

# Shire of Goomalling



## COUNCIL MEETING MINUTES

April 2020





## **NYOONGAR ACKNOWLEDGEMENT**

We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar Ballardong people as the custodians of the greater Goomalling/Koomal area and that their cultural and heritage beliefs are still important to the living Nyoongar Ballardong people today.

## **NOTICE OF MEETING**

Meeting No. 4 of 2020 of the Shire of Goomalling Council to be held by Zoom meeting on Wednesday, 15 April 2020 beginning at 5.02 pm.

### **1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS**

### **2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE**

#### **2.1. Attendance**

Council	President & Chairperson	Cr Barry Haywood
	Councillor	Cr Christine Barratt
	Councillor	Cr Casey Butt
	Councillor	Cr Julie Chester
	Councillor	Cr Rodney Sheen
	Councillor	Cr Roland Van Gelderen
	Councillor	Cr Brendon Wilkes
Administration	Chief Executive Officer	Mr Peter Bentley
	Finance Manager	Miss Natalie Bird
	Works Manager	Mr David Long

#### **2.2. Apologies**

Nil

#### **2.3. Approved Leave of Absence**

Nil

### **3. DECLARATION OF:**

- FINANCIAL INTEREST – Cr Butt declared a financial interest in item 9.3 to be discussed later in the meeting
- MEMBERS IMPARTIALITY INTEREST
- PROXIMITY INTEREST

### **4. PUBLIC QUESTION TIME**

Nil

### **5. APPLICATION FROM MEMBERS FOR LEAVE OF ABSENCE**

Nil



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**6. CONFIRMATION AND RECEIVING OF MINUTES & BUSINESS ARISING**

6.1 Ordinary Meeting of Council held Wednesday 18 March 2020

<b>181. RESOLUTION</b>
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Moved Cr Sheen, seconded Cr Wilkes

that the minutes of the Ordinary Meeting of Council held on Wednesday 18 March 2020 be confirmed as a true and correct record of proceedings.

**CARRIED 7/0**  
**By Simple Majority**

**7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

- Shire President attended a teleconference for the Freight Network Meeting

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil



**9. OFFICERS' REPORTS**

**9.1 SCHEDULE OF ACCOUNTS PAID 1 MARCH TO 31 MARCH 2020**

<b>DATE:</b>	7 April 2020
<b>SUBJECT:</b>	Schedule of Accounts Paid
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	Whole of the Shire
<b>AUTHOR:</b>	Christine Schorer – Accounts Payable
<b>REPORTING OFFICER:</b>	Natalie Bird – Finance Manager
<b>FILE NO:</b>	N/A
<b>ASSESSMENT NO:</b>	N/A

**FUND VOUCHERS AMOUNT**

EFT 1989-2067	\$184,471.16
Direct Debits 8384-8389	\$127,605.21
Cheques 15117-15130	\$20,433.04
Payroll 6232, 6239	\$90,502.00
Super DD12277, DD12286	\$14,555.83
<b>TOTAL</b>	<b>\$437,567.24</b>

**ATTACHMENTS**

- Schedule of Accounts Paid March 2020
- Corporate Credit Card Statements February 2020

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

EFT 1989-2067	\$184,471.16
Direct Debits 8384-8389	\$127,605.21
Cheques 15117-15130	\$20,433.04
Payroll 6232, 6239	\$90,502.00
Super DD12277, DD12286	\$14,555.83
<b>TOTAL</b>	<b>\$437,567.24</b>



**182. RESOLUTION (Officer Recommendation)**

**Moved Cr Chester, seconded Cr Sheen**

**That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:**

EFT 1989-2067	\$184,471.16
Direct Debits 8384-8389	\$127,605.21
Cheques 15117-15130	\$20,433.04
Payroll 6232, 6239	\$90,502.00
Super DD12277, DD12286	\$14,555.83
<b>TOTAL</b>	<b>\$437,567.24</b>

**CARRIED 7/0**  
**By Simple Majority**

**9.2 FINANCIAL REPORT FOR MARCH 2020**

<b>DATE:</b>	7 April 2020
<b>SUBJECT:</b>	Monthly Financial Report
<b>PROPONENT:</b>	N/A
<b>LOCATION:</b>	Whole of the Shire
<b>AUTHOR:</b>	Natalie Bird – Finance Manager
<b>REPORTING OFFICER:</b>	Natalie Bird – Finance Manager
<b>FILE NO:</b>	N/A
<b>ASSESSMENT NO:</b>	N/A

**PURPOSE**

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

**BACKGROUND**

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

**STATUTORY IMPLICATIONS**

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

**POLICY IMPLICATIONS**

No specific policy regarding this matter.



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**FINANCIAL IMPLICATIONS**

Ongoing management of Council funds

**STRATEGIC IMPLICATIONS**

4.1.4 Provide reporting processes in transparent, accountable and timely manner.

**ATTACHMENTS**

- Monthly Financial Report to 31 March 2020

**VOTING REQUIREMENT**

Simple Majority

**RECOMMENDATION**

That the following Monthly Financial Report be received by Council:

- Monthly Financial Report to 31 March 2020

<b>183. RESOLUTION (Officer Recommendation)</b>
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Moved Cr Barratt, seconded Cr Van Gelderen

**That the following Monthly Financial Report be received by Council:**

- **Monthly Financial Report to 31 March 2020**

**CARRIED 7/0  
By Simple Majority**



**9.3 COVID-19 EMERGENCY MEASURES**

<b>DATE:</b>	7 April 2020
<b>PROPONENT:</b>	Shire of Goomalling
<b>LOCATION:</b>	Whole of Shire
<b>SUBJECT:</b>	Covid-19 Emergency Measures
<b>AUTHOR:</b>	Peter Bentley - Chief Executive Officer
<b>REPORTING OFFICER:</b>	Peter Bentley – Chief Executive Officer
<b>FILE NO:</b>	N/A
<b>ASSESSMENT NO:</b>	N/A

**PURPOSE**

The purpose of this report is for Council to consider the proposed Business Continuity Plan (BCP) the Shire of Goomalling implements in response to the COVID-19 Pandemic. Officers have attempted to achieve a balance between continuing to operate and provide good governance to the district, whilst protecting the welfare of Councillors, Staff, Volunteers and the Community.

**BACKGROUND**

The State Government has declared a State of Health Emergency regarding COVID-19. Because of this, the Shire is required to consider how it will implement directions from both the Federal and State Governments in managing the impacts of this virus, whilst protecting its workforce and community as much as possible. Since the announcement of the virus, Officers have undertaken the following:

- Requesting all staff, volunteers and clients to practice good hygiene and social distancing measures.
- Distribution of Department of Health resources via the Shire’s website, social media and via physical signage on public buildings and in staff areas.
- Regular media releases distributed via all mediums.
- Email and verbal updates to staff.
- Investigating and implementing strategies to increase the ability for staff to work from home.
- Development and implementation of a Business Continuity Plan for adoption.
- Introducing and implementing checklists for a regular disinfection regime for all public areas
- Investigation of options to reduce the negative effects of social isolation in the community i.e. adopt a vulnerable person, foodbank etc.
- Request to Department of Transport to discontinue practical driving tests for the short term.
- Participation in WALGA webinar updates by the Shire President and CEO.
- Establishment of measures to record the financial impacts of the pandemic.
- Stocktake and sourcing of supplies such as hand sanitiser, soap, toilet rolls, paper towels and Personal Protection Equipment (PPE).
- Establishment of Sanitisation Stations in Shire public areas i.e. Administration office, Surgery.
- Closure of all indoor sporting venues including the gymnasium, tennis courts, bowling greens, hockey clubrooms, meeting rooms, Club, Pub Cafes for sit down service and more.
- Closure of cultural institutions including the Public Library/CRC.
- Modification of practices at the Medical Surgery.



- A meeting of the Local Emergency Management Committee is being planned and will be held via teleconferencing technology. With the Shire closing all its community infrastructure it is already seeing an impact upon the community. Council will need to work with community groups and providers to deliver services, such as, social wellbeing programs to our community. This is expected to escalate over the coming weeks.

### **STATUTORY IMPLICATIONS**

Legal and Statutory Legislation supporting emergency management of a human epidemic occurring in Western Australia includes the Public Health Act 2016 (WA), the Emergency Management Act 2005 (WA), the National Health Security Act 2007 and the Quarantine Act 1908. The Public Health Act 2016 (WA) and Emergency Management Act 2005 (WA) provide powers that may be used to manage an emergency as a result of a human epidemic which requires a significant and coordinated response. The State Government's Pandemic Plan has developed in accordance with the above legislation. Federal legislation such as the Commonwealth Biosecurity Act 2015 provides a mechanism for the Commonwealth to direct States and state agencies. The Local Government Act 1995 and its subsidiary legislation (regulations) continue to provide the legislative framework in which Council operates as a quasi-judicial body during a declared emergency, albeit within the constraints provided by other legislation.

### **POLICY IMPLICATIONS**

The Council has no specific policy regarding this matter.

### **FINANCIAL IMPLICATIONS**

It is too early to determine what the financial impacts upon the organisation will be as a result of COVID19. Whilst it is inevitable there will be increases in expenditure, there is also going to be significant changes to income the Shire receives. These costs will need to be identified. It may be that governments reimburse local government for costs associated with COVID19, however, this is not known at this stage. In preparation for this, we are capturing all direct costs associated with the virus in a particular GL account for future reference. In terms of a Special Leave proposed as part of the BCP, the cost of 10 days salary for the organisation is up to \$60000, depending on who accesses the leave.

As a future financial consideration, the Premier of Western Australia has formally written to WA Local Governments via WALGA. In the letter, the Premier states 'I am requesting that you seek your members' support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21'. It will be important for the Shire of Goomalling to give full consideration to this request in the coming months due to the unprecedented nature of our current environment. The Shire will also write to any current grant funding bodies which the Shire has current arrangements with (funding) and ask for guidance around possible project disruption due to COVID-19.

### **STRATEGIC IMPLICATIONS**

COVID-19 was not identified or planned for in the Shire's Community Strategic Plan or Corporate Business Plan. The Shire will be reviewing its Strategic Community Plan and Corporate Business Plan which was expected to be completed in the coming months. Depending upon the impacts of COVID-19 on the organisation (which won't be known for some time) Council may need to reconsider timeframes and priorities in these important documents.

### **COMMENT**

The CEO has developed a Shire of Goomalling Business Continuity Plan (BCP) as a specific COVID-19 Pandemic Response. A copy of the plan is attached for Council's consideration. The CEO has



identified the following critical strategies, functions, roles and responsibilities to enable the Shire of Goomalling to work towards the following key objectives in the current situation:

- Protecting the safety and well-being of our people (including clients, councillors, staff, volunteers, contractors, suppliers and the wider community).
- Assisting to slow the spread of the virus in our community.
- Ensuring the continuity of essential Shire functions and services.
- Preparing for recovery of the Shire and the community and businesses will be a priority after the pandemic.

As can be seen in the BCP, the overall approach is to attempt to keep business continuity as much as possible whilst maintaining a safe working environment for Councillors, Staff and Volunteers. Technology upgrades are currently occurring in the organisation to enable a number of staff to work from home/remotely. This has included some small additional expenditure which can be managed within the 2019/20 Budget. The Shire will also rollout an online meeting capability via Zoom.

With the changing environment, it is likely that at some point the Shire Administration building may be completely shut down. Whilst officers are preparing for this, a complete shutdown is not proposed at this stage. The BCP deals with keeping as many Shire services and facilities running as long as possible. Should a complete shutdown of the Shire Administration Building be required, Officers are also planning as to how essential services could be maintained.

#### **Prioritisation of matters presented to Council**

The implementation of precautionary arrangements will impact the Shire as a workplace. The impact is unknown but could involve a reprioritisation of projects. Matters presented to Council will reflect the challenging and evolving circumstances.

Any development applications and building permits will be actioned as a matter of priority to ensure that work continues throughout the region.

#### **Strategic Community Plan and Corporate Business Plan**

The rapidly changing environment may necessitate a reprioritisation of Council projects and services in line with financial constraints and considerations. This may impact the timetable for a new Strategic Community Plan and Corporate Business Plan.

#### **Communication**

A Communications Plan will be developed to ensure there is open and regular communication with Councillors, staff, volunteers and the community regarding the Shire's response to COVID-19. The Communications Plan details the activities and channels that the Shire will use to communicate with internal and external stakeholders. The key messages will be reviewed and updated daily as information and advice becomes available from government and health authorities. The plan also recommends that the CEO be authorised to speak on behalf of the Local Government, in consultation with the Deputy Shire President, if the Shire President is unavailable. A copy of this plan is included as part of the BCP in Appendix 1.

#### **Recovery arrangements**

Whilst recovery from this virus is some way off, Officers are recommending work commences now in preparing a recovery plan. Officers propose developing an Organisational and Community Recovery Plan. Officers expect this plan will be presented to Council, at least informally at a point in the near future.



### **Options**

The main option for Council to determine is if it wants a staged closure of Shire operations as outlined in the BCP. To mitigate risk for the entire organisation and continue to service the community, Officers are recommending that the business be able to operate for as long as possible prior to any potential forced closure.

### **Consultative**

The CEO has researched COVID-19 responses from other Local Governments and has taken on the directives of the State and Federal Government. Advice has also been taken from the Western Australia Local Government Association (WALGA) and the Shire's insurer, LGIS.

### **ATTACHMENTS**

Proposed Business Continuity Plan

### **VOTING REQUIREMENT**

Absolute Majority

### **RECOMMENDATION**

That the Council:

In light of the growing COVID-19 Pandemic:

1. Offers, upon request, a waiver of interest on outstanding rates for any business directly and adversely affected by the Commonwealth Government's decision to close various businesses between 23 March and 31 July 2020;
2. Offers, upon request, a waiver of interest on outstanding rates for those businesses directly and adversely affected by the State Governments decision to close Western Australia's borders, between 23 March and 31 July 2020;
3. Delegates to the Chief Executive Officer the power to waive interest on outstanding rates between 23 March and 31 July 2020 for those that can demonstrate hardship due to the COVID-19 pandemic and to write off small debts up to \$100 during that period in cases of financial hardship;
4. Instructs the Chief Executive Officer to formulate a budget and financial strategy assuming a 0% or near 0% rate increase for the 2020/21 financial year;
5. Delegates authority to the CEO to suspend rentals or lease payments due from local small business for Council owned properties for the duration of the COVID-19 pandemic;
6. Delegates authority to the CEO to negotiate with housing tenants, experiencing extreme hardship, modified rentals for Council owned or managed properties;
7. Delegates authority to the CEO to suspend or to modify affiliation fees for local sporting clubs where seasons do not progress or progress at a reduced level and causes financial hardship;
8. Continues to provide assistance to the Goomalling Foodbank/Community Pantry to cater for the vulnerable and elderly who may be experiencing difficulties throughout the outbreak;



9. Delegates authority to the CEO, to redeploy staff while it is financially viable to do so, to other areas of the organisation for the next 6 months;
- 10 Provide all staff with up to 10 paid COVID-19 leave days in addition to any existing entitled sick or annual leave days where there is proof or a significant likelihood that the employee is required to self-isolate due to potential workplace exposure.
- 11 Provide all staff with up to 20 paid COVID-19 leave days in addition to any existing entitled sick or annual leave days where there is proof or a significant likelihood that the employee has contracted the virus due to workplace exposure.
- 12 Where possible staff will be provided with the option to work from home. By working from home you are required to undertake a minimum of 2/3 of your normal daily work hours. The Shire will require you to access the Shire IT system via your own PC. The Shire will pay you your normal hours and hourly pay rate during this time as compensation for using your own office space and IT equipment. This will most likely accommodate only Administration Staff. If any other Staff are in this position, the CEO will look at providing other options to accommodate all staff in this situation where possible.

<b>184. RESOLUTION (Officer Recommendation)</b>
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**Moved Cr Van Gelderen, seconded Cr Wilkes**

**That the Council:**

**In light of the growing COVID-19 Pandemic:**

- 1. Offers, upon request, a waiver of interest on outstanding rates for any business directly and adversely affected by the Commonwealth Government's decision to close various businesses between 23 March and 31 July 2020;**
- 2. Offers, upon request, a waiver of interest on outstanding rates for those businesses directly and adversely affected by the State Governments decision to close Western Australia's borders, between 23 March and 31 July 2020;**
- 3. Delegates to the Chief Executive Officer the power to waive interest on outstanding rates between 23 March and 31 July 2020 for those that can demonstrate hardship due to the COVID-19 pandemic and to write off small debts up to \$100 during that period in cases of financial hardship;**
- 4. Instructs the Chief Executive Officer to formulate a budget and financial strategy assuming a 0% or near 0% rate increase for the 2020/21 financial year;**
- 5. Delegates authority to the CEO to suspend rentals or lease payments due from local small business for Council owned properties for the duration of the COVID-19 pandemic;**



6. **Delegates authority to the CEO to negotiate with housing tenants, experiencing extreme hardship, modified rentals for Council owned or managed properties;**
7. **Delegates authority to the CEO to suspend or to modify affiliation fees for local sporting clubs where seasons do not progress or progress at a reduced level and causes financial hardship;**
8. **Continues to provide assistance to the Goomalling Foodbank/Community Pantry to cater for the vulnerable and elderly who may be experiencing difficulties throughout the outbreak;**
9. **Delegates authority to the CEO, to redeploy staff while it is financially viable to do so, to other areas of the organisation for the next 6 months;**
- 10 **Provide all staff with up to 10 paid COVID-19 leave days in addition to any existing entitled sick or annual leave days where there is proof or a significant likelihood that the employee is required to self-isolate due to potential workplace exposure.**
- 11 **Provide all staff with up to 20 paid COVID-19 leave days in addition to any existing entitled sick or annual leave days where there is proof or a significant likelihood that the employee has contracted the virus due to workplace exposure.**
- 12 **Where possible staff will be provided with the option to work from home. By working from home you are required to undertake a minimum of 2/3 of your normal daily work hours. The Shire will require you to access the Shire IT system via your own PC. The Shire will pay you your normal hours and hourly pay rate during this time as compensation for using your own office space and IT equipment. This will most likely accommodate only Administration Staff. If any other Staff are in this position, the CEO will look at providing other options to accommodate all staff in this situation where possible.**

**CARRIED 7/0**  
**By Absolute Majority**



**10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**Nil**

**11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL**

<b>185. RESOLUTION</b>
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Moved Cr Barratt, seconded Cr Butt that Council agree to the new business.

**CARRIED 7/0**  
**By Simple Majority**

**11.1 2019-2020 BUDGET REVIEW TO 31 MARCH 2020**

<b>DATE:</b>	15 April 2020
<b>SUBJECT:</b>	2019-2020 Budget Review to 31 March 2020
<b>PROPONENT:</b>	Shire of Goomalling
<b>LOCATION:</b>	Whole of the Shire
<b>AUTHOR:</b>	Natalie Bird – Finance Manager
<b>REPORTING OFFICER:</b>	Natalie Bird – Finance Manager
<b>FILE NO:</b>	22
<b>ASSESSMENT NO:</b>	N/A

**PURPOSE**

To consider and adopt the Budget Review as presented for the period 1 July 2019 to 31 March 2020.

**BACKGROUND**

The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

**STATUTORY IMPLICATIONS**

*Local Government Act 1995 (as amended).*

*Local Government (Financial Management) Regulations 1996.*

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of annual budget for a financial year must –
  - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government’s financial position as at the date of the review; and



- (c) review the outcomes of the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Non-compliance with Financial Management Regulations.

The financial report is scrutinized to ensure that all statutory requirements are met. To meet compliance, the budget review must be carried out between 1 January and 31 March, adopted by Council within 30 days, and then a copy must be sent to the Department within 30 days of the determination.

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Ongoing management of Council funds

#### **STRATEGIC IMPLICATIONS**

C2 Maintain and strengthen the Shire's capability and capacity.  
C2.1 Operate in a financially sustainable manner (medium term).

#### **COMMENTS AND DETAILS**

The purpose of the budget review is to ensure that the Council is informed of the likely financial position of the Shire to 30 June 2020 in terms of its adopted Budget. For the purposes of annual reporting, Council is required to report against the adopted budget.

In reviewing the 2019/20 Budget and incorporating the amendments and the audit deficit for the 2018/19 financial year, the changes made to the various accounts has resulted in the revised estimate closing balance of \$8,201 deficit to 30 June 2020. This report does not include any major impacts that COVID-19 may have on this financial year. Staff will undertake further review of the budget to cater for the aspects contained with the Business Continuity Plan. We will also assess the impact for the 20/21 budget process and further information is likely to be available from the Commonwealth and State Governments.

A List of Budget Amendments is shown in Note 2 in the attached report and the following is a snapshot by classification of changes.



Rev/Exp Classification	Change	
Operating Revenue	(163,149)	More Revenue
Operating Expenses	128,862	More Expenditure
Capital Revenue	(105,000)	More Revenue
Capital Expenses	48,615	More Expenditure
Opening Surplus(Deficit)	55,862	Less Opening Funds

Net	(34,810)	Net Change
	43,010	Less Original Deficit
	8,201	Predicted Deficit 30.6.2020

### **ATTACHMENTS**

2019-2020 Budget Review Report to the 31 March 20.

### **VOTING REQUIREMENT**

Absolute Majority

### **RECOMMENDATION**

That Council consider the 2019/20 Budget Review and

1. In accordance with Local Government (Financial Management) Regulation 33A and the Local Government Act, Council adopts the 2019/20 Budget Review for the period ending 31 March 2020, as attached to the Agenda.
2. That the CEO provides a copy of the review and determination to the Department within 30 days of determination.

<b>186. RESOLUTION</b>
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**Moved Cr Chester, seconded Cr Van Gelderen that**

**That Council consider the 2019/20 Budget Review and**

- 1. In accordance with Local Government (Financial Management) Regulation 33A and the Local Government Act, Council adopts the 2019/20 Budget Review for the period ending 31 March 2020, as attached to the Agenda.**
- 2. That the CEO provides a copy of the review and determination to the Department within 30 days of determination.**

**CARRIED 7/0  
By Absolute Majority**



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**12. INFORMATION BULLETIN**

<b>187. RESOLUTION</b>
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Moved Cr Barratt, seconded Cr Chester that Council receive the information bulletin.

**CARRIED 7/0**  
**By Simple Majority**

**13. MATTERS BEHIND CLOSED DOORS**

Nil

**14. MEETING CLOSURE**

The Shire President thanked everyone for their attendance and declared the meeting closed at 5.37pm.