



## **UNCONFIRMED MINUTES**

## **ORDINARY COUNCIL MEETING**

**15 JULY 2020**

Shire of Carnamah

Council Chambers  
33-37 Macpherson Street  
CARNAMAH



## UNCONFIRMED MINUTES ORDINARY COUNCIL MEETING 15 JULY 2020

### ATTENTION/DISCLAIMER

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The Shire of Carnamah advises that anyone who has any application lodged with the Shire of Carnamah shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnamah in respect of the application.

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**ORDINARY COUNCIL MEETING  
COUNCIL CHAMBERS – 4PM**

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**1.0 DECLARATION OF OPENING**

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*The Presiding Person declared the meeting open at 4.29pm and welcomed Elected Members and Staff.*

**Acknowledgment of Country**

The Shire of Carnamah would like to acknowledge the traditional custodians of this land, and pay its respect to local Aboriginal Elders, both past and present.

We also reflect on the spirit of the pioneers who settled this country and developed the land, and the service personnel whose sacrifices have enabled us to enjoy the lifestyle we have become accustomed to.

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**2.0 RECORD OF ATTENDANCE**

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**2.1 Present**

<i>Cr Merle Isbister</i>	<i>Shire President (Presiding Person)</i>
<i>Cr Dwayne Wooltorton</i>	<i>Deputy President</i>
<i>Cr Ian Bowman</i>	
<i>Cr Bruce Chisholm</i>	
<i>Cr Con Kikeros</i>	
<i>Cr Luke Risinger</i>	
<i>Vin Fordham Lamont</i>	<i>Chief Executive Officer</i>
<i>Ian Walsh</i>	<i>Deputy Chief Executive Officer</i>
<i>Giulia Stangle</i>	<i>Executive Co-ordinator (Minute Taker)</i>

**2.2 Absent**

*Cr Wayne Counsel*

**2.3 Leave of Absence (Previously Approved)**

*Cr Dwayne Wooltorton*      *Deputy President*

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**3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

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Nil

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**4.0 PUBLIC QUESTION TIME**

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Nil

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## 5.0 APPLICATION FOR LEAVE OF ABSENCE

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*Cr Bowman has advised of his request for leave of absence from the Ordinary Council Meeting scheduled on 19 August 2020.*

### **OCM20200701 COUNCIL DECISION**

#### **RECOMMENDATION**

*That Cr Bowman be granted leave of absence for the Ordinary Council Meeting scheduled for 19 August 2020.*

**Moved: Cr Risinger**  
**Seconded: Cr Chisholm**

**CARRIED 5/0**

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## 6.0 DISCLOSURE OF INTEREST

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### **6.1 Declaration of Financial Interest and Proximity Interests**

*Nil*

### **6.2 Declaration of Interest Affecting Impartiality**

*Nil*

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## 7.0 PETITIONS AND DEPUTATIONS

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*Nil*

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## 8.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

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*Nil*

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## 9.0 CONFIRMATION OF MINUTES

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### **OCM20200702 COUNCIL DECISION**

#### **RECOMMENDATION**

That the Minutes of the Ordinary Meeting of Council held on Wednesday 17 June 2020 be accepted as a true and correct record.

**Moved: Cr Chisholm**  
**Seconded: Cr Kikeros**

**CARRIED 5/0**


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**10.0 MANAGEMENT REPORT**

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**10.1 FINANCE REPORTS****10.1.1 Accounts for Payment**

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<b>File Code</b>	ADM0076
<b>Author</b>	Ian Walsh, Deputy Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	1. Cheque & EFT Listing 

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**SUMMARY**

Council to confirm the payment of creditors for the period 6 June 2020 to 3 July 2020, in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

**BACKGROUND**

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

**COMMENT**

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the provision of services and as to prices, computations and costings, and that the amounts shown were due for payment.

**CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Local Government Act 1995, Section 6.4 Financial Report  
Local Government (Financial Management) Regulations 1996 -  
Section 12 Payments from municipal fund or trust fund;  
Section 13 Lists of accounts; and  
Section 15 Rounding off figures

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

## VOTING REQUIREMENT

Simple Majority

### **OCM20200703 COUNCIL DECISION**

#### **RECOMMENDATION**

That payment listed as Attachment 10.1.1. List of Accounts Due and Paid for the period 6 June 2020 to 3 July 2020; and paid by the Chief Executive Officer under delegated authority of Council, or by the Deputy Chief Executive Officer (in the Chief Executive Officer's absence) as delegated by the Chief Executive Officer including:

Manual Municipal cheques:	22647 - 22648
Municipal cheques:	28175 – 28177
Municipal EFT's:	13473 – 13584
Payroll direct debits:	#25 - #26
Municipal Direct Debits:	300620
Trust cheques:	300455 - 300460

Totalling \$ 619,194.61 be approved and passed for payment.


<b>Moved:</b>	<b>Cr Risinger</b>
<b>Seconded:</b>	<b>Cr Bowman</b>

**CARRIED 5/0**



## 10.1.2 Financial Reports to 30 June 2020

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<b>File Code</b>	ADM0076
<b>Author</b>	Ian Walsh, Deputy Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	1. Monthly Statement of Financial Activity June 2020 

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### SUMMARY

A Statement of Financial Activity and other supplementary financial information is produced monthly as part of the Council meeting agenda.

### BACKGROUND

The attached financial reports for the period 1 July 2019 to 30 June 2020 (Attachment 10.1.2(a)) have been prepared in accordance with the Local Government Financial Management Regulations.

### COMMENT

Included with this report is the following:

- Statement of Financial Activity for the period 1 July 2019 to 30 June 2020;
- Summary Rates Trial Balance Report as at 30 June 2020;
- Cash and Investment Listing;
- Debtors Listing; and
- Other Supplementary Information.

The Australian Accounting Standard Board (AASB) have recently released the following standards:

- a) AASB 16 – Leases
- b) AASB 1058 Income of Not-for-Profit Entities
- c) AASB 15 Revenue from Contractors and Customers

The first two have no real impact on the Shire of Carnamah.

The main objective of AASB 15 is to provide clarity about the nature, amount and timing of contracts and the accounting treatment of funds received.

All funds received prior to the funding obligations being met are to be classified as a Current Liability. Once the obligations associated with the funding is to be recorded as revenue.

During 2019/20 Council received funding of \$93,333 from the WA Local Government Grants Commission for work on Petan Bridge.

As at the 30 June 2020 this work has not commenced and therefore in accordance with the standard this money shows as a current liability on Council Balance Sheet.

### CONSULTATION

Nil

## **STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulation 34 - Financial activity statement report — s. 6.4

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **VOTING REQUIREMENT**

Simple Majority

### ***OCM20200704 COUNCIL DECISION***

#### **RECOMMENDATION**

That Council receives the Statement of Financial Activities for the period 1 July 2019 to 30 June 2020 and other supplementary financial information as presented.


***Moved:*** ***Cr Bowman***  
***Seconded:*** ***Cr Kikeros***

***CARRIED 5/0***

## 10.2 ADMINISTRATION REPORTS

### 10.2.1 Carnamah Child Care Centre Inc.

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<b>File Code</b>	ADM0396
<b>Author</b>	Vin Fordham Lamont - Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	1. Plan showing proposed are of a land to be gifted 

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#### SUMMARY

Council is requested to approve the use of up to \$10,000 on the costs associated with gifting a portion of 28 MacPherson Street Carnamah, as described in the attached plan, to Carnamah Child Care Centre Inc.

#### BACKGROUND

At the Ordinary Council Meeting held on 17 June 2020, Council resolved that:

1. It supports the request from Carnamah Child Care Centre Inc. to allow new leach drains to be installed across the existing boundary between its premises at 26 MacPherson Street Carnamah and the Shire Landcare building next door at 28 MacPherson Street Carnamah subject to the following conditions:
  - a. that Carnamah Child Care Centre Inc. undertakes to accept the section of 28 MacPherson Street identified in the attached plan;
  - b. that Carnamah Child Care Centre Inc. undertakes to pay for all costs associated with the legal transfer of land, surveying, and re-drawing of lot boundaries; and
  - c. that Carnamah Child Care Centre Inc. undertakes to carry out all actions to ensure the transfer of land is completed within two years of this Council resolution.
2. Pursuant to Section 3.58 of the *Local Government Act 1995*:
  - a. authorises the gift of that portion of 28 MacPherson Street Carnamah identified in the attached plan to Carnamah Child Care Centre Inc.
  - b. authorises the appropriate advertising of the proposed disposal.

#### COMMENT

Earlier this year, the Shire received an anonymous donation of \$15,000. The money was given on the basis that it be used to benefit the community.

After the June 2020 Council meeting, the donor was contacted about using some of the donation to pay the costs described in the above resolution. The donor was happy that a portion of the donation be used for this purpose.

Council is now being requested to approve the use of \$10,000 of the donation, which was previously transferred to the Community Benefit Project Reserve.

#### CONSULTATION

Deputy CEO

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

Section 6.8(1)(b) Expenditure from municipal fund not included in annual budget

## **STRATEGIC IMPLICATIONS**

Shire of Carnamah Strategic Community Plan 2017-2027

Theme: Social

Objective: Continuity and improvement of existing services and facilities in the Shire.

Strategy: To support an appropriate level of education in the Shire from child care to Vocational Educational Training Programs.

## **POLICY IMPLICATIONS**

Policy 8.13 Asset Management

## **FINANCIAL IMPLICATIONS**

Nil. The funds to be spent come from an unbudgeted donation.

## **VOTING REQUIREMENT**

Absolute majority

### ***OCM20200705 COUNCIL DECISION***

#### **RECOMMENDATION**

That Council:


1. Approves unbudgeted expenditure of up to \$10,000 towards the costs of gifting that portion of 28 MacPherson Sreet Carnamah, which is identified on the attached plan, to Carnamah Child Care Centre Inc.; and
2. Authorises a transfer of up to \$10,000 from the Community Benefit Project Reserve for this purpose.

***Moved:***                    ***Cr Risinger***  
***Seconded:***            ***Cr Chisholm***

***CARRIED 5/0***

## 10.2.2 New Policy 9.26 Recruitment and Selection

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<b>File Code</b>	ADM0718
<b>Author</b>	Vin Fordham Lamont - Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	2. Draft Policy 9.26 Recruitment and Selection 

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### SUMMARY

Council is request to approve the draft Recruitment and Selection Policy as attached.

### BACKGROUND

The Shire's Occupational Safety and Health group recently met with representatives from LGIS's Risk Management and Health & Wellbeing teams. During the conversation around inductions of employees and contractors, it was revealed that the Shire does not currently have a Recruitment and Selection Policy.

All parties agreed that such a policy is needed to provide a consistent guide and ensure recruitment standards are applied in a transparent and fair manner consistent with s5.40 of the *Local Government Act 1995*.

### COMMENT

LGIS offered to provide a suitable template and the CEO then customised the document for use by the Shire of Carnamah.

### CONSULTATION

LGIS

Deputy CEO

Executive Coordinator

### STATUTORY ENVIRONMENT

*Local Government Act 1995*

Section 2.7 Role of Council

Section 5.40 Principles affecting employment by local governments

### STRATEGIC IMPLICATIONS

Nil

### POLICY IMPLICATIONS

The new Recruitment and Selection Policy will be added to Council's Policy Manual.

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENT**

Simple majority

***OCM20200706 COUNCIL DECISION***

**RECOMMENDATION**






That Council accepts the Draft Recruitment and Selection Policy as attached and approves its inclusion in its Policy Manual.

***Moved: Cr Chisholm***  
***Seconded: Cr Risinger***

***CARRIED 5/0***

## 10.2.3 Review of Shire of Carnamah Policies 2.1, 2.2, 2.3, 2.4 and 2.6

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<b>File Code</b>	ADM0718
<b>Author</b>	Giulia Stangle, Executive Co-ordinator
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	<ol style="list-style-type: none"><li>1. Policy 2.1 – Contributions and Donations </li><li>2. Policy 2.2 – General Disclaimer </li><li>3. Policy 2.3 – Applications and Approval for the Consumption of Alcohol </li><li>4. Policy 2.4 - Shire Newsletter – “Carnamah Mat &amp; Eneabba News” </li><li>5. Policy 2.6 – Shire of Carnamah Common Seal </li></ol>

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### SUMMARY

Council is requested to endorse the changes to the policies below as per attached changes

1. Policy 2.1 – Contributions and Donations (as per track changes)
2. Policy 2.2 – General Disclaimer (to be repealed)
3. Policy 2.3 – Applications and Approval for the Consumption of Alcohol (to be repealed)
4. Policy 2.4 - Shire Newsletter – “Carnamah Mat & Eneabba News” (as per track changes)
5. Policy 2.6 – Shire of Carnamah Common Seal (as per track changes)

### BACKGROUND

Nil

### COMMENT

Nil

### CONSULTATION

- Vin Fordham Lamont – Chief Executive Officer
- Ian Walsh – Deputy Chief Executive Officer
- Phil Casbolt – Manager of Works & Services
- Giulia Stangle Executive Co-ordinator

### STATUTORY ENVIRONMENT

As contained in each policy.

### STRATEGIC IMPLICATIONS

Nil

### POLICY IMPLICATIONS

1. Policy 2.1 – Contributions and Donations
2. Policy 2.2 – General Disclaimer

3. Policy 2.3 – Applications and Approval for the Consumption of Alcohol
4. Policy 2.4 - Shire Newsletter – “Carnamah Mat & Eneabba News”
5. Policy 2.6 – Shire of Carnamah Common Seal

**FINANCIAL IMPLICATIONS**

Nil

**VOTING REQUIREMENT**

Simple majority

**OCM20200707 COUNCIL DECISION**

**RECOMMENDATION**

That Council endorses the changes to Policy 2.1, 2.2, 2.3, 2.4 and 2.6 as highlighted in the attachments.



**Moved:**                      **Cr Kikeros**  
**Seconded:**                      **Cr Chisholm**

**CARRIED 5/0**



## 10.2.4 Risk Management Documentation

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<b>File Code</b>	Risk Management Policy
<b>Author</b>	Vin Fordham Lamont - Chief Executive Officer
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	3. Risk Management Framework  4. Risk Management Policy 

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### SUMMARY

Council is requested to consider accepting the recommendation from the Shire of Carnamah Audit Committee to adopt the attached draft Risk Management Framework and Risk Management Policy documents.

### BACKGROUND

The International Organization for Standardization (ISO) defines risk management as the "coordinated activities to direct and control an organisation with regard to risk".

Risk management is cornerstone to the success of good corporate governance and ensuring a safer workplace and community.

By taking an integrated, structured, supported and embedded approach to risk management, you benefit from:

- Increased confidence in decision making
- Increased certainty of achieving strategies, objectives and goals
- Improved workplace safety and morale
- Enhanced governance, compliance and assurance
- Cost effectiveness and improved budget control
- Better managed resources and workflows, with less re-work
- Reduced potential for litigation and claims
- Meeting stakeholder expectations and attracting and retaining quality people

### COMMENT

In early 2020, LGIS was contracted to work with the Shire to develop a risk management framework and policy that would assist with identifying and managing risks across the organisation. In May/June, LGIS Risk Consultant, Michael Sparks, presented several workshops to the Shire's senior staff, and one to elected members.

From the workshops with Shire officers, framework and policy documents were developed to guide the organisation in its risk management journey. At the same time, a number of risks were identified and corresponding risk profiles established. The Risk Profiles Summary Dashboard will be presented to the Audit Committee on a regular basis.

### CONSULTATION

- LGIS Risk Consultant, Michael Sparks
- DCEO

- Manager Works and Services
- Executive Co-ordinator
- Audit Committee

## **STATUTORY ENVIRONMENT**

Australian New Zealand Standard AS/NZS ISO 31000:2018 Risk management – Guidelines

## **STRATEGIC IMPLICATIONS**

Shire of Carnamah Strategic Community Plan 2017-2027

Theme: Civic Leadership

Objective: To be a professional, customer focussed organisation, which:

- effectively engages (with) the community to determine strategic direction,
- responsibly manages the organisation's assets and financial resources,
- is a strong advocate for the community.

## **POLICY IMPLICATIONS**

The new Risk Management Policy will be added to Council's Policy Manual.

## **FINANCIAL IMPLICATIONS**

Nil

## **VOTING REQUIREMENT**

Simple Majority

### ***OCM20200708 COUNCIL DECISION***

#### **RECOMMENDATION**

That Council accepts the recommendation of the Shire of Carnamah Audit Committee and:


- adopts the attached draft Risk Management Framework and Risk Management Policy documents; and
- authorises the addition of the new policy to its Policy Manual.

***Moved: Cr Risinger***  
***Seconded: Cr Kikeros***

***CARRIED 5/0***

## 10.2.5 Workplace Emergency Management Plan

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<b>File Code</b>	ADM0084
<b>Author</b>	Giulia Stangle - Executive Co-ordinator
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	1. Admin Workplace Emergency Management Plan 

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### SUMMARY

Council is requested to consider accepting the Audit Committee recommendation to adopt the attached Shire of Carnamah Admin Workplace Emergency Management Plan, which has been drafted with the assistance of LGIS.

### BACKGROUND

The attached Admin Workplace Emergency Management Plan has been developed with assistance from LGIS to help Shire of Carnamah to provide emergency procedures in relation to Fire/Smoke, Medical, Personal Threat, Bomb Threat, External or Internal Emergencies. In addition, the Plan identifies and assigns tasks to the Chief Warden and Deputy Warden to ensure early control and coordination in case of emergency is quickly established.

A plan is necessary to ensure the capability of Shire of Carnamah to identify and continue the delivery of critical activities and services following a disruptive incident.

### COMMENT

As part of Risk Management discussions with LGIS, it was discovered that the Shire did not have a current Admin Workplace Emergency Management Plan. Using a template provided by LGIS, officers have developed a suitable Plan.

### CONSULTATION

- LGIS Risk Management Officers
- DCEO
- Manager Works and Services
- Executive Co-ordinator

### STATUTORY ENVIRONMENT

Emergency Management Act 2005

### STRATEGIC IMPLICATIONS

Nil

### POLICY IMPLICATIONS

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **VOTING REQUIREMENT**

Simple majority

### ***OCM20200709 COUNCIL DECISION***

#### **RECOMMENDATION**

That Council endorses the attached Shire of Carnamah Admin Workplace Emergency Management Plan, as per Audit Committee recommendation.

***Moved: Cr Kikeros***  
***Seconded: Cr Risinger***

***CARRIED 5/0***

**10.3 CONFIDENTIAL REPORTS**

Nil

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**11.0 ORDERING THE COMMON SEAL**

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Nil

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**12.0 REPORTS OF COMMITTEES AND MEMBERS**

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Nil

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**13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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Nil

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**14.0 NOTICE OF MOTIONS (FOR CONSIDERATION AT THE FOLLOWING MEETING, IF GIVEN DURING THE MEETING)**

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*Nil*

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**15.0 NEW BUSINESS OF AN URGENT NATURE ADMITTED BY COUNCIL**

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*Nil*

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**16.0 CLOSURE OF MEETING**

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*The Presiding Person declared the meeting closed at 4.46pm.*