



# **DESKTOP REVIEW OF STRATEGIC COMMUNITY PLAN 2021-2031**

## **Briefing Paper to Inform Community Consultation**

**Closing Date for Submissions is  
4.00pm, Wednesday 12<sup>th</sup> April 2023**

## ***In Brief***

- In accordance with Section 5.56(1) of the Local Government Act 1995, local governments must undertake a review of their Strategic Community Plan (SCP) every two years, alternating between a minor and major review.
- Council's current Strategic Community Plan 2021-2031 was adopted on 24 June 2021.
- A desktop review is scheduled to occur in 2023.
- The Shire has commenced the process for a minor review of the Strategic Community Plan and has proposed minor changes.
- A major review of the Strategic Community Plan is due in 2025 with an intention to begin community engagement mid to late 2024.

## ***Background***

1. In June 2021 Council endorsed its Strategic Community Plan 2021-2031 (SCP). The SCP was informed through a community engagement program, which documented the community's priorities, aspirations and vision.
2. Under the Integrated Planning and Reporting Framework and Guidelines, all local governments must develop their 10+ year SCP through a community engagement process aimed at identifying long term community aspirations, visions and objectives. For the 2021 SCP Council engaged with the community with two specific and focused initiatives with a total of 779 persons actively participating:
  - Community Scorecard Survey – September 2020
  - Community Sundowner/Workshop – November 2020
3. All local governments are required to plan for the future of their district under Section 5.56 (1) of the Local Government Act 1995 (the Act). Regulations under Section 5.56 (2) of the Act outline the minimum requirements to achieve this. The minimum requirement of the plan is the development of a SCP and a Corporate Business Plan.
4. The Department of Local Government Sports and Cultural Industries (DLGSC) Integrated Planning and Reporting Framework and Guidelines state that every two years, local governments are required to undertake a review of the Strategic Community Plan, alternating between a minor and major review. A minor review, according to the Departmental guidelines, is "primarily a desktop exercise".
5. The Corporate Business Plan is an internal business planning tool that translates Council priorities into operations within the resources available. The plan highlights the services, operations, projects and initiatives a local government will deliver within a defined period, being the next 4 years. It also includes the additional costs associated with delivering services, operations and projects.

6. The Integrated Planning and Reporting Framework (IPRF), the overarching umbrella which encompasses both the SCP and CBP, is a set of strategic and operational documents that the Shire is required by legislation to prepare. These documents include:

<b>Document</b>	<b>Purpose</b>
Strategic Community Plan	The Strategic Community Plan is a strategic document that provides direction for the Shire (and the community) over a 10 to 15-year period. The Shire's Strategic Community Plan was last endorsed in June 2021.
Corporate Business Plan	The Corporate Business Plan is an operational document that activates the Strategic Community Plan over a four-year period. The Corporate Business Plan is reviewed annually with the next review scheduled to be completed by June 2023.
Long Term Financial Plan	<p>The Long Term Financial Plan (LTFP) presents a financial analysis of all strategic objectives and goals set out in the integrated planning framework documents. It is an integral part of Council's strategic planning process and is aligned to other core planning documents, including the SCP and CBP.</p> <p>It analyses financial trends over a fifteen (15) year period, based on a range of decisions and assumptions which provide the Shire with information to assess resourcing requirements to achieve its strategic objectives and ensure its future financial viability. The plan is based on a higher level of detail in the first four (4) years underpinned by a number of assumptions. The remaining years are shown with indicative forecasts.</p> <p>The LTFP incorporates a number of high level assumptions regarding ongoing operational expenditure and income sources. It includes funding allocations for asset renewal programs and one-off CBP projects of both an operational and capital nature.</p> <p>A review of the LTFP is currently in progress.</p>
Asset Management Plan	Asset planning is intended to integrate the expected cost of looking after assets with long term financial planning. Asset Management Plans include improvement plans that outline the actions required to reduce the potential of a funding gap between the required level of renewal/upgrade of assets as

	<p>compared to the actual funding currently being provided through the annual budget and the LTFP.</p> <p>The Shire's Asset Management Plans were last reviewed in May 2021.</p>
Workforce Plan	<p>An integrated workforce plan identifies and reports on the internal capacity to meet current and future needs of the goals and objectives of the Shire and the community, both in capacity and capability. It identifies the gaps or surplus in human, assets or financial resources and identifies strategies to ensure there are the right people in the right place and at the right time to deliver on objectives and realistic expectations. The plan is to address gaps between current and future workforce capability, identify areas of skill or capacity shortage, and outline strategies to address them. This information is to inform LTFP and Asset Management Plan(s) to ensure the financial and physical resources of the Workforce Plan are included in those plans and planning activities.</p> <p>The Shire's Workforce Plan was last prepared in 2019. This document is currently under review.</p>

### ***Review Process***

1. Council commenced the review with a workshop session held at a concept forum on 9 February 2023.
2. The focus of the review has been on making minor changes which centre on language corrections and updates to key messaging, statistics, referenced strategies, plans and legislation. The intent of the document remains unchanged. No changes to the vision, values, aspirations outcomes and objectives have been identified.
3. Changes to the SCP's vision, values, aspirations outcomes and objectives would typically only occur after a comprehensive community engagement program and not as part of a desktop review exercise. Whilst submissions from members of the public can propose such changes Council will consider such proposals having regard to factors such as:
  - the extent of change to existing vision, values, aspirations outcomes and objectives
  - the consistency with community feedback provided in the engagement conducted in 2020.

4. The changes to the Strategic Community Plan identified by councillors in their workshop session are listed below:

Page No.	Section	Description
1	Introduction	Change “has been developed” to “was developed”.
2	President’s message	New message from Cr Mountford (to be developed)
7 & 8	Bridgetown Greenbushes at a Glance	Update statistics where updates are available
11 to 20	‘Our Plan for the Future’ Tables	Update “linked strategies”
21	Resourcing the Plan	Change rates data for 21/22 and 22/23 to actual figures. Update projections for future years in line with LTFP.  Update staff numbers and new directorate structure  Update committees

### ***How to Make a Submission***

Written comments or suggestions can be submitted as follows:

- Via email to [btnshire@bridgetown.wa.gov.au](mailto:btnshire@bridgetown.wa.gov.au)
- By post to PO Box 271 Bridgetown WA 6255
- By hand to Shire Administration Office – 1 Steere Street, Bridgetown WA 6255

The submission period is 6 weeks. The closing date for receipt of submissions is **4.00pm, Wednesday 12<sup>th</sup> April 2023.**