



Notice of a Special Meeting of Council

Dear Council Member

The next Ordinary Meeting of Shire of Bridgetown-Greenbushes will be held on **Friday, 18 October 2024** in Council Chambers, commencing at 5:00 PM

AGENDA

**Special Council Meeting
Friday, 18 October 2024**

Leigh Guthridge

Acting Chief Executive Officer

Date: 18 October 2024

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SHIRE OF BRIDGETOWN GREENBUSHES

ITEM 1 OPENING OF MEETING

Meeting to be opened by the Presiding Member.

ITEM 2 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the cultural custodians of the land on which we gather, the Pibulmun-Wadandi people. We acknowledge and support their continuing connection to the land, waterways and community. We pay our respects to members of the Aboriginal communities and their culture; and to Elders past and present, their descendants still with us today, and those who will follow in their footsteps.

ITEM 3 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

Councillors

Councillor J Mountford	Shire President
Councillor S Mahoney	Deputy President
Councillor J Boyle	
Councillor M Christensen	
Councillor M Fletcher	
Councillor T Lansdell	
Councillor L Pearce	
Councillor T Pratico	
Councillor R Redman	

Council Officers

A/Chief Executive Officer L Guthridge
Executive Manager, Community & Economic Development M Richards

Observers/Visitor

Nil

Apologies

Nil

Leave of Absence Previously Granted

Nil

ITEM 4 NOTIFICATION OF DISCLOSURE OF INTEREST

Part 5, Division 6 of the *Local Government Act 1995* requires a member who has an interest in any matter to be discussed at the meeting to disclose the interest and the nature of the interest in writing before the meeting, or immediately before the matter is discussed.

REPORTS OF OFFICERS

Reports of Officers have been divided into Departments as follows:

- CEO's Office
- Corporate Services
- Planning and Development
- Community and Economic Development
- Infrastructure

ITEM 5 COMMUNITY AND ECONOMIC DEVELOPMENT

5.1 Strategic Community Plan - Consultant Engagement and Budget Amendment

File Ref

Responsible Officer	Megan Richards, Executive Manager, Community & Economic Development
Reporting Officer	Megan Richards, Executive Manager, Community & Economic Development
Attachments	Nil
Voting Requirements	Absolute Majority
Disclosure of Interest	Reporting Officer: Responsible Officer:

OFFICER RECOMMENDATION

That Council:

- 1) Approve the engagement of the consultants Catalyse to complete the Strategic Community Plan and Corporate Business Plan (integrated) renewal including:
 - Scoping and desk research
 - Community engagement
 - Consultation
 - Articulate Plan
- 2) Approve the transfer of;
 - a) the sum of \$20,000 from the PJ74 Biennial Community Benchmark Survey (current balance \$20,000) and
 - b) the sum of \$5,000 from GL 1055020.44 Corporate Services Department Consultants (current balance \$10,920)
 - c) into account to GL 1055220.11 Shire Strategic Projects – Project Management (current Balance \$25,000) to provide the \$50,000 estimated costs associated with the consultant

fees to cover the renewal of the Strategic Community Plan and Corporate Business Plan by Catalyse.

1.

IN BRIEF

In contemporary governance at the local government level, the Integrated Planning Framework and the Strategic Community Plan (SCP) and Corporate Business Plan (CBP) play pivotal roles in ensuring that community's needs are effectively addressed. The requirement for a comprehensive review/renewal of the SCP and CBP, as outlined in the Local Government Administration regulations, is once every 4 years. Council's last comprehensive review of the SCP was in 2020.

MATTER FOR CONSIDERATION

It is the responsibility of Council to direct the renewal of the SCP and CBP, including a robust consultation and engagement process, to inform the development of the documents and guide the strategic and financial direction of the Shire for the following 4 years, (with an annual desk-top review to update the documents).

It is the officers recommendation that Council engage an external consultant to undertake this body of work. Engaging an external consultant is critical for several reasons. Here are the key factors that highlight the importance of utilizing external expertise in this process:

- **Expertise and Experience:** External consultant planners possess specialized knowledge and experience in strategic planning, community engagement, and policy development. Their familiarity with best practices, regulatory requirements, and innovative planning methodologies ensures that the SCP renewal process is comprehensive and effective.
- **Objective Perspective:** An external consultant can provide an unbiased, objective perspective on community needs and priorities. This neutrality is valuable in identifying genuine community issues and aspirations without being influenced by internal politics or preconceived notions.
- **Facilitating Community Engagement:** Experienced external consultants are skilled in facilitating community engagement processes. They know how to design and conduct effective consultations that attract diverse community input. Their expertise ensures that stakeholders, including underrepresented groups, are included in the planning process, which is crucial for the SCP's legitimacy and effectiveness.
- **Data Analysis and Interpretation:** External consultants are adept at collecting, analyzing, and interpreting a wide array of data, including demographic trends, economic indicators, and social dynamics. This analytical capability is essential for making informed decisions and creating a plan based on solid evidence.
- **Navigating Complexities:** The SCP renewal process often involves navigating complex issues related to land use, environmental sustainability, and economic development. External consultants can manage these complexities effectively, ensuring that all relevant factors are considered and addressed.
- **Ensuring Compliance:** Local governments are subject to various regulations and legislative requirements regarding community planning. External consultants are familiar with these

requirements and can ensure that the SCP complies with relevant laws, avoiding potential legal issues or conflicts down the line.

- **Tailored Solutions:** Every community is unique, and external consultants can tailor solutions to fit the specific context and characteristics of the community. They can draw on their experience with similar communities to create innovative and suitable strategies that resonate with residents.
- **Effective Communication:** A external consultant can help articulate the goals, objectives, and strategies of the SCP in a manner that is clear and engaging for the community and stakeholders. Effective communication is vital for garnering support, understanding, and participation in the resulting initiatives.

If Council supports the recommendations, Catalyse will be immediately engaged to undertake the process in a manner that ensures the score-card, benchmarking and community engagement process will be completed in a timely manner to inform the Budget process for the 2025-26 financial year.

The budget amendment requires the transfer of consultants fees from Corporate Services, this sum will be replaced if required once Council have made decisions regarding other significant Corporate Services projects in the near future.

BACKGROUND

In 2020 Catalyse completed a community engagement and consultation process, including a score card and bench-marking, that informed the 2020-2024 Strategic Community Plan and Corporate Business Plan. Between 2020 and 2024 there has been an annual desk top review of the Strategic Community Plan and/or Corporate Business Plan to update and recalibrate the strategic direction of Council for the following financial year.

It is outlined in the Local Government Regulations that a review of the Strategic Community Plan should be undertaken once every 4 years, including a community consultation process to plan for the future of the district. It has been 4 years since the last community wide review of the strategic direction of the district and the part Council will play in developing and implementing the plan.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government Act 1995

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;
 - 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 sub-regulation (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.

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.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

If the Officer Recommendations are supported the sum of \$20,000 from the PJ74 Biennial Community Benchmark Survey (current balance \$20,000) and the sum of \$5,000 from GL 1055020.44 Corporate Services Department Consultants (current balance \$10,920) will be transferred into GL account 1055220.11 Shire Strategic Projects – Project Management (current Balance \$25,000) to provide the \$50,000 estimated costs associated with the review of the Strategic Community Plan and Corporate Business Plan by Catalyse.

STRATEGIC COMMUNITY PLAN

- 13 Proactive, visionary leaders who respond to community needs.
- 14 Effective governance and financial management.
- 15 A well informed and engaged community.
- 15.1 Engage the community in a meaningful and timely way using appropriate communication and consultation channels.

CORPORATE BUSINESS PLAN

The SCP renewal will inform the CPB 2024-28

LONG TERM FINANCIAL PLAN

Nil

ASSET MANAGEMENT PLANS

Nil

WORKFORCE PLAN

NIL

RISK MANAGEMENT

The current recommendations address the following Risk Management Priority area identified according to Policy G 12– Risk Management is Compliance, Reputational (External).

Compliance – the compliance risk is Moderate given the direct noncompliance associated with not completing the renewal of the SCP, even though there is no significant or direct impact on service provision.

Reputational Risk (External)– the immediate reputational risk is minor, however, the long term impacts of not undertaking a robust and detailed community engagement process to renew the SCP and CBP will impact Councils understanding of longer term community interest and appropriate financial planning.

Measures of Likelihood			
Rating	Description	Frequency	Probability
Almost Certain	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
Likely	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
Possible	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
Unlikely	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
Rare	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix					
Consequence Likelihood	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Almost Certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	High	Extreme
Possible	Low	Moderate	Moderate	High	High
Unlikely	Low	Low	Moderate	Moderate	High
Rare	Low	Low	Low	Low	Moderate

ITEM 6 CEO'S OFFICE

In accordance with s.5.23(2) of the *Local Government Act 1995*, the Acting Chief Executive Officer has recommended item SpC.03/1024 be considered behind closed doors as the subject matter relates to the following matter prescribed by section 5.23(2):

- a) a matter affecting an employee or employees

In accordance with Clause 4.2 of the Standing Orders Local Law the contents of this item is to remain confidential and must not be disclosed by a member to any person other than a member of Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

OFFICER RECOMMENDATION

That Council close the meeting to the public at **Type time here** pm to consider the confidential reports listed below in accordance with Section 5.23(2) of the Local Government Act 1995.

Moved:

Seconded:

Voting requirement: Simple Majority

OFFICER RECOMMENDATION

That the meeting be open to members of the public at **Type time here** pm

Moved:

Seconded:

Voting Requirement: Simple Majority

ITEM 6.1 That Council endorse the officer recommendation as contained within the confidential report on the employee matter.

Moved:

Seconded:

Voting Requirement: Simple Majority

The above mentioned report/s were provided to Elected Members under separate cover.

The report/s are not for publication.

ITEM 7 CLOSURE

The Presiding Member to close the meeting.