



## ***Rural City of Murray Bridge***

### ***Specialist Plan Progress Report***

*Period:* 01/11/13 - 30/11/13

*Quarter:* November

***Delivering the Annual Business Plan 2013-14***



## Specialist Plan Progress Report

### Delivering the Annual Business Plan 2013-14

<i>Actions</i>	<i>STATUS</i>	<i>% TARGET</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 1.1.3 Facilitate development of existing and new industrial estates</b>						
1.1.3.2 Develop and implement the RCMB Tourism Strategy	In Progress	N/A	50%	Discussions with key stakeholders is taking place The Strategy was adopted by the Council at its meeting held 19 August 2013	Manager Business Relations	30/06/2014
1.1.3.3 Undertake Feasibility for a RCMB Tourism and Arts Centre	In Progress	N/A	20%	Concept sketches are in preparation for a planned presentation to Council in late October 2013	Chief Executive Officer	30/06/2014
1.1.3.4 Develop and Implement an Events Attraction Strategy	Not Started	N/A	0%		Manager Business Relations	30/06/2014



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<b>Strategy: 1.3.2 Develop and implement an Economic Development Plan.</b>						
1.3.2.1 Economic Development Plan	In Progress	N/A	25%	Regional Cities Pilot Program Business Case and the Monarto Master Plan will inform the Economic Development Plan. Proceeding to Select Tender in October 2013.	Chief Executive Officer	30/06/2014



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Actions	STATUS	% TARGET	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.1.2 Partner with key stakeholders for the development and implementation of regional and local natural resource management plans and initiatives</b>						
2.1.2.1 Develop a Biodiversity Strategy for the Rural City of Murray Bridge	In Progress	5%	5%	Gathering existing Biodiversity strategies from other councils for review. Determining the structure of the document based on best practice.  Met briefly with Greg Sarre from DC Mt Barker re possibility of developing a joint Biodiversity Strategy for both Councils	Senior Environment Officer	31/12/2014
2.1.2.2 Review and Implement a Roadside Vegetation Management Plan	In Progress	N/A	80%	Draft Roadside Vegetation Management Plan has been given to GM Infrastructure & Environment for review / comment  Updated vegetation condition GIS map for inclusion in report  Draft Roadside Vegetation Management Plan sent to internal stakeholders (Council staff) on Monday 4th November 2013 for two week consultation process  Dates set for Council Briefing, Community Consultation Process, Council Reports	Senior Environment Officer	30/06/2014
2.1.2.3 Native Vegetation Surveys for 25 Unmade Road	In Progress	N/A	60%	Received quotations from contractors to conduct surveys  Contractor has commenced survey of unmade road reserves 28th October 2013	Senior Environment Officer	30/06/2014

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**Delivering the Annual Business Plan 2013-14**

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<b>Strategy: 2.1.2 Partner with key stakeholders for the development and implementation of regional and local natural resource management plans and initiatives</b>						
2.1.2.4 Native Vegetation Management Plans for Dorset Street Reserve and Murray Park	Completed	N/A	100%	<p>Draft Native Vegetation Management Plans for Dorset Street Reserve and Murray Park have been forwarded to Native Vegetation Council (NVC)</p> <p>NVC have requested plans be in their new template requiring Native Vegetation surveys to be conducted using the BushRAT (NVC) methodology</p> <p>Environmental officers currently undertaking training of the BushRAT methodology</p> <p>Native Vegetation BushRAT survey field work completed at Murray Park and Dorset Street Reserve 23rd September 2013</p> <p>Native Vegetation Plans for Dorset Street Reserve and Murray Park have been completed and submitted to the Native Vegetation Council on 25th October 2013</p>	Senior Environment Officer	30/06/2014
<i>Actions</i>	<i>STATUS</i>	<i>% TARGET</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 2.1.3 Partner with key stakeholders to monitor, mitigate and adapt for the impacts of climate change</b>						



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Actions	STATUS	% TARGET	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 2.1.3 Partner with key stakeholders to monitor, mitigate and adapt for the impacts of climate change</b>						
2.1.3.1 Coordinate the Rural City of Murray Bridge Climate Change Adaptation Action Plan	In Progress	75%	75%	Council has undertaken the Local Government Risk Service (LGRS) Climate Change Adaption Workshops that identified the risks associated with the various key areas. A draft plan has been circulated and comments made which were returned to the LGRS. Awaiting the final report / plan. 17/09/2013 - Council is now in receipt of the final Climate Adaptation report. 7/11/2013 - Report has now been prepared for Audit Committee.	Manager Risk	30/06/2014



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<b>Strategy: 2.2.1 Develop strategies, policies and plans to encourage appropriate forms of development</b>						
2.2.1.12 Regional Town Centre Expansion DPA	In Progress	N/A	40%	This DPA proposes the expansion of the Regional Town Centre to promote mixed use development opportunities, introduce a policy framework for Council's Car Park Fund and include consideration of the Education Precinct. Investigations are well underway and have included the preparation of a site contamination report. (September 2013)	Manager Planning	30/06/2014
2.2.1.14 Prepare Monarto South Enterprise Precinct Master Plan	In Progress	N/A	5%	This project will support the delivery of key infrastructure for Monarto to stimulate economic development and provide additional employment opportunities. It will also provide a policy framework to guide changes to Council's Development Plan. Consultant's Brief has been prepared. Currently reviewing funding options to progress the project. (December 2013)	Manager Planning	30/06/2014
2.2.1.4 Revitalisation of Bridge and Sixth Street DESIGN	In Progress	10%	10%	Project brief has been prepared and Council has called for tenders as yet contractor has not been selected.	General Manager Infrastructure and Environment	30/06/2014

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<b>Strategy: 2.2.1 Develop strategies, policies and plans to encourage appropriate forms of development</b>						
2.2.1.5 Residential Growth Areas DPA	In Progress	N/A	5%	This project will review the zoning of land currently zoned Rural Living and Country Living to the south of Adelaide Road and to the north of Old Swanport Road. It will also review the zoning of land currently zoned Deferred Urban fronting Bremer Road and Greenlands Drive to the north of Adelaide Road. Growth Area Strategic Investigations (for land identified for rezoning by this DPA) will commence soon. These investigations will include a supply and demand analysis as well as consideration of the provision of essential infrastructure. Discussions are currently being held with DPTI regarding the timing of the investigations and the subsequent DPA (December 2013).	Manager Planning	30/09/2014
2.2.1.8 Monarto Enterprise DPA	In Progress	N/A	5%	This DPA will be progressed following the completion of a Monarto South Enterprise Precinct Masterplan. (September 2013).	Manager Planning	30/09/2014
<i>Actions</i>	<i>STATUS</i>	<i>% TARGET</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 2.2.3 Plan for, manage and facilitate transport and traffic management initiatives within urban and rural areas</b>						



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<b>Strategy: 2.2.3 Plan for, manage and facilitate transport and traffic management initiatives within urban and rural areas</b>						
2.2.3.14 Ferries McDonald Road Redevelopment Project Phase 2, 4.5 km Garwood Road to the 'S' bend near Monarto Conservation Park.	In Progress	N/A	50%	<p>Construction and major earthworks are on-going</p> <p>Issues relating to the production of rubble slowing production rates.</p> <p>Looking to engage additional/new rubble crushing contractor to improve production</p> <p>Earth works on Stages 2 and 3 almost complete, rubble contractor has had contract terminated due to performance and a second contractor is to be engaged to complete the works.</p> <p>Approx 8000 tonnes of material stockpile for pavement construction</p> <p>28/11/13 All earthworks are now 95% completed with a small high spot requiring excavation at CH7100</p> <p>40mm material is currently being run out and is not complete from CH000 (garwood Road) to CH6800</p> <p>20mm material is being produced in Councils Borrow Pt and has been laid up to CH1200</p> <p>20mm material will recommence on Tuesday 3rd Dec with the aim to reach CH 2800 by Friday 6th Dec</p> <p>20mm material between CH00 and CH2800 will be trimmed and compacted in anticipation of a 16th Dec seal date.</p>	Manager Engineering and Assets	30/06/2014

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<b>Strategy: 2.2.3 Plan for, manage and facilitate transport and traffic management initiatives within urban and rural areas</b>						
				40mm materail will continue to be inatslled up until Christmas		
<i>Actions</i>	<i>STATUS</i>	<i>% TARGET</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 2.2.4 Facilitate opportunities for the sustainable development of the Murray River environment</b>						
2.2.4.1 River Murray Flood Plain Land Use Study	Completed	N/A	100%	Consultants appointed, stakeholder consultation undertaken and final report prepared. The study was formally launched in October 2013 and was considered by the Strategic Planning & Development Policy Committee in November 2013. Implementation of the recommendations will occur once funding has been sourced and is likely to involve the preparation of a regional DPA. (November 2013).	Manager Planning	30/06/2014

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<b>Strategy: 2.3.1 Facilitate water independence through development of Integrated Water Management plans including identifying, addressing and implementing water harvesting/balancing re-use and recycling opportunities</b>						
2.3.1.1 Integrated Stormwater Management Plan DPA	In Progress	N/A	75%	The purpose of this regional DPA is to update the Development Plan through the introduction of new 'Natural Resources' policies, water management policies and policies which encourage the use of rainwater tanks. The DPA was submitted to the Minister for Planning for approval to commence consultation in September 2013. The Minister has now approved the release of the DPA subject to the removal of the proposed policies relating to rainwater tanks. Discussions with participant Councils are underway to determine if this change is acceptable (December 2013).	Manager Planning	30/06/2014
2.3.1.5 Stormwater Harvesting and Reuse Scheme	In Progress	N/A	2%	Council is currently seeking the relevant approvals to undertake the various aspects of the Scheme such as expanding wetland systems, pumping stations, creating new lagoons etc. as well as developing technical specifications for these works. Construction of these projects will commence in 2014 and will be completed by the end of 2016.	General Manager Infrastructure and Environment	30/06/2014

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<b>Strategy: 3.1.1 Implement key actions relating to open space in the Murray Bridge Sport Recreation and Open Space Strategy</b>						
3.1.1.1 Develop and Implement the Open Space Strategy	Completed	N/A	100%	<p>Final draft report prepared and presented to ELT. Introduction, Overview and Literature review draft have been completed, whole document draft to be completed and ELT briefing set for 26th June 2013.</p> <p>Gave brief presentation to ELT 25 June 2013. They gave the go ahead to do a Council briefing on the 29 July 2013 and to put in a Council report with a recommendation that the plan goes out to community consultation. Council briefing 29 July and went to Council. Endorsed for community consultation.</p> <p>8 August start of 3 week community consultation period.</p> <p>Consultation completed. Final draft document being prepared. (September 2013)</p> <p>Community feedback received and MBSROSS amended to reflect feedback.</p> <p>Last minute feedback from Council staff put the Council report forward to the 21st October meeting. Staff feedback has been incorporated into the strategy.</p> <p>The strategy was endorsed by Council at the 21 October meeting.</p> <p>Financial acquittals are being collated, completed and posted off.</p>	Team Leader Youth Sport and Recreation	30/06/2014

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<b>Strategy: 3.2.1 Implement key actions relating to leisure, sport and recreation in the Murray Bridge Sport Recreation and Open Space Strategy</b>						
3.2.1.1 Develop and Implement the Sports and Recreation Strategy	Completed	N/A	100%	<p>Final draft report prepared and presented to ELT. Introduction, Overview and Literature review draft have been completed, whole document draft to be completed and ELT briefing set for 26th June 2013.</p> <p>Gave brief presentation to ELT 25 June 2013. They gave the go ahead to do a Council briefing on the 29 July 2013 and to put in a Council report with a recommendation that the plan goes out to community consultation. Council briefing 29 July and went to Council. Endorsed for community consultation.</p> <p>8 August start of 3 week community consultation period.</p> <p>Consultation completed. Final draft now being prepared. (September 2013)</p> <p>Community feedback received and MBSROSS amended to reflect feedback.</p> <p>Last minute feedback from Council staff put the Council report forward to the 21st October meeting. Staff feedback has been incorporated into the strategy.</p> <p>The strategy was endorsed by Council at the 21 October meeting.</p> <p>Financial acquittals are being collated, completed and posted off. (October 2013)</p>	Team Leader Youth Sport and Recreation	30/06/2014

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<b>Strategy: 3.3.2 Develop, implement and promote community health and safety</b>						
3.3.2.10 Mosquito Monitoring and Control 2013-14 Program	In Progress	N/A	40%	The SA University report has been received for 2012/13 . The Mosquito Monitoring Program is in progress (contract finishes 2014). A report was submitted to Council on 19 August 2013.(September 2013). Mosquito monitoring control program up and running. Mosquito numbers up slightly on last year	Manager Building Health and Compliance	31/07/2014
3.3.2.11 Development of a Regional Public Health Plan	In Progress	N/A	70%	Several meetings have been held and a joint working group formed to consider the consultants registration of interest. Two Registrations of Interest have been received and the Scope of Requirement drawn up. The Working Group considered the two submissions and approved URS Australia as the preferred tender. URS Australia was appointed in August 2013 and a further meeting of Working Group held on Friday 6 September 2013. Consultants URS to meet with Councils beginning 25 September 2013. (September 2013)	Manager Building Health and Compliance	30/06/2014
3.3.2.12 Implement the RCMB Community Grant Program	Completed	0%	100%	Community Grant Round 1, 2013 advertised. Grant Information forum held. Grant round closed and submissions now being assessed. Report to Council late September 2013. (September 2013) A record number of 37 applications were received for this round seeking a total of \$88,359 in Council funding for community projects totalling \$345,592. This has resulted in a total of 64% of applications being funded in some capacity (October 2013).	Team Leader Cultural Development	30/06/2014

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<b>Strategy: 3.3.2 Develop, implement and promote community health and safety</b>						
3.3.2.13 Develop and implement a Community Safety Plan 2013	In Progress	N/A	90%	Revised Community Safety Plan developed for presentation to Council for consideration. Report to Council late September 2013. (September 2013) Report adopted and placed on Council website. (October 2013)	Manager Community Services	30/06/2014
3.3.2.14 Deliver the 2013-14 OPAL Program	In Progress	N/A	10%	Annual OPAL activity plan developed and approved. (September 2013)	OPAL Manager	30/06/2014

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<b>Strategy: 3.3.2 Develop, implement and promote community health and safety</b>						
3.3.2.16 Deliver the 2013-14 Youth Support Program	In Progress	N/A	35%	<p>Annual Youth Activity Program developed. Youth Program delivery commenced. (September 2013)</p> <p>Monthly meetings with the MYGEN Committee and quarterly MYGEN Governance meeting.</p> <p>School holiday program scheduled for October holidays.</p> <p>VET course continues to be run from The Station.</p> <p>Monthly meetings attended include: MYSN, ICAN, MYMA, Deadly Fun Run, Youth Homelessness Committee, Headspace Consortium, LGYSF, RCMB Volunteer meeting</p> <p>Drumbeat Program continues at MBHS partnering with Headspace.</p> <p>Music Drop In Program continues to be popular.</p> <p>Blue Light Disco held at The Station on 23rd August. (September 2013)</p> <p>Monthly meetings with the MYGEN Committee.</p> <p>VET course continues to be run from The Station</p> <p>Monthly meetings attended include: MYSN, ICAN, MYMA, MCE, AYFN, Deadly Fun Run, Youth Homelessness Committee, Headspace Consortium, LGYSF, RCMB Volunteer meeting</p> <p>Music Drop In Program continues to be popular.</p> <p>Drumbeat program continues at MBHS</p>	Team Leader Youth Sport and Recreation	30/06/2014



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<b>Strategy: 3.3.2 Develop, implement and promote community health and safety</b>						
				<p>partnering with Headspace. Acoustic event at The Station Youth Art Exhibition held at The Station Use of The Station by: AC Care Hip Hop, Headspace Life Skills Program, Fraser Park Primary School. (October 2103)</p> <p>LAN @ The Station 24th August (October 2013)</p>		
3.3.2.19 Develop Healthy Ageing Plan	In Progress	N/A	10%	<p>Collection of information for Health Ageing Plan commenced. (September 2013) ID statistical tool subscription purchased to assist demographic profiling, (October 2013)</p>	Project Officer Murray Mallee Ageing Taskforce	30/06/2015
3.3.2.3 Establish Un-leashed Dog Areas (previously PR-1512)	Deferred	N/A	15%	<p>The existing designated dog off leash areas require improvement and maintenance and the financial commitment is insufficient to construct a new dog off leash area. Suggest using funding to upgrade existing dog off leash areas.</p> <p>Feb 2013 Budget Review has approved transfer of funding from capital to operating to enable repairs to be carried out on existing dog off leash areas.</p> <p>Upgrade works held back as part of budget savings. (June 2013).</p>	Manager Building Health and Compliance	30/06/2014

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<b>Strategy: 3.5.1 Provide innovative library and information services that support lifelong learning, recreational development and community wellbeing in a vibrant community meeting space</b>						
3.5.1.1 Library - One Card Implementation	In Progress	N/A	35%	Budget \$62k (GL19191) Contract signed, purchase order raised. (September 2013) Initial project meeting completed and "go live" date of 20 February 2014 set. (October 2013) Training begins 19th November. First cut of test data will occur by 22nd November for trial conversion by SirsiDynix. Data review will commence 16th December. (November 2013) Train the trainer almost completed. Training room set up, staff training to commence week beginning 9th December. (December 2013)	Team Leader - Library	30/04/2014
<i>Actions</i>	<i>STATUS</i>	<i>% TARGET</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 3.5.2 Promote and support cultural activities including visual and performing arts</b>						
3.5.2.3 Deliver the 2013-14 Regional Gallery Exhibition Program	In Progress	N/A	40%	25 October - 1 December: Three Ways (with Melanie Brown, Trena Everuss and Robyn McBride), Observations (by Christine Cholewa) and Home Away From Home (by the Murraylands Arts and Craft Collective).	Team Leader Arts Development	30/06/2014
3.5.2.4 Deliver the 2013-14 Regional Gallery Workshop Program	In Progress	N/A	40%	An extra Drawing for the Terrified workshop was held after the September workshop booked out. Preparations for November and December workshops were finalised and planning for 2014 is in progress. (October 2013)	Team Leader Arts Development	30/06/2014
3.5.2.5 Deliver the 2013-14 Town Hall Performance Program	In Progress	N/A	40%	October Morning Matinee - Dukes of Jazz. Tickets are now on sale for the January - June 2014 season. (November 2013)	Arts Officer (Town Hall Manager)	30/06/2014

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<b>Strategy: 4.2.1 Promote a safe and healthy work environment</b>						
4.2.1.14 Coordinate and engender good governance to ensure legislative compliance across the organisation	In Progress	N/A	15%	Currently developing a key dates diary / plan through Interplan. Developing a Work Health and Safety Calendar of Events	Manager Risk	30/06/2014
4.2.1.15 Coordinate Risk Management non-conformances from LGAMLS Risk Management Audit	In Progress	N/A	45%	Council is in receipt of an interim report regarding the outcomes from the 2013 LGAMLS Risk Management Audit. This interim report does not include any recommendations arising from any identified non-conformances.  Report on outcome of the 2013 LGAMLS Risk management Audit was presented to the Audit Committee on 13 November 2013 and Council at its ordinary meeting on the 18 November 2013.	Manager Risk	30/06/2014

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<b>Strategy: 4.2.1 Promote a safe and healthy work environment</b>						
4.2.1.17 Coordinate and monitor Work Health and Safety compliance across the organisation	In Progress	45%	55%	<p>WHS Policies and Procedures are being adapted from the 'One System' template to reflect RCMB structure and process. (6 cornerstone polices have been adopted by WHS Committee and endorsed by Council's ELT. 20 procedures have been adapted, 10 have been circulated for consultation).</p> <p>RCMB had developed a WHS &amp; injury Management Plan 2013-2015 to address non-conformances across the organisation from WorkCover Audits and the 2012 Key Performance Indicator (KPI) Audit. (See seperate Programs re: WHS&amp;IM Plan 2013-2015).</p> <p>Council has undertaken a Essential Safety Platform program which allowed for a gap analysis of its WHS Policies and Procedures and associated documentation, hazard identification across all business units along with the development of its WHS&amp;IM plan 2013-2015.</p> <p>Work is continuing on the programs associated with the WHS&amp;IM plan 2013-2015. with regular updating through Interplan.</p>	Manager Risk	30/06/2014
4.2.1.18 Review of services in Risk Management business unit	In Progress	N/A	10%	Initial meeting has been held to map the process for the service review along with identifying the Services and Processes to be reviewed as part of the service review process.	Manager Risk	30/06/2014

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Actions	STATUS	% TARGET	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.3.2 Develop and implement a customer service strategy</b>						
4.3.2.1 Develop a Customer Service Strategy	In Progress	N/A	90%	Customer Service Strategy Document in progress. Business Unit information to be included in brochure and on intranet. Business Support as DRAFT complete and available for consultation. Sustainable Communities acting as guinea pig. Draft agreed by ELT for consultation with Leadership Team, now underway. (June 2013). DRAFT has come back from leadership with changes to be made - It will need to go back to ELT with changes to be approved. Adoption expected September 13. (September 2013)	General Manager Sustainable Communities	30/06/2014



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<b>Strategy: 4.4.1 Improve and monitor organisational performance and quality of service delivery</b>						
4.4.1.10 Prepare 2014-15 Annual Business Plan	In Progress	5%	8%	<p>Debrief of 2013-14 Annual Business Plan and Budget has been undertaken and will inform the Planning and Reporting Roadmap for 2014-15.</p> <p>Draft Planning and Reporting Roadmap has been developed for the 2014-15 financial year with report to be presented to Council at its 21 October, 2013 meeting for endorsement of proposed process and Community Consultation Plan.</p> <p>Annual Business Plan Project Plan and Consultation Plan agreed by Council at its meeting held on 18 November, 2013.</p> <p>Annual Business Plan process and timeframes presented to the Leadership Team on 3 December, 2013 with a request that a SWOT analysis of each Business Unit be completed by 9 February, 2014.</p>	Strategic Planning Officer	30/08/2014
4.4.1.12 Develop corporate business rules for the Intranet	In Progress	10%	10%	<p>Started investigating what information is used most frequently on current intranet, which information is out of date and timeline to ensure current before creation of new intranet.</p> <p>Started HR forms</p> <p>Started options for better utilisation of A-Z. (September 2013)</p> <p>Started revising A-Z Listing and initial discussions with individual business units in regards to business unit pages. (Oct 2013)</p>	Team Leader Business Support	30/06/2014

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<b>Strategy: 4.4.1 Improve and monitor organisational performance and quality of service delivery</b>						
4.4.1.13 Review, assess and implement recommended efficiency processes for Section 7 property searches	In Progress	N/A	15%	<p>Section 7 Search procedures are currently being reviewed, research on how other Councils perform this function has been undertaken. Investigation into how Authority can be better utilised is in progress. (September 2013)</p> <p>Authority training last week revealed the possibility of tasking out individual sections to specific staff, being investigated by Community Support.</p> <p>Initial consultation with Finance Manager and IS Manager has taken place.</p> <p>Further investigations and recommendations will be made as part of the service review process. (October 2013)</p>	Team Leader Business Support	30/06/2014



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<b>Strategy: 4.4.1 Improve and monitor organisational performance and quality of service delivery</b>						
4.4.1.16 Reimplementation of CAMMS software	In Progress	50%	60%	<p>Relevant staff have received administration training for the Personal Evaluation System (PES) and Integrated Risk Management (IRM) modules has occurred and a pilot project established to test the PES software.</p> <p>IPM Administration has occurred and new proposed workflow and Project Management Framework been established by Strategic Planning Officer and Manager Engineering and Assets. The workflow to be agreed by ELT and rolled out prior to the Budget Bid phase of the Annual Business Planning Process.</p> <p>Interplan, IPM, IRM and PES have now been upgraded and available for general use.</p> <p>Training in the new modules has commenced.</p>	Strategic Planning Officer	30/06/2014





# Specialist Plan Progress Report

## Delivering the Annual Business Plan 2013-14

Actions	STATUS	% TARGET	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.1 Improve and monitor organisational performance and quality of service delivery</b>						
4.4.1.17 Develop and implement a project management framework in line with IPM	In Progress	50%	60%	<p>Work to recommence on the Project Management Framework in late September, with a report to be presented to the Executive Leadership Team in October, 2013.</p> <p>A draft Project Management Framework was reviewed by the Strategic Projects Group on 23 September, 2013</p> <p>The Strategic Planning Officer and Manager Engineering and Assets are developing a Workflow and Project Management Framework for ELT's consideration. It is proposed that the model be used for Budget Bids and delivering projects in 2014-15</p>	Strategic Planning Officer	30/06/2014



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<b>Strategy: 4.4.1 Improve and monitor organisational performance and quality of service delivery</b>						
4.4.1.2 Business Improvement Program	In Progress	20%	30%	<p>The Program includes a comprehensive review of and improvements to Council's:</p> <ul style="list-style-type: none"> <li>» Strategic Planning</li> <li>» Corporate Governance</li> <li>» Risk Management</li> <li>» Service Delivery</li> <li>» Corporate Performance Management</li> </ul> <p>ELT have agreed to the Scope of the Service Review Program and currently reviewing Council services.</p> <p>Criteria is being established in order to prioritise the services to be reviewed.</p> <p>Process confirmed with CEO and to be considered by the Business Improvement Review Team on 10 December, 2013.</p> <p>Work has commenced on a review of Section 7 Searches. This review will allow us to fine tune the process, governance and test software</p>	Strategic Planning Officer	30/06/2014



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<b>Strategy: 4.4.1 Improve and monitor organisational performance and quality of service delivery</b>						
4.4.1.6 Develop, circulate for comment and implement policy and management guidelines for cemetery leases	In Progress	N/A	40%	<p>Preparation of new cemetery leases and communication strategy underway Currently project has stalled awaiting passage of new Cemeteries Bill currently proceeding through Parliament - currently anticipated to occur in March/ April 2013.</p> <p>12 June 2013 Bill has still not been passed by both Houses of Parliament</p> <p>Awaiting passage of new legislation - no further progress (Oct 2013)</p> <p>6 November 2013</p> <p>The Burial and Cremation Act 2013 has now passed through Parliament and received Royal Assent on 14 June 2013. A copy of the the draft Burial and Cremations Regulations 2013 has been circulated for comments by interested stakeholders. Following consideration of any comments received it is expected that the new regulations governing burials and cremations will be assented.</p>	Manager Contracts	30/06/2014
4.4.1.7 Undertake Lerwin Strategic Review	In Progress	N/A	5%	<p>Officer group has met and started the process of framing the strategic review. Tasks have been allocated and are underway. Guests from private operators have been shown around Lerwin and have met managers to swap ideas and best practice. Liaison with other Councils has also occurred.</p>	General Manager Sustainable Communities	30/06/2014

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<b>Strategy: 4.4.1 Improve and monitor organisational performance and quality of service delivery</b>						
4.4.1.8 Develop, circulate for comment and implement policy and management guidelines around outdoor dining	In Progress	N/A	50%	<p>Council adopted draft Policy and Guidelines for public consultation May 2010            Consultation stalled due to pending changes to Bridge St under Town Centre Masterplan            Town Centre Masterplan approved by Council Dec 2012            Currently awaiting approval of Transport and Traffic Management Plan which is in draft form and being prepared for approval by Council for public consultation.</p> <p>Town Centre Traffic Management Plan is currently out for public consultation (June 2013)</p> <p>Results of Traffic Management Plan presented to Council briefing 9 September 2013.</p> <p>Further work on detailed design for Town Centre is underway and will inform direction for Outdoor Dining in Bridge, Sixth and Seventh Streets (Oct 2013).</p> <p>6 November 2013            Awaiting completion of detailed design for Town Centre. No further progress possible.</p>	Manager Contracts	30/06/2014
<i>Actions</i>	<i>STATUS</i>	<i>% TARGET</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 4.4.2 Improve and monitor human resource management practices</b>						

## Specialist Plan Progress Report

### Delivering the Annual Business Plan 2013-14

Actions	STATUS	% TARGET	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.2 Improve and monitor human resource management practices</b>						
4.4.2.4 Develop and implement performance management systems and tools, including a performance development and review process that links individual performance with business strategy	Completed	N/A	100%	Policy and performance management framework drafted, circulated for consultation, comments reviewed and adopted.	Human Resources	30/06/2014
4.4.2.6 Develop and implement a suite of HRM Programs, Policies and Management Guidelines	In Progress	N/A	70%	Management Guidelines and associated forms on Performance Development and Review Develop and Tools of Trade have been prepared and circulated for feedback from the leadership team.	Human Resources	30/06/2014
4.4.2.7 Develop HRM information systems, processes and reporting tools to measure, monitor and evaluate HRM and business improvement programs and projects	In Progress	N/A	45%	Work has commenced on the development of a HRM metrics reporting tool. A draft reporting tool is ready to be presented to Leadership Team.	Human Resources	30/06/2014
4.4.2.8 Develop and implement a Learning and Development program incorporating Work Health and Safety Injury Management Plan actions	In Progress	N/A	50%	Work has commence on Learning and Development and Induction plans and processes to capture mandatory training requirements Process to capture training attendances and evaluations have been developed and completed. Work has commenced on developing process to undertake competency assessments at induction or when staff changed roles	Human Resources	30/06/2014
4.4.2.9 Develop and implement a Fair Treatment in the Workplace framework incorporating policy, procedure and training for all staff	In Progress	N/A	75%	Ongoing monitoring and reporting on Fair Treatment in the Workplace incident and grievance reports lodged is taking place. Report form has been modified and adopted. 8 Contact Persons have self-nominated for contact person role training to be rolled out across the organisation in January 2014.	Human Resources	30/06/2014

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### Delivering the Annual Business Plan 2013-14

Actions	STATUS	% TARGET	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.4.3 Improve and monitor information management practices</b>						
4.4.3.4 Expand functionality and usage of Authority	Ongoing	N/A		Civica have been unable to get emailed remittance advices working to date but progress is continuing. Work has commenced on Authority v6.8 upgrade with a test environment having been configured ready for staff testing. Go-live is expected early December 2013. Name and address register integration with QAS (address validation software) has commenced. Waiting for Civica to make some changes to the Authority server for address validation. Multiple reports for compliance officers have been written. Work continues with improving Civica BIS financial report toolset.	Manager Information Services	30/06/2014
4.4.3.5 Expand functionality and usage of InfoXpert	Ongoing	N/A		InfoXpert currently working on name and address lookups from Authority to simplify how users register documents within InfoXpert. Several departments are now able to run their own reports to view outstanding tasks.	Manager Information Services	30/06/2014
4.4.3.6 Expand functionality and usage of Intranet	Ongoing	N/A		Development is ongoing. Work has started regarding automatic integration of InfoXpert documents into intranet. New intranet build is progressing well.	Manager Information Services	30/06/2014
4.4.3.7 Implement a working, tested and fully documented Info Services Business Continuity/Disaster Recovery solution	Ongoing	N/A		IT BC/DR plans now integrated into Plan for LGC as endorsed by ELT.	Manager Information Services	30/06/2014
4.4.3.8 100% of all IS policies, procedures, management guidelines etc to be revised, updated and written in plain English	In Progress	N/A	5%	Policy documents will be updated over the coming months with a view to completion by end of financial year.	Manager Information Services	30/06/2014

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<b>Strategy: 4.4.4 Develop and implement a Financial Sustainability Framework</b>						
4.4.4.12 Prepare annual financial statements	Completed	N/A	100%	Financial Statements prepared and endorsed by Audit Committee 9th October 2013. Financial statements to be presented to Council for adoption 21 October 2013.	Manager Finance	30/06/2014
4.4.4.2 Create financial policies framework for RCMB	In Progress	N/A	5%	Initial assessment against workload undertaken and prioritised for delivery in 2013/13. (September 2013). Expect Council report to be provided with Financial Sustainability Framework in January 2014 (November 2013).	Manager Finance	30/06/2014
4.4.4.23 Review and update Council's Long Term Financial Plan	In Progress	N/A	10%	Initial review of Long Term Financial Plan commenced October 2013. Workshop booked with Elected Members 21 October 2013 to discuss assumptions and parameters before detailed modelling.	Manager Finance	30/06/2014
4.4.4.5 Maintain Council's accounting systems	In Progress	N/A	40%	Have undertaken a review with Civica of the Rates module, Payroll, HR, General Ledger, Works Orders and hierarchy in Authority. Implemented BIS module and partially implemented the Debt Recovery module. Currently implementing recommendations and findings from reviews. Ensuring effective use of current modules and procurement implementation are priority for next 8 months.	Manager Finance	30/06/2014
4.4.4.6 Implement audit recommendations	In Progress	N/A	30%	13 of the 47 implemented and in progress. No further progress since June 2013. To be re-prioritised with 2012/13 audit findings and recommendations. Updated report to Audit Committee being drafted for Feb 2014.	Manager Finance	30/06/2014

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<b>Strategy: 4.4.4 Develop and implement a Financial Sustainability Framework</b>						
4.4.4.7 Develop financial internal controls framework	In Progress	N/A	60%	Control Track system purchased and implemented, training of users of Control Track 6th August 2013, initial review with uhy Haines Norton September 2013. Full initial assessment of core controls to be completed by end of October 2013.	Manager Finance	30/06/2014
<i>Actions</i>	<i>STATUS</i>	<i>% TARGET</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 4.4.5 Implement national frameworks to report on asset planning and management</b>						







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<b>Strategy: 4.4.8 Develop and practice process management, improvement and innovation processes</b>						
4.4.8.5 Develop a community engagement strategy	In Progress	N/A	10%	Work on preparing a draft Community Engagement Strategy has commenced by identifying current successful practices. Documenting and reviewing these practices will commence late November 2013	Executive Officer	30/06/2014

