



**ORDINARY COUNCIL MEETING  
13 December 2022**

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**ATTACHMENT – AGENDA ITEM 6.1  
Ordinary Council Meeting Minutes –  
November 2022**



**COUNCIL CALENDAR**

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
13 December 2022	4:00pm	Ordinary Council Meeting

**NOVEMBER MEETING PROGRAM**

4:00pm	Ordinary Council Meeting
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**MEETING GUESTS**

Nil

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# MINUTES

## Shire of Narembeen Ordinary Council Meeting Tuesday 15 November 2022, commencing at 4:00pm

### 1.0 Opening & Welcome

Presiding Person, Cr Kellie Mortimore welcomed everyone to the meeting and declared the meeting open at 4.00pm.

### 2.0 Attendance & Apologies

#### Attendance

#### **Councillors**

Cr Kellie Mortimore	Shire President, Presiding Person
Cr Scott Stirrat	Deputy Shire President
Cr Amy Hardham	Member
Cr Chris Bray	Member
Cr Trevor Cole	Member
Cr Michael Currie	Member
Cr Warren Milner	Member
Cr Holly Cusack	Member

#### **Officers**

Tamara Clarkson	Acting Chief Executive Officer
Kathryn Conopo	Administration Officer (Minute Taker)

#### Apologies

*David Blurton*                      *Chief Executive Officer*

#### Approved leave of absence

*Nil*

### 3.0 Declarations of Interest

*Cr K Mortimore declared a financial interest in Item 6.2.1 and 9.1.1*

### 4.0 Announcements

4.1 Application for leave of absence

*Nil*

### 5.0 Public Question Time & Deputations (15 min)

*Nil*

## **6.0 Minutes of Previous Meetings**

### **6.1 Confirmation of Minutes of Ordinary Meeting of Council**

#### 6.1.1 Confirmation of Minutes

Confirmation of Minutes from the Shire of Narembeen Ordinary Meeting held on Tuesday 18 October 2022.

### **RECOMMENDATION/ COUNCIL RESOLUTION**

That the minutes of the meeting of the Shire of Narembeen Ordinary Meeting held on Tuesday 18 October 2022 be confirmed as a true and accurate record of the proceedings.

**MIN 7519/22**    **MOTION** - Moved Cr. *Cole*                      Seconded Cr. *Milner*

**CARRIED 8 / 0**

#### 6.1.2 Business Arising

Business Arising from the Minutes of the Shire of Narembeen Ordinary Meeting held Tuesday 18 October 2022.

*4.11pm Cr Mortimore declared a financial interest in Item 6.2.1 and left the meeting  
Deputy President Cr Stirrat assumed the chair*

### **6.2 Receive Minutes – Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting**

6.2.1 Receive minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting held on Wednesday 9 November 2022.

## RECOMMENDATION

That the minutes of the Ramelius Resources and Shire of Narembeen Community Benefit Fund Advisory Committee Meeting held on Wednesday 9 November 2022 be received and the following action be endorsed:

That the Shire of Narembeen Council approve the following grant applications:

<b>Club/Group</b>	<b>Project/Event</b>	<b>Amount</b>
Narembeen Bowling Club	Australia Days Men's Fours - Prize Money	2,500.00
St John Ambulance	Speed Alert Signage	5,358.00
CRC	Ladies Long Lunch	5,000.00
CRC	Christmas Party	3,500.00
Mt Walker Sports Club	Mobile Seating	1,812.00
Recreation Club	Entertainment	3,200.00
Narembeen Hockey Club	Field Goals	5,846.00
Narembeen Basketball Club	Storage Shed	1,349.00
Narembeen Bat & Ball Club	Fundraising Event	2,000.00
<b>TOTAL</b>		<b>\$30,265.00</b>

## COUNCIL RESOLUTION

**MIN 7520/22**

**MOTION** - Moved Cr. *Bray*

Seconded Cr. *Milner*

**CARRIED 7 / 0**

*4.12pm Cr Mortimore re-entered the meeting and resumed the chair*

## 7.0 Status Report

### RECOMMENDATION:

That the Status Report for November 2022 be received.

### COUNCIL RESOLUTION

**MIN 7521/22**

**MOTION** - Moved Cr. *Bray*

Seconded Cr. *Cole*

**CARRIED 8 / 0**



## 8.0 Reports

### 8.1 Acting Chief Executive Officer

#### AGENDA ITEM: 8.1.1 - CEO Standards for Recruitment, Performance and Termination

<b>Subject:</b>	<b>CEO Standards for Recruitment, Performance and Termination</b>
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM541
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Acting Chief Executive Officer
<b>Date:</b>	9 November 2022
<b>Attachments:</b>	DLGSCI Guidelines and Draft Council Policy – CEO Standards for Recruitment, Performance and Termination

#### PURPOSE

To adopt standards relating to the recruitment, performance and termination of the Chief Executive Officer (CEO) in accordance with section 5.39B of the *Local Government Act 1995*.

#### BACKGROUND

The *Local Government (Administration) Amendment Regulations 2021* (CEO Standards Regulations) were published in the *Government Gazette* on 2 February 2021, which introduced new regulations within the *Local Government (Administration) Regulations 1996* including new mandatory minimum model standards for the recruitment, selection, performance review and early termination of local government Chief Executive Officers (Model CEO Standards).

The Model CEO Standards provide a framework for local governments to select a CEO in accordance with the principles of merit, probity, equity, and transparency.

#### CONSULTATION

Department Local Government, Sport and Cultural Industries.

#### STATUTORY IMPLICATIONS

*Local Government Act 1995*

*Local Government (Administration) Amendment Regulations 2021.*

Section 5.39A. Model standards for CEO recruitment, performance and termination

- 1) Regulations must prescribe model standards for local governments in relation to the following
  - a) the recruitment of CEOs;
  - b) the review of the performance of CEOs;
  - c) the termination of the employment of CEOs.

5.39B. Adoption of model standards

- 1) In this section — model standards means the model standards prescribed under section 5.39A(1).
- 2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards. \* Absolute majority required.

- 4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.
- 5) The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.
- 6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.

*Local Government (Administration) Regulations 1996*

Part 4 – Local Government Employees (specifically regulation 18FA)

Schedule 2 - Model standards for CEO recruitment, performance and termination<sup>1</sup>.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY IMPLICATIONS**

Council Policy – Human Resource Management

## **RISK MANAGEMENT IMPLICATIONS**

Nil

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 – 2032

Civic Leadership: Well governed and efficiently managed Local Government.

- Compliant and resourced Local Government

## **VOTING REQUIREMENTS**

Absolute majority

## **COMMENT**

The legislation provides that Council must adopt the model standards as a minimum, however it may introduce additional standards provided they are consistent with the prescribed model.

- The model standard provides the following:
- Determination of selection criteria and approval of job description form (JDF)
- Advertising requirements
- JDF to be made available by Council
- Establishment of selection panel for employment of CEO
- Recommendation by selection panel
- Offer of employment in position of CEO
- Variations to proposed terms of contract of employment
- Recruitment requirements upon certain contract expiry
- Confidentiality of information
- Performance review process to be agreed between Council and CEO
- Carrying out a performance review
- Endorsement of performance review by Council
- CEO to be notified of results of performance review
- General principles applying to any termination
- Additional principles applying to termination for performance related reasons

- Decision to terminate
- Notice of termination of employment

### CEO Recruitment

In relation to CEO recruitment, the Shire has adopted a consistent approach to the model standard, to ensure transparency with any selection outcome. This includes the appointment of an external recruitment consultant to formalise the recruitment methodology and oversee the selection process.

The Shire appointed a consultant to undertake the 2021 CEO recruitment process and invited an independent person to the recruitment panel, in line with the standards.

### CEO Performance Review

The Shire President and Deputy President undertake a review of the CEOs performance ensuring the performance criteria is specific, relevant, measureable, achievable and time based. Council endorses the performance review assessment by absolute majority.

### CEO Termination Process

The Shire's current process is procedurally fair in that it applies the evidence, hearing, and bias tests in making a determination of whether termination is an appropriate outcome. This is consistent with the model standard requirements under the *Local Government Act 1995*. The model standard basically sets out what is required from a common law perspective and ensures that all local governments adhere to being fair and transparent in regard to making any decisions pertaining to employment.

The model standards prescribed under the *Local Government Act 1995* are consistent with the Shire's current human resource practices and processes in regards to recruitment, performance assessment and termination management. The model standards provide an industry benchmark in which the Shire is able to ensure it adopts a best practice approach in regards to its people management practices.

A Council Policy – CEO Standards for Recruitment, Performance and Termination has been drafted to provide a mechanism to ensure the review of the standards in conjunction with the Policy Framework.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council:

1. Adopts the model standards for CEO recruitment, performance and termination as prescribed in Schedule 2 *Local Government (Administration) Regulations 1996*
2. Adopts Council Policy – CEO Standards for Recruitment, Performance and Termination as attached.

**MIN 7522/22**

**MOTION** - Moved Cr. *Milner*

Seconded Cr. *Currie*

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.1.2 - Corporate Business Plan Report – November 2022

<b>Subject:</b>	Corporate Business Plan Report November 2022
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM172
<b>Disclosure of Interest:</b>	Not applicable
<b>Author:</b>	Tamara Clarkson, Acting Chief Executive Officer
<b>Date:</b>	1 November 2022
<b>Attachments:</b>	Corporate Business Plan Report – Nov. 2022

### PURPOSE

To update Council on the progress of implementation of the Shire of Narembeen Corporate Business Plan 2023 – 2027.

### BACKGROUND

Council adopted the Corporate Business Plan (CBP) 2022/23 – 2025/26 at its meeting in August 2022 following a period of consultation.

The CBP defines the facilities, services, programs, and projects the Shire will undertake to deliver the community priorities that are detailed in the adopted Community Strategic Plan 2022-2032 document.

As identified in the CBP, the list of community priorities in the plan provides for quarterly reporting using a simple traffic light system to indicate progress.

### CONSULTATION

Executive Manager Corporate Services  
Works Manager  
Economic Development Officer

### STATUTORY IMPLICATIONS

The CBP represents the highest level of strategic planning undertaken by local governments. It is a legislative requirement as part of the Integrated Planning and Reporting Framework under the *Local Government Act 1995*. Its purpose is:

- Ensuring the community is involved in the setting of a long term vision;
- Providing Council with a clear understanding of the community's wellbeing, priorities, aspirations, needs and wants; and
- Setting out Council's priorities in relation to implementing its strategies.

### FINANCIAL IMPLICATIONS

Not applicable

### POLICY IMPLICATIONS

Not applicable

## **RISK MANAGEMENT IMPLICATIONS**

Quarterly reporting of the CBP ensures Council are kept informed on the progress of implementation of the CBP and ensures accountability of key staff. It also allows for open discussion for each identified project and strategy thereby minimising the risk of the Council's objectives not being achieved.

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022-2032

Civic Leadership – Well governed and efficiently managed local government.

Corporate Business Plan 2023 – 2026

Civic Leadership – Forward planning and implementation of plans to achieve strategic priorities.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

Please refer attachment for update on each initiative.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

Council accept the November 2022 Corporate Business Plan Report.

**MIN 7523/22**

**MOTION - Moved Cr. Currie**

**Seconded Cr. Cole**

**CARRIED 8 / 0**

## AGENDA ITEM: 8.1.3 - 2023 Council Meeting Dates

<b>Subject:</b>	2023 Council Meeting Dates
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	ADM195
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	31 October 2022
<b>Attachments:</b>	Nil

### PURPOSE

To consider the Ordinary Council meeting dates for 2023.

### BACKGROUND

Council is required to consider and adopt the Ordinary Council meeting dates including venue, time and place and the advertising of this information by way of local public notice.

### CONSULTATION

Chief Executive Officer

### STATUTORY IMPLICATIONS

*Local Government Act 1995*

*Section 5.25. Regulations about council and committee meetings and committees*

- (1) *Without limiting the generality of section 9.59, regulations may make provision in relation to —*
  - g) *the giving of public notice of the date and agenda for council or committee meetings*

*Local Government (Administration) Regulations 1996*

*Regulation 12. Public notice of council or committee meetings — s. 5.25(1)(g)*

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
  - (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Policy 4.2.13 - Meetings – When held

### RISK MANAGEMENT IMPLICATIONS

Nil

## STRATEGIC PLAN REFERENCE

### Strategic Community Plan 2022 – 2032

Civic Leadership: Well governed and efficiently managed Local Government.

- Compliant and resourced Local Government

## VOTING REQUIREMENTS

Simple majority

## COMMENT

Council Meetings are held the third Tuesday of the month, commencing at 4.00pm. There are no Council meetings held in January.

The suggested dates for 2023 are:

21 February 2023

21 March 2023

19 April 2023

16 May 2023

20 June 2023

18 July 2023

15 August 2023

19 September 2023

24 October 2023

21 November 2023

12 December 2023

The 2023 Local Government Elections will be held Saturday 21 October 2023. A Special Council Meeting will be held Monday 23 October 2023 to formally appoint Councillors. While all effort will be made to bring reports to Council in November for the benefit of new Councillors, the legislated financial reports will be presented to the Ordinary Meeting of Council in October. Reform may impact October's meetings, however at the time of writing, the implementation date is not known.

It is proposed to hold the December meeting one week earlier to allow for finalisation of the minutes and respond to issues prior to the Christmas and New Year office closure.

It is proposed to change the start time of Council meetings in 2023 to 5.00pm to accommodate councillor commitments.

## OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council:

3. Resolves to hold its Ordinary Council Meetings for 2023 on the third Tuesday of every month, with meetings commencing at 5.00pm to be held in the Council Chambers, 1 Longhurst Street, Narembeen, except for January.
4. Directs the Chief Executive Officer to give local public notice of the date, time and place of the 2023 Ordinary Council Meetings.

**MIN 7524/22**

**MOTION** - Moved Cr. *Currie*

Seconded Cr. *Milner*

**CARRIED 8 / 0**

## AGENDA ITEM: 8.1.4 - Christmas and New Year Administration and CRC Closure 2022/23

<b>Subject:</b>	Christmas and New Year Administration and CRC Closure 2022/23
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	31 October 2022
<b>Attachments:</b>	Nil

### PURPOSE

Council consideration of closing the Administration and Community Resource Centre over the 2022/23 Christmas and New Year period.

### BACKGROUND

Shire of Narembeen normally closes the Administration and CRC between Christmas and New Year. Staff access accrued rostered days off, annual leave or leave without pay for those days other than the public holidays specified in the relevant Award or Enterprise Agreement.

Experience shows that there is a significant decline in customer demand during the period.

This report seeks Council support to close the Administration and CRC for the first week in January 2023 to accommodate staff leave.

### CONSULTATION

Chief Executive Officer  
Customer Services Staff

### STATUTORY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Nil

### STRATEGIC PLAN REFERENCE

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy and inclusive community.

Civic Leadership: Well governed and efficiently managed Local Government.



## VOTING REQUIREMENTS

Simple majority

## COMMENT

In considering the Christmas and New Year period, it is proposed to close the Administration Building and CRC between midday Friday 23 December 2022 to 6 January 2023, reopening Monday 9 January 2023.

This period is considered appropriate to ensure minimal disruption to operational activities, together with provision of an opportunity for staff to reset, refresh and spend time with their families before starting the new year.

The recognised Public Holidays for 2022/23 are:

Monday 26 December (Christmas)  
Tuesday 27 December (Boxing Day)  
Monday 2 January (New Year's Day)

In line with the Local Government Officers' (WA) Award 2021, the Shire of Narembeen Works Staff Enterprise Bargaining Agreement 2021 and the Municipal Employees (WA) Award 2021, employees are entitled to a day's paid absence in lieu of holidays previously observed on 2 January. These days do not accrue.

As per previous years, the works crew will take one weeks leave between 3 and 6 January 2023. This coordinated group leave aims to ensure minimal disruption to road and parks maintenance. The Administration office and CRC are short staffed, and school holidays present a coverage issue due to lack of childcare availability. January is historically a quiet time in Narembeen and the anticipated queries will likely be Department of Transport Licensing. Community members can access this service online or at neighbouring Bruce Rock or Merredin.

The Chief Executive Officer is on extended personal leave, the Executive Manager Corporate Services will be available to attend to an emergency and provide adequate response. Staff will access existing leave balances such as accrued rostered days off or annual leave. Should a staff member not have sufficient leave, they will take leave without pay.

Advertising will commence 28 November 2022 in the Fence Post, Shire website, notice boards and social media.

## OFFICER RECOMMENDATION / COUNCIL RESOLUTION

That Council approves:

1. Shire of Narembeen and the Narembeen Community Resource Centre offices be closed to the public for the 2022/23 Christmas and New Year period, commencing at 12.00pm on Friday 23 December 2022, reopening 8.30am Monday 9 January 2023.
2. The office closure be advertised in the Fencepost, on the Shire website, social media and on appropriate notice boards.
3. The Chief Executive Officer is directed to ensure arrangements are in place and employees are available to undertake required tasks during this period or in the event of an emergency within the Shire.

**MIN 7525/22**

**MOTION** - Moved Cr. *Currie*

Seconded Cr. *Milner*

**CARRIED 8 / 0**

## AGENDA ITEM: 8.1.5 - Dog Exercise Areas

<b>Subject:</b>	Dog Exercise Areas
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM551
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Tamara Clarkson, Executive Manager Corporate Services
<b>Date:</b>	31 October 2022
<b>Attachments:</b>	Nil

### PURPOSE

Council to approve two Dog Exercise Areas, specifically the Avoca Farm walk trails and Town Oval.

### BACKGROUND

The Shire currently has no designated dog exercise areas.

Recent complaints regarding uncontrolled dogs in public places has resulted in additional action taken by staff. A community awareness and education program has been undertaken however it is now considered appropriate to formalise the specified exercise areas.

### CONSULTATION

Chief Executive Officer  
Community

On 11 November 2022, a letter to all PO Boxes and a social media post were issued regarding registration requirements and the need for dogs to be under control.

Community feedback was sought via the Fencepost on 26 October and 2 November 2022. Responses are summarised below.

	Comment	Response
Resident 1	Request off leash designated dog exercise areas to be sports oval – offseason and the Avoca walk trails	Agreed.
Resident 2	Great idea, suggestion for a fenced area between Caravan Park and Oval to benefit visiting dog owners	Great consideration for the future upgrades to the area
Resident 3	Requested the Lake be a leash only area	Under the Dog Act 1976, all dogs must be controlled and on leash in public areas by default

### STATUTORY IMPLICATIONS

*Dog Act (Western Australia) 1976 – Section 31*

(1) A dog shall not be in a public place unless it is — (a) held by a person who is capable of controlling the dog; or (b) securely tethered for a temporary purpose, by means of a chain, cord, leash or harness of sufficient strength and not exceeding the prescribed length.

(3A) a local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.

(3B) A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place that is under the care, control or management of the local government to be a rural leashing area.

(3C) At least 28 days before specifying a place to be — (a) a place where dogs are prohibited at all times or at a time specified under subsection (2B); or (b) a dog exercise area under subsection (3A); or (c) a rural leashing area under subsection (3B), a local government must give local public notice as defined in the Local Government Act 1995 section 1.7 of its intention to so specify.

### *Shire of Narembeen Dogs Local Law 2020*

#### Part 5 Dogs in Public Places

##### 5.1 Places where dogs are prohibited absolutely

Designation of places where dogs are prohibited absolutely is dealt with in the Act.

##### 5.2 Places which are dog exercise areas

Designation of places which are dog exercise areas is dealt with in the Act.

#### Part 7 Enforcement

##### 7.1 Offences

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT IMPLICATIONS**

Medium Risk.

Without formal decision on designated areas, rangers are unable to infringe and dog attacks may occur, resulting in injury or even death.

### **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 – 2032

Community: Happy, safe, healthy and inclusive community.

- Inclusive community activities, events and initiatives
- Recreational, social and heritage spaces are safe and encourage active and healthy lifestyles

### **VOTING REQUIREMENTS**

Absolute majority

### **COMMENT**

All community members have a right to feel safe while walking around town, with or without dogs.

Dog owners have several responsibilities under the *Dog Act* including registration, microchipping, fencing requirements and the requirement to pick up faeces in public place.

Not all community members are comfortable with other peoples' dogs. Some dog owners prefer to keep their dog on a leash and do not like being approached by off-leash dogs, while other community members prefer to let their dog off leash.

The Shire has a responsibility to provide public open space so that there is adequate space for recreation for those people who don't own, or don't like dogs, and for owners who prefer to walk their dogs on-leash.

Officers believe designation of two separate areas for dog owners to exercise dogs will accommodate both preferences and the wider community.

### Dog Exercise Areas

Section 31 (3A) of the *Dog Act 1975* states that a local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.

In a Dog Exercise Area where a dog is off the leash the owner must ensure that the dog:

- Is under effective control, which means the dog will come back at all times when called
- Does not chase or show signs of aggression toward people or other animals
- Is accompanied by someone who is capable of controlling the dog
- Is close to their owner so the leash can be quickly attached if need be

A fine of \$5,000 can be incurred by those who fail to control their dogs properly in public places.

Avoca Farm is owned by the Shire and the fire breaks surrounding the paddocks are often used by people walking their dogs. The Town Oval is another popular place for people to exercise their dogs off leash.

The main issue identified with sports grounds is uncollected dog faeces. Dog waste bags are located near a bin and passive surveillance shows this is not a major issue at the Shire. However, during sports season, the oval is a designated active sports ground and dog owners may be requested to leave.

It is proposed to specify Avoca Farm walk trails and the Town Oval as designated Dog Exercise Areas. This means dogs can be exercised off leash providing the dog is under effective control.

### Public Places

Unless in an approved Dog Exercise Area, dogs must always be on a leash in publicly accessible areas.

Apex Park, Caravan Park and Walker Lake are all public places and in line with Section 31 of the *Dog Act 1975* (1), all dogs must be held by a person who is capable of controlling the dog; or securely tethered for a temporary purpose, by means of a chain, cord, leash or harness of sufficient strength and not exceeding the prescribed length.

Several complaints have been received from dog owners, visitors and residents staying at the caravan park, playing at the playground and walking around Walker Lake with dogs off leash and not under control of their owner. This presents a challenge for all parties that may result in additional conflict.

Should Council agree to enforce Apex Park, Caravan Park and Walker Lake as public places, signs will be installed stating that dogs must always be on a leash. The ranger will continue random compliance checks and infringements will be issued.

Dogs are prohibited in the following areas:

- Any public reserve indicated by a sign or public building
- All premises or vehicles classified as food premises or food vehicles under the *Food Act 2008*
- Any public swimming pool

#### **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council:

1. Endorse Avoca Farm Walk Trails and Town Oval as designated Dog Exercise Areas.
2. Advertise to the public for a period of 28 days the proposed areas.

**MIN 7526/22**

**MOTION** - Moved Cr. *Stirrat*

Seconded Cr. *Hardham*

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

## AGENDA ITEM: 8.1.6 - Financial Report period ending 31 October 2022

<b>Subject:</b>	Financial Report October 2022
<b>Applicant:</b>	Shire of Narembeen
<b>File Ref:</b>	Not applicable
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Teresa Cousins – Senior Finance Officer
<b>Date:</b>	4 November 2022
<b>Attachments:</b>	Financial Report October 2022

### PURPOSE

For Council to accept the monthly statement of Financial Activity disclosing the Shires financial activities for the period October 2022.

### BACKGROUND

The monthly financial report is presented in accordance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*. A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity Report summarises the Shire's financial activities.

### CONSULTATION

Chief Executive Officer  
Executive Manager Corporate Services

### STATUTORY IMPLICATIONS

*Local Government Act 1995, Section 6.4*

*Regulation 34(1) of the Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity.

Regulation 34(2) requires the statement of financial activity to report on the sources and applications of funds, as set out in the annual budget.

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

- Minor Compliance risk considered low.  
Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring
- Financial Impact risk considered moderate.  
Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring

## **STRATEGIC PLAN REFERENCE**

Strategic Community Plan 2022 - 2032

We have sound financial and asset management policies and practices in place, with transparent, accountable and integrated reporting.

Corporate Business Plan 2020/21 – 2023/24

Goal Area 1. Focus upon local economic drivers to retain and grow existing businesses, employment and to attract new industry.

## **VOTING REQUIREMENTS**

Simple Majority

## **COMMENT**

Council's closing position at 31 October 2022 amounts to \$3,312,752 with current assets of \$9,386,215 and \$413,441.29 in reserve funds.

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council receive the Shire of Narembreen's Financial Report for October 2022.

**MIN 7527/22**      **MOTION** - Moved Cr. *Hardham*      Seconded Cr. *Milner*

**CARRIED 8 / 0**

## AGENDA ITEM: 8.1.7 - Schedule of Accounts for October 2022

<b>Subject:</b>	<b>Schedule of Accounts for October 2022</b>
<b>Applicant:</b>	Not Applicable
<b>File Ref:</b>	ADM018
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Kathryn Conopo – Administration Officer
<b>Date:</b>	4 November 2022
<b>Attachments:</b>	Creditors Payment List – October 2022, Credit Card Payments List 16 August – 14 September 2022

### PURPOSE

For Council to review the payments made by the Shire of Narembeen in October 2022.

### BACKGROUND

The Shire's schedule of accounts is to be provided to council each month pursuant to the *Local Government (Financial Management) Regulation 1996*.

### CONSULTATION

Nil

### STATUTORY IMPLICATIONS

*Local Government (Financial Management) Regulations 1996*

Reg. 13 List of Accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared;
  - a. The payee's name;
  - b. The amount of the payment;
  - c. The date of the payments; and
  - d. Sufficient information to identify the transaction.
  
3. A list prepared under sub regulation (1) or (2) is to be –
  - a. Presented to the council at the next ordinary meeting of council after the list is prepared; and
  - b. Recorded in the minutes of that meeting.

### FINANCIAL IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

### RISK MANAGEMENT IMPLICATIONS

Nil



## **STRATEGIC PLAN REFERENCE**

### Strategic Community Plan 2022-2032

Civic Leadership: Well governed and efficiently managed Local Government.

#### 4.2 Compliant and resourced Local Government

We have sound financial and asset management policies and practices in place

Transparent, accountable, and integrated reporting.

## **VOTING REQUIREMENTS**

Simple majority

## **COMMENT**

A schedule of accounts paid during the month of October 2022 is attached to this report and the total amounts paid from the municipal fund and the trust fund are as follows:

Municipal Account: \$ 608,769.29

## **OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

That Council:

1. Receive the Creditors Payment List - October 2022
2. Receive the Credit Card Payments List 16 August – 14 September 2022

**MIN 7528/22**

**MOTION** - Moved Cr. *Cole*

Seconded Cr. *Bray*

**CARRIED 8 / 0**

## AGENDA ITEM: 8.1.8 - Proposed single house and outbuilding - Lot 68 (No 29) Cheetham Way, Narembeen

<b>Subject:</b>	Proposed single house and ancillary dwelling – Lot 68 (No 29) Cheetham Way, Narembeen
<b>Applicant:</b>	Sydney and Nola Parsons
<b>File Ref:</b>	P5328
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Liz Bushby, Town Planning Innovations
<b>Date:</b>	9 November 2022
<b>Attachments:</b>	Plans

### PURPOSE

Council is to consider a planning application for a single house and outbuilding on Lot 68 (No 29) Cheetham Way, Narembeen. The applicant is in the process of purchasing the lot from the Shire and has lodged an application to ascertain what can be developed on the lot.

The application is being advertised for public comment until 23 November 2022. This report recommends that Council delegate authority to the Chief Executive Officer to determine the application.

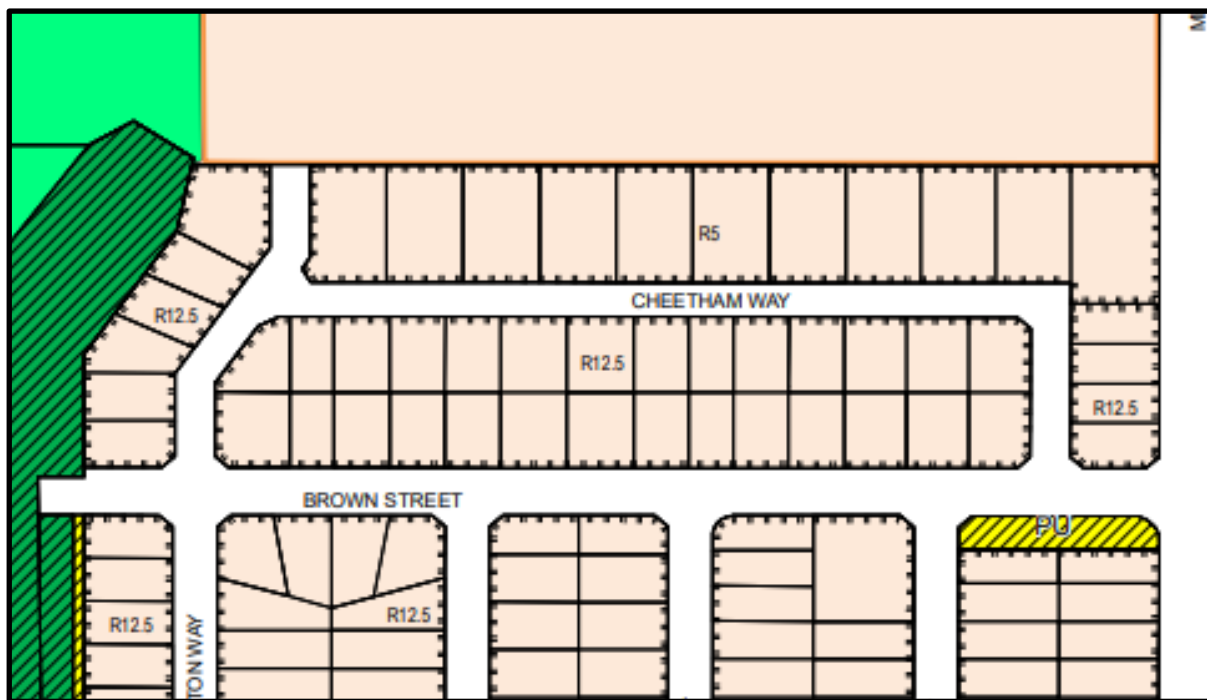
### BACKGROUND

Lot 68 is currently vacant and has an approximate area of 2104m<sup>2</sup>.



Location Plan

Lot 68 is zoned 'Residential' with an 'R5' density code under the Shire of Narembeen Local Planning Scheme No 2 (the Scheme).



Zoning map

The density code dictates the permissible site requirements under the Residential Design Codes (R-Codes).

## CONSULTATION

The application is being advertised for public comment until 23 November 2022. At the time of writing this report no submissions had been received.

## STATUTORY IMPLICATIONS

*Planning and Development (Local Planning Schemes) Regulations 2015* – The Regulations were gazetted on 25 August 2015, and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Narembeen Local Planning Scheme No 2.

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, a local planning strategy, a local planning policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer.

Clause 82(2) requires any delegation to be by Absolute Majority.

Clause 61 lists development that is exempt from the need for planning approval, including a single house and ancillary dwelling that complies with the Residential Design Codes, and is not a heritage place.

Division 2, Schedule 2, Part 2 outlines the procedure for making, advertising and adopting a local planning policy.

TPI has assumed that the Shire has complied with the Regulations in processing and adopting Local Planning Policy No 1. This includes publishing a notice advertising final adoption of the policy.

Shire of Narembeen Local Planning Scheme No 2 – Explained in the body of this report.

## **FINANCIAL IMPLICATIONS**

The Shire pays fees to Town Planning Innovations for planning advice.

## **POLICY IMPLICATIONS**

Shire of Narembeen Local Planning Policy 1: Outbuilding Control – explained in the body of this report.

## **RISK MANAGEMENT IMPLICATIONS**

There are no known risk implications associated with this report.

## **STRATEGIC PLAN REFERENCE**

Corporate Business Plan 2020/21 – 2023/24

Civic Leadership: Well governed and efficiently managed Local Government

## **VOTING REQUIREMENTS**

Absolute Majority

## **COMMENT**

- ***Description of Proposal***

The applicant proposes to construct a single house and an outbuilding. A site plan and elevations are attached.

- ***State Planning Policy 7.3 - Residential Design Codes (Single House)***

The Residential Design Codes (R-Codes) operate as a State Planning Policy produced by the Western Australian Planning Commission. The R-Codes provide a basis for the control and assessment of residential development throughout Western Australia.

The R Codes have two separate options for the assessment of development including 'Deemed to Comply' criteria and 'Design Principles'.

Under the Residential Design Codes there are specific 'Deemed to Comply' requirements for single dwellings and outbuildings. The 'Deemed to Comply' requirements relate to building setbacks, site open space, privacy and overlooking, site works, retaining walls, and other general site controls.

The proposed single house complies with the Residential Design Codes with the exception of the average front setback. The proposed house complies with the minimum front setback of 6 metres. The front setback required for the R5 density code is a minimum of 6 metres and an average of 12 metres. Averaging is achieved by having areas of open space at the sides of the dwelling that compensate or equal the areas of the house forward of the 12-metre average setback line.

The closest two dwellings at No 17 and No 25 Cheetham Way are setback further at 9 metres and 12 metres and meet the 12-metre front setback average. To ensure that the proposed dwelling at

No 29 is more aligned with the streetscape elements within the same R10 zone, TPI recommends that the front setback of the house be increased to 7 metres.

The applicant has advised that he has no nominated builder, and is only seeking approval to ascertain what he can build on the lot. The applicant has also advised he can revise the plans as required by the Shire.

If the minimum front setback is increased to 7 metres, then the area forward of the 12-metre average front setback line is approximately 96.5m<sup>2</sup> and the compensating area (behind the 6-metre setback line) is approximately 76m<sup>2</sup>. A revised plan with an increased 7 metre front setback will still entail a variation to the 12-metre average setback, however the variation will be reduced.

TPI recommends any approval include a condition requiring revised plans.

- **State Planning Policy 7.3 - Residential Design Codes (Outbuilding)**

Under the Residential Design Codes there are specific 'Deemed to Comply' requirements for outbuildings. The proposed outbuilding seeks variations to Residential Design Codes as detailed below:

Clause 5.4.3 C3 B 'deemed to comply' criteria / Outbuildings that:	Officer Comment (TPI)
(i) individually or collectively does not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Variation A floor area of 200m <sup>2</sup> is proposed.
(ii) setback in accordance with Table 2a.	Complies.
(iii) does not exceed a wall height of 2.4 metres	Variation. A wall height of 4 metres is proposed.
(iv) does not exceed a ridge height of 4.2 metres	Variation. A ridge height of 5 metres is proposed.
(vi) not located within the primary or secondary street setback area; and	Complies.
vi) do not reduce the open space and outdoor living area requirements in table 1.	Complies.

In addition to the above, the R-Codes require that an outbuilding be associated with a dwelling.

As the application proposes variations to the 'Deemed to Comply' requirements the Shire has to determine if the outbuilding complies with the alternative 'Design Principle' (5.4.3 P3) of the R-Codes which is:

*"Outbuildings that do not detract from the streetscape or the visual amenity of residents of neighbouring properties".*

Notwithstanding the above, the Shire has a separate Local Planning Policy that applies to outbuildings.

- **Shire of Narembeen Local Planning Policy No 1 – Outbuilding Control**

The Shires Local Planning Policy introduces alternative maximum outbuilding sizes and heights as summarised in the Table below.

	Residential greater than 1000m <sup>2</sup>	Officer Comment (TPI)
Max Aggregate Floor Area	150m <sup>2</sup> or 12% of site areas whichever is the less	Variation A floor area of 200m <sup>2</sup> is proposed.  Note: Council has approved outbuildings with an aggregate floor of 200m <sup>2</sup> at 36-38 Thomas Street in November 2000.
Max Wall Height	3.5m	Variation. A wall height of 4 metres is proposed.
Max Ridge Height	5m	Complies. A ridge height of 5 metres is proposed.
Setbacks	As per scheme or R Codes	Complies.
Zinculume	No	Complies. Colorbond materials are proposed.

Variations to the Policy provisions can be considered as follows:

Variations	Officer Comment (TPI)
<p>The purpose and objectives of this Policy.</p> <p>a) To accommodate outbuildings that meet the needs of the residents whilst being appropriate for the zone and land use;</p> <p>b) Balance amenity issues with the varying need of residents in a regional community who lead a different lifestyle to residents in the metropolitan area.</p> <p>d) Provide guidance on the Development Approval requirements for outbuildings.</p>	<p>In considering amenity it is noted that:</p> <ul style="list-style-type: none"> <li>- The outbuilding is proposed to the rear of the lot so the main visual impact is to the adjacent neighbour at No 25 Cheetham Way. There is an existing shed at No 25 to the west of the proposed outbuilding at No 29.</li> <li>- The outbuilding is proposed to be setback a significant distance from the front lot boundary, and may be partially screened by a future dwelling.</li> </ul>
<p>The Local Planning Scheme –</p> <ul style="list-style-type: none"> <li>▪ Aims of the Scheme;</li> <li>▪ Reserve objectives (not applicable to this lot)</li> <li>▪ Zone objectives.</li> </ul>	<p>The aims of the Scheme are fairly broad and include <i>'to make provisions as to the nature and location of buildings and the size of lots when used for certain purposes'</i>.</p> <p>The objectives of the Residential zone are:</p> <ul style="list-style-type: none"> <li>a) to retain the single house as the predominant form of residential development in the town.</li> <li>b) to provide for lifestyle choice in and around the town with a range of residential densities.</li> <li>c) to allow for the establishment of non-residential uses subject to local amenities not being adversely affected.</li> </ul>

Schedule 2 cl. 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 - Matters to be Considered by Local Government.	Under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> Council can have regard for normal planning considerations such as impact on amenity, streetscape and the relationship to other development.
Applications to vary from this policy may be requested to screen proposed outbuildings if visible from the street, relocating the outbuilding to another portion of the block if possible or any other condition imposed by Council to reduce the impact on the local amenity.	Under the Policy Council may require screening (such as landscaping), revised plans with a different building location or other conditions to mitigate visual impact.

## OFFICER RECOMMENDATION

That Council:

1. Note that Shire Administration has commenced advertising of the planning application for Lot 68 (No 29) Cheetham Way, Narembeen. The application is being advertised for public comment until 23 November 2022.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for a single house and outbuilding on Lot 68 (No 29) Cheetham Way, Narembeen.

## COUNCIL RESOLUTION

*That Council:*

1. *Note that Shire Administration has commenced advertising of the planning application for Lot 68 (No 29) Cheetham Way, Narembeen. The application is being advertised for public comment until 23 November 2022.*
2. *Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for a single house and outbuilding on Lot 68 (No 29) Cheetham Way, Narembeen.*
3. *Support TPI's recommendation to increase the minimum setback to 7m.*

**MIN 7529/22**

**MOTION** - Moved Cr. Stirrat

Seconded Cr. Hardham

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

*Reason for change – Councillors considered it important to take the advice of qualified planning consultant to ensure street aesthetics are maintained.*

## COUNCIL RESOLUTION

To permit urgent business.

MIN 7530/22

MOTION - Moved Cr. Currie

Seconded Cr. Hardham

CARRIED 8 / 0

5.10pm Cr Mortimore declared financial interest in Item 9.1.1 and left the meeting  
Deputy President Cr Stirrat assumed the chair

### 9.0 Urgent business as permitted by Council

#### LATE AGENDA ITEM: 9.1.1 - Shire President Meeting Fees 2022-2023

<b>Subject:</b>	Shire President Meeting Fees 2022-2023
<b>Applicant:</b>	Not applicable
<b>File Ref:</b>	ADM027
<b>Disclosure of Interest:</b>	Not applicable
<b>Author:</b>	Tamara Clarkson – Acting Chief Executive Officer
<b>Date:</b>	8 November 2022
<b>Attachments:</b>	Nil

#### PURPOSE

To consider Council meeting fees payable to the Shire President as they were omitted from the report presented to Council in May 2022 when Council reviewed Elected Member Fees for 2022-23.

#### BACKGROUND

Council considered a new fee structure for Elected Member meeting fees at its May 2022 meeting following State Administrative Tribunal determination which recommended an increase of 2.5% for the 2022/23 financial year.

Council resolved as follows:

*That Council:*

1. *In accordance with 5.98(1)(b) for the 2022/23 financial year, Council increase Council meeting attendance fees to \$165 per meeting,*
2. *in accordance with 5.98(1)(b) and 2(A)(b) for the 2022/23 financial year, Council increase committee meeting and prescribed meeting fees to \$85 per meeting,*
3. *pursuant to 5.98(5) for the 2022/23 financial year, Council increase Shire President Allowance to \$7200 per annum,*
4. *pursuant to 5.98A(1) for the 2022/23 financial year, Council increase Deputy Shire President Allowance to \$1800 per annum being 25% of the Shire President Allowance,*
5. *determine that Councillor fees are paid twice per year in December and June,*
6. *Rescind policy 4.2.17 Member Sitting Fees and Travel Expenses, and*
7. *Council note that the reimbursement of travel expenses rate is determined Local Government Officers (Western Australia) Award 2021.*

Historically, the Shire President has been paid a higher attendance fee per meeting in recognition of chairing the Council meeting which was \$300.



## COMMENT

The Salaries and Allowances Tribunal determination provides for a high maximum meeting fee for Presidents, as shown below:

**Table 4: Council meeting fees per meeting – local governments**

Band	For a council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$630	\$813	\$630	\$1,219
2	\$382	\$597	\$382	\$800
3	\$198	\$420	\$198	\$650
4	\$93	\$244	\$93	\$502

An administrative oversight in the previous Council report resulted in this not being addressed in the May 2022 council resolution. A formal Council resolution is now required to rectify this.

## CONSULTATION

Western Australian Local Government Association

## STATUTORY IMPLICATIONS

*Local Government Act 1995*

Pursuant to section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government are entitled, in addition to any fees or reimbursement of expenses payable under section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government within the range determined by SAT.

## FINANCIAL IMPLICATIONS

Allocation in Annual Budget 2022-23

## POLICY IMPLICATIONS

Council has a policy in place (4.2.17) for the payment of fees to Elected Members. It is suggested that the policy be reviewed as part of this report.

Elected Member fees are payable in two instalments in December and July.

## RISK MANAGEMENT IMPLICATIONS

Risk of noncompliance with Act by paying incorrect fees – considered low

## **STRATEGIC PLAN REFERENCE**

Corporate Business Plan 2022 - 2026

Compliant and resourced Local Government. Continue to meet compliance with statutory and regulatory requirements.

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER RECOMMENDATION**

That Council in accordance with 5.98(1)(b) for the 2022/23 financial year, Council sets the Shire President Council meeting attendance fees to \$310.00 per meeting.

## **COUNCIL RESOLUTION**

**MIN 7531/22**      **MOTION** - Moved Cr. *Hardham*      Seconded Cr. *Currie*

**CARRIED 7 / 0  
BY ABSOLUTE MAJORITY**

*5.11pm Cr Mortimore returned to the meeting and resumed the Chair*

## **COUNCIL RESOLUTION**

*That Council close the meeting to public, under Section 5.23 (2) (a) (b) and (c), of the Local Government Act 1995, as the following agenda item relates to a matter affecting an employee, personal affairs of a person and a contract that may be entered into.*

**MIN 7532/22**      **MOTION** – Moved Cr. *Bray*      Seconded Cr. *Currie*

**CARRIED 8 / 0**

*5.12pm The meeting was closed to the public.*

**CONFIDENTIAL LATE AGENDA ITEM: 9.1.2 - Appointment of an Acting Chief Executive Officer**

<b>Subject:</b>	Appointment of an Acting Chief Executive Officer
<b>Applicant:</b>	N/A
<b>File Ref:</b>	EMP
<b>Disclosure of Interest:</b>	Nil
<b>Author:</b>	Kellie Mortimore, Shire President
<b>Date:</b>	12 November 2022
<b>Attachments:</b>	Paul Sheedy Resume, Contract of Employment Letter

In accordance with Section 5.23 (2) (a) (b) and (c) It is recommended that Council close the meeting to the public as the following agenda item relates to a matter affecting an employee, personal affairs of a person and a contract that may be entered into.

**RECOMMENDATION/ COUNCIL RESOLUTION**

That Council

1. Are satisfied that Mr Paul Sheedy is suitably qualified to perform the position of Acting Chief Executive Officer.
2. Approve the provisions of the proposed employment contract with Mr Sheedy.
3. Authorise the Shire President to finalise the conditions of the employment contract for Mr Sheedy to commence employment with the Shire of Narembeen on Monday 21 November 2022.

**MIN 7533/22**

**MOTION** - Moved Cr. *Currie*

Seconded Cr. *Milner*

**CARRIED 8 / 0  
BY ABSOLUTE MAJORITY**

**COUNCIL RESOLUTION**

*That Council re-open the meeting to the public*

**MIN 7534/22**

**MOTION** - Moved Cr. *Cole*

Seconded Cr. *Bray*

**CARRIED 8 / 0**

*5.14pm the meeting was re-opened to the public*

## 10.0 Councillor's Reports

### Cr K Mortimore

Attended

- St. Luke's Day
- Community Fire Preparedness Presentations (both sessions)
- Acknowledgment letter to be sent to Sonic Boomsprays to thank them for their contribution over the last 28 years.
- Thanks to Tamara Clarkson for Acting Chief Executive Officer.

### Cr S Stirrat

- Nil

### Cr H Cusack

Attended

- Recreation Centre meeting

### Cr T Cole

Attended

- Skeleton Weed LAG meeting

### Cr C Bray

Attended

- Rural Water Council meeting

### Cr A Hardham

Attended

- Town Team meeting

### Cr M Currie

Attended

- Skeleton Weed LAG meeting
- Go Naremben Progress Association meeting

### Cr W Milner

Attended

- St. Luke's Day

Acknowledged Kellie's contribution towards finding a suitable Acting CEO at such short notice.

## 11.0 Date, time & place of next meeting

Tuesday 13 December 2022, 4.00pm at the Shire of Naremben Council Chambers.

## 12.0 Closure

There being no further business the Chair declared the meeting closed at 5.29pm.

### **13.0 Certification of Meeting Minutes**

I, Cr Kellie Mortimore, Shire President certify that the Minutes of the Ordinary Meeting of Council held on Tuesday 15 November 2022, as show on pages 1 to 34 are confirmed as a true and correct record of the meeting.

\_\_\_\_\_  
**SHIRE PRESIDENT**

\_\_\_\_\_  
**Date**

**ATTACHMENT – AGENDA ITEM 7.0**  
**Status Report**

## SHIRE OF NAREMBEEN - STATUS REPORT

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
6826/19	18-Apr-19	ADM541	Strategic Policy Framework	That Council: 1. Adopt the Council Policy – Strategic Policy Framework as per the attachment. 2. Direct the CEO to undertake a review of all Council Policies over the next 12 months, to align them with the Strategic Policy Framework.	1. Strategic Policy Framework complete and available online. 2. Polices continue to be reviewed and updated. 3. Development of several HR Executive Policies	Ongoing	EMCS
7269/21	16-Sep-21	ADM491	Reserve 35856 and Lot 303 Fricker Road	That Council, in accordance with Schedule 1 of the Recycled Water Supply Agreement with Water Corporation: 1. Surrender Lot 303 Fricker Road to the Crown under Section 152 of the Planning and Development Act 2005 at nil cost on the condition that proposed Lot 101 is vested to the Council for the purposes of water supply. 2. Support the realignment of the boundary of proposed Lot 102 Fricker Road (Reserve 35856) to allow Shire staff legal access to proposed Lot 101 Fricker Road. 3. Support the amalgamation of proposed Lot 103 Fricker Road into Reserve 35856 to be vested to the Water Corporation for the purposes of wastewater treatment.	Transfer of land process and Identify verification complete, however CEO needs to re-complete identity process September 2022  ACEO investigatiing December 2022	Ongoing	CEO
7313/22	31-Jan-22	ADM053	Narembeen Hall Refurbishment	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$240,258 ex GST for stage 1 restoration works of the Narembeen Hall; 2. Nominate an amount of \$102,730 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in tender 05/2021.	Project nearing completion	COMPLETE	CEO
7314/22	31-Jan-22	ADM053	Old Church Museum Refurbishment Tender	That Council 1. Accept the tender proposal from Budo Pty Ltd for \$235,815 ex GST for restoration works of the Old Church Museum; 2. Nominate an amount of \$115,299 ex GST from Council's phase 3 allocation of the LRCI program for additional works identified over those included as part of phase 1 and included in Tender 06/2021.	Project nearing completion	COMPLETE	CEO
7315/22	31-Jan-22	ADM668	Local Road & Communities Infrastructure Program	That Council nominate the following projects for funding as part of Phase 3 LRCI program; Walker Lake Exercise Equipment \$50,000 Narembeen Public Hall Upgrade – stage 2 \$102730 Old Church Museum – stage 2 \$115,229 Footpath Infrastructure \$175725 Churchill Street Improvemenbts - stage 2 \$350,000 Electronic Sign Board \$50,000 Seal Laneway Savage Street \$250,000	Projects Approved	Ongoing	CEO
7324/22	15-Feb-22	ADM	Wadderin Reserve	That Council: 1. Request transfer of the management order on Crown Reserve 20022 Cusack Drive, Wadderin from the Water Corporation to the Shire of Narembeen for the purposes of "water and conservation" with the power to lease. 2. Staff commence lease negotiations with the Wadderin Wildlife Group for the use of Reserve 20022 Cusack Drive.	Requested Water Corporation process transfer. Engaged lawyer to develop lease. Met with President to progress.	Ongoing	EMCS
7420/22	19-Apr-22	P5294	Write off debt - Deceased Estate A5294 Saunders	That Council: 1. Approve the debt of \$1851.91 plus any interest accrued since 11 April 2022 to be written off against assessment A5294, and 2. Direct the CEO to commence the process to return the land to the Crown.	Debt written off. Follow up with Landgate re land	Ongoing	EMCS
7449/22	21-Jun-22	ADM093	Confidential Provision of Medical Services	That Council authorise the CEO and Shire President to enact option 2 of this report.	meeting scheduled for 17/18 December 2022	ongoing	CEO
7472/22	19-Jul-22	ADM093	Confidential Provision of Medical Services	That Council 1. Commence recruitment of a new full time GP service with the assistance of Rural Health West. 2. Discuss the opportunity to share in the GP recruitment process with the RoeRoc group of Councils. 3. Renegotiate the current contract for provision of medical services.	Process underway	Ongoing	CEO
7501/22	20-Sep-22	ADM053	Confidential Tender 01-2022 for Medical Services	That Council 1. Note that no tenders were received as part of tender 01-2022 Provisions of medical Services 2. Authorise staff to explore opportunities for the provision of medical services with First Health and report the outcomes		Ongoing	CEO

Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7435/2	17-May-22	ADM547	<b>Confidential</b> Mt Walker/Mt Arrowsmith Road Intersection	That Council authorise the use of the Council's common seal on the following documents relating to the widening of Mt Arrowsmith / Mt Walker Road intersection on Lot 16233 on deposited plan 225564. 1.Deed of termination of sale contract 2.Road construction and land use agreement 3.Deed of easement in gross	to be actioned	ongoing	CEO
7083/20	ongoing since 2020	ADM547	RAV Working Group	Previous status report item is complete. Details here -  7083/20 19-Aug-20 ADM547 Narembeen RAV Rating and Conditions Review That Council: 1. Form a RAV Working Group to assist with undertaking a review of all Shire RAV rated roads and the conditions that are applied to these roads. 2. Approve that the RAV working Group will be made up of the following members Cr S Stirrat, Cr R Cole, Cr A Wright, CEO and the Works Manager. 3. Approve that SMEC be engaged to assist in engineering advice and a route assessment submission for all changes required to the RAV network. 4. Requests that the working group prepare a report for Council consideration to be presented no later than the October 2020 Ordinary Council Meeting. 5. Request that Policy 10.1.20 Approving Restricted Access Vehicles (RAV) On Shire Approved Low Volume Roads be reviewed by the working group with a view to the policy being revoked and or updated.  Discussed with Council December 2021. Assistance will be sought from consulting engineers to progress  20.09.2022 - Cr Stirrat advised no changes or upgrades identified. Is there any capacity for a temporary RAV permit? CEO advised yes - will seek more information from main roads	July 22 - Main roads engaged to review 4 roads RAV status. Howson Project Management preparing assesment of additional roads for upgraded RAV status  Cr. Stirrat provided update. 4 roads assessed 3 roads assesed as R7 Unconditional - Statchevich -Chapman Road, Georgeff Road and Merredin-Narembeen Road. Cramphorne Road has increased from 60 to 80	This item to remain on the status report moving forward	CEO
7470/22	19-Jul-22	ADM143	<b>Confidential</b> Disposal of Shire Owned Land	That Council: 1.Authorise staff to accept the offer of \$34,000 for the sale of Lot 68 Cheetham Way, Narembeen 2.In accordance with section 3.58 (3) of the Local Government Act 1995, advertise by local public notice of its intention to dispose of Lot 68 Cheetham Way, Narembeen for \$34,000 to Syd Parsons, Bermuda Farms Pty Ltd. 3.In accordance with section 3.58 (4) c (ii), declare the market value of the proposed disposition to be \$33,664. 4.Consider any submissions received on the proposed disposal at its meeting in August 2022.	Engaged Settlement agent	COMPLETE	EMCS
7479/22	16-Aug-22	ADM143	Disposal of Shire owned land - Lot 68 Cheetam Way, Narembeen	Council receives the update and authorise the Chief Executive Officer to finalise the sale of Lot 68 Cheetham Way, Narembeen to S Parsons, Bermuda Farms Pty Ltd for \$34,000. Subject to no objections being received.	Commenced	COMPLETE	EMCS
7477/22	16-Aug-22	ADM121	Budget Allocation - Christmas Lights	That Council allocate \$10,000 in the 2022/23 budget for the purchase of commercial Christmas Lights.	Include in the February 2023 Budget Review	Ongoing	EMCS
7487/22	20-Sep-22	ADM648	Light Industrial Area Expression of Interest	That Council undertake an Expression of Interest Process for the use of a portion of lot 100 Narembeen South Road	to be progressed	Ongoing	CEO
7489/22	20-Sep-22	ADM172	Housing Strategy	That Council: 1. Agree to investigate building a mix of smaller two or three bedroom properties for employee housing; 2. Identify Lot 104 (27) Currall Street, Narembeen as the preferred location of the employee housing project, subject to further site investigation; 3. Direct the CEO to approach Go Narembeen as a potential partner to the project in the first instance followed by CEACA and report outcomes; 4. Allocate \$15,000 in the February 2023 Budget Review for improvements to 16 Hilton Way, Narembeen 5. Council and CEO actively lobby the State to invest in new housing stock for public servants in the region in collaboration with Roe Regional Councils.	to be progressed	Ongoing	EMCS
7491/22	20-Sep-22	ADM570	Narembeen Homes for the Aged Inc	That Council: 1. Continue discussion with Narembeen Homes for the Aged Inc to provide administrative and building maintenance support, ensuring the sustainability of the program in Narembeen. 2. Invite CEACA to present to Council	CEACA invited to October meeting. Unable to attend.  EMCS to liaise with Homes for the Aged	Ongoing	EMCS



Minute No.	Minute Date	File No	Subject	Minute Item	Comments	Status	Staff Member Allocation
7496/22	20-Sep-22	ADM053	Multipurpose Sports Facility Feasibility and Concept Design	<p>That Council:</p> <ol style="list-style-type: none"> <li>1.Receive the Multipurpose Sports Facility Feasibility and Concept Design report subject to Staff seeking clarification on: <ul style="list-style-type: none"> <li>•Refurbishment of existing tennis and hockey field costs</li> <li>•Any variations to draft plan to reduce costs</li> <li>•Reduction in building blueprint</li> <li>•Similar projects costs</li> </ul> </li> <li>2.Once information received, refer the report to Narembeen Hockey and Tennis clubs for feedback requesting formal advice from each club on its position regarding the project</li> <li>3.Staff prepare a further report once the position of each club has been received.</li> </ol>	<p>Sought clarification. Awaiting revised draft</p> <p>December 2022 report</p>	Ongoing	EMCS

**ATTACHMENT – AGENDA ITEM 8.1.1  
Local Government Reform – Council Member  
Numbers**



# REPORT ON THE REVIEW OF COUNCILLOR NUMBERS FOR THE SHIRE OF NAREMBEEN

1 December 2022

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## Background

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The Minister for Local Government on 3 July 2022 announced the final package of proposed local reforms to the *Act*. As part of these reforms the Minister is proposing a 'Tiered limit on the number of Councillors' of between 5 to 15, based on the population of an entire local government, regardless of whether it has wards or not. As a result, the Shire of Narembeen received advice from the Minister on 20 September 2022 indicating that:

*'The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review and identified that your local government may need to reduce the number of council members under the proposed reforms.'*

Council was provided with two options, namely:

1. Voluntary Pathway (community consultation process); or
2. Reform Pathway (changes provided by the Amendment Act)

After consideration of both options the Council determined to proceed with the 'Voluntary Pathway' process to undertake a review of its Councillor numbers through community consultation based on the following options.

- Option 1- Reduce the number of council members to seven at the next election (October 2023)
- Option 2- Reduce the number of Council members to five at the next election (October 2023)
- Other suggestions are welcome.

Note: As the Shire of Narembeen does not have a wards system in place and operates under a 'single ward' system a review of wards was not required.

As a result, a community consultation process commenced in October 2022.

### Community consultation

A Discussion Paper was prepared (see attached) with advertising commencing in October 2022, via the Shire website, Facebook and local community newspaper seeking community submissions on the three proposals with a closing date of 2 December 2022. At the conclusion of the community consultation period two (2) submissions were received.

Both submissions supported option 1 being a reduction to seven (7) Councillors from the current eight (8) at the next local government election in October 2023.

## Current situation

Currently, the Shire of Narembeen has 8 Councillors, and the table below shows the historical changes to Councillor numbers and number of electors over time and shows the trend in Councillor to elector ratio numbers since 2009.

**Table: Shire of Narembeen elector to councillor ratios - historical**

Election year	Number of Electors	Number of Councillors	Councillor to Elector Ratio	Ward system	Election (Y/N)
2023 proposed	512	7	1:73.1	No	?
2021	512	8	1:64	No	Yes
2019	536	8	1:67	No	No*
2017	534	8	1:66.8	No	No
2015	559	8	1:69.9	No	No*
2013	583	8	1:72.9	No	No
2011	612	8	1:76.5	No	No
2009	630	9	1:78.8	Yes - Rural / town ward	No

## Council Consideration

As can be seen from the above historical figures a reduction of only one (1) Councillor, to bring the total number of Councillors for the Shire of Narembeen to seven (7), would closely align Council back to the Councillor to Elector ratio that previously existing in 2009.

An important point made in one of the submissions was a concern about volunteer burnout and if the decrease Councillor numbers is too low it could increase the Councillor workload and may impact on their ability to undertake other volunteer work in the community (with volunteer numbers reducing continually), and therefore the submitter did not support a reduction to five (5) Councillors.

## Council Determination

After taking into consideration the comments made in the submissions received and considering what it views as the most suitable number of Councillors for the Shire of Narembeen, Council at its meeting on 13 December 2022 passed the following resolution, by an Absolute Majority decision:

That Council:

1. Acknowledges the submissions received
2. Endorses the attached report which proposes a reduction in Councillor numbers to seven (7), from the current eight (8), at the next election in October 2023; and
3. Authorise the Acting Chief Executive Officer to forward the attached report to the Local Government Advisory Board and Minister for Local Government.

A copy of the Council minute item is attached.

### **Conclusion**

The Local Government Advisory Board is therefore requested to consider this report and make a recommendation to the Minister for Local Government that the number of Councillors for the Shire of Narembeen be reduced to seven (7) at the next ordinary local government election in October 2023.

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Kellie Mortimer  
Shire President

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Paul Sheedy  
Acting Chief Executive Officer

**ATTACHMENT – AGENDA ITEM 8.1.2  
WALGA Best Practice Governance Review**

# Best Practice Governance Review

## Background Paper



# Contents

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4	Governance Principles	<u>17</u>

# Best Practice Governance Review

## 1. Background, Approach and Timeline

# Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

## Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to “deal with matters related to State Councillors’ Candidature for State and Federal elections”.
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995 (WA)*.
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979 (WA)*, which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

## This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

**Jurisdictional Analysis** – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

**Comparator Organisations** – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

**Governance Model Principles** – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.



# Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022

## WALGA Corporate Strategy 2020-25

In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

## Stakeholder Engagement Project, GRA Partners, 2021

45 responses received from Federal and State Government and Opposition.

## WALGA Stakeholder Engagement Project, Marketforce 2021

105 survey responses and 42 interviews were facilitated across 95 Local Governments.

## State Council Performance Assessment, 2020

17 survey responses and comments received from State Councillors.

## Commissioning of Best Practice Governance Review

In March 2022, WALGA commissioned PwC to support the BPGR Project.

## First BPGR Steering Committee meeting held

On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

## Third BPGR Steering Committee meeting held

On 28 June 2022, an options paper was reviewed.

## Second BPGR Steering Committee meeting held

On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

## Fourth BPGR Steering Committee meeting held

On 18 July 2022, core principles were decided to guide the BPGR.

## Fifth BPGR Steering Committee meeting held

On 10 August 2022, core principles for the BPGR were finalised.

## State Council updated

On 3 August 2022, an update on the BPGR was provided to State Council.

## Principles shared

In September 2022 agreement on the next steps for sharing the principles with Local Government members.

# Best Practice Governance Review

## 2. Jurisdictional Analysis

# Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

## Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

## Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.



# Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.



# Best Practice Governance Review

## 3. Comparator Organisations



# Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

## Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

## Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

## Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.



# Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
<b>WA Local Government Association (WALGA)</b>	25	The Board	Zones
<b>Australian Medical Association (AMA)</b>	9	AMA WA Members	Members of the Association
<b>Chamber of Commerce and Industry WA (CCIWA)</b>	7 to 10	The Board	<ul style="list-style-type: none"> <li>Up to 12 elected by Members</li> <li>Up to 8 appointed by the Board</li> <li>Up to 8 appointed by the Council</li> </ul>
<b>Chamber of Minerals and Energy (CME)</b>	6 to 11	Ordinary Members	Executive Councillors
<b>Australian Hotels Association (AHA) WA</b>	17	The Branch Committee of Management	The Branch Committee of Management
<b>Pharmacy Guild (PG) – WA branch</b>	16 to 22	The Branch	Financial Members from the same region as the Branch

*Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.*



# Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

## Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

## Governance Structure\*

The Board comprises of approximately 9 members.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The General Council focuses on advocacy, policy making, and representation of the association.

## Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

*\*The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*

# Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

## Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

## Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

## Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.



# Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

## Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

## Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

## Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.



# Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

## Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

## Governance Structure\*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

## Relevance to WALGA BPR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

\*The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.

# Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

## Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

## Governance Structure\*

Branch Executive consists of 2 – 6 Executive Members.

All powers and functions of the Branch Committee between meetings of the Branch Committee.

Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).

Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

## Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

\*Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.

# Best Practice Governance Review

## 4. Governance Principles



# Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

## BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

**SC Meeting 2** - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

**SC Meeting 3** - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

**SC Meeting 4** - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

**SC Meeting 5** - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

## Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.



# Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

	Principle	Principle component	Component description	Governance implications
Representative	WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
		Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
		Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
		Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
		Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
Responsive	WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
		Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
		Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
Results Oriented	WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
		Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

# Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at [tlane@walga.asn.au](mailto:tlane@walga.asn.au) or 9213 2029.

# Best Practice Governance Review

## Consultation Paper – Model Options

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# Best Practice Governance Review

## 1. Introduction

# Introduction

## Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

## This document

This document outlines:

**Principles:** The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

**Governance model options:** Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

**Alignment to principles:** Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

# Best Practice Governance Review

## 2. Governance Principles



# Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Representative

Responsive

Results Oriented
















Principle	Principle component	Component description	Governance implications
WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

# Best Practice Governance Review

## 3. Options and Current Model




# Options and Current Model

Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p><b>Board</b> (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p><b>Board</b> (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p><b>Board</b> (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p><b>Board</b> (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p><b>State Council</b> (25 members) 24 State Councillors 1 President</p>
 <p><b>Policy Council</b> (25 members) 24 members plus President</p>	 <p><b>Regional Bodies</b> (4 metro, 4 country)</p>	 <p><b>Zones</b> (6 metro, 6 country)</p>	 <p><b>Policy Teams / Forums / Committees</b></p>	 <p><b>Zones</b> (5 metro, 12 country)</p>
 <p><b>Zones</b> (5 metro, 12 country)</p>	 <p><b>Policy Teams / Forums / Committees</b></p>	 <p><b>Policy Teams / Forums / Committees</b></p>	 <p><b>Regional Groups</b></p>	 <p><b>Policy Teams / Forums / Committees</b></p>




# Option 1 – Two Tier Model, Existing Zones

A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 <b>Board</b>	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 <b>Policy Council</b>	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
 <b>Zones</b>	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.




# Option 2 – Board, Regional Bodies

A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 <b>Board</b>	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
 <b>Regional Bodies</b>	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals. <i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
 <b>Policy Teams / Forums / Committees</b>	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.




# Option 3 – Board, Amalgamated Zones

A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 <p><b>Board</b></p>	<p>15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.</p>	<p>Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.</p>
 <p><b>Zones</b></p>	<p>Metro/Peel:</p> <ul style="list-style-type: none"> <li>• Central Metropolitan</li> <li>• East Metropolitan</li> <li>• North Metropolitan</li> <li>• South Metropolitan</li> <li>• South East Metropolitan</li> <li>• Peel</li> </ul> <p>Country*:</p> <ul style="list-style-type: none"> <li>• Wheatbelt South</li> <li>• Wheatbelt North</li> <li>• Mid West / Murchison / Gascoyne</li> <li>• Pilbara / Kimberley</li> <li>• South West / Great Southern</li> <li>• Goldfields / Esperance</li> </ul> <p><i>*indicative, re-drawing required</i></p>	<p>Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.</p>
 <p><b>Policy Teams / Forums / Committees</b></p>	<p>Membership drawn from Board with some independent members.</p>	<p>Responsible for specific functions – such as policy development – as determined by the Board.</p>




# Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 <b>Board</b>	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 <b>Policy Teams / Forums / Committees</b>	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
 <b>Regional Groups</b>	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.

# Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 <b>State Council</b>	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
 <b>Zones</b>	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
 <b>Policy Teams / Forums / Committees</b>	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.








# Best Practice Governance Review

## 4. Alignment to Principles

# Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

## Option 1 – Two tier model, existing Zones


	<b>Board</b> (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents
	<b>Policy Council</b> (25 members) 24 members plus President
	<b>Zones</b> (5 metro, 12 country)

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	<b>Composition</b>	Meets	<ul style="list-style-type: none"> <li>Board will have equal metropolitan and country membership</li> </ul>
	<b>Size</b>	Meets	<ul style="list-style-type: none"> <li>Board is smaller</li> </ul>
	<b>Diversity</b>	Meets	<ul style="list-style-type: none"> <li>Consideration of appointment processes for independent members</li> </ul>
<b>Responsive</b>	<b>Election Process</b>	Meets	<ul style="list-style-type: none"> <li>Board to be elected from Policy Council</li> </ul>
	<b>Timely Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	<b>Engaged Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Board meetings are not dependent on other governing body meetings</li> </ul>
	<b>Agility</b>	Partial	<ul style="list-style-type: none"> <li>Board is future-proofed from external changes</li> <li>Zone structures still underpin Council</li> </ul>
	<b>Focus</b>	Partial	<ul style="list-style-type: none"> <li>Prioritisation and focus may be a challenge</li> </ul>
<b>Results Oriented</b>	<b>Value Added Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	<b>Continuous Improvement</b>	Meets	<ul style="list-style-type: none"> <li>Board would be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

# Option 2 – Board, Regional Bodies


Option 2 and its alignment to the principles

## Option 2 – Board, Regional Bodies




**Board**  
(11 members)  
8 elected from  
Regional Bodies, incl.  
Board elected  
President  
Up to 3 independents

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**Regional  
Bodies**  
(4 metro,  
4 country)

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**Policy Teams  
/ Forums /  
Committees**

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	Composition	Meets	<ul style="list-style-type: none"> <li>Board will have equal metropolitan and country membership</li> <li>How to establish regional body membership is a consideration</li> </ul>
	Size	Partial	<ul style="list-style-type: none"> <li>Board is smaller</li> <li>Number of regional bodies is a consideration</li> </ul>
	Diversity	Meets	<ul style="list-style-type: none"> <li>Consideration of appointment processes for independent members</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>Board election from regional bodies</li> </ul>
<b>Responsive</b>	<b>Timely Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	<b>Engaged Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Board meetings are not dependent on regional body meetings</li> </ul>
	<b>Agility</b>	Meets	<ul style="list-style-type: none"> <li>Board and regional bodies are future proofed from external changes</li> </ul>
	<b>Focus</b>	Partial	<ul style="list-style-type: none"> <li>There may be challenges defining accountabilities and responsibilities of regional bodies</li> </ul>
<b>Results Oriented</b>	<b>Value Added Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	<b>Continuous Improvement</b>	Meets	<ul style="list-style-type: none"> <li>Board will be responsible for ongoing reviews of governing body roles in consultation with members</li> </ul>

# Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles

## Option 3 – Board, Amalgamated Zones



**Board**  
(15 members)  
12 elected from Zones, incl. Board elected President  
Up to 2 independents

---



**Zones**  
(6 metro, 6 country)

---




**Policy Teams / Forums / Committees**

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	Composition	Partial	<ul style="list-style-type: none"> <li>Board will have equal metropolitan and country membership</li> <li>There may be composition challenges for amalgamated zones</li> </ul>
	Size	Partial	<ul style="list-style-type: none"> <li>Board is smaller</li> <li>Amalgamation of zones to 12 in total</li> </ul>
	Diversity	Meets	<ul style="list-style-type: none"> <li>Consideration of appointment processes for independent members</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>Board election from zones</li> </ul>
<b>Responsive</b>	<b>Timely Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	<b>Engaged Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Board meetings are aligned to zone meetings</li> </ul>
	<b>Agility</b>	Meets	<ul style="list-style-type: none"> <li>Board is future proofed from external changes</li> </ul>
	<b>Focus</b>	Partial	<ul style="list-style-type: none"> <li>Prioritisation and focus may be a challenge</li> </ul>
<b>Results Oriented</b>	<b>Value Added Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	<b>Continuous Improvement</b>	Meets	<ul style="list-style-type: none"> <li>The Board would be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

# Option 4 – Member Elected Board, Regional Groups


Option 4 and its alignment to the principles

**Option 4 –  
Member elected Board,  
Regional Groups**




**Board**  
(11 members)  
8 elected via direct election, incl. Board elected President  
Up to 3 independents

---



**Policy Teams / Forums / Committees**

---




**Regional Groups**

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	<b>Composition</b>	Partial	<ul style="list-style-type: none"> <li>Board will have equal metropolitan and country membership</li> <li>Membership of regional groups dynamic and ad hoc</li> </ul>
	<b>Size</b>	Partial	<ul style="list-style-type: none"> <li>Board is smaller</li> </ul>
	<b>Diversity</b>	Meets	<ul style="list-style-type: none"> <li>Consideration of appointment processes for independent members</li> </ul>
	<b>Election Process</b>	Meets	<ul style="list-style-type: none"> <li>Board election from a general meeting</li> </ul>
<b>Responsive</b>	<b>Timely Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	<b>Engaged Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Board meetings are not dependent on policy teams / regional group meetings</li> </ul>
	<b>Agility</b>	Meets	<ul style="list-style-type: none"> <li>Board is future-proofed from external changes</li> </ul>
<b>Results Oriented</b>	<b>Focus</b>	Partial	<ul style="list-style-type: none"> <li>Policy teams / Regional Group meetings to influence priorities</li> </ul>
	<b>Value Added Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>Best practice board approaches will be adopted</li> </ul>
	<b>Continuous Improvement</b>	Meets	<ul style="list-style-type: none"> <li>Board would be responsible for ongoing reviews of governing body roles in consultation with members</li> </ul>

# Option 5 – Current Model


Current model and its alignment to the principles

## Option 5 – Current Model




**State Council**  
(25 members)  
24 State Councillors  
1 President

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**Zones**  
(5 metro,  
12 country)

---



**Policy Teams**  
/ Forums /  
Committees

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
<b>Representative</b>	Composition	Meets	<ul style="list-style-type: none"> <li>State Council has equal metropolitan and country membership</li> </ul>
	Size	Partial	<ul style="list-style-type: none"> <li>State Council will retain 25 members</li> </ul>
	Diversity	Partial	<ul style="list-style-type: none"> <li>No control of diversity of State Council</li> </ul>
	Election Process	Meets	<ul style="list-style-type: none"> <li>State Council election from zones</li> </ul>
<b>Responsive</b>	<b>Timely Decision Making</b>	Partial	<ul style="list-style-type: none"> <li>Meeting frequency aligned to governing body roles</li> </ul>
	<b>Engaged Decision Making</b>	Meets	<ul style="list-style-type: none"> <li>State Council meetings are aligned to zone meetings</li> </ul>
	<b>Agility</b>	Partial	<ul style="list-style-type: none"> <li>State Council is not future proofed from external changes</li> </ul>
	<b>Focus</b>	Partial	<ul style="list-style-type: none"> <li>Prioritisation and focus may remain a challenge</li> </ul>
<b>Results Oriented</b>	<b>Value Added Decision Making</b>	Partial	<ul style="list-style-type: none"> <li>Best practice board approaches will not be adopted</li> </ul>
	<b>Continuous Improvement</b>	Meets	<ul style="list-style-type: none"> <li>State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members</li> </ul>

# Best Practice Governance Review

## 5. Consultation Process and Next Steps

# WALGA Best Practice Governance Review

## Consultation Process and Next Steps

### Consultation Process

#### Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

#### Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

#### Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

### Next Steps

#### Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.



# Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at [tlane@walga.asn.au](mailto:tlane@walga.asn.au) or 9213 2029.

**ATTACHMENT – AGENDA ITEM 8.2.2  
Financial Report Ending 30 November 2022**

## **SHIRE OF NAREMBEEN**

### **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2022**

**LOCAL GOVERNMENT ACT 1995**

**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

#### **TABLE OF CONTENTS**

- \* Statement of Financial Activity by Nature or Type

Statement of Financial Activity by Program

- \* Note 1        Net Current Assets
- \* Note 2        Explanation of Material Variances
- Note 3        Cash and Investments
- Note 4        Receivables
- Note 5        Capital Acquisitions
- Note 6        Grants and Contributions
- Note 7        Budget Amendments

These accounts are prepared with data available at the time of preparation.

- \* Statutory Report

STATUTORY REPORT  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

BY NATURE OR TYPE

	Ref	Original budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note							
			\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1	2,708,224	2,708,224	2,708,224	<b>2,714,644</b>	6,420	0%	
<b>Revenue from operating activities</b>								
Rates		1,942,098	1,942,098	1,945,083	1,949,202	4,119	0%	
Operating Grants, Subsidies and Contributions	6	1,478,268	1,478,268	796,964	1,015,324	218,360	27%	overbudget
Fees and Charges		596,442	596,442	350,363	362,118	11,755	3%	
Interest Earnings		37,193	37,193	15,480	39,477	23,997	155%	
Other Revenue		76,000	76,000	31,660	43,298	11,638	37%	
Profit on Disposal of Assets		199,288	199,288	0	0			
		<b>4,329,289</b>	<b>4,329,289</b>	<b>3,139,550</b>	<b>3,409,419</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(2,108,259)	(2,108,259)	(886,083)	<b>(886,331)</b>	(248)	(0%)	
Materials and Contracts		(1,782,263)	(1,782,263)	(630,770)	<b>(677,740)</b>	(46,970)	(7%)	
Utility Charges		(289,750)	(289,750)	(110,765)	<b>(86,998)</b>	23,767	21%	
Depreciation on Non-Current Assets		(3,122,135)	(3,122,135)	(1,300,885)	0	1,300,885	100%	underbudget
Interest Expenses		(40,201)	(40,201)	(16,740)	<b>(10,702)</b>	6,038	36%	
Insurance Expenses		(224,400)	(224,400)	(202,575)	<b>(216,114)</b>	(13,539)	(7%)	
Other Expenditure		(17,000)	(17,000)	(7,075)	<b>(9,052)</b>	(1,977)	(28%)	
Loss on Disposal of Assets		(24,320)	(24,320)	0	0	0		
		<b>(7,608,328)</b>	<b>(7,608,328)</b>	<b>(3,154,893)</b>	<b>(1,886,937)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		3,122,135	3,122,135	1,300,885	0	(1,300,885)	(100%)	underbudget
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(174,968)	0	0	0		
Adjust Provisions and Accruals		0	0	0	<b>(777)</b>	(777)		
		<b>2,947,167</b>	<b>2,947,167</b>	<b>1,300,885</b>	<b>(777)</b>			
<b>Non-cash amounts excluded from operating activities</b>								
<b>Amount attributable to operating activities</b>		<b>(331,872)</b>	<b>(331,872)</b>	<b>1,285,542</b>	<b>1,521,705</b>			
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	6	6,060,601	6,060,601	477,441	<b>382,402</b>	(95,040)	(20%)	underbudget
Proceeds from Disposal of Assets		370,000	370,000	0	0	0		
Capital acquisitions	5	(8,819,611)	(8,819,611)	(2,129,197)	<b>(1,536,554)</b>	592,643	28%	underbudget
<b>Amount attributable to investing activities</b>		<b>(2,389,010)</b>	<b>(2,389,010)</b>	<b>(1,651,756)</b>	<b>(1,154,153)</b>			
<b>Financing Activities</b>								
Self-Supporting Loan Principal		15,546	15,546	5,729	<b>5,729</b>	0	0%	
Transfer from Reserves		909,737	909,737	0	0	0		
Repayment of Debentures		(74,876)	(74,876)	(34,968)	<b>(34,968)</b>	0	0%	
Transfer to Reserves		(837,749)	(837,749)	(11,178)	<b>(11,178)</b>	0	0%	
<b>Amount attributable to financing activities</b>		<b>12,658</b>	<b>12,658</b>	<b>(40,417)</b>	<b>(40,417)</b>			
<b>Closing Funding Surplus (Deficit)</b>	1	<b>0</b>	<b>0</b>	<b>2,301,593</b>	<b>3,041,779</b>			

KEY INFORMATION

Variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

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

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022

REPORTING PROGRAMS

	Ref	Amended	Amended YTD	YTD	Var. \$	Var. %	
	Note	Original Budget	Annual Budget	Budget (a)	Actual (b)	(b)-(a)	(b)-(a)/(a)
			\$	\$	\$	\$	%
<b>Opening Funding Surplus(Deficit)</b>	1	2,708,224	2,708,224	2,708,224	<b>2,714,644</b>	6,420	0%
<b>Revenue from operating activities</b>							
Governance		48,500	48,500	20,200	<b>10,375</b>	(9,825)	(49%)
General Purpose Funding - All Rates		1,872,108	1,872,108	1,945,083	<b>1,949,202</b>	4,119	0%
General Purpose Funding - Other		592,964	592,964	257,682	<b>363,041</b>	105,359	41% overbudget
Law, Order and Public Safety		71,591	71,591	63,906	<b>64,814</b>	908	1%
Health		0	0	0	<b>1,705</b>	1,705	
Housing		84,321	84,321	35,215	<b>28,829</b>	(6,386)	(18%)
Community Amenities		381,482	381,482	229,297	<b>322,373</b>	93,076	41% overbudget
Recreation and Culture		78,795	78,795	44,510	<b>61,767</b>	17,257	39%
Transport		622,577	622,577	386,322	<b>400,376</b>	14,054	4%
Economic Services		298,005	298,005	120,770	<b>167,452</b>	46,682	39% overbudget
Other Property and Services		278,946	278,946	36,565	<b>39,484</b>	2,919	8%
		<b>4,329,289</b>	<b>4,329,289</b>	<b>3,139,550</b>	<b>3,409,418</b>		
<b>Expenditure from operating activities</b>							
Governance		(229,662)	(229,662)	(194,613)	<b>(567,052)</b>	(372,439)	(191%) overbudget
General Purpose Funding		(170,396)	(170,396)	(70,990)	<b>(11,577)</b>	59,413	84% underbudget
Law, Order and Public Safety		(186,341)	(186,341)	(77,625)	<b>(48,246)</b>	29,379	38% underbudget
Health		(191,819)	(191,819)	(79,979)	<b>(40,686)</b>	39,293	49% underbudget
Housing		(166,036)	(166,036)	(69,321)	<b>(38,931)</b>	30,390	44% underbudget
Community Amenities		(1,162,332)	(1,162,332)	(382,589)	<b>(236,804)</b>	145,785	38% underbudget
Recreation and Culture		(1,532,975)	(1,532,975)	(630,480)	<b>(271,876)</b>	358,604	57% underbudget
Transport		(3,281,119)	(3,281,119)	(1,367,267)	<b>(554,084)</b>	813,183	59% underbudget
Economic Services		(550,919)	(550,919)	(231,826)	<b>(209,181)</b>	22,645	10%
Other Property and Services		(136,729)	(136,729)	(50,203)	<b>91,501</b>	141,704	282% underbudget
		<b>(7,608,328)</b>	<b>(7,608,328)</b>	<b>(3,154,893)</b>	<b>(1,886,937)</b>		
<b>Operating activities excluded from budget</b>							
Add back Depreciation		3,122,135	3,122,135	1,300,885	<b>0</b>	(1,300,885)	(100%) underbudget
Adjust (Profit)/Loss on Asset Disposal		(174,968)	(174,968)	0	<b>0</b>	0	
Adjust Provisions and Accruals NC		0	0	0	<b>(777)</b>	(777)	
<b>Non-cash amounts excluded from operating activities</b>		<b>2,947,167</b>	<b>2,947,167</b>	<b>1,300,885</b>	<b>(777)</b>		
<b>Amount attributable to operating activities</b>		<b>(331,872)</b>	<b>(331,872)</b>	<b>1,285,542</b>	<b>1,521,705</b>		
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	6	6,060,601	6,060,601	477,441	<b>382,402</b>	(95,040)	(20%) underbudget
Proceeds from Disposal of Assets		370,000	370,000	0	<b>0</b>	0	
Capital Acquisitions	5	(8,819,611)	(8,819,611)	(2,129,197)	<b>(1,536,554)</b>	592,643	28% underbudget
<b>Amount attributable to investing activities</b>		<b>(2,389,010)</b>	<b>(2,389,010)</b>	<b>(1,651,756)</b>	<b>(1,154,153)</b>		
<b>Financing Activities</b>							
Self-Supporting Loan Principal		15,546	15,546	5,729	<b>5,729</b>	0	0%
Transfer from Reserves		909,737	909,737	0	<b>0</b>	0	
Repayment of Debentures		(74,876)	(74,876)	(34,968)	<b>(34,968)</b>	0	0%
Transfer to Reserves		(837,749)	(837,749)	(11,178)	<b>(11,178)</b>	0	0%
<b>Amount attributable to financing activities</b>		<b>12,658</b>	<b>12,658</b>	<b>(40,417)</b>	<b>(40,417)</b>		
<b>Closing Funding Surplus(Deficit)</b>	1	<b>0</b>	<b>0</b>	<b>2,301,593</b>	<b>3,041,779</b>		

KEY INFORMATION

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

STATUTORY REPORT  
 NOTES TO THE STATEMENT OF FINANCIAL  
 FOR THE PERIOD ENDED 30 NOVEMBER 2022

OPERATING ACTIVITIES  
 NOTE 1  
 ADJUSTED NET CURRENT ASSETS

	Ref Note	UNAUDITED 30 June 2022	This Time Last Year 30 Nov 2021	Year to Date Actual 30 Nov 2022
<b>Adjusted Net Current Assets</b>				
<b>Current Assets</b>				
Cash Unrestricted	3	4,514,147	4,385,118	3,780,801
Cash Restricted	3	4,133,567	2,813,325	4,144,745
Receivables - Rates	4	100,263	398,692	305,982
Receivables - Other	4	157,446	221,835	193,212
Loans receivable		15,546	9,593	9,817
Interest / ATO Receivable		54,667	75,320	148,887
Inventories		13,371	13,372	13,372
		8,989,007	7,917,254	8,596,816
<b>Less: Current Liabilities</b>				
Payables		(723,793)	(98,903)	(73,476)
Provisions - employee		(340,620)	(309,959)	(340,620)
Long term borrowings		(74,875)	(45,750)	(39,908)
Contract Liability		(1,060,836)	(1,305,060)	(986,379)
		(2,200,125)	(1,759,671)	(1,440,382)
<b>Unadjusted Net Current Assets</b>		<b>6,788,882</b>	<b>6,157,583</b>	<b>7,156,434</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Restricted cash	3	(4,133,567)	(2,813,325)	(4,144,745)
Less: Loans receivable		(15,546)	(9,593)	(9,817)
Add : Long Term Borrowings		74,875	45,750	39,908
<b>Adjusted Net Current Assets</b>		<b>2,714,644</b>	<b>3,380,416</b>	<b>3,041,779</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

**KEY INFORMATION**

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

**This Year YTD**

**Surplus(Deficit)**

**\$3.04 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$3.38 M**

**STATUTORY REPORT**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 2**

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2022/23 year is at least \$25,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Rates	4,119	0%			No material variance
Operating Grants, Subsidies and Contributions	218,360	27% overbudget			Refer to Note 6, CRC grants are \$51K, Sport & Rec \$31K, DAFWA \$40K and FAGS Grants \$82K are higher than YTD budget. These variances will be reviewed with the budget review.
Fees and Charges	11,755	3%			No material variance
Interest Earnings	23,997	155%			No material variance
Other Revenue	11,638	37%			No material variance
Profit on Disposal of Assets	0	0%			No material variance
<b>Expenditure from operating activities</b>					
Employee Costs	(248)	0%			No material variance
Materials and Contracts	(46,970)	-7%			No material variance
Utility Charges	23,767	21%			No material variance
Depreciation on Non-Current Assets	1,300,885	100% underbudget		Timing	Depreciation has not been processed in Fy23 pending finalisation of Fy22 Asset revaluations.
Interest Expenses	6,038	36%			No material variance
Insurance Expenses	(13,539)	-7%			No material variance
Other Expenditure	(1,977)	-28%			No material variance
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(95,040)	(20%) underbudget		Permanent	Blackspot funding is \$49K higher than budget which will be offset with higher expenditure. These extra funds will be addressed with the budget review. R2R funding is yet to be received.
Proceeds from Disposal of Assets	0				No material variance
(Profit)/Loss on Asset Disposal	0				No material variance
Capital Acquisitions	592,643	28% underbudget		Timing	Refer to Note 5 for project details.
<b>Financing Activities</b>					
Self-Supporting Loan Principal	0	0%			No material variance
Transfer from Reserves	0	0%			No material variance
Repayment of Debentures	0	0%			No material variance
Transfer to Reserves	0	0%			No material variance

**KEY INFORMATION**

Actual depreciation will be applied from the Assets Register after the finalisation of F22 Audit processes.

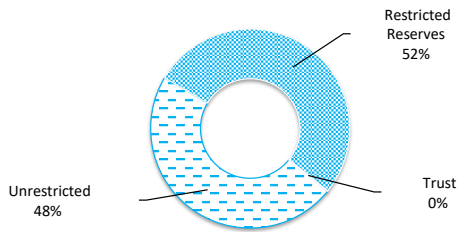
Cash and Investments	Unrestricted	Restricted Reserves	Trust	Total	Institution	Interest Rate	Maturity Date
				YTD Actual			
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash and Floats	657			657			
<b>At Call Deposits</b>							
Municipal Fund	1,778,330			1,778,330	Bankwest	0.10%	
Reserve Fund		135,441		135,441	Bankwest	0.00%	
Trust Fund			1,485	1,485	Bankwest	0.00%	
<b>Term Deposits</b>							
Municipal Investment - Term Deposit CBA 38420506	2,000,000	9304		2,009,304	CBA	3.60%	13/02/2023
Reserve Investment - Term Deposit CBA 38420506		4,000,000		4,000,000	CBA	3.73%	15/03/2023
<b>Total</b>	<b>3,778,987</b>	<b>4,144,745</b>	<b>1,485</b>	<b>7,925,217</b>			

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.



Total Cash	Unrestricted
<b>\$7.93 M</b>	<b>\$3.78 M</b>

All Restricted Reserve funds held are restricted by this Council. There are no funds held in this Category that are restricted by other legislation.



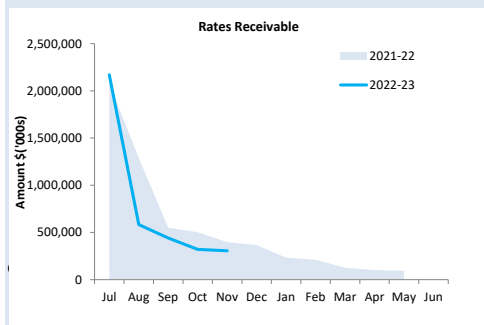
Rates Receivable including ESL and Rubbish	30 Nov 22
	\$
Opening Arrears	100,263
Levied this year	2,133,835
Less Collections to date	(1,928,116)
Equals Current Outstanding	<b>305,982</b>
<b>Net Rates Collectable</b>	<b>305,982</b>
% Collected	90.36%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	165,343	25,194	2,402	3,878	196,817
Percentage	84%	13%	1%	2%	
<b>Balance per Trial Balance</b>					
Sundry debtors	165,343	25,194	2,402	3,878	196,817
Other receivable	145,282	0	0	0	145,282
Loans receivable - clubs/institutions	9,817	0	0	0	9,817
<b>Total Receivables General Outstanding</b>					<b>351,916</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

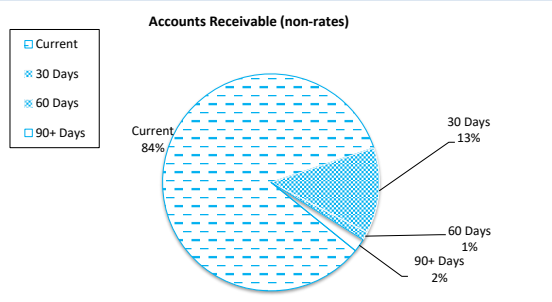
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Rates Received	Rates Due
<b>90%</b>	<b>\$305,982</b>

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other 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.



<b>Debtors Due</b>
<b>\$351,916</b>
<b>Over 30 Days</b>
<b>16%</b>
<b>Over 90 Days</b>
<b>2%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

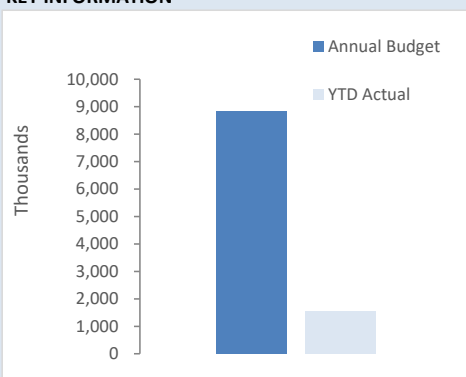
**INVESTING ACTIVITIES  
NOTE 5  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Original Budget	Current		YTD Actual Total	YTD Budget Variance
		Annual Budget	YTD Budget		
		\$	\$	\$	\$
Buildings	986,459	986,459	177,685	190,654	12,969
Plant & Equipment	1,154,180	1,154,180	27,080	18,360	(8,720)
Furniture & Equipment	276,842	276,842	4,165	36,090	31,925
Infrastructure - Roads	5,582,597	5,582,597	1,519,240	1,116,891	(402,350)
Parks, Gardens, Recreation Facilities	769,533	769,533	401,027	174,560	(226,467)
Other Infrastructure	50,000	50,000	0	0	0
<b>Capital Expenditure Totals</b>	<b>8,819,611</b>	<b>8,819,611</b>	<b>2,129,197</b>	<b>1,536,554</b>	<b>(592,643)</b>
<b>Funding of Capital Acquisitions:</b>					
		\$	\$		
Capital grants and contributions	6,060,601	6,060,601	477,441	382,402	(95,040)
Borrowings	370,000	370,000	0	0	0
Other (Disposals & C/Fwd)	0	0	0	0	0
Contribution from Rates and other revenue	2,389,010	2,389,010	1,651,756	1,154,153	(497,603)
<b>Capital Funding Total</b>	<b>8,819,611</b>	<b>8,819,611</b>	<b>2,129,197</b>	<b>1,536,554</b>	<b>(592,643)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**



<b>Acquisitions</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Spent</b>
	<b>\$8.82 M</b>	<b>\$1.54 M</b>	<b>17%</b>
<b>Capital Grant</b>	<b>Annual Budget</b>	<b>YTD Actual</b>	<b>% Received</b>
	<b>\$6.06 M</b>	<b>\$.38 M</b>	<b>6%</b>

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Buildings Specialised</b>							
Administration Office and Chambers Refurbishment - stage 1	2055	120,000	120,000	50,000	12,077	(37,923)	
Hall Accessibility Upgrades LRCI phase 3A	2119	75,000	75,000	31,250	0	(31,250)	
Townhall upgrades LRCI phase 3	2093	116,230	116,230	48,425	60,564	12,139	
Old Church Hall Stage 2 Phase 3	2101	115,229	115,229	48,010	117,697	69,687	
Depot Amenities Upgrade	2117	30,000	30,000	0	260	260	
Stormwater Harvesting Project	2116	30,000	30,000	0	56	56	
Sub Total		486,459	486,459	177,685	190,654	12,969	
<b>Building - Non Specialised</b>							
Cheetham way new residence	2045	500,000	500,000	0	0	0	Will not proceed 22/23. Carry forward
Sub Total		500,000	500,000	0	0	0	
<b>Total Buildings</b>		986,459	986,459	177,685	190,654	12,969	
<b>Furniture and Equipment</b>							
Administration Server	2043	10,000	10,000	4,165	2,194	(1,971)	
Altus payroll package	2096	0	0	0	31,997	31,997	Complete. To be addressed with Budget Review.
Vehicle Charging Station	2123	116,842	116,842	0	0	0	
Swimming Pool Heating LRCI phase 3A	2121	150,000	150,000	0	1,900	1,900	
		276,842	276,842	4,165	36,090	31,925	
<b>Plant &amp; Equipment</b>							
Electronic sign and trailer	2094	50,000	50,000	20,830	18,360	(2,470)	
Replace Skeleton Weed ute	2041	70,000	70,000	0	0	0	Not applicable. Will be removed in budget review Feb 23
Replace Prime Mover	2086	630,000	630,000	0	0	0	Ordered expected to arrive March / April 2023
Howard Porter Side Tipper	2087	120,000	120,000	0	0	0	
Electronic fuel management system	2095	30,000	30,000	0	0	0	
Replacement Vehicle - Mechanic	2064	50,000	50,000	0	0	0	In process June 2023
Toyota Prado - Works Manager	2115	60,000	60,000	0	0	0	In process 12 to 18 months
Pohlner roller modifications	2105	15,000	15,000	6,250	0	(6,250)	
Toro Reelmaster Mower	2106	64,010	64,010	0	0	0	Ordered
Heavy Duty Car Trailer	2107	15,000	15,000	0	0	0	To be ordered December 2022
Tri-Axle Dolly	2108	35,000	35,000	0	0	0	Staff are looking for good second hand item
Ute Mounted Boom Spray	2109	15,170	15,170	0	0	0	
		1,154,180	1,154,180	27,080	18,360	(8,720)	

	Account Number	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Infrastructure - Roads</b>							
Soldiers Road R2R slk 10-65.66 (C/F)	2062	914,207	914,207	383,537	315,001	(68,536)	Expected Completion Jan 2023
Narembeen South Road (RRG) Slk10.90-14.62 Second Coat Seal (4170005)	2079	179,481	179,481	0	0	0	Jan 2023 start
WSFN - Narembeen-Kondinin Road slk10-13.2 widen to 10m and overlay	2080	913,000	913,000	0	3,500	3,500	Jan 2023 start
WSFN - Narembeen-Kondinin Road slk14-16 widen and overlay	2081	145,987	145,987	0	0	0	Jan 2023 start
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 clearing of vegetation for works incl traffic management	2082	110,000	110,000	45,830	4,829	(41,001)	Ongoing
WSFN - Narembeen-Kondinin Road SLK 1.4-26.6 project management, geotechnical, etc	2084	35,815	35,815	14,920	4,182	(10,738)	Ongoing
Townsite intersection Latham, Churchill, Currall and Longhurst Streets - Blackspot	2015	718,499	718,499	718,499	699,563	(18,936)	Completed
Longhurst Street improvements - Drainage	G136	90,000	90,000	37,500	895	(36,605)	
Bernie Cusack drive - golf club Road	K073	0	0	0	0	0	
Seal Laneway Savage street to Latham Road LCRI Phase 3	2091	241,065	241,065	100,440	0	(100,440)	
Culvert on Corrigin/Narembeen Road LCRI phase 3a	2122	120,000	120,000	0	0	0	
Cramphorne Road (RRG) SLK32.29-37.29 reconstruct and primerseal	2114	520,000	520,000	218,514	88,327	(130,187)	To be completed in December 2022. Will need second bitumen coat in 2024.
WSFN - Corrigin - Narembeen Road South Kumminin Intersection Reconstruct	2110	267,697	267,697	0	594	594	Will be carried into 2024
WSFN - Narembeen- Kondinin SLK 195 - 23 Widen, Overlay	2111	1,035,871	1,035,871	0	0	0	Jan 2023 start
WSFN - Narembeen-Kondinin SLK 4.8-5.4 widen, overlay	2112	186,224	186,224	0	0	0	Jan 2023 start
WSFN - Narembeen-Kondinin SLK 6-6.3 widen, overlay	2113	104,751	104,751	0	0	0	Jan 2023 start
		5,582,597	5,582,597	1,519,240	1,116,891	(402,350)	
<b>Other Infrastructure</b>							
Signage Strategy	2118	50,000	50,000	0	0	0	
		50,000	50,000	0	0	0	
<b>Infrastructure - Parks &amp; Gardens</b>							
Footpath Infrastructure	1430	171,761	171,761	71,565	53,831	(17,734)	
Churchill Street improvements LCRI phase 3	2092	350,000	350,000	145,830	13,555	(132,275)	
Town Dam land and surrounds (DAM FENCING)	2070	16,090	16,090	16,090	17,700	1,610	
Townsite Streetscape and improvements	2071	0	0	0	0	0	
Walker Lake exercise equipment LRCI phase 3	2090	49,955	49,955	20,815	37,086	16,271	
Cemetery Shade/Seating LRCI phase 3A	2120	35,000	35,000	0	0	0	
Narembeen Bowling Club Resurfacing	2046	146,727	146,727	146,727	52,388	(94,339)	
		769,533	769,533	401,027	174,560	(226,467)	
<b>TOTAL CAPITAL ACQUISITIONS</b>		<b>8,819,611</b>	<b>8,819,611</b>	<b>2,129,197</b>	<b>1,536,554</b>	<b>(592,643)</b>	

Grants and Contributions

	Current		YTD Budget	YTD Actual	Variance (Under)/Over
	Annual Budget	Budget			
<b>Operating grants, subsidies and contributions</b>					
<b>General Purpose funding</b>					
Financial Assistance Grant Operating (LG Grants Commission) - Income	330,828	330,828	165,414	225,791	60,377
Financial Assistance Grant Funding - Roads (LG Grants Com) - Income	146,696	146,696	73,348	96,507	23,159
	<u>477,524</u>	<u>477,524</u>	<u>238,762</u>	<u>322,298</u>	<u>83,536</u>
<b>Governance</b>					
Emergency Services Levy (ESL) Contribution (DFES) - Income	0	0	0	660	660
	<u>0</u>	<u>0</u>	<u>0</u>	<u>660</u>	<u>0</u>
<b>Emergency Services Levy (ESL) Contribution (DFES) - Income</b>					
	4,500	4,500	4,500	0	(4,500)
Bush Fire Brigade Operating Grant (DFES) - Income	9,860	9,860	4,105	7,267	3,162
	<u>14,360</u>	<u>14,360</u>	<u>8,605</u>	<u>7,267</u>	<u>(1,338)</u>
<b>Community Amenities</b>					
CRC Grants and Contributions	165,000	165,000	68,745	120,260	51,515
	<u>165,000</u>	<u>165,000</u>	<u>68,745</u>	<u>120,260</u>	<u>51,515</u>
<b>Recreation and Culture</b>					
Rec & Sport - Other Income	20,045	20,045	20,045	52,388	32,343
Library - Income	750	750	310	0	(310)
Pool Operating Grant (Dept. of Finance) - Income	0	0	0	0	0
	<u>20,795</u>	<u>20,795</u>	<u>20,355</u>	<u>52,388</u>	<u>32,033</u>
<b>Transport</b>					
Direct Grant Funding (Main Roads) - Income	217,577	217,577	217,577	231,826	14,249
Road Maintenance Contributions	400,000	400,000	166,665	164,795	(1,870)
	<u>617,577</u>	<u>617,577</u>	<u>384,242</u>	<u>396,621</u>	<u>12,379</u>
<b>Economic Services</b>					
Grant Funding - Skeleton Weed Program (DAFWA) - Income	183,012	183,012	76,255	115,830	39,575
	<u>183,012</u>	<u>183,012</u>	<u>76,255</u>	<u>115,830</u>	<u>39,575</u>
<b>Operating grants, subsidies and contributions Total</b>	<b>1,478,268</b>	<b>1,478,268</b>	<b>796,964</b>	<b>1,015,324</b>	<b>217,700</b>
<b>Non-operating grants, subsidies and contributions</b>					
<b>Recreation and Culture</b>					
Recreation and Culture Grant Funding	1,733,857	1,733,857	0	0	0
Bowling Club contribution - income	146,727	146,727	0	0	0
	<u>1,880,584</u>	<u>1,880,584</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Transport</b>					
Community Service Centre - Income	0	0	0	0	0
Regional Road Group Funding (Main Roads) - Income	415,333	415,333	0	0	0
Roads to Recovery Funding (FDoT) - Income	867,841	867,841	144,640	0	(144,640)
Black Spot Funding - Income	332,801	332,801	332,801	382,401	49,600
Wheatbelt Secondary Freight Network	2,564,042	2,564,042	0	0	0
	<u>4,180,017</u>	<u>4,180,017</u>	<u>477,441</u>	<u>382,401</u>	<u>-95,040</u>
<b>Non-operating grants, subsidies and contributions Total</b>	<b>6,060,601</b>	<b>6,060,601</b>	<b>477,441</b>	<b>382,401</b>	<b>(95,040)</b>
<b>Grand Total</b>	<b>7,538,869</b>	<b>7,538,869</b>	<b>1,274,405</b>	<b>1,397,725</b>	<b>122,660</b>



**ATTACHMENT – AGENDA ITEM 8.2.3  
Schedule of Accounts – November 2022**

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - November 2022**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
3011	<b>BANKFEES - BANK FEES</b> MERCHANT FEE		254.16
EFT16139	<b>Building and Energy Department of Mines,industry regulation and safety</b> BA22-05 - LETHLEAN - 16 CHEETHAM WAY		56.65
EFT16140	<b>Naremben Shire Council</b> BA22-05 - LETHLEAN - 16 CHEETHAM WAY		5.00
EFT16141	<b>Aquatic Services WA</b> Swimming Pool - repairs and maintenance		5,200.80
EFT16142	<b>Aust Post</b> Postage Charges - September 2022		148.49
EFT16143	<b>Budo Group Pty Ltd</b> Church Restoration - Stage 2 of 2 - progress claim 5		64,654.81
EFT16144	<b>Copier Support</b> Admin - Copy/Printing Services - 20/9/2022 - 24/10/2022		906.85
EFT16145	<b>Corsign WA PTY LTD</b> Cemetery - Map Sign		484.00
EFT16146	<b>Eastern Wheatbelt Biosecurity Group Inc</b> Eastern Wheatbelt Biosecurity Group Membership 21/22		110.00
EFT16147	<b>Michael Boyle</b> Works Programs - update RAMM database and valuations		3,850.00
EFT16148	<b>Naremben Historical Society</b> Reimbursement - Historical Society - Liability insurance lot 8 Naremben-Kumminin WA 6368		472.92
EFT16149	<b>Ness Gas Supplies</b> Swimming Pool - gas bottle		45.00
EFT16150	<b>P M Services Naremben</b> Waste Transfer Station Management - 15/10/2022 - 28/10/2022		2,592.00
EFT16151	<b>PC &amp; JE Kennedy</b> Walker Lake - groundworks for exercise equipment		1,100.00
EFT16152	<b>Prompt Safety Solutions</b> Works - Traffic Management Plan Cramphorne Road		2,500.00
EFT16153	<b>Swastik Shree Pty Ltd (ALLSTAMPS)</b> CRC - red stamps		58.18
EFT16154	<b>The Workwear Group Pty Ltd</b> CRC - uniform expenses		819.81
EFT16155	<b>WA Contract Ranger Services</b> WA Contract Ranger Weekly Services - 21/10/2022 - 26/10/2022		888.25
EFT16156	<b>WA Distributors Pty Ltd</b> Caravan Park - Cleaning Supplies		735.10
EFT16157	<b>Wheatbelt Business Network Inc.</b> CRC- WBN Membership		1,680.00
EFT16158	<b>Wheatbelt Uniforms Signs and Safety</b> Admin - uniforms expenses		820.60
EFT16159	<b>Willway Plumbing and Gas</b> Walker Lake - installation of drink fountain		4,009.50
EFT16160	<b>Prompt Safety Solutions</b> Traffic Management Plan Cramphorne Road		250.00
EFT16161	<b>Australian Services Union</b> Payroll Deductions/Contributions		49.80
EFT16162	<b>Colestan Electrics</b> Admin - Lights Flag Poles		1,472.62
	<b>Cutting Edges Pty Limited</b>		



**SHIRE OF NAREMBEEN**  
**Creditors Payment List - November 2022**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16163	<b>Cutting Edges Pty Limited</b> Depot - parts for plant maintenance		431.71
EFT16164	<b>Grady Sewell</b> REFUND - Gym Card Bond		50.00
EFT16165	<b>Liam Tristram</b> REFUND - Gym Card Bond		50.00
EFT16166	<b>Milla Ragless</b> REFUND - Gym Card Bond		50.00
EFT16167	<b>Narembeen District High School</b> CRC - Technology Awards - sponsorship		70.00
EFT16168	<b>Narembeen Hardware And Ag Supplies Pty Ltd</b> Works - thermol fogging - mosquito		2,511.60
EFT16169	<b>Narrogin Carpets and Curtains</b> Caravan Park - supply and install blinds		4,675.00
EFT16170	<b>Office of Regional Architecture</b> Refurbishment of Shire Offices - Concept Design 25%-75% stage complete		2,718.65
EFT16171	<b>Prestige Lock Service</b> Salto KS System - Annual Subscription 22/23		593.11
EFT16172	<b>Repcos a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		883.32
EFT16173	<b>Ross Diesel Service</b> Depot - parts for plant maintenance		635.08
EFT16174	<b>Shire Of Corrigin</b> Roe Regional Environmental Health Service Scheme - July - September 2022		8,734.00
EFT16175	<b>Shire of Cunderdin</b> WHS - Annual Shared Velpic Software Charge		370.43
EFT16176	<b>Star Bright Face Painting</b> CRC - Children's Week Event - face painting		400.00
EFT16177	<b>T - Quip</b> Depot - parts for plant maintenance		723.55
EFT16178	<b>Taylorred Creative</b> Admin - Social Media Marketing Strategy		478.12
EFT16179	<b>Team Digital</b> CRC - printing supplies		1,092.62
EFT16180	<b>Toll Ipec Pty Ltd</b> Depot - freight charges		61.61
EFT16181	<b>Town Planning Innovations</b> General Planning Services - October 2022		453.75
EFT16182	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		496.00
EFT16183	<b>Wheatbelt Office and Business Machines</b> CRC - printing and copier charges - 03/10/2022 - 01/11/2022		160.14
EFT16184	<b>Wurth Australia Pty Ltd</b> Depot - parts for plant maintenance		256.29
EFT16185	<b>A J Smith Welding</b> REFUND - Caravan Park - Accomodation		280.00
EFT16186	<b>Accwest Pty Ltd</b> Annual Financial Reports Assistance		13,475.00
EFT16187	<b>Aust Post</b> Postage Charges - October 2022		86.53
EFT16188	<b>Australian Services Union</b> Payroll Deductions/Contributions		23.90
	<b>Avon Waste</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - November 2022**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16189	<b>Avon Waste</b> Waste Collection Services - October 2022		17,169.87
EFT16190	<b>Bovell Surveys Pty Ltd</b> Cemetery - Surveying of Emu Hill - 2021 Project		5,300.00
EFT16191	<b>EASTERN DISTRICTS PANEL BEATERS</b> Depot - parts for plant maintenance		915.70
EFT16192	<b>Element Advisory Ptd Ltd</b> Mainstreet Revitalisation Concept Plan - Phase 2		12,133.00
EFT16193	<b>Griffin Valuation Advisory</b> 2022 Land and Building Valuations		12,760.00
EFT16194	<b>IT Vision User Group</b> IT Vision - membership subscription 2022/23		770.00
EFT16195	<b>Liberty Oil Rural Pty Ltd</b> Depot - fuel stock purchases		54,180.00
EFT16196	<b>Naremben IGA</b> CRC - Mental Health Week -Event - catering		655.20
EFT16197	<b>P M Services Naremben</b> Waste Transfer Station Management - 29 October - 11 November 2022		2,592.00
EFT16198	<b>Ron Bateman And Co</b> Depot - parts for plant maintenance		977.73
EFT16199	<b>Ross Diesel Service</b> Depot - parts for plant maintenance		887.11
EFT16200	<b>The Lines Family Trust T/As Naremben Medical Centre</b> Admin - Pre-employment medical		145.00
EFT16201	<b>Toll Ipec Pty Ltd</b> Depot - freight charges		92.17
EFT16202	<b>WHEAT FIELDS UPHOLSTERY</b> Swimming Pool - chlorine cover		361.70
EFT16203	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		1,712.24
EFT16204	<b>Wheatbelt Refrigeration and Air Conditioning</b> Caravan Park - A/C fault investigation		371.25
EFT16205	<b>Work Clobber</b> Depot - Uniform - Work boots		999.24
EFT16206	<b>A-Team Printing</b> CRC - Client Business Cards		126.50
EFT16207	<b>CDA Air Conditioning &amp; Refrigeration</b> 10B Ada Street - Replace Evaporative Air Conditioner		6,400.30
EFT16208	<b>Colestan Electrics</b> GYM - electrical works		8,737.54
EFT16209	<b>Corsign WA PTY LTD</b> Works - guide posts		5,359.20
EFT16210	<b>Department Of Fire And Emergency Services (FESA)</b> ESLB - 2nd quater contribution 2022/23		16,740.00
EFT16211	<b>Hanson Construction Materials Pty Ltd</b> Cramphorne Road - Supply aggregate		7,499.36
EFT16213	<b>Inform Communicate Motivate International (AUST) Pty Ltd</b> DEPOSIT - CRC - Ladies Long Lunch Event 2023		2,364.45
EFT16214	<b>It Vision Australia Pty Ltd</b> Altus Payroll Package Subscription		30,295.43
EFT16215	<b>Iuliana Roberts</b> REFUND - Gym Card Bond		50.00
	<b>Merredin Freightlines</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - November 2022**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
EFT16216	<b>Merredin Freightlines</b> Freight - consign		69.41
EFT16217	<b>Merredin Monumental Works</b> Cemetery - bronze plaque		738.40
EFT16218	<b>Mint Sweeping T/As Kalamunda Sweeping</b> Sweeping of Town Streets - 2 of 4		1,800.00
EFT16219	<b>Mt Walker Sports Club INC</b> Community Benefit Grant - purchase of mobile seating		1,812.00
EFT16220	<b>Naremben Hockey Club</b> Community Benefit Grant - hockey field goals		5,846.00
EFT16221	<b>Nutrien Ag Solutions</b> Weed Spraying - chemicals		10,450.22
EFT16222	<b>Prompt Safety Solutions</b> Traffic Management Plan - Naremben-Kondinin Road		3,850.00
EFT16223	<b>Qbit Trading Company Pty Ltd</b> Admin - Annual Qbit Service - cloud storage 2022/23		2,626.80
EFT16224	<b>Repeco a division of GPC Asia Pacific Pty Ltd</b> Depot - parts for plant maintenance		36.52
EFT16225	<b>SW Taylor</b> Prompt Safety Solutions - Annual Service Charge - September 2022 - September 2023		2,200.00
EFT16226	<b>Sarah Marie Wittstock</b> REFUND - Gym Card Bond		50.00
EFT16227	<b>Sigma Chemicals</b> Swimming Pool - chemicals		49.50
EFT16228	<b>Stabilised Pavements of Australia Pty Ltd</b> Soldiers Road - cement Stabilisation - progress claim 2		90,304.01
EFT16229	<b>T - Quip</b> Depot - parts for plant maintenance		97.80
EFT16230	<b>Team Digital</b> CRC - canvas paper		305.00
EFT16231	<b>The Naremben Cafe</b> Councillor Refreshment - staff workshop		400.00
EFT16232	<b>Toll Ipec Pty Ltd</b> Freight - delivery of outdoor exercise equipment		348.85
EFT16233	<b>Trustee for J &amp; S Baldwin Trust</b> Depot - parts for plant maintenance		524.00
EFT16234	<b>WA Contract Ranger Services</b> WA Contract Ranger Weekly Service 3/11/2022 - 11/11/2022		470.25
EFT16235	<b>Westrac Equipment Pty Ltd</b> Depot - parts for plant maintenance		185.32
EFT16236	<b>Wheatbelt AG</b> Town Oval - soil testing		1,320.00
EFT16237	<b>Work Clobber</b> Depot - uniform - work boots		499.62
EFT16238	<b>Australian Services Union</b> Payroll Deductions/Contributions		23.90
EFT16239	<b>Autopro Northam</b> Depot - parts for plant maintenance		195.48
EFT16240	<b>Chris Bray Electrics Pty Ltd</b> Depot - parts for plant maintenance		286.00
EFT16241	<b>Combined Pest Control Wa</b> Pest Control - Commercial Service - pigeon proofing railway building		550.00
	<b>Copier Support</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - November 2022**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	<b>Copier Support</b>		
EFT16242	Admin - Copy/Printing Services - 24/10/22 - 28/11/22		826.19
	<b>Corsign WA PTY LTD</b>		
EFT16243	Depot - parts for plant maintenance		231.00
	<b>Cutting Edges Pty Limited</b>		
EFT16244	Depot - parts for plant maintenance		127.90
	<b>Hanson Construction Materials Pty Ltd</b>		
EFT16245	Cramphorne Road - Supply Aggregate		10,208.88
	<b>Hersey's Safety Pty Ltd</b>		
EFT16246	Parks and Gardens - sunscreen and insect repellent		948.88
	<b>Landgate</b>		
EFT16247	Rural UV Valuation Shared - 03/09/2022 - 28/10/2022		130.41
	<b>Merredin Freightlines</b>		
EFT16248	Freight - Corsign delivery		138.60
	<b>Merredin Toyota and Isuzu Ute</b>		
EFT16249	Depot - parts for plant maintenance		145.44
	<b>Narembeen Elders Limited</b>		
EFT16250	Town Oval - supply gypsum		3,217.50
	<b>Narembeen P &amp; C Association</b>		
EFT16251	Catering - Council Meeting - February 2022		960.00
	<b>P M Services Narembeen</b>		
EFT16252	Waste Transfer Station Management 12/11/22 - 25/11/22		2,592.00
	<b>Repcos a division of GPC Asia Pacific Pty Ltd</b>		
EFT16253	Depot - parts for plant maintenance		270.99
	<b>Scavenger Supplies Pty Ltd</b>		
EFT16254	Gym - anti bacterial wipes		462.00
	<b>Sebastian Lewis Cowan</b>		
EFT16255	REFUND - Gym Card Bond		50.00
	<b>State Library of Western Australia</b>		
EFT16256	Narembeen Public Library - inter-library loan delivery charges July to December 2022		173.54
	<b>Streamline Entertainment</b>		
EFT16257	DEPOSIT - CRC - Community Event		1,760.00
	<b>The Workwear Group Pty Ltd</b>		
EFT16258	Depot - uniform expenses		3,778.17
	<b>Toll Ipec Pty Ltd</b>		
EFT16259	Freight Charges - November 2022		60.10
	<b>Trustee for J &amp; S Baldwin Trust</b>		
EFT16260	Depot - parts for plant maintenance		45.00
	<b>Varley Transport</b>		
EFT16261	Cartage of aggregate to road works		5,732.98
	<b>WA Contract Ranger Services</b>		
EFT16262	WA Contract Ranger Weekly Services 17/11/22 - 24/11/22		574.75
	<b>WA Distributors Pty Ltd</b>		
EFT16263	Shire Properties - Cleaning Supplies		435.30
	<b>Westrac Equipment Pty Ltd</b>		
EFT16264	Depot - parts for plant maintenance		85.70
	<b>Beam Precision Superannuation</b>		
DD11598.1	Superannuation payment 27/10/22 - 9/11/22		13,319.44
	<b>HBF</b>		
DD11604.1	HBF - EMCS		169.63
	<b>HBF</b>		
DD11604.2	HBF - Works Manager		466.18
	<b>Commander Australia Pty Ltd</b>		

**SHIRE OF NAREMBEEN**  
**Creditors Payment List - November 2022**

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Invoice Payment No	Name Invoice Description	INV Amount	Amount paid
	<b>Commander Australia Pty Ltd</b>		
DD11604.3	Admin - phone usage and service charges - October 2022		68.51
	<b>Power ICT Pty Ltd</b>		
DD11604.4	Admin - message on hold service - November 2022		75.90
	<b>Telstra</b>		
DD11604.5	Phone Usage and Service Charges - November 2022		2,294.82
	<b>Bankwest</b>		
DD11607.1	Credit Card Purchases 15 September - 13 October 2022		14,442.58
	<b>Synergy - Western Power</b>		
DD11610.1	Power Usage and Service Charges - November 2022		150.85
	<b>Synergy - Western Power</b>		
DD11610.2	Power Usage and Service Charges - November 2022		731.32
	<b>Synergy - Western Power</b>		
DD11610.3	Power Usage and Service Charges - November 2022		483.15
	<b>Synergy - Western Power</b>		
DD11610.4	Power Usage and Service Charges - November 2022		263.22
	<b>Synergy - Western Power</b>		
DD11610.5	Power Usage and Service Charges - November 2022		1,145.80
	<b>Synergy - Western Power</b>		
DD11610.6	Power Usage and Service Charges - November 2022		113.81
	<b>Beam Precision Superannuation</b>		
DD11612.1	Superannuation Payment for 10/11 - 23/11		11,866.20
	<b>Synergy - Western Power</b>		
DD11620.1	Power Usage and Service Charges - November 2022		4,657.97
	<b>Telstra</b>		
DD11622.1	CRC - Phone Usage and Service Charges - November 2022		236.79

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
MUNI	Municipal 5347926	<b>530,938.87</b>
TRUST	Trust 5347934	<b>61.65</b>
<b>TOTAL</b>		<b>531,000.52</b>



### Credit Card Purchases 15 September 2022 - 13 October 2022

**CEO**

Date	Account Code	Store		Amount
14/09/2022	1041102.000	WA Planning Commission	CEO - LIA Development application	\$ 4,708.00
15/09/2022	4115000.000	Nguyens Bakery Café	CEO - York Heritage Forum	\$ 25.00
26/09/2022	PE116	Harvey Fuel and Food	CEO - Fuel	\$ 224.86
27/09/2022	#2090	Water Corporation	CEO - Walker Lake - new water service meter for drink fountain	\$ 4,412.69
28/09/2022	4112000	The Co-Op Narembeen	CEO - lunch with Health First Rep and Shire President	\$ 42.00
2/10/2022	4112000	GM Cabs PTY LTD	CEO - WALGA Conference Expenses	\$ 19.16
3/10/2022	4112000	Crown Perth Market and Co	CEO - WALGA Conference Expenses	\$ 21.00
4/10/2022	4112000	Crown Perth	CEO - WALGA Conference - Accommodation	\$ 504.75
<b>TOTAL CEO CREDIT CARD PAYMENTS</b>				<b>\$ 9,957.46</b>

**EMCS**

Date	Account Code	Store		Amount
14/09/2022	PE221	Coles Express	EMCS - Fuel	\$ 103.23
18/09/2022	PE221	Coles Express	EMCS - Fuel	\$ 72.97
19/09/2022	4115000	NB Workers Hotel	EMCS - Council Refreshments	\$ 191.00
27/09/2022	PE221	Coles Express	EMCS - Fuel	\$ 62.43
29/09/2022	PE221	Great Southern Fuel	EMCS - Fuel	\$ 50.00
30/09/2022	PE221	Star Car Wash	EMCS - Fuel	\$ 160.00
2/10/2022	PE221	Coles Express	EMCS - Fuel	\$ 88.45
4/10/2022	4112000	Crown Perth	CEO - WALGA Conference - Accommodation - Kellie Mortimore	\$ 514.34
4/10/2022	4112000	Crown Promenade Perth	CEO - WALGA Conference - Accommodation - Chris Bray	\$ 514.34
4/10/2022	151112200	EZI *Visimax	EMCS - Postage - fire permit books	\$ 27.05
6/10/2022	4115000	NB Workers Hotel	EMCS - Council Refreshments	\$ 68.00
7/10/2022	4112000	Crown Perth	EMCS - Conference Costs - Chris Bray	\$ 445.76
7/10/2022	4112000	Crown Promenade Perth	EMCS - Conference Costs - Kellie Mortimore	\$ 319.69

TOTAL EMCS CREDIT CARD PAYMENTS

\$ 2,617.26

Mechanic

Date	Account Code	Store		Amount
6/10/2022	PE75/67	Northam Glass Service	Mechanic - Supply and fit glass	\$ 1,185.00
7/10/2022	PE98	Water Wise Water Truck	Mechanic - parts for plant maintenance	\$ 273.90
10/10/2022	114412000	Narembeen Roadhouse	Mechanic - Parks and Gardens - Fuel	\$ 182.44
12/10/2022	1221102	Narembeen Hardware	Mechanic - Part for plant maintenance	\$ 18.90
12/10/2022	PE999	eBay	Mechanic - Depot - materials	\$ 21.98
<b>TOTAL MECHANIC CREDIT CARD PAYMENTS</b>				<b>\$ 1,682.22</b>

Skeleton Weed

Date	Account Code	Store		Amount
14/09/2022	1311102	Narembeen Roadhouse	S.W. - Fuel for Boom spray	\$ 57.91
19/09/2022	1311102	WA Police/Post	S.W. - Police Clearance - staff costs	\$ 58.70
<b>TOTAL SKELETON WEED CREDIT CARD PAYMENTS</b>				<b>\$ 116.61</b>

CRC

Date	Account Code	Store		Amount
15/09/2022	CRC6	Narembeen IGA	CRC - Mental Health Week - Catering	\$ 34.04
15/09/2022	CR11	Narembeen IGA	CRC - Coffee Club - Catering September	\$ 34.99
<b>TOTAL CRC CREDIT CARD PAYMENTS</b>				<b>\$ 69.03</b>

TOTAL CREDIT CARD PAYMENTS

\$ 14,442.58