



# COUNCIL COMMITTEES and REFERENCE GROUPS

## Establishment & Terms of Reference

Re-established 23 October 2019

(as at 23 June 2020)

## History Summary

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

11	25 March 2020	Amendment	Resolution of Council 0320.010 Townscape Advisory Committee – Role and Scope point 4 changed from “quarterly” meetings to “every six weeks”.
12	23 June 2020	Amendment	Resolution 0220.010 Community Chest Reference Group to include assessment of Landcare applications for recommendation to Council.
13	23 June 2020	Amendment	Resolution of Council 0420.010 (Part 7) Expand membership of LEMC to include a representative of the Dept. of Education.

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## Section 1 - Committees of Council

### 1.1 Audit Advisory Committee

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

#### Establishment

Objectives	<p>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.</p> <p>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.</p> <p>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.</p> <p>To facilitate –</p> <ul style="list-style-type: none"> <li>the enhancement and objectivity of internal and external financial reporting;</li> <li>effective management of financial and other risks and the protection of assets;</li> <li>compliance with laws and regulations as well as best practice in auditing;</li> <li>the coordination of the internal audit function with the external audit;</li> <li>the effective communication between the auditor, the CEO and the Council.</li> </ul>
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#### Membership

Composition resolved by Council		
Nomination of	No.	
Elected members, including ex-officio	9	
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specified organisations	0	
<b>Total Membership</b>	<b>9</b>	
<b>Quorum</b>	<b>5</b>	No additional criteria

Required staff attendance (non-voting) –

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

**Meetings** Appendix 1 – Standard conditions for establishment of Council Committees

### Administrative Support

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

### Role and Scope of Committee

#### 1. Audit –

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

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

– End of TOR

## Notes

Reg. 17 Plan to be developed by EMCCS  
Frequency – minimum two per annum, more as required.

**TOR Schedule 1.1 – Risk Management****AUDIT ADVISORY 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.

<b>1. RISK MANAGEMENT</b>			
a) The following considerations were based on the Department of Local Government & Communities Operational Guideline, No.09 dated September 2013:			
<b>Considerations</b>	<b>Rating</b>	<b>Observation</b>	<b>Strategies</b>
(1) Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered.		•	<b>Action required:</b> •
(2) Reviewing whether the local government has a current and effective business continuity plan (including disaster recovery) which is tested from time to time.		•	<b>Action required:</b> •
(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.		•	<b>Action required:</b> •
(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.		•	<b>Action required:</b> •
(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.		•	<b>Action required:</b> •
(6) Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors.		•	<b>Action required:</b> •



(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.		•	<b>Action required:</b> •
(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.		•	<b>Action required:</b> •
(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.		•	<b>Action required:</b> •
(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.		•	<b>Action required:</b> • ]

<p><b>2. INTERNAL CONTROL</b></p> <p>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.</p> <p>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.</p> <p>c) Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.</p>			
<p><b>(1) Management Practices:</b></p> <p>(a) Separation of roles and functions, processing and authorisation:</p> <ul style="list-style-type: none"> <li>(i) integrity and ethics;</li> <li>(ii) documented policies &amp; procedures, delegated authority, levels of responsibilities and authorities;</li> <li>(iii) audit practices;</li> </ul> <p>(b) Management operating style.</p> <p>(c) Human Resource management and practices:</p> <ul style="list-style-type: none"> <li>(i) volunteer management</li> <li>(ii) trained and qualified employees; and</li> <li>(iii) equity and diversity leadership.</li> </ul> <p>(d) HR Systems Control:</p> <ul style="list-style-type: none"> <li>(i) Induction Programs</li> <li>(ii) Recruitment</li> <li>(iii) Training</li> <li>(iv) Performance Management</li> </ul>		•	<b>Action required:</b> •

<p><b>(2) Information Management:</b>                  (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.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Action required:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>(3) Physical and Information Security:</b> 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.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Action required:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>(4) Financial Management:</b> 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.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Action required:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

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

<p><b>Legislative Compliance:</b>                  (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.</p>		<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Action required:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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## 1.2 Airport Advisory Committee

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

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

**History**

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

### 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	
Narrogin Gliding Club	1
Narrogin Flying Club	1
St John Ambulance	1
	<b>7</b>
<b>Quorum</b>	<b>4</b>

Required staff attendance (non-voting) –

Primary	Secondary
Exec Manager Technical & Rural Services	
Manager Operations	

**Meetings** Appendix 1 – Standard conditions for establishment of Council Committees

### Committee's Administrative Support

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

### **Role and Scope of Committee**

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

– End of TOR

Notes

### 1.3 Local Emergency Management Committee

<b>Statutory context</b>	Emergency Management Act 2005	
	Emergency Management Regulations 2006	
	State Emergency Management Directions	
	Appendix 1 – Standard conditions for establishment of Council Committees	
<b>Council context</b>	Appendix 1 – Standard conditions for establishment of Council Committees	
<b>History</b>	Established	25 October 2016
	Reviewed	23 October 2019
	Amended	23 June 2020

#### Establishment

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

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

Composition resolved by Council		
Nomination of	No.	
Council members, including ex-officio	2	Committee Chairperson to be Cr.....
Employees, including ex-officio	0	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief BFCO or DCBFCO
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	
- Dept of Child Protection & Family Support	1	
- Dept of Agriculture and Food WA	1	
- Dept of Parks & Wildlife	1	
- Narrogin St John Ambulance Sub-centre	1	
- Dept of Education	1	
<b>Total Membership</b>	<b>15</b>	
<b>Quorum</b>	<b>8</b>	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
Executive Manager Development & Regulatory Services	Executive Manager Technical & Rural Services
Senior Ranger	
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 Advisory Committee

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

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

**History**

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

### Establishment

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

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

### Membership

Composition resolved by Council	
Nomination of	No.
Elected members, including ex-officio	2
Employees, including ex-officio	0
Other persons – Community at large	3
- Lions, Narrogin	1
- Rotary, Narrogin	1
- Narrogin Residents & Ratepayers Assoc.	1
<b>Total Membership</b>	<b>8</b>
<b>Quorum</b>	<b>4</b>
	No additional criteria

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Development & Regulatory Services	

**Meetings** Appendix 1 – Standard conditions for establishment of Council Committees

### Administrative Support

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



### **Role and Scope of Committee**

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

– End of TOR

Notes

### **TOR Schedule 1.4 – Honours and Awards Processes and Criteria**

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

## 1.5 Townscape Advisory Committee

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

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

**History**

Established	25 October 2016
Amended	26 September 2018
Reviewed	23 October 2019
Amended	24 March 2020

### Establishment

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

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

### Membership

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

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Technical & Rural Services	

**Meetings** Appendix 1 – Standard conditions for establishment of Council Committees

## Administrative Support

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

## Role and Scope of Committee

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

– End of TOR

## Notes

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

## 1.6 Bush Fire Advisory Committee

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

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

**History**

Established	23 October 2019
Amended	23 October 2019
Reviewed	23 October 2019

### Establishment

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

### Membership

Composition resolved by Council	
Nomination of	No.
Elected members, including ex-officio	1
Employees, including ex-officio	0
<ul style="list-style-type: none"> <li>o Bush Fire Control Officers</li> </ul>	21
<b>Total Membership</b>	<b>22</b>
<b>Quorum</b>	<b>12</b>

Required staff attendance (non-voting) –

Primary	Secondary
Executive Manager Development & Regulatory Services	

**Meetings** Appendix 1 – Standard conditions for establishment of Council Committees

### Administrative Support

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

### **Role and Scope of Committee**

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

– End of TOR

### **Notes**

#### **BFAC**

Intended to hold two meetings annually –

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

## Section 2 - Reference Groups

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

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

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

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

## 2.1 Community Assisted Transport Service (CATS) Stakeholder Reference Group

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

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

**History** Established 25 October 2016  
Reviewed 23 October 2019

### 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
- Narrogin Lions Club (foundation member)	1
- Narrogin Revheads (foundation member)	1
- Shire of Wagin	1
- Shire of Cuballing	1
- Narrogin & District Senior Citizens	1
- Volunteer driver representative	1
<b>Total Participation</b>	<b>7</b>

Required staff attendance (non-voting) –

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

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

## 2.2 Community Chest Grants Reference Group

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

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

**History**

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

### 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	0	
Other persons – Community at large	0	
- Specific organisations	0	
<b>Total Participation</b>	<b>3</b>	

Required staff attendance (non-voting) –

Primary	Secondary
Chief Executive Officer	Executive Manager Corporate & Community Services

### Administrative Support

Senior Officer responsible	Chief Executive Officer
Initial contact person	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;
  - b) review and assess applications for Landcare projects from the Landcare Reserve Fund; and
  - c) make recommendations to Council with respect to parts a) and b) through the Senior Officer responsible.

– End of TOR

## 2.3 Roads Reference Group

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

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

**History**

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

### Establishment

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

- information exchange
- discussion of technical issues.

**Meeting frequency** Quarterly –

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

### Membership

Composition resolved by Council		
Nomination of	No.	
Elected members	3	Elected members x 3
Employees, including ex-officio	0	
Other persons – Community at large	0	
- Specific organisations	0	
<b>Total Participation</b>	<b>3</b>	

Required staff attendance (non-voting) –

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

### Administrative Support

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

## **Role and Scope**

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

– End of TOR

## Appendices

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

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***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***

<b>Statutory context</b>	<p>The majority of Committees are established under the Local Government Act 1995 –</p> <ul style="list-style-type: none"> <li>- s.5.8 to s.5.18 – Committees and their meetings.</li> <li>- s.5.19 to s.5.25 – Matters affecting Council and Committee meetings.</li> <li>- s.5.59 to s.5.90 – Financial interests, declarations, gifts etc.</li> </ul> <p>Also refer to Local Government (Administration) Regulations 1996 –</p> <ul style="list-style-type: none"> <li>- r.4 to r.14B – Committees and committee meetings.</li> </ul> <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>
<b>Council context</b>	<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>
<b>History</b>	<p>First established Last amended</p>
<b>Establishment</b>	
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"> <li>- financial – both direct and indirect interests which impact the member;</li> <li>- proximity – development adjoining or affecting the member;</li> <li>- declarations – written declaration to be made to CEO or presiding members;</li> <li>- gifts – to be notified to CEO within 10 days of receipt or promise of gift.</li> </ul>
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	<p>Council members      As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member.</p> <p>Employees      As stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision, and including any ex-officio member.</p> <p>Other persons      From the community or specific organisation, as stipulated in the resolution establishing the Committee by absolute majority, or subsequent decision.</p>
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Only appointed members of a Committee may vote. Generally, staff will not be voting members of a Committee, but have an advisory and support role only. However, there may be exceptions and these will be noted in the individual Committee’s Terms of Reference.

Nomination of a member may be –

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

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

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

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

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

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

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

**Tenure** The Act stipulates membership of the Committee is until –

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

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

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

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

## **Meetings**

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

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

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

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

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

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

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

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

### **Administrative Support**

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

### **Role and Scope of Committee**

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

– End of Standard Conditions for TOR

### **Notes**

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

### **TOR Schedule 0.1 – Title**

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

– End of Schedule



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

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

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

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

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

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

Community members of specific organisations will be invited for –

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

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

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

### **Appendix 3 – Other Shire established groups**

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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.