



# SHIRE OF WOODANILLING



## ORDINARY MEETING OF COUNCIL Agenda 17 December 2024

**Dear Elected Member**

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 17 December 2024 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.

**Paul Hanlon  
CHIEF EXECUTIVE OFFICER**

### Disclaimer

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Woodanilling warns that anyone who has an application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Woodanilling for any act, omission or statement or intimation occurring during a Council Meeting.

Agendas and Minutes are available on the Shire website [www.woodanilling.wa.gov.au](http://www.woodanilling.wa.gov.au)

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### 1.1. DISCLOSURE OF INTEREST

Division 6 Subdivision 1 of the *Local Government Act 1995* requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the *Local Government Act 1995*.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long standing personal friendship with the proponent). As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

## 2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

#### Present:

Cr D Douglas	Shire President
Cr HR Thomson	Deputy Shire President
Cr B Smith	
Cr I Garstone	
Cr K Stephens	

#### Officers:

Paul Hanlon	Chief Executive Officer
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#### Apologies:

#### Observers:

### 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

### 4. PUBLIC QUESTION TIME

### 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

### 6. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Marshall requested leave of absence in writing to the Chief Executive Officer on 12<sup>th</sup> December 2024 for the period from 17/12/2024 to 17/12/2024.

### 7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

### 8. CONFIRMATION OF COUNCIL MEETING MINUTES:

#### 8.1. ORDINARY COUNCIL MEETING – 19 NOVEMBER 2024

That the Minutes of the Ordinary Meeting of Council held 19 November 2024 be confirmed as a true and correct record of proceedings.

#### 8.2. AUDIT COMMITTEE MEETING – 17 DECEMBER 2024

That the Minutes of the Audit Committee Meeting be received by Council.

### 9. CONFIRMATION OF OTHER MEETING MINUTES:

#### 9.1. BUSHFIRE ADVISORY COMMITTEE MEETING – 15 OCTOBER 2024

That the Minutes of the Bushfire Advisory Committee Meeting held 15 October 2024 be received by Council **Attachment 9.1.1.**

#### 9.2. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING – 05 NOVEMBER 2024

That the Minutes of the Local Emergency Management Committee Meeting held 05 November 2024 be received by Council **Attachment 9.2.1**

#### 9.3. GREAT SOUTHERN COUNTRY ZONE MEETING – 23 AUGUST 2024

That the Minutes of the Great Southern Country Zone Meeting held 23 August 2024 be received by Council **Attachment 9.3.1.**

#### 9.4. GREAT SOUTHERN COUNTRY ZONE MEETING – 22 NOVEMBER 2024

That the Minutes of the Great Southern Country Zone Meeting held 22 November 2024 be received by Council **Attachment 9.4.1.**

### 10. REPORTS OF OFFICERS

Nil.

### 11. REGULATORY SERVICES

Nil.

### 12. INFRASTRUCTURE SERVICES

Nil.

## 13. CORPORATE SERVICES

### 13.1.LIST OF ACCOUNTS FOR PAYMENT – 30 NOVEMBER 2024

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	11 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Brooke Dellacqua, Senior Finance Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.1.1</b> – List of Accounts for Payment – 30 November 2024

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 November 2024, as required under the *Local Government (Financial Management) Regulations 1996*.

#### BACKGROUND/COMMENT

In accordance with *Local Government (Financial Management) Regulations 1996*, Clause 13 (1) schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 13.1.1**

#### Payments up to 30 November 2024

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits & BPay.	Municipal	\$21,108.86
Cheque Payments	Municipal	\$0.00
EFT Payments #7537 to #7590	Municipal	\$195,814.75
<b>Sub Total</b>	<b>Municipal</b>	<b>\$216,923.61</b>
Payments	<b>Trust</b>	\$0.00
Payments	<b>Reserve</b>	\$0.00
<b>Totals</b>		<b>\$216,923.61</b>

#### STATUTORY/LEGAL IMPLICATIONS

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

#### 13. **Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**

- (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; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*

- (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee’s name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;*
  - and*
  - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
  - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

**POLICY IMPLICATIONS**

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

**FINANCIAL IMPLICATIONS**

There are no financial implications that have been identified as a result of this report or recommendation.

**STRATEGIC IMPLICATIONS**

**THEME 3**

**Governance**

**OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes.

**STRATEGIES**

By ensuring legislation is used to effectively enable quality decision making.

**CONSULTATION/COMMUNICATION**

There are no community engagement implications that have been identified as a result of this report or recommendation.

**RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer’s provide a full detailed listing of payments made in the timely manner.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium
Risk Rating	Action				

<b>LOW</b>	Monitor for continuous improvement.
<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council accepts the list of accounts and details of the credit card amounts, totalling \$216,923.61 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 November 2024, as contained within **Attachment 13.1.1**



## 13.2 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2024

<b>File Reference</b>	ADM0066
<b>Date of Report</b>	6 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	DL Consulting
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 13.2.1</b> - Monthly Financial Report 30 November 2024

### BRIEF SUMMARY

The Monthly Financial Report for period ending 30 November 2024 is presented for Council's consideration.

### BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

The Statement of Financial Activity as at 30 November 2024 shows a closing surplus of \$1,805,329.

### STATUTORY/LEGAL IMPLICATIONS

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

The Budget will be regularly monitored on at least a monthly basis, by the Chief Executive Officer and Accountant. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 February and 28 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **Attachment 13.2.1**.

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

### CONSULTATION/COMMUNICATION

Reporting Officers receive monthly updates to track expenditure and income and to be aware of their work commitments versus budget allocations.

**RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION**

That Council receive the Monthly Financial Report for the period of 30 November 2024, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **Attachment 13.2.1**.

### 13.3 INVESTMENTS REPORT – 30 NOVEMBER 2024

<b>File Reference</b>	ADM066
<b>Date of Report</b>	11 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	Nil

#### BRIEF SUMMARY

The purpose of this report is for Council to receive the investments report which provides an overview on investments made and held by the Shire.

#### BACKGROUND

Money held in the Municipal Fund that is not required for the time being may be invested in accordance with the Local Government Act 1995 and the Trustees Act 1962 Part III.

#### COMMENT

The initial investments made by the Shire of Woodanilling which occurred on 1<sup>st</sup> August 2024 have now rolled over on the 30<sup>th</sup> October 2024. This report is to provide council with a monthly update on the investments made.

The table below details the investments made by the Shire on the 30<sup>th</sup> October 2024 which remain current at 30 November 2024. No other new investments have been made since.

INVESTMENT REGISTER						
NATIONAL AUSTRALIA BANK – FIXED TERM DEPOSIT						
ACCOUNT N <sup>o</sup>	DATE OF INVESTMENT	INTEREST RATE	AMOUNT INVESTED	TERM	INTEREST AT MATURITY	DATE OF MATURITY
#0134	30/10/2024	4.91%	\$708,457.54	90 Days	\$8,577.19	28/01/2025
#0368	30/10/2024	4.91%	\$354,228.77	90 Days	\$4,228.60	28/01/2025

#### STATUTORY/LEGAL IMPLICATIONS

##### Local Government Act 1995

##### 6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may –
  - (a) make provision in respect of the investment of money referred to in subsection (1); and
  - [(b) deleted]
  - (c) prescribe circumstances in which a local government is required to invest money held by it; and
  - (d) provide for the application of investment earnings; and
  - (e) generally provide for the management of those investments.

## Local Government (Financial Management) Regulations 1996

### 19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
  - (a) the nature and location of all investments; and
  - (b) the transactions related to each investment.

### 19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

**authorised institution** means —

  - (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)* section 5; or
  - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

**foreign currency** means a currency except the currency of Australia.
- (2) When investing money under section 6.14(1), a local government may not do any of the following —
  - (a) deposit with an institution except an authorised institution;
  - (b) deposit for a fixed term of more than 12 months;
  - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
  - (d) invest in bonds with a term to maturity of more than 3 years;
  - (e) invest in a foreign currency.

## POLICY IMPLICATIONS

Council Policy 115 – Investments

Delegation No. 13 Investment of Surplus Funds

## FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

## STRATEGIC IMPLICATIONS

### THEME 3

#### Governance

#### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

## CONSULTATION/COMMUNICATION

Council were consulted on the investments to be made in the June and July 2024 Briefing Sessions.

## RISK MANAGEMENT

The risk in relation to this matter is assessed as “Medium” on the basis that if Council does not receive the report, the Shire of Woodanilling will not be following adopted Council Policy. Following the Officer’s recommendation will ensure that Council Policy is adhered to.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## VOTING REQUIREMENTS

Simple Majority

## OFFICER’S RECOMMENDATION

That Council receives the Investments Report.

## 14. COMMUNITY SERVICES

### 14.1. AUSTRALIA DAY COMMUNITY CITIZENSHIP AWARDS 2025

<b>File Reference</b>	ADM0143
<b>Date of Report</b>	12 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Confidential Attachment 14.1.1</b> – Australia Day Awards 2025 Nominations

#### CONFIDENTIALITY

*This matter needs to be considered in accordance with Section 5.23 (2) (h) of the Local Government Act 1995, as this item relates to the matter that if disclosed could reveal information of a matter the Council prefers to conceal until a final determination is made and presented at the Australia Day Awards in January 2025.*

#### BRIEF SUMMARY

This report recommends Council to consider the nominations for the Australia Day Community Citizenship, Long Service and Sports Star Awards to be held in January 2025.

#### BACKGROUND/COMMENT

Australia Day WA calls for participating local governments to nominate members of the community for awards recognising community achievements either on an individual or group level.

This proposal is about recognition of individuals and groups who have made a 'marked' contribution over the past year and celebrate those organizations who have given outstanding service to the community for a number of years.

Nominations closed on Wednesday 11<sup>th</sup> December 2024 and all nominations received will be tabled at the December 2024 Ordinary Council Meeting. The Australia Day Council requires that all names are to be submitted directly after the Ordinary Council meeting in December 2024. This will ensure that the certificates and medallions are ready for presentation on Australia Day. Where no nominations were received in a particular category, it is recommended that Council nominate an award recipient for those categories.

The Shire also has their own awards that are to be considered listed below:

The **Shire of Woodanilling Awards** are:

- Community Citizen of the Year (Youth)
- Community Citizen of the Year (Senior)
- Active Citizenship (Group or Event)
- Shire of Woodanilling Sports Star of the Year (Under 25)
- Shire of Woodanilling Sports Star of the Year (Over 25)
- Long Service Award

#### Selection Criteria Recommendations

- Demonstrates leadership on a community issue.
- Demonstrates Inspiring qualities as a role model
- Contribution to the community over and above their paid employment
- Created significant initiative that brought positive change

Council needs to note the eligibility criteria when considering these awards. This does not preclude Council from making a special award of its own, however it must abide by the Australia Day Award Criteria when nominating for these awards and the issuing of official certificates.

The Australia Day Awards are a way for the Shire to formally recognize individuals and Community Groups who contribute to the overall wellbeing and fabric of the Community through a significant contribution to the Shire in the preceding year.

In determining the award recipients, it is recommended that Council review the current nominations and further consider any additional Council nominations that may need to be considered. All current nominations received are contained within **Confidential Attachments 14.1.1**.

**STATUTORY/LEGAL IMPLICATIONS**

There are no legislative/statutory implications relative to this report.

**POLICY IMPLICATIONS**

There are no current policies that relate to this item.

**FINANCIAL IMPLICATIONS**

Funds are available for Australia Day Citizenship Ceremony expenses in the GL 041150 – Australia Day

**STRATEGIC IMPLICATIONS**

**Theme 1**

**Community Well-Being**

**OBJECTIVES**

To support the delivery of programs and initiatives that foster community spirit and harmony

**Ongoing**

**CW.5** Australia Day Breakfast – to ensure continued patronage by community

**CONSULTATION/COMMUNICATION**

The Nominations are confidential prior to the Ordinary Council Meeting and therefore the consultation is to be held during the meeting.

**RISK MANAGEMENT**

The Australia Day Awards does present some reputational risks in ensuring people or groups most deserving of consideration are nominated and selected. Whilst the risk in relation to this item is considered “Low” Council must ensure a fair process is followed to ensure community trust is maintained.

<b>Consequence</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Likelihood</b>					
<b>Almost</b>	Medium	High	High	Severe	Severe
<b>Likely</b>	Low	Medium	High	High	Severe
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Low	Medium

Risk Rating	Action
<b>LOW</b>	Monitor for continuous improvement.
<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION 1**

That Council endorses the recipients (with names withheld) for the 2025 Australia Day Awards as reflected and listed below:

1. Shire of Woodanilling Awards 2025
  - a. Community Citizen of the Year (Youth) – Recipient Name \_\_\_\_\_
  - b. Community Citizen of the Year (Senior) – Recipient Name \_\_\_\_\_
  - c. Active Citizenship (Group or Event) – Recipient Name \_\_\_\_\_
  - d. Shire of Woodanilling Sports Star of the Year (Under 25) – Recipient Name \_\_\_\_\_
  - e. Shire of Woodanilling Sports Star of the Year (Over 25) – Recipient Name \_\_\_\_\_
  - f. Long Service Award – Recipient Name \_\_\_\_\_



## 14.2. SHIRE OF WOODANILLING BUSHFIRE RISK MANAGEMENT PLAN

<b>File Reference</b>	ADM0143
<b>Date of Report</b>	12 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 14.2.1</b> – Shire of Woodanilling Bush Fire Risk Management Plan 2024-2026 <b>Attachment 14.2.2</b> – Letter of Endorsement

### BRIEF SUMMARY

This report presents the Shire of Woodanilling Bushfire Risk Management Plan 2024-2026 to Council for endorsement.

### BACKGROUND/COMMENT

The Bushfire Risk Management Program is a statewide program led by the Rural Fire Division of the Department of Fire and Emergency Services (DFES) to reduce bushfire risk in our communities. It supports local governments to identify at-risk assets and assign treatment options through the development of Bushfire Risk Management Plans (BRMPs).

The Shire of Woodanilling Bushfire Risk Management (BRM) Plan (**Attachments 14.2.1.**) provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. The BRM Plan has been prepared by the Shire of Woodanilling, encompasses all land within the Shire of Woodanilling and has been written on behalf of all stakeholders within that area.

This BRM Plan is an update on the original Shire of Woodanilling BRMP 2017 – 2022 and is informed by consultation and communication with stakeholders that has occurred throughout its development to ensure an informed and collaborative approach to managing bushfire risk. The BRM plan has been prepared with due consideration of the requirements stated in the *Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines) published by the Office of Bushfire Risk Management (OBRM) including the principles described in *ISO 31000:2018 Risk Management*.

### Mitigation Activity Fund Grants

The Western Australian government has established the Mitigation Activity Fund Grants Program (MAFGP) to reduce bushfire hazards that present a high risk to assets throughout the State. The program supports local governments with **endorsed Bushfire Risk Management Plans** to treat bushfire risk in their communities on State land that they manage. Importantly, with an endorsed BRMP, the Shire of Woodanilling can once again apply for MAF Grants.

### Bushfire Advisory Committee

The Shire of Woodanilling Bushfire Risk Management Plan was presented to the Shire of Woodanilling Bushfire Advisory Committee meeting held on 15 October 2024 with the following recommendation made to Council:

**BUSHFIRE RISK MANAGEMENT PLAN**

Moved: Bindi

Seconded: David

That the Shire of Woodanilling Bushfire Advisory Committee Meeting recommends that Council approves the Shire of Woodanilling Bushfire Risk Management Plan 2024 -2025 and authorises the Chief Executive Officer and Shire President to sign the plan and make it available on the Shire’s website.

**CARRIED: 6/0**

**FOR: 6**

**AGAINST: NIL**

**Department of Fire and Emergency Services Endorsement**

The BRMP was sent to the Office of Bushfire Risk Management (OBRM) on 23 September 2024. The Shire received a letter dated 24 September 2024 from OBRM endorsing the submitted plan. This letter is attached at 14.2.2.

**STATUTORY/LEGAL IMPLICATIONS**

There are no legislative/statutory implications relative to this report.

**POLICY IMPLICATIONS**

There are no current policies that relate to this item.

**FINANCIAL IMPLICATIONS**

With an endorsed plan, the Shire of Woodanilling will be able to apply for Mitigation Activity Funding to conduct annual mitigation works. Should the plan not be endorsed, the Shire will have to fund annual mitigation works out of its own source income.

**STRATEGIC IMPLICATIONS**

**Theme 3**

**Civic Leadership**

**OBJECTIVES**

To increase public awareness and empowerment of the community’s role in crime prevention, animal control and fire management

**Outcome**

Implementation of Fire Management Plan adopted recommendations including, but not limited to: - Policies -Committee -Consideration of Town Brigade

**CONSULTATION/COMMUNICATION**

The Bushfire Risk Management Plan outlines a detailed consultation process. The Shire of Woodanilling Bush Fire Advisory Committee were also consulted at the 15 October 2024 meeting.

**RISK MANAGEMENT**

The risk in relation to this item is considered “High” as Council has a key role in conducting reducing the risk posed by Bushfires. Should the plan not be endorsed this could leave the community vulnerable to a high amount of risk.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
<b>LOW</b>	Monitor for continuous improvement.
<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION 1**

That Council:

1. Endorses the Shire of Woodanilling Bushfire Risk Management Plan 2024 – 2026 (**Attachment 14.2.1**) and,
2. Authorises the Chief Executive Officer and Shire President to sign the Plan and make it available on the Shire’s website.

### 14.3. SHIRE OF WOODANILLING VOLUNTEER BUSH FIRE BRIGADE OPERATING PROCEDURES

<b>File Reference</b>	ADM0143
<b>Date of Report</b>	12 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Attachment 14.3.1</b> – Shire of Woodanilling Bush Fire Brigade Operating Procedures

#### BRIEF SUMMARY

The purpose of this report is to request that Council endorse the updated Bush Fire Brigade Operating Procedures for the management of Bush Fire Brigades throughout the Shire of Woodanilling.

#### BACKGROUND/COMMENT

The Shire of Woodanilling Bush Fire Brigade Operating Procedures were endorsed by Council at the April 2023 Ordinary Council Meeting. The operating procedures were reviewed and updated in September 2024 with the addition of information regarding Lithium-Ion Battery Response on page 14 of **Attachment 14.3.1**.

#### Bushfire Advisory Committee

The Operating Procedures were presented to the Shire of Woodanilling Bushfire Advisory Committee meeting held on 15 October 2024 with the following recommendation made to Council:

#### STANDARD OPERATING PROCEDURES (SOPS)

Moved: Jason

Seconded: Wayne

That the Shire of Woodanilling Bushfire Advisory Committee Meeting recommends that Council approves the updated and reviewed Shire of Woodanilling Volunteer Bush Fire Brigade Operating Procedures and authorises the Chief Executive Officer and Shire President to sign the document and make it available on the Shire's website.

**CARRIED: 6/0**

**FOR: 6**

**AGAINST: NIL**

#### STATUTORY/LEGAL IMPLICATIONS

There are no legislative/statutory implications relative to this report.

#### POLICY IMPLICATIONS

There are no current policies that relate to this item.

#### FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

#### STRATEGIC IMPLICATIONS

##### Theme 3

##### Civic Leadership

##### OBJECTIVES

To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management

**Outcome**

Implementation of Fire Management Plan adopted recommendations including, but not limited to: - Policies -Committee -Consideration of Town Brigade

**CONSULTATION/COMMUNICATION**

The Shire of Woodanilling Bush Fire Advisory Committee were consulted at the 15 October 2024 meeting.

**RISK MANAGEMENT**

The risk in relation to this item is considered “Medium” as Council has a key role in conducting reducing the risk posed by Bushfires. Following the officer’s recommendation will ensure the reviewed Standard Operating Procedures are shared with the Volunteer Brigades.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION 1**

That Council:

- Endorses the reviewed and updated Shire of Woodanilling Volunteer Bush Fire Brigade Operating Procedures (**Attachment 14.3.1**) and,
- Authorises the Chief Executive Officer and Shire President to sign the document and make it available on the Shire’s website.

## 15. OFFICE OF CEO

### 15.1 DRAFT STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN FOR PUBLIC COMMENT

<b>File Reference</b>	ADM0047
<b>Date of Report</b>	11 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment 15.1.1</b> – Draft The Woodanilling Way: Strategic Community Plan and Corporate Business Plan

#### BRIEF SUMMARY

This report is to present the Draft Strategic Community Plan 2025 – 2035 and Corporate Business Plan 2024/25 – 2027/28 to Council to authorise the CEO to advertise the document for a period of public comment.

#### BACKGROUND

The Shire of Woodanilling is required under the provisions of the Local Government Act 1995 and Local Government (Administration) Regulations 1996 REG 19C to have a compliant Plan for the Future. The Strategic Community plan requires a full review every four years and a desktop review every two years.

#### About the Strategic Community Plan and Integrated Planning Framework

The Strategic Community Plan is the key plan of the Integrated Planning Framework which also includes the Corporate Business Plan and informing strategies such as the Long-Term Financial Plan.

The Strategic Community Plan is a legislated requirement of local government that outlines community long term (10+ years) vision, values, aspirations and priorities, with reference to other local government plans, information and resourcing capabilities. The Strategic Community Plan:

- Establishes the community's vision for the local government's future, including aspirations and service expectations.
- Drives the development of local government area/place/regional plans, resourcing and other informing strategies, for example, workforce, asset management and services.
- Is ultimately the driver behind all other planning including the Corporate Business Plan and Annual Budget.

A full review of the Strategic Community Plan is required every four years with a desktop review recommended to be completed every two years.

# Integrated Planning Framework Mapped



## Corporate Business Plan

The Corporate Business Plan is an internal business planning tool that translates council priorities into operations within the resources available. The plan details the services, operations and projects a local government will deliver within a defined period (usually 4 years). It also includes the processes for delivering these and the costs associated. The Shire's Annual Budget represents the first 12 month period of the Corporate Business Plan.

## Long-Term Financial Plan

Long term financial planning is a key element of the Integrated Planning and Reporting Framework. It enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short, medium and long term community priorities. The Long-Term Financial Plan (LTFP) is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed.

## COMMENT

At the May 2024 Ordinary Council Meeting, Council:

1. Authorised the Chief Executive Officer to conduct community consultation to inform the Strategic Community Plan and Corporate Business Plan review and,
2. Authorised the Chief Executive Officer to undertake the review following the recommended Project Timeline.

A detailed community consultation process was undertaken through the Shire's consultant 150Square who collated feedback from both a paper and online resident and ratepayer survey, sporting/community groups survey, two Council workshops and a community workshop. In total, the Shire received 86 responses from these various engagements broken up as follows:

Activity	Date	Venue	Participants
Council Forums	7 May 2024 August 2023	Council Chambers	7 Councillors plus CEO
Community Workshop	25 July 2024	Woodanilling Recreation Centre	25 (exclusive of Councillors and employees)
Resident and ratepayer survey	July 2024	Online and Hard Copy	49
Sporting / Community Groups Survey	30 April 2024	Hard Copy	4 community groups
<b>TOTAL</b>			<b>86</b>

Following the collation of the consultation responses, the Shire’s consultants were able to divide the feedback into Strategic Objectives for the Strategic Community Plan and Operation Objectives for the Corporate Business Plan. These were then grouped and collated under the following four Pillars to create a strategic direction for the Shire over the long term and an achievable four year action plan:

- Pillar 1: Social
- Pillar 2: Environment
- Pillar 3: Civic Leadership
- Pillar 4: Economic

### **STATUTORY/LEGAL IMPLICATIONS**

In accordance with regulation 12 Local Government (Administration) Regulations 1996,

(2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(b) 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.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government’s official website as soon as practicable after the change is made.

### **POLICY IMPLICATIONS**

There is no Council Policy relevant to this item.

### **FINANCIAL IMPLICATIONS**

Nil.

### **STRATEGIC IMPLICATIONS**

#### **THEME 3**

#### **Governance**

#### **OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### **STRATEGIES**

By ensuring legislation is used to effectively enable quality decision making.



## CONSULTATION/COMMUNICATION

A detailed community consultation process was undertaken through the Shire’s consultant 150Square who collated feedback from both a paper and online resident and ratepayer survey, sporting/community groups survey, two Council workshops and a community workshop. In total, the Shire received 86 responses from these various engagements broken up as follows:

Activity	Date	Venue	Participants
Council Forums	7 May 2024 August 2023	Council Chambers	7 Councillors plus CEO
Community Workshop	25 July 2024	Woodanilling Recreation Centre	25 (exclusive of Councillors and employees)
Resident and ratepayer survey	July 2024	Online and Hard Copy	49
Sporting / Community Groups Survey	30 April 2024	Hard Copy	4 community groups
<b>TOTAL</b>			<b>86</b>

## RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not change the Council meeting date, an effective meeting can still be held.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
<b>LOW</b>	Monitor for continuous improvement.
<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER’S RECOMMENDATION

That Council:

1. Authorises the Chief Executive Officer to advertise The DRAFT Woodanilling Way Strategic Community Plan 2025 – 2035 and Corporate Business Plan 2024/25 – 2027/28 (**Attachment 15.1.1**) for a period of public comment closing on Friday 17<sup>th</sup> January 2025.
2. Authorises the Chief Executive Officer to review any feedback provided during the public comment period and incorporate appropriate feedback into a report and final version of The Woodanilling Way to be endorsed by Council at the February 2025 Ordinary Council Meeting.

## 15.2 CHANGE OF FEBRUARY 2025 ORDINARY COUNCIL MEETING DATE

<b>File Reference</b>	ADM0047
<b>Date of Report</b>	11 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Simple Majority
<b>Attachments</b>	<b>Nil.</b>

### BRIEF SUMMARY

This report is to formally vote on a date change of the Ordinary Council Meeting due to be held on 18<sup>th</sup> February 2025 to 4:00pm Tuesday 11<sup>th</sup> February 2025.

### BACKGROUND/COMMENT

It has been identified that changing the Ordinary Council Meeting date from Tuesday 18<sup>th</sup> February 2025 to Tuesday the 11<sup>th</sup> February 2025 will create efficiencies by eliminating the need to bring Council together on another date to hold the Annual Electors meeting which can be held also on Tuesday 11<sup>th</sup> February 2025 (56 Days after adoption) should Council endorse the 2023/24 Annual Report at the December 2024 OCM.

### STATUTORY/LEGAL IMPLICATIONS

In accordance with regulation 12 Local Government (Administration) Regulations 1996,

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

(a) ordinary council meetings;

(b) 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.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

Nil.

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

To promote continual improvement that is supported by efficient and effective governance structures and processes.

#### STRATEGIES

By ensuring legislation is used to effectively enable quality decision making.

### CONSULTATION/COMMUNICATION

Consultation has occurred with the Council.

**RISK MANAGEMENT**

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not change the Council meeting date, an effective meeting can still be held.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION**

That Council change the Ordinary Council Meeting date scheduled for 4:00pm Tuesday 18<sup>th</sup> February 2025 to 4:00pm Tuesday the 11<sup>th</sup> February 2025 and publish the change on the official website.

## 15.3 ADOPTION OF 2023/2024 ANNUAL REPORT

<b>File Reference</b>	ADM0017
<b>Date of Report</b>	11 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment 15.3.1</b> – Shire of Woodanilling Annual Report 2023/2024

### BRIEF SUMMARY

The purpose of this report is for the Council to adopt the 2023/2024 Shire of Woodanilling Annual Report.

### BACKGROUND

The OAG conducted the Annual Financial Audit for 2023/2024 following production of the Annual Financial Statements with the process concluding in November 2024. This item discusses the outcomes of the Audit.

The final audited financial statements have been received from the Office of Auditor General (OAG) and Lincolns and the formal audit exit meeting was held on Friday 8<sup>th</sup> November 2024. In attendance at this meeting was:

- Jay Teichert, Director Financial Audit, (OAG);
- Mr Chris Martain, Auditor, Lincolns;
- Mr Thomas Warner, Partner, Lincolns;
- Mr Darren Long, DL Consulting, Accountant
- Cr Russel Thomson, Deputy Shire President;
- Mr Paul Hanlon, Chief Executive Officer.

During this meeting the report was discussed for the year ended 30 June 2024. Following the formal Audit Exit meeting, the Office of Auditor General released the independent auditor's reports.

Under section 5.53 of the Local Government Act 1995, the Shire is required to prepare an Annual Report each financial year. This report is to contain:

- A report from the Shire President and Chief Executive Officer;
- An overview of the Plan for the Future/Community Strategic Plan;
- The 2023/2024 Financial Report;
- The 2023/2024 Auditor Report; and
- Any other prescribed information.

Council is also requested to give consideration to determining the date, time and location of the Annual General Meeting. The meeting must be held within 56 days from the date Council accepts the Annual Report and Financial Statements. If Council accepts the Annual Report at this meeting, it is proposed that the Annual Electors Meeting is scheduled for 6pm on Tuesday 11<sup>th</sup> February 2025 (exactly 56 days from 17<sup>th</sup> December 2024).

The Annual Report has been prepared in accordance with the *Local Government Act 1995*, associated regulations and is contained in **Attachment 15.3.1**.

**STATUTORY/LEGAL IMPLICATIONS**

The *Local Government Act 1995* requires the Council to accept the Annual Report by 31 December each year unless the audit report is not available. If unable to be accepted by 31 December in any given year, then Council must accept the report within two (2) months of the audit report becoming available. The Annual Electors Meeting must then be held within fifty-six (56) days of Council accepting the Annual Report. A minimum of fourteen days local public notice is required of the date, time, place and purpose of the meeting.

**POLICY IMPLICATIONS**

There is no policy associated with this item.

**FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

**STRATEGIC IMPLICATIONS**

**THEME 3**

**Governance**

**OBJECTIVES**

To promote continual improvement that is supported by efficient and effective governance structures and processes.

**STRATEGIES**

By ensuring legislation is used to effectively enable quality decision making.

**CONSULTATION/COMMUNICATION**

Consultation has been undertaken with the Chief Executive Officer, DL Consulting and finance staff, OAG and Lincolns. The Exit Meeting occurred with one member of the Audit Committee held on Friday 8<sup>th</sup> November 2024. It must be noted that the Shire President was unavailable at this time and the OAG was ok with the Deputy Shire President representing the Audit Committee for this meeting.

**RISK MANAGEMENT**

There is a risk that should the Annual Report not be adopted within the timeframes outlined, Council may be in breach of the *Local Government Act 1995*, and applicable subsidiary legislation. Accordingly, the risk associated with this matter is assessed as “High”.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council:

1. Accept the Shire of Woodanilling 2023/2024 Annual Report for the financial year ended 30 June 2024 as presented in **Attachment 15.3.1**
2. Convene the Annual Electors Meeting on Tuesday 11<sup>th</sup> February 2025 in the Woodanilling Council Chambers commencing at 6pm; and
3. Publish the Shire of Woodanilling 2023/2024 Annual Report and Notice of Meeting as well as give public notice to the above effect, pursuant to the *Local Government Act 1995*, sections 5.29, 5.55, 5.55A, in the Wongi, on the Shire's website, official Notice Boards and Facebook site.

## 15.4 LATE ITEM – CHIEF EXECUTIVE OFFICER – RECRUITMENT PROCESS

<b>File Reference</b>	ADM0118
<b>Date of Report</b>	16 December 2024
<b>Responsible Officer</b>	Paul Hanlon, Chief Executive Officer
<b>Author/s of Report</b>	Paul Hanlon, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<p><b>Attachment 15.4.1</b> – CEO Recruitment and selection, performance review and termination (DLGSC – Guidelines)</p> <p><b>Attachment 15.4.2</b> – Council Policy – Adopted Standards for CEO Recruitment, Performance and Termination</p> <p><b>Confidential Attachment 15.4.3</b> – Quotes Received</p> <p><i>This matter needs to be considered in accordance with Section 5.23 (2) (e) of the Local Government Act 1995.</i></p>
<b>Late Item</b>	New business of an urgent nature introduced by a decision of council.

### BRIEF SUMMARY

This report is for Council to appoint a recruitment specialist for the recruitment of a Chief Executive Officer for the Shire of Woodanilling and to determine the structure and membership of the committee of Council to undertake the recruitment consultation, supported by the appointed recruitment consultant. Membership of the committee is to include an independent member, in accordance with Council Policy.

### COMMENT

The *Local Government Act 1995* and associated regulations stipulate a required process to recruit a Chief Executive Officer (CEO) following the position becoming vacant. Mr Paul Hanlon resigned, as Chief Executive Officer of the Shire of Woodanilling and will finish on the 28<sup>th</sup> February 2025.

Following the resignation of the CEO, the process of appointing a new CEO is required. It is important the Shire carefully considers the role of the CEO, which includes the powers and functions of the role, the selection criteria for the position and the specific skills and experience the Shire will require of the CEO.

Council has adopted the model Adopted Standards for CEO Recruitment, Performance and Termination as contained in **Attachment 15.4.2**. The Department of Local Government, Sport and Cultural Industries (DLGSC) has guidelines referenced in **Attachment 15.4.1**.

Council has agreed to the following:

- Determine the selection criteria and approval of job description form;
- Advertising requirements;
- Job description form to be made available;
- Establishment of selection panel for the employment of CEO –
  - Council members;
  - Human resources consultant; and
  - At least 1 independent person.

Quotes have been sought for the Human Resources Consultants and the CEO has received two contained in **Confidential Attachment 15.4.3**.

The purpose of this report is to seek Council's approval for:

- a) The appointment of an independent person and an external Human Resources consultant to support the CEO Recruitment process;

- b) The proposed recruitment process (including the appointment of a selection panel) is to be undertaken to facilitate the recruitment of a new CEO.

It is at the discretion of the local government to determine the number of people on the selection panel.

### STATUTORY/LEGAL IMPLICATIONS

The process of CEO Recruitment is conducted in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* and *Local Government (Administration) Amendment Regulations 2021* (CEO Standards).

Under section 5.36 (4) of the *Local Government Act 1995*, states:

#### 5.36 Local Government Employees

- (4) *Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as in prescribed.*

### POLICY IMPLICATIONS

There is the current Council Policy – Adopted Standards for CEO Recruitment, Performance and Termination associated with this item.

### FINANCIAL IMPLICATIONS

The cost to appoint a recruitment consultant can be in the range of an estimated cost between \$5,000 - \$22,000 to help fulfil the role of the Chief Executive Officer. This cost will be factored into the Budget amendment in January/February Budget Review process with the expense able to be allocated under the GL 042040 Governance - Consulting & Relief Staff.

### STRATEGIC IMPLICATIONS

#### Theme 3

#### Customer Service

#### VISION

- To be responsive to the expectations of our clients and users in the area of customer service
- To promote excellence in customer service

#### OBJECTIVES

- To observe the service standards in the Woodanilling Customer Service Charter (2010)
- To build confidence, support and satisfaction in service delivery by increasing and developing communication channels with the whole community

#### STRATEGIES

- By ensuring elected members and staff are supported by ongoing professional development, and the maintenance of their professional standards
- An awareness of community views and listening to our community and being responsive

### CONSULTATION/COMMUNICATION

Consultation has occurred with the Shire President and the CEO to commence the process to present to Council for consideration.

### RISK MANAGEMENT

If the CEO Recruitment fails to exercise due diligence in the recruitment process leading to the appointment of an unsuitable candidate, fails to establish effective Key Performance Indicators or appointing a Selection Panel and undertaking the recruitment process to appoint a CEO would lead to uncertainty, inconsistency and lack of leadership. It is assessed that the risk is “High” as reflected below.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe



<b>Likely</b>	Low	Medium	High	High	Severe
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Low	Medium

<b>Risk Rating</b>	<b>Action</b>
<b>LOW</b>	Monitor for continuous improvement.
<b>MEDIUM</b>	Comply with risk reduction measures to keep risk as low as reasonably practical.
<b>HIGH</b>	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That Council:

1. Appoints \_\_\_\_\_ to undertake the Recruitment process for the position of Chief Executive Officer for the Shire of Woodanilling;
2. Establishes a committee of Council to undertake the recruitment and selection process for the Chief Executive Officer, with the following elected members appointed – Councillors \_\_\_\_\_; and
3. Appoints \_\_\_\_\_ to be the independent member of the recruitment committee in accordance with clause 8 of the Adopted Standards for CEO Recruitment, Performance and Termination.

### **16. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

### **17. CONFIDENTIAL REPORTS**

### **18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

### **19. CLOSURE OF MEETING**

There being no further business to discuss the Chairperson, Cr Douglas will declare the meeting closed at \_\_\_\_\_ pm.