



## **General Purpose Committee**

**Council Chambers, Civic Centre  
184 - 194 Bourke Street, Goulburn**

**Wednesday 4 November 2009**

**Notice** is hereby given that a meeting of the above Committee will commence at **5.30pm** in the Council Chambers Bourke Street Goulburn.

### **COMMITTEE MEMBERS:**

Cr Carol James (Mayor)  
Cr Bob Kirk  
Cr Andrew Banfield  
Cr Nina Dillon  
Cr Geoff Kettle  
Cr Margaret O'Neill  
Cr Neil Penning  
Cr Geoff Peterson  
Cr Denzil Sturgiss

Acting General Manager, Chris Berry (Non-voting)  
Director Corporate Services, Brendan Hollands (Non-voting)  
Acting Director Engineering Services, Terry Cooper (Non-voting)  
Acting Director Planning & Community Services, Chris Stewart (Non-voting)

### **CHARTER**

- A To provide a forum for Councillors and Senior Management to:**
- i Review progress of Council's Management Plan
  - ii Discuss major issues to be put forward to Council
  - iii Discuss policies, priorities and Council directions
- B Provide co-ordinated input into development of Council's:**
- i Strategic Plan
  - ii Annual Management Plan using Council's Planning and Program Budgeting Cycle.
- C Conduct on-site inspections as needed.**
- D Provide a forum to conduct workshop sessions**
- E Achieve a team approach between Councillors and Senior Staff**

*Chris Berry*  
FOR Chris Berry  
General Manager

# General Purpose Committee

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## Inspections Scheduled Prior To Meeting

**Start Time:** 4.30pm

- Eastgrove Road Inspections

## **AGENDA**

### **1. Apologies**

### **2. Disclosures of Interest**

### **3. Presentations**

Nil

#### **Business Unit Presentations**

- Refer to Item 2 Below

### **4. Reports**

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## **Reports to the General Purpose Committee Meeting to be held on 4 November 2009**

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### **Item 1 Management Plan 2010/11 Timetable (Attachment)**

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#### **Reporting Officer**

Director Corporate Services – Brendan Hollands

#### **Purpose of Report**

To seek endorsement of the Draft Management Plan timetable for 2010/11.

#### **Report**

Council is required to adopt an annual Management Plan prior to the 30 June in each year (s402 *Local Government Act 1993*).

The plan must first be adopted in draft form, and public submissions invited for a period of not less than 28 days (s402 *Local Government Act 1993*). Council must consider submissions prior to final adoption.

There are a number of factors which influence the timing and accuracy of the Management Plan and the later the process runs, the greater the accuracy and confidence in the data becomes. These are:

- Ministerial setting of rate pegging
- Ministerial setting of fees and charges (Statutory)
- Ministerial setting of Interest rate
- Grant availability
- Employee cost certainty
- Insurance premiums
- State/Federally imposed charges (e.g. Payroll Tax)
- Capital works project costing

Of critical importance to the process is ensuring that Councillors have early opportunity to have input to and consider the capital works programs and service levels. To maximise this opportunity workshops will be held prior to the Christmas break to discuss service levels, capital works and the fees and charges. A copy of the Draft Capital Works Program and Draft Fees and Charges will be provided to Councillors for their review over the Christmas and January period.

It is proposed to present the Draft Management Plan to Council at the April 2010 meeting to enable the Plan to be placed on exhibition. In a move away from previous years, Council will then consider public submissions at the June General Purposes Committee before adopting the final version of the Plan at its June meeting. This will enable changes arising from both the submissions and any late legislative announcements to be included in the document prior to its final adoption.

## **Reports to the General Purpose Committee Meeting to be held on 4 November 2009**

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An additional step in this year's process will be the review of the format of the Plan. Following a lengthy public submission received on the 2009/10 Management Plan as well as a number of concerns expressed by Councillors and Council Officers, the format of the Plan is to be reviewed in an effort to streamline the document. In addition the review will commence the move to the format of the Operational Plan prescribed under the new Integrated Planning and Reporting legislation.

A draft timetable to deliver the 2010/11 Management Plan is attached.

### **Budget Implications**

The Management Plan is the budget.

### **Policy Considerations**

The Corporate Plan 2007-12, Strategic Planning Framework, Financial Sustainability Policy and Community Survey 2008 are all important inputs to the Management Plan.

### **Recommendation**

That the Timetable, as attached, be adopted and the scheduled meetings inserted into the Council calendar.

# Attachment

## Management Plan Timetable 2009/2010

Step	Action	Timeframe	Action Officer
1.	Introduction to 2010/11 Management Plan including capital works and budget forecast	01 September 2009	General Purposes Committee
2.	Strategic Planning Workshop	15 November 2009	Council
3.	Presentation to Managers Meeting. Make available templates for: - wages and salaries - operational budgets - Fees and charges	18 November 2009	Manager Finance
4.	Councillor Workshop to further discuss Capital Works Program  <i>Councillors to be presented with full Capital Works Program for their review over the Christmas/January break</i>	03 December 2009	Council and Executive
5.	Draft Fees and Charges to be completed	11 December 2009	All Managers
6.	Councillor Workshop to discuss fees and charges  <i>Councillors to be presented draft Fees and Charges for their review over the Christmas/January break</i>	17 December 2009	Council and Executive
7.	Complete Wages and Salaries spreadsheets	17 December 2009	All Managers
8.	Preparation of body of Management Plan document into new refined format.	December 2009/January 2010	Director Corporate Services
9.	Councillor Workshop: • Finalise Draft Capital Works • Finalise Fees and Charges • Presentation of New Management Plan Format	9 February 2010	Council and Executive
10.	Completion of Operational Budget	19 February 2010	All Managers
11.	Compile "words" for Management Plan in new format	26 February 2010	Director of Corporate Services in cooperation with Managers
12.	Consideration, review, re-assessment of submitted Business Unit Budgets by Executive	22 February to 5 March 2010	Executive
13.	Distribute draft Management Plan to Councillors	1 April 2010	Executive Assistant
14.	Presentation of Business Unit budgets to Council – Workshop	15 April 2010	All Managers
15.	Consideration and adoption of draft Management Plan – Council meeting	20 April 2010	Council
16.	Advertising of adopted draft and calling for public submissions	23 April 2010	Executive Assistant
17.	Public exhibition period	23 April to 21 May 2010	Executive Assistant
18.	Conduct Public Meeting	29 April 2010	General Manager
19.	Final date for public submission	21 May 2010	EA to Director Corporate Services
20.	Consideration of public submissions as part of General Purpose Committee	1 June 2010	Council
21.	Adoption of Management Plan incorporating any changes resulting from public submissions	15 June 2010	Council

## **Reports to the General Purpose Committee Meeting to be held on 4 November 2009**

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### **Item 2 Integrated Planning and Reporting for Local Government (Attachment)**

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#### **Reporting Officer**

Manager Strategic Planning – John Massey

#### **Purpose of Report**

To present an introduction to Integrated Planning and Reporting legislation and a draft timetable.

#### **Report**

An introductory power point presentation (refer Attachment) will be presented to the General Purpose Committee meeting. The purpose of this presentation is to introduce Councillors to the new Integrated Planning and Reporting requirements. This is the first part of a two part presentation which will conclude at the December 2009 General Purpose Committee Meeting.

#### **Budget Implications**

There are long term implications for Council's budget.

Key part of the process is the preparation of a Resourcing Strategy where Council will have to assess it's financial capacity to meet all its current statutory obligations as well as long term future community expectations and aspirations and the accounting and managing of existing and proposed public assets.

#### **Policy Considerations**

Integrated Planning and Reporting is a mandatory process which will determine long term community expectations, financing and operations for Council.

Amending legislations come into force on 9 October 2009. The enclosed timetable has been structured so that the new requirements can be completed by 30 June 2011. Council must be satisfied that it can meet those requirements in that time frame. A Council resolution is required to that effect and notification given to the Department of Local Government.

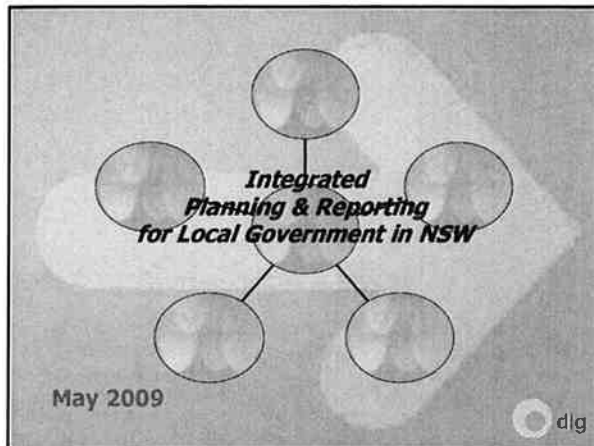
## **Reports to the General Purpose Committee Meeting to be held on 4 November 2009**

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### **Recommendation**

That:

- A. The presentation on the introduction to Integrated Planning and Reporting be noted.
- B. The Department of Local Government be notified that Council intends to complete the Integrated Planning and Report requirements by 30 June 2011.



### Integrated Planning & Reporting

- Integrate and streamline statutory planning and reporting
- Strengthen councils' strategic focus
- Align with National Sustainability Frameworks
- Ensure accountability and responsiveness to local communities

dlg

Amendment to LGA 1993 (9 October 2009)

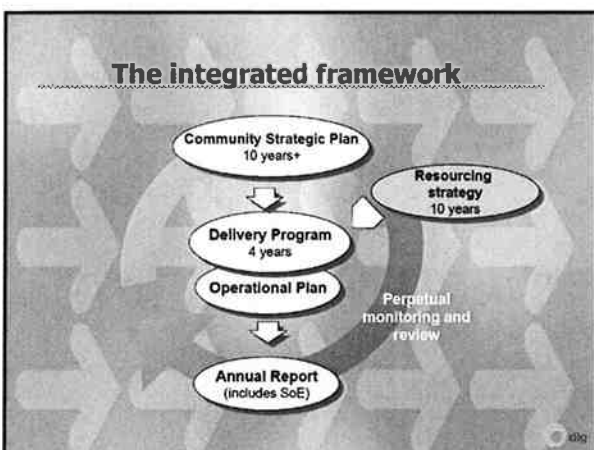
The amendment requires councils to have a:

- Community Strategic Plan
- Long-term Resourcing Strategy
- 4 Year Delivery Program
- Annual Operational Plan
- Annual report (includes SoE Report)

October 2009

Amendment to LGAA 1993 (9 October 2009) (Cont)

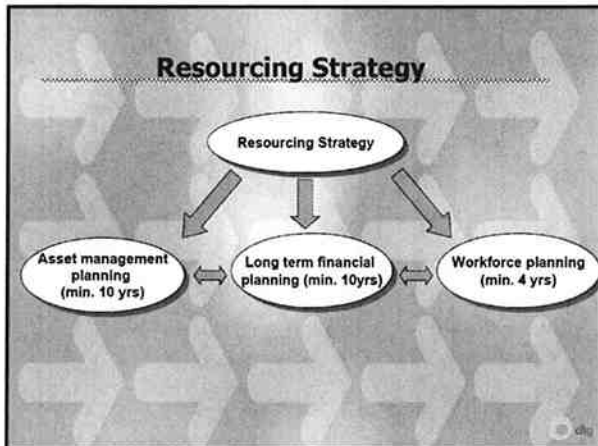
- Amends councils' charter to include reference to long-term planning on behalf of the community, planning for assets and social justice principles of equity, access, participation and rights.
- Amends the role of councillor to include a civic leadership role, development of CSP and implementation of DP.
- Amends the function of the GM to assist the council in connection with the development and implementation of IP&R.
- Provides transitional arrangements for the phasing in of the new system.



### The Community Strategic Plan

- A ten year plan developed and endorsed by council which identifies the main priorities and aspirations of the community (civic leadership, social, environmental and economic issues)
- It must have strategic objectives and strategies for achieving the objectives
- Regard to State & Regional Plans
- A community engagement strategy must be developed based on social justice principles
- Exhibit draft – 28 days
- Adopted by 30 June 2011 (Group 2)

# Attachment



## The Delivery Program

- A 4 year program which details the activities to be undertaken by the council to achieve the objectives of the Community Strategic Plan (within the resources available under the resourcing strategy)
- Exhibit draft – 28 days
- Six monthly reports on progress of activities
- Adopted by 30 June 2011 (Group 2)

## The Operational Plan

- The Operational Plan details council activities for that year to achieve the Delivery Program
- It provides a statement of the council's revenue policy
- Exhibit draft – 28 days
- Adopted by 30 June 2011 (Group 2)
- Rate or charge can now be made

## Annual Report

- Report to the community within 5 months after the end of each year, including:
- Progress implementing Delivery Program
  - Other requirements of Regulations and guidelines
  - Audited financial statements
- An end of Council term, report on achievement of objectives in Community Strategic Plan will be required

## Social Plans

- No requirement for separate plan
- Group 2 – Council to maintain and upgrade their current Social Plan until July 2011
- Social planning will continue to be a critical part of Councils business

## State of Environment Report

- Annual report (in election year) to include report on state of environment relevant to environmental objectives of CSP and include:
  - environmental indicators
  - all major environmental impacts on set objectives
- Regional report acceptable for inclusion in annual report
- Current arrangements for SoE Report by 30 November 2009 remains in place

## Implementation

- The new framework will be introduced in three groups of councils over three years
- Councils will be asked to nominate the group they would like to be in
- Timetable has been structured around Group 2 (Next slide)
- Council must be satisfied that it can meet the new requirements by 30 June 2011  
Key is the status of its Resource Strategy development, especially its asset management planning



## Implementation (Cont)

**Group 1** – Community Strategic Plan (CSP); Resourcing Strategy; Delivery Program (DP) and first operational plan (OP) by 30 June 2010

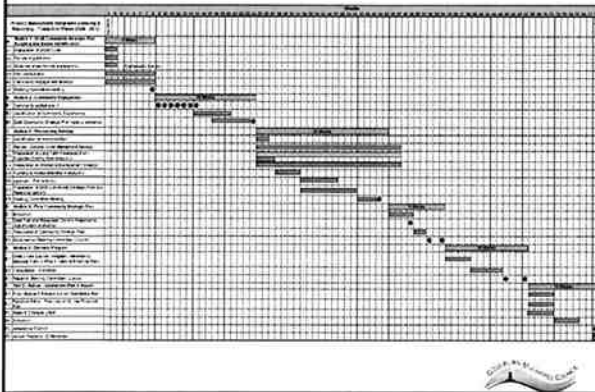
**Group 2** – CSP; DP; OP – 30 June 2011

**Group 3** – CSP; DP; OP – 30 June 2012

- Group 2 is recommended. It allows some lead in time into the next election (2012) then:
- Existing annual report provisions continue to apply until 2010
- Existing management plan provisions continue to apply until Council has endorsed CSP, DP and OP (by 30 June 2011)
- Existing management plan provisions do not require a draft management plan for 2011



## Timetable



## Roles and Responsibilities

- Mayors
- Councillors
- General Managers
- Community
- Other Government agencies
- DLG



## Overview – Statutory Obligations (LGA)

- Provision of community services and facilities
- Open and responsible government (includes having regard to long term and cumulative effects of decisions)
- Community involvement
- Environmental protection
- Public asset management (includes being custodian, trustee and manager of public asset existing and proposed)
- Strategic Planning
- Funding
- IP&R will be added to include reference to long-term planning, (CSP) planning for assets and social justice principles



## Roles and Responsibilities – IP&R

**Mayor:** Spokesperson and leader

**Mayor/Councillors:** (Steering Committee?)

- Community strategic plan – promote, support, participate and endorse (Work modules 1, 2 and 4)
- Resourcing Strategy, delivery program – help develop and balance resources (Work modules 3 and 5)
- Operational Plan / Annual Report – help implement and monitor (Part 2)

**General Manager / Executive team:**

- Guide, advise and oversee all work modules
- Co-opt additional staff / resources as required



## Roles and Responsibilities – IP&R (Cont)

### **Strategic Policy Unit:**

- Undertake work modules 1, 2 and 4
- Oversee work modules 3 and 5

**Note:** Work modules will be further developed at the December GP Meeting

**Community:** Input into modules 1, 2, 4, 5 and Part 2

**Other Government Agencies:** Partnership arrangements for their responsibilities

**DLG:** Manual and Guidelines (Regs, Guidelines and Manual currently being finalised)