



SHIRE OF WOODANILLING



SPECIAL MEETING OF COUNCIL Unconfirmed Minutes 3 February 2025

Notice is hereby given that a **Special Council Meeting** of the Shire of Woodanilling will be held on **Monday 3 February 2025** in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at **5:30pm**.

The business to be transacted will be:

- The adoption of the Acting/Temporary CEO Policy,
- The formal acceptance of the CEO's resignation and consideration of contract terms and the appointment of the Acting/Temporary Chief Executive Officer.
- Adoption of the Strategic Community Plan and Corporate Business Plan

Please note: That the meeting will be discussing confidential items so the meeting may be closed to the public when the item is being discussed.

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

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SPECIAL MEETING OF COUNCIL MINUTES

Minutes of the Special Council Meeting for the Shire of Woodanilling was held Monday 3 February 2025 in the Council Chambers, 3316 Robinson Road, Woodanilling.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Cr Douglas opened the meeting at 5:30pm

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.

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 R Marshall	
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

Nil.

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

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

CR DOUGLAS

- Thanked the officers for organising Australia Day
- Noted the great turnout of the Tom Curtain show.

8. OFFICER REPORTS

8.1. ADOPTION OF NEW COUNCIL POLICY 116 – APPOINTMENT OF ACTING OR TEMPORARY CEO

File Reference	ADM0374
Date of Report	31 January 2025
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author/s of Report	Paul Hanlon, Chief Executive Officer
Disclosure of any Interest	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> .
Voting Requirement	Absolute Majority
Attachments	Attachment 8.1.1 – New Policy 116 – Appointment of Acting or Temporary CEO

BRIEF SUMMARY

This report is for Council to consider adopting a new council policy to appoint an acting or temporary CEO.

COMMENT

Under section 5.39C of the *Local Government Act 1995*, the Shire of Woodanilling is required to adopt a policy that sets out the process to be followed by the local government in relation to appointing an Acting or Temporary CEO.

STATUTORY/LEGAL IMPLICATIONS

This new policy applies to the statutory position of Chief Executive Officer and has been prepared to comply with the provisions of section 5.39C of the *Local Government Act 1995* in regard to the appointment of an Acting CEO or Temporary CEO.

Section 5.39C of the *Local Government Act 1995*, states:

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

- (2) A local government may amend* the policy.
* Absolute majority required.
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

[Section 5.39C inserted: No. 16 of 2019 s. 22.]

POLICY IMPLICATIONS

There is no current policy on appointing an Acting or Temporary CEO.

There is Delegation No: 2 Appointment of Acting CEO.

FINANCIAL IMPLICATIONS

There are no financial implications for this policy.

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.

RISK MANAGEMENT

If the Council fails to adopt the policy there will be non-compliance with the Local Government Act. 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
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 adopts the new Council Policy 116 – Appointment of Acting or Temporary CEO (**Attachment 8.1.1**).

COUNCIL RESOLUTION – 8.1 – ADOPTION OF NEW COUNCIL POLICY 116 – APPOINTMENT OF ACTING OR TEMPORARY CEO (SCM 01/02/2025)

Moved: Cr Thomson

Seconded: Cr Smith

That Council adopts the new Council Policy 116 – Appointment of Acting or Temporary CEO (**Attachment 8.1.1**).

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Smith, Cr Stephens, Cr Garstone, Cr Marshall

Against: Nil

8.2 ADOPTION OF THE STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN

File Reference	ADM0047
Date of Report	31 January 2025
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author of Report	Paul Hanlon, Chief Executive Officer
Disclosure of any Interest	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> .
Voting Requirement	Absolute Majority
Attachments	Attachment 8.2.1 –The Woodanilling Way Confidential Attachment 8.2.2 – Community Feedback Report

BRIEF SUMMARY

This report is to present the final Strategic Community Plan 2025 – 2035 and Corporate Business Plan 2024/25 – 2027/28 to Council for adoption.

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

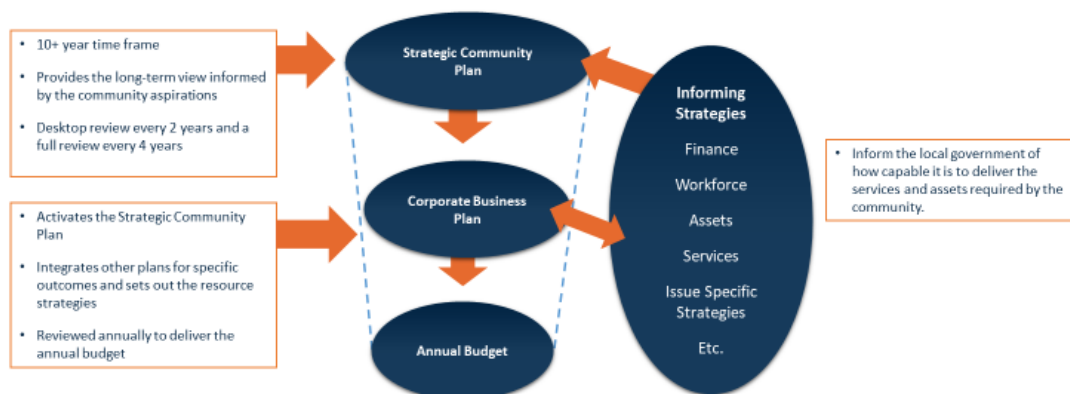
The Strategic Community Plan is the key plan of the Integrated Planning Framework which also includes the Corporate Business Plan and informing strategies such as the Long-Term Financial Plan.

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
TOTAL			86

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

At the December 2024 Ordinary Council Meeting, Council:

1. Authorised the Chief Executive Officer to advertise The DRAFT Woodanilling Way Strategic Community Plan 2025 – 2035 and Corporate Business Plan 2024/25 – 2027/28 for a period of public comment closing on Friday 17th January 2025.
2. Authorised 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.

With the departure of the current CEO set to occur prior to the February 2025 Ordinary Council Meeting, the CEO has prepared this report to adopt the final plans.

During the public comment period, two responses were received by the Shire. These responses have been included at **Attachment 8.2.2**. The CEO has reviewed the feedback and incorporated one change to the draft document by including the recognition of the Railway Precinct Project as an item to investigate under the Town Teams action in Goal 1.4.

STATUTORY/LEGAL IMPLICATIONS

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.

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
TOTAL			86

Two responses were received during the public comment period on the Draft plan.

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

Absolute Majority

OFFICER’S RECOMMENDATION

That Council adopts the Woodanilling Way Strategic Community Plan 2025 – 2035 and Corporate Business Plan 2024/25 – 2027/28 contained in **(Attachment 8.2.1)** as the final plan and authorises the Chief Executive Officer to publish a copy of the document on the Shire’s official website.

COUNCIL RESOLUTION – 8.2 – ADOPTION OF THE STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN (SCM 02/02/2025)

Moved: Cr Smith Seconded: Cr Stephens

That Council adopts The Woodanilling Way Strategic Community Plan 2025 – 2035 and Corporate Business Plan 2024/25 – 2027/28 contained in **(Attachment 8.2.1)** as the final plan and authorises the Chief Executive Officer to publish a copy of the document on the Shire’s official website.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Smith, Cr Stephens, Cr Garstone, Cr Marshall

Against: Nil

9. CONFIDENTIAL REPORTS

9.1 CHIEF EXECUTIVE OFFICER RESIGNATION AND APPOINTMENT OF ACTING/TEMPORARY CHIEF EXECUTIVE OFFICER

File Reference	ADM0374
Date of Report	31 January 2025
Responsible Officer	Paul Hanlon, Chief Executive Officer
Author/s of Report	Paul Hanlon, Chief Executive Officer
Disclosure of any Interest	Mr Paul Hanlon Direct Financial Interest The Chief Executive Officer has declared a financial interest in this matter as it deals with a financial matter related to the employment contract of the CEO.
Voting Requirement	Absolute Majority
Attachments	Confidential Attachment 9.1.1 – Mr Paul Hanlon Letter of Resignation Confidential Attachment 9.1.2 – Mr Paul Hanlon Signed Contract Confidential Attachment 9.1.3 – Acting/Temporary CEO Resumes

REASON FOR CONFIDENTIALITY

Section under the Act	This matter is to be considered behind closed doors pursuant to s.5.23(2)(a), (b) and (c) of the Local Government Act 1995 as the subject matter relates to:
Sub-clause and Reason:	“s.5.23(2)(a), (b) and (c) a matter affecting an employee or employees, the personal affairs of any person and a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.”

Procedural Motion

Moved: Cr Smith

Seconded: Cr Marshall

Council moved a motion to enter into a confidential discussion.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Stephens, Cr Smith, Cr Marshall

Against: Nil

Procedural Motion

Moved: Cr Smith

Seconded: Cr Garstone

Council moved a motion to return the meeting from confidential discussion.

CARRIED 6/0

For: Cr Douglas, Cr Thomson, Cr Garstone, Cr Stephens, Cr Smith, Cr Marshall

Against: Nil

10. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

11. CLOSURE OF MEETING

There being no further business the meeting closed at 6.12pm and the Shire President thanked everyone involved today.

I certify that these minutes were confirmed at the Special Council Meeting held on the

Presiding Member – Councillor Dale Douglas

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Date.....