (RRG)	0			79,740	79,740	0	592	592
Wandering-Narrogin Road - Renewal (RRG)	0			241,446	241,446	0	237	237

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 12: TRUST FUND

Not included in this statement are as follows:

Trust Items	Opening Balance 1-Jul-16	Amount Received	Amount Paid	Closing Balance 30-Sep-16
	\$	\$	\$	\$
DoT Licensing	0	0	0	0
TransWA	0	0	0	0
Councillor Nomination Fees	0	1,120	0	1,120
Cultural Development	0	0	0	0
Public Open Space Bonds	72,599	0	0	72,599
Trust Other	500	0	0	500
BSL Levy	0	18,612	0	18,612
BCITF Levy	0	26,126	0	26,126
Crossover/Footpath	15,250	166	(2,000)	13,416
Town Hall Facility Bonds	3,450	1,000	(550)	3,900
Musical Society	0	0	0	0
Narrogin Abattoir Committee	0	0	0	0
Meat Inspection	0	0	0	0
	91,799	47,024	(2,550)	136,273

SHIRE OF NARROGIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2016

Note 13: INFORMATION ON BORROWINGS

	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016-17 Budget	2016-17 Actual	2016-17 Budget	2016-17 Actual	2016-17 Budget	2016-17 Actual	2016-17 Budget	2016-17 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Debt Repayments									
Governance									
Loan 125 - Corporate Software & Server Upgrade	92,381	0	0	45,428	0	46,953	92,381	3,289	133
Loan 128 - Administration Building Upgrade	450,000	0	0	39,784	0	410,216	450,000	14,896	(758)
Recreation & Culture									
Loan 49 - Narrogin Regional Leisure Centre (*)	9,972	0	0	9,972	0	0	9,972	322	0
Loan 121B - Narrogin Regional Leisure Centre	357,441	0	0	43,526	7,086	313,915	350,355	20,961	3,840
Loan 126 - Town Hall Renovations	207,950	0	0	26,411	0	181,539	207,950	9,126	52
Transport									
Loan 51 - Shire Depot (*)	67,621	0	0	32,617	0	35,004	67,621	4,767	0
Economic Services									
Loan 124 - Commercial Property	40,341	0	0	13,854	0	26,487	40,341	14,863	178
Loan 127 - Industrial Land Purchase	150,543	0	0	9,718	0	140,825	150,543	7,627	422
Loan 129 - Accommodation Units	0	350,000	0	0	0	350,000	0	0	0
	1,376,249	350,000	0	221,310	7,086	1,504,939	1,369,163	75,851	3,867

(*) Loan was transferred to the Shire on 1 July 2016 as a result of the merger.

(SS) Self supporting loan financed by payments from third parties.

(SAR) Self Supporting Loan where financed by combination of Specified Area Rate and payment from third parties.

All other loan repayments are to be financed by general purpose revenue.

10.2.134 POLL – CHANGE OF METHOD OF ELECTION OF PRESIDENT

File Reference:

Disclosure of Interest: Nil
Applicant: Not Applicable
Previous Item Nos: Nil
Date: 16 October 2016
Author: Niel Mitchell, Merger Project Manager

Attachments

- Nil

Summary

Consideration of result of poll for change of method of election of President.

Background

The Memorandum of Understanding between the former Shire of Narrogin and the former Town of Narrogin provided –

4.8 Election of Inaugural Elected Head of New Entity

- The President of the New Entity will be elected at large at the 2016 extraordinary election, for the balance of the current term of the Town's Mayor, ending in October 2017, as the Town is the continuing legal identity.*
- Subject to the requirements of the Act, prior to the merger the Town will initiate the process to change of method of election of the President of the New Entity to be by the Council, subject to the Shire residents having the statutory right / being invited to make submissions.*
- The process will be initiated at a time so that the poll required by the Act is after the merger and on the same day as the extraordinary election in 2016 in order that all electors of the New Entity have an opportunity to cast a vote.*
- The change of method will apply from the next ordinary local government election being October 2017, when the current Mayoral term ends.*

4.9 Poll for change of method of election of President – Effect on Representation

It is agreed that subject to the outcome of the poll of residents of the New Entity to change the method of election of President from at large to by Council, that –

- Should the poll approve the change of method, then –*
 - The change is implemented at the 2017 ordinary elections,*
 - The Urban Ward will increase from 4 elected members to 5 elected members*
 - The Rural Ward will remain with 4 elected members*
- Should the poll not support the change of method, then –*
 - The President will continue to be elected at large*
 - The Urban Ward will remain with 4 elected members*
 - The Rural Ward will remain with 4 elected members*
- This agreement does not prevent the New Entity from initiating the process for proposed change of method at some future date, subject to the requirements of the Act.*

Comment

In accordance with the commitments of the MOU, the poll for change of method of election of the President was conducted as a postal referendum by the WA Electoral Commission, with voting closing at 6.00pm on Saturday 15 October 2016. The count was conducted that evening in the Council Chambers by WAEC staff.

The question put to electors was:

"Are you in favour of changing the method of election of the Shire of Narrogin President from being by the electors, to being by the elected council members?"

The result of the poll were:

Number of Ballot Papers Admitted to the Count <small>(from Form LG 68 - Record of Ballot Papers in Ballot Box)</small>	Informal Ballot Papers	Formal Ballot Papers	Vacancies	Number of Potential Votes	Total Number of Votes Cast	Ballot Papers Counted
1225	2	1223	1	1223	1223	100.00%

Possible Combinations	Enter Number of Ballot Papers	Answer	Answer	Number of Votes Cast
		Yes	No	
Yes	385	385		385
No	838		838	838
Totals	1223	385	838	1223

% Valid Votes		31.48%	68.52%	100.00%
----------------------	--	--------	--------	---------

Rural Ward –

Yes	103	103		103	40.39%
No	152		152	152	59.61%
Totals	255	103	152	255	

Urban Ward –

Yes	282	282		282	29.13%
No	686		686	686	70.87%
Totals	968	282	686	968	

Approximately 3,400 poll papers were issued, with 1,223 being returned for a 36.08% turnout rate.

It is interesting to note that the proposal for the change was rejected by both the Rural Ward and the Urban Ward by significant margins.

Regardless of the outcome of the poll, the commitment agreed by both the former Shire and former Town has now been satisfied.

In accordance with the Local Government Act, Council is bound by the result of the poll, and the proposal for change of method is therefore no longer a valid consideration.

The LG also provides that a proposal to change the method to elect the President cannot be considered for 4 years, being 2 local government electoral cycles, not 2 Presidential election cycles.

Mr Ken Head as the WAEC appointed Returning Officer is required by the Act to formally advise the Minister for Local Government of the result of –

- President
- Rural Ward
- Urban Ward
- Poll

Consultation

- None

Statutory Environment

Local Government Act 1995 –

- s.2.11(4) – a majority voting in the poll must favour the change in order to take effect.
- s.2.12A(5) – a poll to change the method of election is not to be held more than once every 4 years.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Retention of existing method of election of President.

Voting Requirements

Simple Majority

COUNCIL RESOLUTION 1016.165 AND OFFICER'S RECOMMENDATION

Moved: Cr Schutz

Seconded: Cr Seale

That Council:

1. Acknowledge the result of the poll to change the method of election of Shire President held on 15 October 2016 with 68.52% being opposed to the proposal.
2. Note that no further action to change the method of election of Shire President is to be made at this time in accordance with the *Local Government Act 1995 s.2.12A(5)*.

CARRIED 9/0

Commonly-used abbreviations:
CEO Chief Executive Officer
LG Act Local Government Act 1995
WAEC Western Australian Electoral Commission

CEO	Chief Executive Officer
LG Act	Local Government Act 1995
WAEC	Western Australian Electoral Commission

10.2.135 COUNCIL COMMITTEES AND REFERENCE GROUPS

File Reference:	13.3.2
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	17 October 2016
Author:	Niel Mitchell, Merger Project Manager

Attachments

- Council Committees and Reference Groups Terms of Reference

Summary

Consideration of the establishment of Council Committees and Reference Groups and their Terms of Reference.

Background

The Local Government Act 1995 stipulates a range of matters that must be considered when establishing a Committee, including –

- Naming of the person or positions to have membership
- Naming of person or positions to be a deputy member, if any
- Term of office of member
- Required quorum – ie the number of members must be definite and not variable
- Prohibition on proxy representative and proxy voting
- Purpose and functions
- Delegated authority – if any
- Duration of the committee

A surprising quirk of the Act is that a member of a Committee holds office only until the following ordinary local government election. However, there is no sunset clause for Committees so a committee may continue indefinitely, but be inoperative due to not having valid members or insufficient members.

Reference groups are not committees, cannot be granted any delegated power, and are effectively only a sounding board for the senior officer having responsibility.

The Establishment and Terms of Reference document was approved by the Commissioners to enable invitations for community participation to be made, and to allow preliminary discussion by the various committees and reference groups. There is no obligation on Council to adopt the exact document circulated, but changes may be made as considered appropriate.

Comment

Legislation requires the establishment of only three Committees:

1. the *Local Government Act* requires an Audit Committee

Current Terms of Reference date from 2005, last amended in 2014 but was reviewed July 2015.

2. the *Emergency Management Act* requires a Local Emergency Management Committee (LEMC) to be established

The proposed membership for the Local Emergency Management Committee is approximately half of the current listing. With the current number of members, the LEMC rarely, if ever, obtains a valid quorum. Accordingly, a reduction of numbers should make a quorum more accessible, but does not prevent the LEMC from inviting relevant organisations or people to attend to address their meeting, advise on matters or participate as observers.

3. the *Occupational Safety and Health Act* requires an OSH Committee to be established, but only if requested by the workforce. The OSH Committee is responsible to the employer, being the CEO, and not the Council.

A workplace Occupational Safety and Health Committee has been established, and is fulfilling its role well, and is currently drawing together the documentation of the former Shire and former Town. It is supported by Mr Mark Southgate, Local Government Insurance Services Regional Risk Manager.

These committees each have specific responsibilities under their enabling legislation

The *Bush Fires Act* permits, but does not require, the establishment of a Bush Fire Advisory Committee. If one is established, there are a number of matters it is obliged to address. Meetings of the Fire Control Officers achieve the same purpose without the administrative burden.

The attached document has been drafted to provide a standard set of requirements for all committees and reference groups –

a) Committees –

- Audit
- Narrogin Airport
- Local Emergency Management
- Australia Day and Honours
- Narrogin District Townscape

b) Reference Groups –

- Community Assisted Transport Service
- Community Chest

These are all occasional advisory committees and groups, meeting on an as required basis, or a timetable set by the Committee or Reference Group, rather than Council.

The document was approved by the Commissioners in early September as an interim document to allow for:

1. Preparation for the individual committee or reference group.
2. Finalisation of the draft Terms of Reference with each committee or reference group.
3. Advertising for public participation in several committees or reference groups.
4. Invitation to participate to be issued to relevant organisations.

Other than the Committees and Reference Groups note in the draft document, it is intended that all other Committees and Reference Groups, be discontinued. These are:

- CEO Performance Review and Advisory Committee.
- Old Courthouse Museum Committee.
- Safetown / Roadwise Committee.
- Disability Access and Inclusion Advisory Committee.
- Narrogin Leisure Centre Committee.
- Narrogin Reconciliation Action Plan Reference Group.

Council may at any time vary the draft document, establish, amend or terminate a Committee or Reference Groups where permitted by legislation.

Establishment, amendment, termination of a Committee and appointment or removal of members or deputy member of a Committee requires an absolute majority decision of Council. Decisions relating to Reference Groups may be made by simple majority.

There are a number of specific issues Council may wish to consider –

1. Audit Committee – extending membership to all elected members. Even if all elected members are to participate, some matters cannot be dealt with by Council direct, as the Act specifies prior consideration by the Audit Committee
2. Local Emergency Management Committee – having two elected members on the Committee, 1 from the Urban Ward, one from the Rural Ward to continue the balance held prior to merger
3. Narrogin District Townscape Committee – only 2 nominations have been received from the community, one being as an Indigenous representative from Mr Andrew Ninnett, and one having expertise in disability/aged services from Mr Chris Bolton.
4. Accordingly, it is suggested that the Committee be established with a membership of 7 rather than 9, noting the intention to expand up to 9 members should additional people express and interest. The quorum for the committee would then be 4, not 5.

If acceptable, the draft document attached should be amended to reflect the alteration.

5. CATS Reference Group – enforcement of original establishment criteria requiring a contribution of at least \$1,000 per year to maintain membership. It has been some years since a number of the members satisfied this criterion.

Any amendments need to be reflected within the document presented for adoption.

Consideration of elected and community members for Committees, Reference Groups and External Organisations are dealt with as a separate Agenda item.

Consultation

- Aaron Cook – Chief Executive Officer
- Colin Bastow – former Director Corporate & Community Services
- Azhar Awang – Executive Manager Development & Regulatory Services
- Torre Evans – Executive Manager Technical & Rural Services
- Commissioners

Statutory Environment

Local Government Act 1995 –

- s.5.8 and following – requirements for establishment of committees
- 7.1A – requirement to establish an audit committee

Emergency Management Act 2005 –

- s.38 – requirement to establish a local emergency management committee

Occupational Safety & Health Act 1984 –

- s.3 – an employer is a person that employs ...
- s.38 – an employer must establish ... when requested to do so

Bush Fires Act 1954 –

- s.67 – a local government may at any time appoint ... a bush fire advisory committee

Policy Implications

Terms of Reference for Council Committees and Reference Groups

Financial Implications

Nil

Strategic Implications

Compliance with the legislative requirements of the Local Government Act and Emergency Management Act

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Discontinue all existing Committees, Advisory and Reference Groups of Council.
2. Establish the following Council Committees:
 - a. Audit Committee;
 - b. Narrogin Airport Committee;
 - c. Narrogin Local Emergency Management Committee;
 - d. Australia Day and Honours Committee;
 - e. Narrogin District Townscape Committee
3. Establish the following Reference Groups:
 - a. Community Assisted Transport Service (CATS) Stakeholder Reference Group;
 - b. Community Chest Reference Group
4. Adopt the following in accordance with the attached document:
 - a. Section 1 – Terms of Reference for Council Committees;
 - b. Section 2 – Terms of Reference for Reference Groups;
 - c. Appendix 1 – Standard Conditions for Establishment;
 - d. Appendix 2 – Criteria for community members of Council Committees and Groups

COUNCIL RESOLUTION 1016.166

Moved: Cr Fisher

Seconded: Cr Ward

That Council:

1. Discontinue all existing Committees, Advisory and Reference Groups of Council.
2. Establish the following Council Committees:
 - a. Audit Committee;
 - b. Narrogin Airport Committee;
 - c. Narrogin Local Emergency Management Committee;
 - d. Australia Day and Honours Committee;
 - e. Narrogin District Townscape Committee.
3. Establish the following Reference Groups:
 - a. Community Assisted Transport Service (CATS) Stakeholder Reference Group;
 - b. Community Chest Reference Group

4. Adopt the following in accordance with the attached document:

- a. Section 1 – Terms of Reference for Council Committees;
- b. Section 2 – Terms of Reference for Reference Groups;
- c. Appendix 1 – Standard Conditions for Establishment;
- d. Appendix 2 – Criteria for community members of Council Committees and Groups

The CATS Terms of Reference is to be amended to reflect that the foundation members, Revheads and Lions, be exempt from the criteria of contributing \$1,000 per annum

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

Please note: The resolution was amended to have the terms of reference document amended to exempt the Narrogin Revheads and Narrogin Lions organisations from contributing \$1,000 per annum and remain permanent members of the Reference Group owing to their foundation membership status. The mover and the seconder agreed to the amended resolution.



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COUNCIL COMMITTEES AND REFERENCE GROUPS

ESTABLISHMENT & TERMS OF REFERENCE

OCTOBER 2016



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Section 1 - Committees of Council

1.1 Audit Committee

Statutory context Local Government Act 1995 –
 • Part 7 – Audit

Local Government (Audit) Regulations 1996

Appendix 1 – Standard conditions for establishment of Council Committees

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

History Established _____

Establishment

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

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

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

To facilitate –

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

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	5	
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations	0	
Total Membership	5	
Quorum	3	No additional criteria

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

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

Executive Manager Corporate & Community Services

Role and Scope of Committee**1. Audit –**

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
 - b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
 - c) Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken.
 - d) Recommend to Council the person or persons to be appointed as auditor.
 - e) Develop and recommend to Council a written agreement for the appointment of the auditor, which is to include –
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - method/s to be used by the local government to communicate with, and supply information to, the auditor.
 - f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
 - g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
 - h) Examine the reports of the auditor after receiving a report from the CEO on the matters and –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
 - i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
 - j) Review the scope of the audit plan and program and its effectiveness.
 - k) Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements;
 - significant variances from prior years.
 - l) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
 - m) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference.
 - n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council.
 - o) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.
- 2. Risk Management –**
- a) Oversight in the areas of risk management, internal control and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
 - b) Consider, approve and review the annual Internal Audit Plan
 - c) Advise Council on performance against the adopted Internal Audit Plan.

3. CEO support and advice –

- a) Provide the CEO with interim advice of a complex or confidential nature on request by the CEO.

– End of TOR

Notes

Reg. 17 plan to be developed by EMCCS

TOR Schedule 1.1 – Risk Management**AUDIT COMMITTEE INTERNAL RISK MANAGEMENT REVIEW REPORT**Report prepared by **Executive Manager Corporate & Community Service**Rating key: **A:** Acceptable **I:** Improvement required. **U:** Unacceptable, requires attention.

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

(9) Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment.		•	Action required: •
(10) Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.		•	Action required: •]

2. INTERNAL CONTROL

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

(1) Management Practices: (a) Separation of roles and functions, processing and authorisation: (i) integrity and ethics; (ii) documented policies & procedures, delegated authority, levels of responsibilities and authorities; (iii) audit practices; (b) Management operating style. (c) Human Resource management and practices: (i) volunteer management (ii) trained and qualified employees; and (iii) equity and diversity leadership. (d) HR Systems Control: (i) Induction Programs (ii) Recruitment (iii) Training (iv) Performance Management		•	Action required: •
(2) Information Management: (a) Data Management: Comparison of internal data with other or external sources of information, for example: (i) Geographical Information Systems (GIS); and (ii) Public Works Engineering Data (e.g.: As constructed data). (b) Control of approval of correspondence (documents, letters); and (c) Systems control: Security access, approval, version control.		•	Action required: •
(3) Physical and Information Security: information system access and security, for example: (a) limitations on direct physical access to assets and records; (b) control of computer applications and information system standards; (c) limitations on access to make changes in data files and systems; and (d) testing the arithmetical accuracy and content of records.		•	Action required: •

(4) Financial Management: integrity of financial systems, processes, controls, auditing, for example: (a) approval of financial transactions (records); (b) regular maintenance and review of financial control accounts and trial balances; (c) comparison and analysis of financial results with budgeted amounts; (d) report, review and approval of financial payments and reconciliations; and (e) comparison of the result of physical cash and inventory counts with accounting records.		•	Action required: •
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3. LEGISLATIVE COMPLIANCE

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

Legislative Compliance: (a) Statutory reporting timeframes are met; (b) Council and Executive Policy Positions are relevant and can be complied with; (c) Delegations are legislatively compliant, understood and complied with.		•	Action required: •
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– End of Schedule

1.2 Narrogin Airport Committee

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

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

History Established _____

Establishment

Objectives To advise Council on –

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

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	4	
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations	0	
Total Membership	4	
Quorum	2	No additional criteria

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

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

Role and Scope of Committee

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

– End of TOR

Notes

1.3 Local Emergency Management Committee

Statutory context Emergency Management Act 2005

Emergency Management Regulations 2006

State Emergency Management Directions

Appendix 1 – Standard conditions for establishment of Council Committees

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

History Established _____

Establishment

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

Membership

Maximum membership of not more than 14, principally being the primary responders to any emergency. Others welcome to attend as Observers and to participate with the consent of the presiding person.

Composition resolved by Council		
Nomination of	No.	
Council members, including ex-officio	1	Committee Chairperson
Employees, including ex-officio	0	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO (Rural)
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	
- Dept of Child Protection & Family Support	1	
- Dept of Agriculture and Food WA	1	
- Dept of Parks & Wildlife	1	
- Narrogin St John Ambulance Sub-centre	1	
Total Membership	13	
Quorum	7	No additional criteria

Observers to be invited (non-voting) –

Organisation	Position
- Narrogin District Education Office	
- Main Roads WA, Narrogin	

- Great Southern SEMC Executive	
- YMCA Narrogin	
- Karinya Cottage Homes	
- Narrogin Home Care	
- Housing Authority	
- Salvation Army, Narrogin	
- Disability Services Commission	

Required staff attendance (non-voting) –

Primary	Secondary
Exec Mgr Devt & Reg Serv Manager Operations Ranger (D/CBFCO Urban)	Exec Mgr Tech & Rural Serv
Admin Officer, Em Mgmt	Admin Officer, Devt & Reg Serv

Meetings

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

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

Administrative Support

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

Role and Scope of Committee

1. In accordance with Emergency Management Act s.38(2) the specified area of responsibility is the whole of the Shire of Narrogin.
2. To identify emergency risks or hazards in the community and arrange to establish, maintain and test the Local Emergency Management Arrangements established to mitigate the risks or hazards.
3. To encourage and maintain communication and joint exercises between all stakeholders.
4. To prepare and instil prevention, preparedness, response and recovery plans for a variety of identified risks or hazards preventing or minimising the effects of emergency events.
5. To increase the number and relative awareness of programmes through community awareness campaigns designed to make the community more resilient.
6. To undertake the Community Emergency Risk Management process.
7. To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed in the Emergency Management Regulations 2006.
8. To prepare and submit each financial year an annual report of its activities in accordance with the requirements of the State Emergency Management Committee.
9. To prepare an annual business plan in accordance with the requirements of the State Emergency Management Committee.
10. The Local Emergency Management Committee does not have the authority or power to commit the Shire of Narrogin to expenditure without the Shire's endorsement.

– End of TOR

Notes

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

1.4 Australia Day and Honours Committee

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

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

History Established _____

Establishment

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

- Premier's Australia Day Active Citizenship Awards;
- Shire of Narrogin Australia Day Awards;
- Shire of Narrogin Australia Day functions and events; and
- other Commonwealth, State or local awards or honours.

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	2	
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Lions, Narrogin	1	
- Rotary, Narrogin	1	
- Narrogin Residents & Ratepayers Assoc.	1	
Total Membership	5	
Quorum	3	No additional criteria

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Manager Leisure and Culture
Initial contact person	Admin Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To promote the Australia Day, Premiers Active Citizenship Award and make recommendation to Council based on nominations received from the community.
2. To recommend to Council nomination of community members for recognition in –
 - Australian Honours,
 - National or State Australia Day Awards,
 - Other recognition or honours considered appropriate
3. To consider community requests for Council support of nominations for Commonwealth or State awards or honours.

4. To promote the Shire's Australia Day event within the wider community with due consideration and respect for the needs and views of all members of the community.
5. To give consideration to; and make decisions regarding the venue, program/format, menu and layout of tables/seating and decorations.

– End of TOR

Notes

October 2016 – note change of name of Australia Day Awards

TOR Schedule 1.4 – Honours and Awards Processes and Criteria

1. The Premier's Australia Day Active Citizenship Awards foster, recognise and celebrate significant contributions to community life and active citizenship in Shire of Narrogin in the following categories –
 - a) Premier's Australia Day Active Citizenship Award;
 - b) Premier's Australia Day Active Citizenship Award for a person under 25 years;
 - c) Premier's Australia Day Active Citizenship Award for a community group or event
2. The Committee is to coordinate and consider –
 - a) community nominations for the Premier's Australia Day Active Citizenship Awards; and
 - b) in exceptional circumstances, any other Commonwealth, State or local award or honours.
3. The Shire will invite Australia Day Active Citizenship Award nominations from community groups and private citizens.
4. Australia Day Active Citizenship Award nominations will open in mid-September and close on the fourth Friday in November.
5. Australia Day Active Citizenship Award nominations will be advertised –
 - a) in the Narrogin Observer in mid-September and again in mid-November, and
 - b) on the Shire's website and Facebook page
6. Late nominations for Awards will not be accepted.
7. Award recipients will be considered by the Australia Day and Honours Committee.
8. The Committee is to make its recommendations to the first Council Meeting held in December whose decision will be final.
9. Nomination forms are to have a nominator as well as another person to support the nomination;
10. The award recipients will be judged to have shown active citizenship and –
 - a) Made significant contribution to the local community.
 - b) Demonstrated leadership on a community issue resulting in the enhancement of community life.
 - c) Made a significant initiative which has brought about positive change and added value to community life.
 - d) Demonstrated inspiring qualities as a role model for the community.
11. Eligibility Criteria –
 - a) Nominees should reside or work principally within the Shire of Narrogin
 - b) Awards may be granted posthumously in recognition of recent achievements.
 - c) Groups of people or couples will not normally be eligible except when meeting the criteria for a community group.
 - d) A person cannot receive the same award twice, but can be considered for another award.
 - e) Unsuccessful nominees may be re-nominated in future years.
 - f) Self-nominations are not eligible.
 - g) Sitting members and employees of Commonwealth, State and Local Government are not eligible for nomination relating to their service as an elected member or employee, but may be considered for nomination in their private capacity.
12. Awards will be presented at the Australia Day Community Event on 26 January annually.
13. Awards and Honours other than Australia Day Active Citizenship Awards may be considered by the Committee at any time throughout the year, following the general principles and procedures above, for presentation at an appropriate function.

– End of Schedule

1.5 Narrogin District Townscape Committee

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

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

History Established _____

Establishment

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

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

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	2	
Employees, including ex-officio	0	
Other persons – Community		
o at large	2	
o Indigenous representative	1	
o Expertise in disability or aged sectors	1	
- Highbury District Community Council	1	
- Narrogin Chamber of Commerce	1	
- Arts Narrogin	1	
Total Membership	9	
Quorum	5	No additional criteria

Meetings Appendix 1 – Standard conditions for establishment of Council Committees

Administrative Support

Senior Officer responsible	Manager Leisure and Culture
Initial contact person	Admin Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To consider the physical infrastructure of the townsites and district, and make recommendations to Council in relation to –
 - Townscape
 - Disability and aged access to, and movement in, public facilities and places
 - Roadwise (infrastructure design matters)
2. To provide advice and expertise on urban design, architecture, landscape design, sustainability and heritage in relation to proposals referred to the Committee for consideration.

3. To be aware of and raise awareness of the structural barriers impacting on the lives and opportunities available to people with a disability.
4. To advise Council on proposals referred to the Committee concerning the impact on the character of the precinct, including its impact upon heritage structures, significant natural features and landmarks including, but not limited to –
 - a) The quality of architectural design including its relationship to the adjoining development;
 - b) The relationship with and impact on the broader public realm and streetscape;
5. To inform and advise Council on the concepts implicit in the heritage of the area and to encourage the use of such concepts and ideas which contribute to sustainable development of the towns and district.
6. To provide a further avenue of communication and consultation between Council and the community.
7. To ensure that the social and economic strategic direction of the area is supported by a flexible and relevant program.
8. To promote issues within the wider community with due consideration and respect for the physical environment of the town and the needs and views of all members of the community.
9. To promote and maintain a CBD area which is recognised as an attractive and functional focus of the town.
10. To enhance the living and working lives of the community through the provision of safe, comfortable, environmentally sustainable and aesthetically pleasing public open spaces, and streets throughout the town.
11. To ensure that issues are given due consideration and value by Council in all its planning, design, implementation and maintenance of the built and natural environment.

– End of TOR

Notes

Section 2 - Reference Groups

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

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

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

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

2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group

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

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

History First established unknown

Establishment

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

Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Exec. Manager Corporate & Community Services Manager HomeCare	Manager Finance HomeCare Admin Supervisor

Administrative Support

Senior Officer responsible	Manager HomeCare
Initial contact person	Manager HomeCare

Role and Scope

1. To provide feedback and advice on the strategic direction to Council and relating to –
 - a) how to operate the CATS program in a more sustainable manner.
 - b) how to better promote the CATS program.
 - c) fee structure.
 - d) how to attract additional funding opportunities.
 - e) how to attract volunteers e.g. drivers/carers.
 - f) raising of issues regarding the service to clients by the stakeholders.
 - g) the type of motor vehicle to be used.
 - h) how to expand the CATS program.
 - i) recommend an alternative management/ownership of the CATS program, if required.

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

– End of TOR

Notes

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

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

2.2 Community Chest Reference Group

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

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

History

First established	unknown
Last amended	12 July 2002

Establishment

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

Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	3	President Elected member x 2
Employees, including ex-officio	2	Executive Manager Corporate & Community Serv. Manager Leisure & Culture
Other persons – Community at large	0	
- Specific organisations	0	
Total Participation	5	

Administrative Support

Senior Officer responsible	Manager Leisure & Culture
Initial contact person	Admin Support Officer, Development & Regulatory Services

Role and Scope of Committee

1. To –
 - a) review applications from community groups for assistance from the annual Budget allocation made by Council; and
 - b) make recommendations to Council through the Senior Officer responsible.

– End of TOR

Notes

Appendices

Appendix 1 – Standard conditions for establishment of Council Committees

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

Matters will only be listed if varying from these Standard Conditions

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

Membership

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

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

The Committee is to comprise of –

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

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

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

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

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

Nomination of a member may be –

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

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

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

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

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

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

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

Tenure The Act stipulates membership of the Committee is until –

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

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

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

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

Meetings

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

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

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

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

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

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

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

Voting All recommendations are to be by simple majority of Committee members present, The Presiding Members should announce the result of the vote, e.g. 3/1, or 4/0 etc..

The Act requires that all Committee members present at the meeting –

- must vote, and

- must vote in such a way that their vote is not secret, i.e. either on the voices or by show of hands.

Therefore the following are not permitted –

- proxy voting – submission of a written vote by another person);
- abstaining from voting – those present are required by the Act to vote;
- secret ballot or drawing of lots or similar.

In the case of equality of voting, the presiding member is to exercise a casting vote.

Observers do not have a right to speak, but may address the meeting at discretion of the presiding member, and are not permitted to vote.

Agendas	To be available 3 days prior to meeting, to Committee members and the public.
Minutes	To be available 5 days after the meeting to Committee members and the public. The Act requires that the minutes of Committee meetings are submitted to Council for noting and to the following Committee meeting for confirmation.
Recommendations	All decisions of the committee are recommendations to Council, and are not to be actioned until authorised by Council, unless the senior officer has existing authority, responsibility or discretion to do so.

Administrative Support

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

Role and Scope of Committee

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

– End of Standard Conditions for TOR

Notes

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

TOR Schedule 0.1 – Title

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

– End of Schedule

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

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

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

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

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

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

Community members of specific organisations will be invited for –

- a) Local Emergency Management Committee
- b) Australia Day and Honours Committee
- c) Narrogin District Townscape Committee
- d) Community Assisted Transport Service Stakeholder Reference Group

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

- a) Narrogin District Townscape Committee

Appendix 3 – Other Shire established groups

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

Occupational Health and Safety Committee

Responsible to – CEO

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

Fire Control Officers Meetings

Responsible to – Chief Bush Fire Control Officer, and
Executive Manager Development & Regulatory Services

The Bush Fires Act permits, but does not require the establishment of a Bush Fire Advisory Committee. If created, there are specified actions and requirements.

Intended to hold two meetings annually –

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

10.2.136 MEMBERSHIP – COUNCIL COMMITTEES AND REFERENCE GROUPS

File Reference:	13.3.2
Disclosure of Interest:	Nil
Applicant:	Not Applicable
Previous Item Nos:	Nil
Date:	20 October 2016
Author:	Niel Mitchell, Merger Project Manager

Attachments

- Attach 1 – Former Shire and Town – Committees and Representatives, as appointed October 2015,
- Attach 2 – Merged Shire – Members of Council Committees, Reference Groups and External Organisations Representatives

Summary

Consideration of members and deputies for Council Committees and Reference Groups and representation to external organisations.

Background

The *Local Government Act 1995* (LG Act) stipulates a range of matters must be considered when establishing a Committee, including –

- Naming of the person or position to have membership
- Naming of person or positions to be a deputy member, if any
- Term of office of member
 - Default under the LG Act is until the next ordinary local government elections, i.e. a maximum term of 2 years.
- Prohibition on proxy representative and proxy voting
 - i.e. the member does not have the right to make a substitution, nor can they instruct another person to vote on their behalf or allocate their vote to another

A differentiation needs to be made between deputy and proxy, since the decision is Council's role, not that of the individual –

- deputy under the LG Act – appointed by Council, and is to exercise their vote in their own capacity, and not on behalf of another person
- proxy in commercial terms – the person has the right to substitute another person, and may allocate their vote to that person with instructions to vote in a particular way. Proxy is not a term recognised in the LG Act.

A member of a Committee holds office only until the following ordinary local government election. Accordingly, the nominations of members, deputies and representatives determined at this meeting, is required to be revisited after the elections on October 2017.

Appointment of members, deputies and representatives is subject to the establishment of the Committee or Reference Groups, and the Terms of Reference being agreed by Council.

Comment

Committees and Reference Groups

The former Shire and Town each had a number of Committees and had nominated representatives to a range of organisations. Some of the Committees were intended or functioned in whole or in part as liaison between the two former Council, and this aspect is no longer required.

The **Local Government Act** permits members and deputies to Committees to be –

- elected members
- employees
- community members

The Act provides for “ex-officio” or “as of right” membership of Committees in the following circumstances –

- President – may indicate his wish to be an ex-officio member of any Committee that includes elected members, but is not required to exercise this right
- Councillors – an elected member has a right to serve on at least one Committee if they choose, but is not required to exercise this right
- CEO – may indicate his wish to be an ex-officio member of any Committee that includes employees as voting members, but is not required to exercise this right. CEO may nominate an alternative employee as his delegate to the Committee if not wishing to participate directly. As no Committee is proposed for which employees are voting members, this circumstance is not applicable

It is quite common for the Audit Committee to include one or more members of the public, often as independent Chair, generally being a person having significant local government accounting experience or holding an appropriate qualification.

The Local Emergency Management Committee (LEMC) must have participation from community groups or it cannot satisfy the scope of duties and responsibilities under the *Emergency Management Act* (EM Act). It has been usual practice for Council to stipulate that one of their nominees is the Chair of the LEMC, which is permitted by the EM Act. If not stipulated by Council, the LEMC Coordinator is to be Chair, as provided by the EM Act.

Letters were sent out to all community organisations suggested for Committees, with replies accepting participation from:

- LEMC
 - Narrogin SES – Manager (Charlie Myres) or Deputy Manager
 - WA Country Health Service – main representative to be Ms Dorinda Wyatt RN

- Townscape
 - Community (Disability expertise) – Chris Bolton, Forrest Personnel
 - Community (Indigenous affiliation) – Andrew Ninyett
 - Narrogin Chamber of Commerce – Michelle Wnuk, Kerry Bryant (deputy)
 - ARTS Narrogin
 - Deborah Hughes-Owen, Chair
 - Ned Crossley
 - CATS Group
 - Shire of Cuballing – Dawson Bradford, Roger Newman (deputy)
5. Although not all community groups have confirmed their participation in the various committees or reference groups, it is presumed that they will agree, as most are existing members of the Committee or Group. Accordingly, it is suggested that Council approve their participation by stipulating position.
6. Where a position has been identified as being for a community member, Council may choose to approach individuals to seek their participation, and make an appointment in the future.

External Organisations

Some nominations to external organisations appear to be intended for the same organisation, although known by different names or descriptions, such as –

- Narrogin Agricultural College Advisory Board and Intensive Agriculture Advisory Committee
- Dryandra Country Visitors Centre and Tourism and Area Promotion

It is suggested that participation in the following be discontinued :

- Rural Clinical School
- Rural Clinical School Advisory Group
- Narrogin Community Youth Support Committee
- Regional Childcare
- Narrogin Agricultural College
- Intensive Agriculture Committee
- Tourism and Area Promotion
- Narrogin and Conservation District Committee – in the process of being wound up
- Williams-Narrogin Landcare Co-ordination Committee – in the process of being wound up
- NRLC Strategic Review Committee

Consultation

- Aaron Cook – Chief Executive Officer
- Community groups noted

Statutory Environment

Local Government Act 1995 –

- s.5.8 and following – requirements for establishment of committees
- 7.1A – requirement to establish an audit committee

Emergency Management Act 2005 –

- s.38 – requirement to establish a local emergency management committee

Occupational Safety & Health Act 1984 –

- s.3 – an employer is a person that employs ...
- s.38 – an employer must establish ... when requested to do so

Policy Implications

Terms of Reference for Council Committees and Reference Groups

Financial Implications

Nil

Strategic Implications

Compliance with the legislative requirements of

- *Local Government Act*
- *Emergency Management Act*

Voting Requirements

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

In accordance with the document attached, as amended:

1. Approve membership and deputies of the following Council Committees:
 - a. Audit Committee;
 - b. Narrogin Airport Committee;
 - c. Narrogin Local Emergency Management Committee;
 - d. Australia Day and Honours Committee;
 - e. Narrogin District Townscape Committee.
2. Appoint _____ as the Chair of the Narrogin Local Emergency Management Committee.
3. Approve membership and deputies of the following Reference Groups:
 - Community Assisted Transport Service (CATS) Stakeholder Reference Group;
 - Community Chest Reference Group.
4. Approve representatives and alternates to external organisations.
5. Revoke all other appointments of members or deputies to Council Committees or Reference Groups, nominations of representatives and alternates to external organisations.

COUNCIL RESOLUTION 1016.167

Moved: Cr Bartron

Seconded: Cr Wiese

That Council:

In accordance with the document attached, as amended:

1. Approve membership and deputies of the following Council Committees:
 - a. Audit Committee;
 - b. Narrogin Airport Committee;
 - c. Narrogin Local Emergency Management Committee;
 - d. Australia Day and Honours Committee;
 - e. Narrogin District Townscape Committee.
2. Appoint Cr Bartron as the Chair of the Narrogin Local Emergency Management Committee.

3. Approve membership and deputies of the following Reference Groups:
 - Community Assisted Transport Service (CATS) Stakeholder Reference Group;
 - Community Chest Reference Group.
4. Approve representatives and alternates to external organisations.
5. Revoke all other appointments of members or deputies to Council Committees or Reference Groups, nominations of representatives and alternates to external organisations.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

Reason for Change: to appoint Cr Bartron as the Chair of the Narrogin Local Emergency Committee.

Commonly-used abbreviations:	
CEO	Chief Executive Officer
EM Act	Emergency Management Act
LEMC	Local Emergency management Committee
LG Act	Local Government Act

Shire and Town Of Narrogin - Committee Member and External Representatives

2-Feb-16

Organisation	Shire		Town	
	Delegate	Deputy	Delegate	Deputy
Committee Established by Council	No.		No.	
Audit	4	Shire President (Cr Chadwick) Cr Borthwick Cr Hardie Cr Ballard	5	Mayor Ballard Cr Paternoster Cr Schutz Cr Bartron Cr Fisher
LEMC Which Council owns?	?	Cr Chadwick Works Manager (G Rasmussen) CEO?	?	Mayor Ballard Cr Bartron Cr Fisher Cr Kain or Cr Ward for any CEO?
Other statutory members not listed				
Narrogin Airport Committee Which Council owns?	?	Cr Chadwick Cr Quartermaine Cr Hardie CEO? Or observer?	?	Mayor Ballard Cr Paternoster Cr Bartron Colin Ward? CEO? Or observer?
Bush Fire Advisory Committee	n/a		n/a	
CEO Performance Review and Advisory Committee			5	Mayor Ballard Cr Paternoster Cr Schutz Cr Bartron Cr Fisher
Australia Day Committee			?	Cr Paternoster Cr McKenzie Cr Ward
Disability Access Advisory Committee			?	Cr Bartron Cr Russell
Townscape Advisory Committee			?	Cr McKenzie Cr Bartron
Narrogin Safe Town / Roadwise Committee			?	Mayor Ballard Cr Paternoster Cr Kain
CATS Stakeholder Committee			?	Cr Bartron
Workplace Committee				
Occ Safety & Health Committee		Not established Toolbox mtgs only Robert Bruce as OSH Officer		Established, no criteria seen
External Organisations - Council Representatives				
Prescribed, voluntary				
Central Country Zone of WALGA	2	Cr Chadwick Cr Borthwick	2	Mayor Ballard Cr Ward Cr Paternoster for both
Wheatbelt South Regional Road	2		2	Mayor Ballard Cr Ward Cr Paternoster for both
Wheatbelt South Road Group – Narrogin Sub-group	2	n/s Geoff – Secretary, but no Crs attending?		
Permitted, required by legal agreement				
Regional Waste Management Group	1	Cr Quartermaine		none stated

Permitted, voluntary					
Narrogin Cottage Homes Committee	1	Cr Wiese		1	Cr Russell Mayor Ballard
Tourism and Area Promotion ??	1	Cr Seiber			
Dryandra Country Visitors Centre				1	Cr Paternoster Cr Fisher
Narrogin Land Conservation District Committee	2	Cr Borthwick Cr Ballard	Wind up?		
Intensive Agricultural Committee (Whose ???)	2	Cr Chadwick Cr Borthwick			
Rural Clinical School	1	Cr Chadwick			
Rural Clinical School Advisory Group				1	Cr Schutz Cr Bartron
Narrogin Agricultural College	1	Cr Ballard			
Chamber of Commerce	1	CEO		3	Mayor Ballard Cr Kain Cr Schutz Cr Fisher CEO either Colin Bastow or Brian Robinson
Museum Management (Town Committee??)					Cr McKenzie Loriann Bell
Dryandra Voluntary Regional Organisation of Councils	2	Cr Chadwick Cr Borthwick			None
Community Assisted Transport (Town Committee?)	1	Cr Borthwick			
Leisure Centre Committee (Town Committee?)	1	Cr Ballard			
Merger Transition Working Group (Joint Shire & Town)	2	Cr Chadwick Cr Ballard	Cr Hardie for both	2	Mayor Ballard Cr Bartron Cr Schutz for both
Regional Childcare				1	Cr Schutz
Narrogin Community Youth Support Assoc.				1	Cr Kain
Williams-Narrogin Landcare Co-Ordination Committee		Wind up?			
NRLC Strategic Review					Discontinued
Required by other legislation					
Development Advisory Panel				2	Mayor Ballard Cr Schutz Cr Paternoster Cr Ward

**COUNCIL COMMITTEES
REFERENCE GROUPS
EXTERNAL ORGANISATIONS**

MEMBERSHIP
DEPUTIES
REPRESENTATIVES

RESOLVED – 25 OCTOBER 2016

TO BE READ IN CONJUNCTION WITH THE ESTABLISHMENT AND TERMS OF REFERENCE

Council Committee members & deputy members

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

Appointed - 25 October 2016 Concluding – October 2017

Committee	Member/s	Deputy/s
Audit Committee	President Leigh Ballard	n/a
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Cr Nathan Walker	
	Cr Paul Schutz	
	Cr Murray Fisher	
	Cr Brian Seale	
	Cr Clive Bartron	
	Cr Geoff Ballard	
Narrogin Airport Committee	President Leigh Ballard	Cr Geoff Ballard
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Cr Murray Fisher	
Local Emergency Management Committee	Cr Clive Bartron, Chair	President Leigh Ballard
	Cr Brian Seale	Cr Nathan Walker
	WA Police OIC Narrogin <i>ex-officio (LEM Coordinator)</i>	n/a
	Dept Fire & Emergency Services Narrogin Regional Officer	
	Narrogin Regional Hospital WACHS Operations Manager	
	Southern Wheatbelt or delegate	

	Narrogin Volunteer Bush Fire Brigades CBFCO or DCBFCO (Rural)	
	Narrogin VFRS Unit Captain	
	Narrogin SES Unit Manager or delegate	
	Water Corporation	
	Western Power	
	Dept of Child Protection & Family Support	
	Dept of Agriculture & Food WA	
	Dept of Parks & Wildlife Regional Manager or delegate	
	Narrogin St John Ambulance Sub- Centre	
Australia Day and Honours Committee	President Leigh Ballard	Cr Murray Fisher
	Cr Colin Ward	Cr Brian Seale
	Narrogin Lions Club President or delegate	n/a
	Narrogin Rotary Club President or delegate	
	Narrogin Residents & Ratepayers Assoc. President or delegate	
Narrogin District Townscape Committee	Cr Clive Bartron	Cr Tim Wiese, Deputy President
	Cr Geoff Ballard	Cr Paul Schutz
	Community (indigenous representative) Mr Andrew Ninyett	n/a
	Community (disabled/aged expertise) Mr Chris Bolton	
	Highbury District Community Council President or delegate	
	Narrogin Chamber of Commerce Chairperson or delegate	
	Arts Narrogin Chair or delegate	

Note – Townscape Committee may be expanded by Council in time, to include 2 Community at large representatives.

All previous Council Committees are discontinued.

All previous membership of the above are revoked.

Council Reference Groups

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

Appointed - 25 October 2016 Concluding – October 2017

Committee	Member/s	Deputy/s
Community Assisted Transport Service Stakeholder Reference Group	Cr Clive Bartron	Cr Paul Schutz
	Narrogin Lions Club	n/a
	Narrogin Revheads	
	Shire of Wagin	
	Shire of Cuballing Cr Dawson Bradford / Cr Roger Newman	
	Narrogin & District Senior Citizens	
	Volunteer driver representative	
Community Chest Reference Group	President Leigh Ballard	Cr Murray Fisher Cr Brian Seale
	Cr Tim Wiese, Deputy President	
	Cr Colin Ward	
	Executive Manager Corporate & Community Services	CEO Exec Mgr Develop & Regulatory Serv.
	Manager Leisure & Culture	

All previous Reference or Advisory Groups are discontinued.
All previous membership of the above are revoked.

External organisations: Council representatives & deputy representatives

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

Commencing - 25 October 2016

Concluding – October 2017

External Organisation	Delegate/s	Deputy/s
Development Advisory Panel must be elected member	President Leigh Ballard	Cr Tim Wiese, Deputy President Cr Paul Schutz
	Cr Geoff Ballard	
Central Country Zone WALGA must be elected member	President Leigh Ballard	Cr Clive Bartron Cr Geoff Ballard
	Cr Tim Wiese, Deputy President	
Wheatbelt South Regional Road Group (& Narrogin Sub-Group) must be elected member	President Leigh Ballard	Cr Tim Wiese, Deputy President Cr Colin Ward
	Cr Nathan Walker	
Narrogin Chamber of Commerce	Cr Murray Fisher	n/a
	Cr Brian Seale	
	CEO	
Dryandra Country Visitors Centre	Cr Colin Ward	Cr Murray Fisher
Narrogin Cottage Homes Committee	Cr Tim Wiese, Deputy President	Cr Murray Fisher
Regional Waste Management Group	President Leigh Ballard	Cr Brian Seale
Dryandra Voluntary Regional Organisation of Councils	President Leigh Ballard	n/a
	Cr Tim Wiese, Deputy President	

All previous nominations of representatives are revoked.

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

8.58 pm – President Ballard declared the meeting closed.