

CS018	JOINT STRUCTURAL REFORM TRANSITIONARY ARRANGEMENTS COMMITTEE
AGENDA REFERENCE:	D-11-06423
AUTHOR:	C Wood, Director Corporate Services
EXECUTIVE:	C Wood, Director Corporate Services
DATE OF REPORT:	2 August 2011
FILE REFERENCE:	
APPLICANT / PROPONENT:	Joint Structural Reform Transitional Arrangements Committee
ATTACHMENTS:	Yes

SUMMARY:

The purpose of this report is to provide Council with the minutes of the Joint Structural Reform Transitional Arrangements Committee (JSRTAC) for:

- 5 May 2011;
- 19 May 2011;
- 28 June 2011; and
- 28 July 2011.

PROPONENT:

Joint Structural Reform Transitional Arrangements Committee.

BACKGROUND:

The JSRTAC meets as required to discuss the progress of the reform process.

As the amalgamation project has now completed, the final meeting of the JSRTAC was held on 28 July 2011.

COMMUNITY CONSULTATION:

A Reform Benefits document has been circulated to the Mullewa community and has been provided to Geraldton-Greenough Councillors to assist them in responding to community queries.

COUNCILLOR/OFFICER CONSULTATION:

In addition to the Reform Benefits document, amalgamation newsletters were circulated to all Geraldton-Greenough and Mullewa staff.

STATUTORY IMPLICATIONS:

Schedule 2.1 and 2.2 of the Local Government Act 1995.

POLICY IMPLICATIONS:

There are no policy implications.

FINANCIAL AND BUDGET IMPLICATIONS:

The Minister for Local Government announced the funding of \$5.25M for this project being distributed over two years. \$1.85M was received prior to 30 June 2010, with subsequent payments due in 2010/11 and 2011/12 for the remaining \$3.4M.

In addition to these amounts, funding has also been received including:

- \$70,000 for the implementation of an integrated strategic plan;
- \$130,000 towards the collation of data related to the asset management improvement program;
- \$35,000 of R4R funding towards developing asset management policies and practices;
- \$30,000 of R4R funding received by Mullewa for developing an indigenous plan and its implementation.

STRATEGIC & REGIONAL OUTCOMES:

Strategic & Plan for the Future Outcomes:

Key Result Area: 4 Leading the Opportunities

Outcome: 4.1 Leadership in organisation and the community.

Strategy: 4.1.4 Establish and enhance Geraldton's regional, national and international profile.

Regional Outcomes:

To establish a stronger voice for regional activities, projects and collaborations with State Government agencies and public/private partnerships.

ECONOMIC, SOCIAL, ENVIRONMENTAL & CULTURAL ISSUES:

Economic:

There are economic benefits to the larger organisation and community through greater resourcing and funding opportunities.

Social:

Social benefits are gained through greater resourcing and community infrastructure enhancement opportunities.

Environmental:

There are improved opportunities towards addressing environmental issues from a regional perspective through better resourcing and funding options.

Cultural & Heritage:

There are improved opportunities towards maintaining and enhancing cultural and heritage links and values within communities through better resourcing and funding opportunities.

RELEVANT PRECEDENTS:

The merger of the City of Geraldton and the Shire of Greenough has established some baseline frameworks to advance with this more recent proposal.

DELEGATED AUTHORITY:

There is no delegated authority in place with the Reform Committee.

VOTING REQUIREMENTS:

Simple Majority is required.

Meeting Minutes

Meeting Name	Local Government Reform – Joint Structural Reform Transitional Arrangements (JSRTAC)	Meeting No.	18
Meeting Date	5 May 2011		
Meeting Time	12.00 noon		
Meeting Location	City of Geraldton-Greenough Boardroom		
Attendees	City of Geraldton-Greenough Mayor Ian Carpenter Cr Neil McIlwaine Cr Ron Ashplant Tony Brun – Chief Executive Officer Cheryl Wood – Director of Corporate Services Kevin O’Neil – Organisational Development Reform Co-ordinator Shire of Mullewa President Nino Messina Cr Barb Thomas Tom Hartman – Chief Executive Officer	By Invitation	
		Apologies	City of Geraldton-Greenough Tony Brun – Chief Executive Officer Cr Ron Ashplant Cr John Sewell (Proxy) Cr Chris Gabelish Department of Local Government Ross Earnshaw Tim Fowler
		Distribution	as above

1. Minutes of Previous Meeting

The minutes of the meeting held on 21 April 2011, as previously circulated, were adopted as a true and correct record of proceedings.

MOVED Cr McIlwaine, **SECONDED** Cr Thomas

2. Business Arising from Minutes

2.1 Governor’s Order

The Mayor advised the meeting that the Governor’s Order was expected to be available late May or early June. This was considered too long a timeframe and therefore he discussed this with the Minister and it is expected that the Order will now be available around the 17 May 2011. The Order will still need to go to a meeting of Council before being signed.

2.2 Minister’s Visit

It is expected that the Minister will visit Geraldton on the 7 June 2011 at around 4.30 pm.

3. Review Actions

3.1 Amalgamation Budget

Director of Corporate Services advised that a further \$1.8 million will be received before the 30 June 2011, with a further \$1.4 million being made available to the new council in 2011/12.

3.2 License Plates

ACTION: Director of Corporate Services to review requirements and advise the Committee of proposed action

3.3 Change Manager

Director of Corporate Services advised that this would be reviewed in the new year.

4. Amalgamation Implementation Update.

4.1 Asset Management Plans – Signage in Geraldton CBD

Counsellor Ashplant enquired as to why this was part of the amalgamation project. Organisational Development Co-ordinator advised that it was required for compliance purposes and not part of this project. However, the Organisational Development Co-ordinator would confirm this.

ACTION: Organisational Development Co-ordinator to confirm that the signage was not part of the project.

4.2 Corporate Badging

Organisational Development Co-ordinator advised the Committee that a staff member has been allocated to collate all requirements for badging. Counsellor McIlwaine suggested that a review of documentation from the previous amalgamation should assist with this as would a check of suppliers.

4.3 Meeting at Mullewa regarding staff

The Chief Executive Officer of the Shire of Mullewa advised the Committee of the meetings he has been having regarding the staff at Mullewa. He stated that these meetings were determining what the staff would do and the development of job descriptions.

4.4 Communication of staff

Director of Corporate Services explained the actions in the Communication Plan and how these provided information to staff and public. She advised that the next newsletter to the staff would go out with the next pay run.

4.5 Local Emergency Management Plans

Counsellor McIlwaine queried why there was only two deputies recommended. President Messina stated that Mullewa should have two deputies and Geraldton as many as required.

ACTION: Operational Development Co-ordinator to update information to reflect “deputies as required”.

4.6 Local Emergency Management Committee

Mayor Carpenter pointed out that generally the Mayor is Chair of this Committee. However, with Commissioners, the Chair of Commissioners would be chair,

however generally he/she would not be here all the time so another Chair will need to be appointed.

5 Other matters for discussion

5.1 Change Management Plan

Director of Corporate Services explained the Change Management Plan which included the Risk Management Plan, Communications Plan and Training Plan

ACTION: Director of Corporate Services to put the Change Management Plan on the next Agenda

5.2 Council Policies

Director of Corporate Services presented five policies to be endorsed by each Council. These policies related to:

Confidential Information

Asset Management

Occupational Safety & Health

Equal Employment Opportunity

Record Keeping

Each policy had been checked with equivalent policies in Mullewa and Geraldton and all information had been incorporated into these new policies.

5.3 Unveiling of Signage/Mullewa Locality Signage/Launch

Cr Messina felt that new locality signs could be developed for the new Mullewa locality and this could be unveiled as part of the launch.

It was also suggested that at the site of the Mullewa sign there could be a cutting of a ribbon as a sign of breaking down barriers as a symbolic gesture.

Discussion ensued regarding the launch and it was decided that a possible scenario could be:

- 1) Cutting of the ribbon at Mullewa Shire sign on Mullewa Mt Magnet Road, then;
- 2) Unveiling of Mingenew/Mullewa sign at Mullewa, then;
- 3) Unveiling of Mullewa Locality sign at site of old Mullewa Shire sign (as in 1).

It was further suggested that there could be a lunchtime barbeque in Mullewa and then a barbeque in Geraldton at about 4.00 pm.

ACTION: Director of Corporate Services to liaise with the Events Team to suggest an action plan for the launch.

5.4 Amalgamation Concerns - Mullewa

The CEO of the Shire of Mullewa advised that he had received the FAQs which he could use as a mail drop.

ACTION: Copy of the FAQs to Committee members and develop something similar for Geraldton and distribute to media.

5.5 CEO's Meeting

Chief Executive Officer of Shire of Mullewa advised that he had been working with the CEO of the City to develop a new organisation structure of the Mullewa office. He felt that it still needs some refinement but is close to being finalised.

5.5 Appreciation from Committee

Mayor Ian Carpenter thanked the staff for their excellent work and requested that the Committee's appreciation be conveyed to all those involved in the amalgamation process.

6 Next Meeting

The next meeting will be held on the 19 May 2011 at 3.30pm at Mullewa

7 Close

There being no further business the meeting closed at 1.12 pm.

Meeting Minutes

Meeting Name	Local Government Reform – Joint Structural Reform Transitional Arrangements (JSRTAC)	Meeting No.	20
Meeting Date	19 May 2011		
Meeting Time	3.32 pm		
Meeting Location	Shire of Mullewa		
Attendees	City of Geraldton-Greenough Mayor Ian Carpenter Cr Neil McIlwaine Tony Brun – Chief Executive Officer Cheryl Wood – Director of Corporate Services Kevin O’Neil – Organisational Development Reform Co-ordinator Shire of Mullewa President Nino Messina Cr Barb Thomas Tom Hartman – Chief Executive Officer	By Invitation	
		Apologies	City of Geraldton-Greenough Tim Fowler Cr John Sewell (Proxy) Cr Chris Gabelish Cr Ron Ashplant Department of Local Government Ross Earnshaw Tim Fowler
		Distribution	as above

5. Minutes of Previous Meeting

The minutes of the meeting held on 5 May 2011, as previously circulated, were adopted as a true and correct record of proceedings.

MOVED Mayor Carpenter, SECONDED Cr McIlwaine

6. Business Arising from Minutes

2.3 Decisions of Committee

2.3.1 License Plates

The Organisational Development Co-ordinator explained the current situation with the license plates. The Committee confirmed that it wanted to retain the Mullewa plates and that a simple change was needed to the Traffic Regulations to achieve this. The Committee expected the Department of Transport to facilitate this and was disappointed that this was not happening. The Committee confirmed that they did not wish to auction the license plates.

ACTION: Director of Corporate Services to urgently discuss with the Department of Transport regarding a change to the Traffic Regulations to allow localised plates to continue after Amalgamation.

2.3.2 Election of Mayor

Director of Corporate Services advised that this would be in the Governor's Order and the Mayor will be popularly elected

2.3.3 Signage

The Organisational Development Co-ordinator confirmed that the signage in the CBD was not part of the project

2.3.4 Local Emergency Management Plan

The Organisational Development Co-ordinator advised that the Implementation Plan has been updated to reflect as many deputies as required.

2.3.5 Launch

Director of Corporate Services advised that the Director of Creative Communities was unable to attend the meeting to discuss the launch, however, had suggested a simple affair with not a lot of travelling.

Discussion ensued regarding the launch and the following was decided as appropriate for the occasion:

1 July 2011 Cut ribbon across Mullewa-Mt Magnet Road
 Formal announcement with Commissioner
 Morning tea
 First Commissioner's meeting
 Community BBQ lunch
 Geraldton community BBQ in the afternoon

MOVED Cr McIlwaine SECONDED Cr Thomas
that the above Launch Plan be adopted.

2.3.6 FAQs

Director of Corporate Services advised that the FAQs had been developed for Mullewa but the Geraldton one has yet to be completed.

2.4 Risk Management Update

Organisational Development Co-ordinator updated the Committee on the progress of the high risks.

2.4.1 Dependencies (pg 20)

Organisational Development Co-ordinator advised that he was working with IT Vision to ensure that there are resources in place as a back up for the main system. – Maintain as high risk

2.4.2 Identification of Stakeholders (pg 21)

Organisational Development Co-ordinator advised that this would come into effect now that the Governor's Order has been received. He stated that meetings were being held with Managers and the Chief Executive Officer of Mullewa for post 1 July arrangements and that newsletters and the help desk were being established.

7. Amalgamation Implementation Update

Organisational Development Co-ordinator updated the Commission on the Implementation Plan actions.

Items discussed included:

- Representative group in Mullewa as a committee of Council with the role as a conduit for engagement with the community and as an advisory group to Council
- Corporate badging which would increase in activity now that the entity had been confirmed.
- Meeting held with Works Manager and Mullewa staff
- Two way radios
- Records system and the location of archival material which would remain at both sites until the new repository had been built as part of the new depot building.

8. Other matters for discussion.

4.1 Change Management Plan

The Plan was noted by the Committee.

4.3 Council Policies

That the Policies for:

- Confidential Information
 - Asset Management
 - Occupational Safety & Health
 - Equal Employment Opportunity
 - Record Keeping
- be endorsed by the Committee.

MOVED Mayor Carpenter SECONDED Cr Thomas

4.3 Launch Event

This Item was discussed at Item 2.1.5.

4.4 Dinner at Mullewa

President Messina advised the Committee that the Shire would be holding a dinner for Councillors and staff on 18 June at the Recreation Centre.

5.5 Local Government Week

President Messina advised the Committee that some of the existing Shire Councillors would be going to the WALGA Convention in August.

ACTION: Director of Corporate Services to advise whether it is possible for ex councillors to attend the entire conference.

6 Next Meeting

The next meeting will be held at 2.00 pm on 7 June 2011 at the Civic Centre, Cathedral Avenue, Geraldton.

6 Close

There being no further business the meeting closed at 4.43 pm.

Meeting Minutes

Meeting Name	Local Government Reform – Joint Structural Reform Transitional Arrangements (JSRTAC)	Meeting No.	21
Meeting Date	7 June 2011		
Meeting Time	11.04 am		
Meeting Location	City of Geraldton-Greenough		
Attendees	City of Geraldton-Greenough Mayor Ian Carpenter Cr Chris Gabelish Cr John Sewell Tony Brun – Chief Executive Officer Cheryl Wood – Director of Corporate Services Kevin O'Neill – Organisational Development Reform Co-ordinator Delwen Granville – Manager Human Resources Joyce Newman – Department of Transport Shire of Mullewa President Nino Messina Cr Barb Thomas Tom Hartman – Chief Executive Officer	By Invitation	
		Apologies	City of Geraldton-Greenough Cr Neil McIlwaine Department of Local Government Ross Earnshaw Tim Fowler
		Distribution	as above

9. Minutes of Previous Meeting

The minutes of the meeting held on 19 May 2011, as previously circulated, were adopted as a true and correct record of proceedings.

MOVED President Messina, **SECONDED** Cr Ashplant

10. Business Arising from Minutes

2.5 FAQs

Director of Corporate Services advised that this still is yet to be completed. A suggestion was made to include the questions raised in Mullewa.

2.6 Attendance at WALGA Convention

It was determined that, since it was not possible to get consistent advice from WALGA, to register the Mullewa councillors for the Convention.

2.7 Launch

Concern was raised as to the traffic control required at the site of the cutting of the ribbon. This would be taken care of in the planning and advice would be sought from the Occupational Safety and Health Officer.

11. Amalgamation Implementation Update

3.1 Detailed Plan

The Organisational Development Officer showed the Committee the detailed plan and how the actions fed into the summary document which is presented each meeting.

3.2 Induction for Commissioners

Director of Corporate Services advised that this would include an information pack and PowerPoint presentation which would be presented to the Commissioners.

3.3 Frequency of Meetings

A query was raised on how frequently the Commissioners would meet. It was felt that this would be determined by the Commissioners but it was expected that once a month would probably suffice. However, this was subject to confirmation after discussion with the Chair. It was considered that the JSRTAC would continue meeting after the 1 July 2011.

3.4 Committees and Representation

It was highlighted that the committees would need to be reconstituted on 1 July 2011. Further to this, the representation on external committees would need to be determined. The Director of Corporate Services advised that this would be in the Agenda for 1 July 2011.

3.5 Advertising Community BBQs

It was determined that advertising for the community BBQs would need to be undertaken to ensure good representation at both events.

12. Other matters for discussion.

4.1 Licence Plates

Joyce Newman from the Department of Transport attended the meeting and updated the Committee on licence plate requirements. Joyce advised the following:

- Mullewa personalised plates could continue
- CGG plates for the new district were under production
- MW plates are not permitted
- A briefing note had been sent to the Minister of Transport for amendment to be made. However, it is considered to be a Local Government Act issue.

The Chief Executive Officer of the City of Geraldton-Greenough advised the Committee that an email had been sent to Minister Castrilli who had referred it to the Minister of Transport.

Discussion ensued on what was possible in regard to the licence plates. It appeared that the city would need to have private plates produced and then they could on-sell these with any profits going to charity.

MOVED President Messina SECONDED Cr Thomas

That:

- i. up to 100 private plates be reserved for auction
- ii. a design be developed and presented to the Committee

Joyce Newman left the meeting at 11.40 am

4.4 Council Policies

Director of Corporate Services presented the following council policies which required endorsement by both councils:

- Confidential Information
- Asset Management
- Occupational Safety & Health
- Equal Employment Opportunity
- Record Keeping

President Messina was concerned that the MOU policies could be changed by the new council. The Committee was advised that each of the MOU policies had a statement requiring that any changes to these policies would require public advertising for the seeking of submissions before any changes could be made.

4.3 Proposed Rating for 2011-12

Director of Corporate Services presented the proposed rating for the new entity. It was considered appropriate that for 2011-12 the individual increases for each council would apply to each council's rates.

5 Next Meeting

The next meeting of the Committee will be held on Tuesday 28 June 2011 at Mullewa, commencing at 9.00 am

6 Close

There being no further business the meeting closed at 12.15 pm.

Meeting Minutes

Meeting Name	Local Government Reform – Joint Structural Reform Transitional Arrangements (JSRTAC)	Meeting No.	22
Meeting Date	28 June 2011		
Meeting Time	9.00 am		
Meeting Location	City of Geraldton-Greenough		
Attendees	City of Geraldton-Greenough Mayor Ian Carpenter Cr Chris Gabelish Cr Ron Ashplant Tony Brun – Chief Executive Officer Cheryl Wood – Director of Corporate Services Kevin O'Neill – Organisational Development Reform Co-ordinator Delwen Granville – Manager Human Resources Shire of Mullewa President Nino Messina Cr Barb Thomas Tom Hartman – Chief Executive Officer	By Invitation	
		Apologies	City of Geraldton-Greenough Cr Neil McIlwaine Cr Sewell Department of Local Government Ross Earnshaw Tim Fowler
		Distribution	as above

13. Minutes of Previous Meeting

The minutes of the meeting held on 7 June 2011, as previously circulated, were adopted as a true and correct record of proceedings.

MOVED Cr Ashplant, SECONDED Cr Thomas

14. Business Arising from Minutes

2.8 Risk Management

The Organisational Development Coordinator reviewed the Risk Management Plan. The main concern was whether external consultants, such as IT Vision, were prepared should one of their staff become ill and not be able to assist with the amalgamation. He had been assured by IT Vision that they had a contingency plan.

2.9 Licence Plates

The Mayor advised that the City had not received any response from Minister Castrilli's office regarding the change to the Regulations to allow locality plates to continue post amalgamation. He was aware that there had been a meeting held the previous day to discuss this matter but had not heard of any outcome. The

Chief Executive Officer of the Mullewa Shire Council advised this was becoming an issue in Mullewa.

ACTION: An article be put in the Mullewa Mail advising the public of what the councils were doing to progress this. The article should state the direct office numbers of Minister Castrilli and Minister Boswell to enable the public to ring and voice their concerns.

2.10 Induction for Commissioners

Director of Corporate Services advised that the Commissioners induction would be held on Monday 3 July 2011.

15. Amalgamation Update

The Organisational Development Coordinator gave an update on the amalgamation action plan. He stated that most items had been closed off and that the remainder he had left open as they were due to be finalised before or on the 1 July 2011.

16. Other matters for discussion.

4.1 Time Capsule for the City of Geraldton-Greenough

It was decided that the City would not have a time capsule, given the short time it had been in existence, but it would add some items to the Mullewa time capsule.

5.2 Launch

Apologies had been received from the Director of Creative Communities who had been unable to attend. The Director of Corporate Services advised that the program had been sent out and everything was organised.

4.3 Timeframe for first meeting.

The Mayor expressed concern about whether there was enough time for the first meeting as there appeared to be a lot of items on the agenda. The Chief Executive Officer of the City of Geraldton-Greenough advised that if necessary, some items could be deferred to the meeting on the 13 July 2011.

6 Next Meeting

To be determined.

6 Close

There being no further business the meeting closed at 9.50 am.

Meeting Minutes

Version No. 1

Joint Structural Reform Transitional Arrangements Committee | Corporate Services

Meeting Name.	Local Government Reform - Joint Structural Reform Transitional Arrangements Committee (JSRTAC)	Meeting No.	23
Meeting Date	28 July 2011		
Meeting Time	10.08am		
Meeting Location	City of Greater Geraldton, Cathedral Avenue		
Attendees	Commissioner Ian Carpenter Commissioner Nino Messina Commissioner Barbara Thomas Commissioner Neil McIlwaine Officers Tony Brun - CEO Tom Hartman - Mullewa District Office Manager Cheryl Wood - Director Corporate Services Kevin O'Neill - Organisational Development and Reform Coordinator Delwen Granville - Human Resources Manager	By Invitation	
		Apologies	Chris Gabelish Ron Ashplant
		Distribution	as above

17. Minutes of Previous Meeting

The minutes of the meeting held on 28 June 2011, as previously circulated, were adopted as a true and correct record of proceedings.

MOVED COMMISSIONER MCILWAINE, SECONDED COMMISSIONER MESSINA

18. Business arising

2.1 Licence Plates

Commissioner Carpenter explained that this was being pursued with the Director General of Local Government and the Director General of Transport.

Commissioner Messina advised that he would be speaking with the Minister in August regarding this issue.

The Organisational Development and Reform Coordinator presented a mock-up of the proposed licence plate and this was approved by the Committee.

19. Amalgamation Update

The Organisational Development and Reform Coordinator presented the final implementation report which showed that all actions, except those that now become operational issues, had been closed off.

20. Other Matters for Discussion

20.1. Amalgamation Budget

The Director of Corporate Services presented the financial position of the

amalgamation project. The document presented showed that the budget was on track.

20.2. Post Implementation Activities

The Organisational Development and Reform Coordinator advised that the amalgamation items which had become operational issues would be transferred into plans which would then be followed up through the normal process.

20.3. Post Implementation Review

The Organisational Development and Reform Coordinator presented the draft post implementation review. This review had been developed in consultation with members of the Structural Reform Working Group.

The Director of Corporate Services advised that there were four key issues that came out of the review:

1. Certainty of whether the amalgamation would occur or not. The delay in the Advisory Board's decision affected the action taken in the early stages.
2. Communication – more face to face communication could have been undertaken.
3. Impact of Change – greater recognition of the impact the change would have on the smaller council is required.
4. Local identity – the maintenance of local identity is important to amalgamating councils.

Commissioner McIlwaine suggested that other items could be added to the review. These included adding a section on the learnings from the previous amalgamation between the Shire of Greenough and the City of Geraldton and including an issue regarding the poll provisions and the trigger point for calling a poll.

ACTION: Organisational Development and Reform Coordinator to send the review to the Committee for their input.

20.4. Citizenships

Commissioner Carpenter requested that a letter be sent to the Department of Immigration and Citizenship to advise of the amalgamation and the tenure of the Commissioners. He also asked that the Department be advised that the Mullewa citizenships are now being done by the City of Greater Geraldton and are carried out by the Chair and Deputy Chair of Commissioners.

20.5. Mullewa Finances

Discussion ensued regarding the reporting of Mullewa finances. Commissioner Messina may address this issue on presentation of the 2010/11 Shire of Mullewa and the City of Geraldton-Greenough financial statements.

21. Next Meeting and Chair

As this was the final meeting, Commissioner Carpenter thanked the Committee for their contribution over the last two years.

22. Close

There being no further business, Commissioner Carpenter closed the meeting at 11.15am.