



SHIRE OF NORTHAM

**MINUTES OF THE
SPECIAL COUNCIL MEETING
HELD AT
5:30 PM
WEDNESDAY
26 JUNE 2013**

SHIRE OF NORTHAM

SUMMARY OF MINUTES PRESENTED TO THE SPECIAL COUNCIL MEETING HELD ON 26 JUNE 2013 AT 5:30 PM

	Page
1. OPENING AND WELCOME	1
2. DECLARATION OF INTEREST	3
3. ATTENDANCE	3
3.1 COUNCIL	3
3.2 GALLERY	3
4. APOLOGIES	3
5. LEAVE OF ABSENCE	3
6. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	4
7. AGENDA ITEMS	5
7.1. SPECIAL ITEMS	5
7.1.1 INTEGRATED PLANNING AND REPORTING REPRESENTATION	5
8. DECLARATION OF CLOSURE	11

SHIRE OF NORTHAM

**Minutes of the Special Meeting of Council held in the Council Chambers on
WEDNESDAY, 26 JUNE 2013 at 5:30 pm**

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Northam for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Northam disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Northam during the course of any meeting is not intended to be and is not taken as notice or approval from the Shire of Northam. The Shire of Northam warns that anyone who has an application lodged with the Shire of Northam must obtain and only should rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Northam in respect of the application.

1. OPENING AND WELCOME

The Presiding Officer, Cr S B Pollard declared the meeting open at 5.30 pm.

Visitors

Introduction- Will Baston introduced the Main Roads delegates and provided a brief overview of Council's SuperTown plan, particularly with the emphasis on planning and Council's desire to reinvigorate the residential and commercial growth to the western end of Fitzgerald street.

Mr John Baker undertook an overview on the status of the Avon Bridge at Avon and Peel Street Bridge, and the work required to bring the bridges up to an acceptable standard. He is keen to listen to Council's opinion and take note on what Council believes in their opinion would be the best solution.

Mike Haywood in introducing Mr Tony Humphreys reiterated the issues with the two existing bridges, and expressed the Department's concern at the current condition of the Avon Bridge.

Mr Tony Humphreys commented that the Avon Bridge was approx 80 years old, and was in generally poor condition. The 3 obvious options are: to close the bridge, to refurbish the existing bridge, or to build a new bridge. He commented that to refurbish and provide a concrete overlay would be in the vicinity of \$6 million, and that would provide for 20 years of life for the sub structure. A new bridge in that particular position would be approximately \$19 million. Once refurbished, the old bridge would be handed to Council, who would then be responsible for all maintenance. He commented that the Peel Street Bridge would cost approximately \$30 million to replace. All costing would depend on what council wants in regards to road width and pedestrian access way. It is quite clear that 3 bridges cannot be justified, should a decision be made to construct a new bridge to the west. A new bridge to the west would cost approximately \$30 million, including road infrastructure.

Mr John Baker indicated that funding for a concrete overlay on the existing structure would not be available for another 3 years.

Cr R Head suggests it would be unwise to refurbish the existing bridge at the cost indicated with only a 20 year possible life span. In his opinion, the best option would be for a new structure. A new bridge to the west would provide traffic movement without disturbing the public's use of it, both traffic and pedestrian. Tony Humphreys said that there is approx \$1 million worth of work required on the Peel Street Bridge. He further commented that the guard rails on the Avon Bridge are only decorative, and would not prevent an out of control vehicle from breaching.

John Baker suggested that a planning study needs to be done if the Pool Street Bridge is to be built. This would require a transport modelling exercise and an impact development plan.

Mr Will Baston indicated the various planning studies have been undertaken by the Shire of Northam providing several scenarios and impacts based on residential and commercial development. The question was asked on the source of funding for the bridge- would funding be 2/3 Commonwealth and 1/3 State, or is there another proportional split possible.

2. DECLARATION OF INTEREST

Parts of Division 6 Subdivision 1 of the Local Government Act 1995 requires Council members and employees to disclose 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 being 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 disclosed matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

3. ATTENDANCE

Council

President
Councillors

S B Pollard
R M Head
R W Tinetti
A W Llewellyn
K D Saunders (5.32 pm)
U Rumjantsev
D A Hughes
D G Beresford
J E Williams

A/Chief Executive Officer
Executive Manager Development Services
Executive Manager Corporate Services
Executive Manager Community Services
A/Executive Manager Engineering Services
Project Manager Community Infrastructure

A J Middleton
P B Steven
D R Gobbart
J McGready
K Kane
C B Hunt

Gallery

Nil

4. APOLOGIES

Nil

5. LEAVE OF ABSENCE

6. LEAVE OF ABSENCE PREVIOUSLY APPROVED

Cr T Little has been granted Leave of Absence between the following dates:

8 June to 8 July 2013

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

7. AGENDA ITEMS

7.1. Special Items

7.1.1 INTEGRATED PLANNING AND REPORTING REPRESENTATION

Name of Applicant:	Internal Report
File Ref:	
Officer:	Denise Gobbart
Officer Interest:	Nil
Policy:	Nil
Voting:	Absolute
Date:	25 June 2013

PURPOSE

That Council receive the final drafts of the documents developed under the Integrated Planning and Reporting Framework.

BACKGROUND

In February 2009, the Minister for Local Government, Hon John Castrilli MLA, announced a package of state wide ranging local government reform strategies. The state wide strategies were aimed at achieving greater capacity for local governments to better plan, manage and deliver services to their communities with a focus on social, environmental and economic sustainability.

The Integrated Planning and Reporting Framework and Guidelines are being introduced in Western Australia as part of the State Government's Local Government Reform Program. Integrated Planning is the development and delivery of a Strategic Community Plan and a Corporate Business plan.

All local governments in Western Australia are required to produce a 'Plan for the Future' for their district under S5.56(1) of the Local Government Act 1995. Local Government (Administration) Regulations 1996 now prescribe the requirement to prepare a Strategic Community Plan and Corporate Business Plan as part of the 'Plan for the Future'.

These plans must be established by the 1 July 2013 and are intended to guide local governments to a successful integrated planning process. This is designed to deliver the following outcomes:

- A long term strategic plan that clearly links the community's aspirations with the Council's vision and long term strategy.
- A corporate business plan that integrates resourcing plans and specific Council plans with the strategic plan.

- A clearly stated vision for the future viability of the local government area.

The Framework is supported by Integrated Planning and Reporting Guidelines. The Guidelines outline how to fully develop each component of the Framework and explains its purpose, and the roles of community, Council and local government administration.

The Framework and its Guidelines outline the minimum planning and reporting methodology to achieve the outcome prescribed in the legislation. They are not intended to restrict the range of processes that may be undertaken within a local government to achieve those outcomes.

The Guidelines acknowledge that local governments will have different starting points for integrated strategic planning and many will have existing processes that specify how place or area plans, specific strategies, Council endorsement of four year plans or annual plans are to be treated. The Framework does not intend to require a single methodology to be applied by local governments.

Stages in the Integrated Planning process

Research - into current and expected changes in community demographics, social issues and local national and global impacts.

Community engagement – active engagement is essential to the process as communities demand to be able to state their aspirations.

Meetings - the Council, guided by its management team, transforms community aspirations into local government objectives after prioritising community objectives, determining Council priorities and considering business cases for major initiatives. The priorities in the final plans must be of community benefit, affordable, realistic and achievable.

Operational plans - from the Strategic Community Plan, the management team will develop operational plans, including internal measurement and monitoring structures and processes to ensure the priorities in the Strategic Plan are being achieved.

Annual reporting - updating the community on achievements and outcomes and the need for variations as circumstances change. The community should also have the opportunity to provide comment.

Plans with a short term focus, such as annual or operational plans, are sub-plans of a longer term corporate business or strategic plan - they deliver pre-determined priorities with predetermined resources. The format and structure of strategic plans will vary with the size and complexity of local governments.

In the first few years immediately after the first Strategic Community Plan is produced, many of the existing scheduled works and actions will remain. Essentially Council's resources as identified in the Long Term Financial Plan, Asset Management Plans,

Workforce Plan and Service Strategies will have already been committed, acted upon or in the process of being implemented.

In later years the prioritised Community Objectives sourced through the community engagement processed will be gradually integrated more fully into the Long Term Financial Plan, Asset Management Plans, Workforce Plan and Service Strategies. The ongoing review of the Strategic Community Plan every 4 years will ensure that Council's Long Term Financial Plan, Asset Management Plans, Workforce Plan and Service Strategies continue to align with the communities' aspirations and priorities.

To meet compliance with the framework the Shire of Northam was required to develop a suite of plans. This process began with community consultation to develop a Strategic Community Plan. To activate this plan a Corporate Business Plan, Long Term Financial Plan, Workforce Plan and Asset Management Plan were also required, these plans are of a more operational rather than aspirational nature.

Council's administration has developed a draft Corporate Business Plan which flows on from the Strategic Community Plan, and seeks to outline the Strategies and Actions required to achieve the Strategic Objectives and Outcomes of Council.

The Corporate Business Plan is developed from the 10 year Long Term Financial Plan, Workforce Plan, Asset Management Plans and various informing Services Strategies and Plans.

STATUTORY REQUIREMENTS

Local Government Act 1995

Section 5.56 Planning for the Future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.

- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted in Gazette 26 Aug 2011 p. 3483-4.]

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

19D. Adoption of plan, public notice of to be given

- (1) After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).
- (2) The local public notice is to contain —
 - (a) notification that —
 - (i) a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and
 - (ii) details of where and when the plan may be inspected;
 - or
 - (b) where a strategic community plan for the district has been modified —
 - (i) notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and
 - (ii) details of where and when the modified plan may be inspected.

CONFORMITY WITH THE PLAN FOR THE FUTURE

GOVERNANCE	Lead our community with openness, efficiency and proficiency
OBJECTIVES	Provide accountable and transparent leadership Improve organisational capability and capacity Provide efficient and effective corporate management

BUDGET IMPLICATIONS

Endorsing the plans in the Integrated Planning and Reporting Framework does not commit Council to the said expenditure in any recommendations. The framework is to be taken into consideration when preparing the Annual Budget. Changes requiring

additional financial resources will only be undertaken when endorsed by Council through the Adoption of the Annual Budget.

OFFICER'S COMMENT

The Executive, staff and consultants have been involved in the review of the plans to ensure they are achievable and reflective of where the Shire is currently and where it needs to be. All plans must be in place by 30th June 2013. All plans are compliant with the Integrated and Planning and Reporting Framework.

Significant staff resources and Council input have been essential in ensuring our suite of documents are fully integrated, compliant and, most importantly, provide a framework clearly outlining our current and future activities and resourcing requirements.

RECOMMENDATION/ COUNCIL DECISION

Minute No C.2071

MOVED: Cr A Llewellyn

SECONDED: Cr R Head

That Council adopt the Community Strategic Plan 2012-2012 and Corporate Business Plan 2013/14 to 2016/17.

CARRIED BY ABSOLUTE MAJORITY 8/0

Cr K Saunders arrived at 5.32 pm.

RECOMMENDATION/ COUNCIL DECISION

Minute No C.2072

MOVED: Cr D Hughes

SECONDED: Cr D Beresford

That Council endorse the Long Term Financial Plan 2013/14 to 2022/23, Asset Management Plan 2013 and Integrated Workforce Plan 2013-2017.

CARRIED 9/0

8. DECLARATION OF CLOSURE

There being no further business, the Presiding Officer, Cr S B Pollard declared the meeting closed at 5.35 pm.