ATTACHMENT TO AGENDA ITEM

Ordinary Meeting

16 December 2014

Agenda Item 5.4   **Transition Plan Update - June 2014**

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A CAMMS SOLUTION

Action and Task Progress Report

Greater Shepparton City Council

GREATER
SHEPPARTON

Print Date: 02-Dec-2014

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Greater Shepparton City Council	Action and Task Progress Report

REPORT FILTERS

Date Select: From 01-Jul-2013 To 30-Jun-2015

Hierarchy: Planning Hierarchy

Hierarchy Level: Pillar

Hierarchy Node: All

Action Responsible Officer: All

Agency: All

Action Related Plan: Transition Plan

Budget Type: All

Action Grouping Category: All

Action Grouping: All

Action Status: All

Action Filter: All

Task Responsible Officer: All

Task Related Plan: All

Show Overview: No

Show Additional Information: Yes

Show Financials: No

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Show Confidential Actions: No

Show Linkages: No

Show Task(s): No

Show Progress Comments: Yes

Show Milestone Comments: No

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ACTION PLANS

GREEN
At least 90% of action target achieved

AMBER
Between 70% and 90% of action target achieved

RED
Less than 70% of action target achieved

No target set

* Dates have been revised from the Original dates

1 Active & Engaged Community (Social)

1.1 Continue to enhance Community Capacity Building

1.1.4 Develop effective partnerships with agencies to deliver improved community wellbeing (all age cohorts) outcomes.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.1 (TP115) Ensure that Council's Child care staff have input to service standards in Council's Childcare facilities and complete introduction of Universal Access . Child care staff to review/manage all off site child care facilities and develop an inspection/audit and advice role for the organisation. Outcome: Improved Child Safety	KAYE THOMSON - Director - Community	Completed	22-May-2013	30-Jun-2014	100.00%	-	
ACTION PROGRESS COMMENTS: The Greater Shepparton Childrens services team have reported to Council on the progress to provide 15 hours of Pre-school to the children of the Greater Shepparton. This approved report has now seen the services to children improved as GSCC meets its obligation's to 15 hours of service and adequately qualified staff. The services provided by GSCC are all quality controlled and procedures audited according to State practice requirements. All childcare at recreation facilities are now managed by the Childrens services team. Last Updated: 05-Sep-2014							

1.4 Provide sustainable community services to our community.

1.4.2 Establish a Service map that provides information on the services that are available to our community ensuring it is demographic specific data.

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.1 (TP116) Review Councils community development and community planning roles ,relationships and responsibilities. Report to council with these recommended changes and Policy update. Outcome: Improved Community Development	KAYE THOMSON - Director - Community	Completed	22-May-2013	30-Jun-2014	100.00%	-	⚫⚫⚫

ACTION PROGRESS COMMENTS:
Following an internal review, Council has received reports on the new Community Planning model and Revised Community Planning policy (November, December 2013). Improved utilisation and understanding of the new Neighbourhood structure has been approved.
The small town community plans are completed with all plans being presented to Council for endorsement. When all of the Small town plans are complete the Community planning for localities will commence and then the City neighbourhoods will be embarked upon. The Neighbourhoods team are currently planning the process and timelines for this engagement, including how the Community Committees will be supported into the future. The Nieghbourhoods team are also working with InfoXchange to establish a Greater Shepparton Community Services Directory and this project will be complete in June 2014.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.2.2 (TP43) Undertake a review of the approach/roles, responsibilities and relationships for community planning and community development within Council's community capacity program. Undertake a review of the resources in community development department. Undertake a review to clarify role, relationships and responsibilities along with performance targets for community development.	KAYE THOMSON - Director - Community	Completed	01-Jul-2013	30-Jun-2014	100.00%	-	⚫⚫⚫

ACTION PROGRESS COMMENTS:
New structure has been approved. Recruitment has concluded and the team are undertaking business planning to achieve a successful community planning approach for GSCC. This has commenced with 3 small town plans being approved by council this year.

Last Updated: 05-Sep-2014

1.4.4 Monitor and appropriately support the provision of quality services within the municipality.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.4.4.1 (TP96) Revise Asset Management Strategy and determine what Asset Management Plans have been developed. Review the Asset Management Strategy status and examine what Asset Management Plans have been formally adopted by Council. Verify these documents have been adopted by Council. Prepare a detailed results report to Asset Management Working Group with recommendations. Report to Executive with Implementation of agreed recommendations.	MIKE FREEMAN - Manager - Strategic Assets	In Progress	01-Jul-2014	30-Jun-2015	85.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
The last Asset Management Strategy was Version 3, adopted by the Council on 21 December 2010. The current strategy is outdated and in need of revision. A number of Asset Management Plans have also been adopted by Council at the 20 December 2011 meting. These included:
- Buildings
- Aquatics
- Parks and Open Spaces
- Urban Drainage
- Transportation
- Plant and Fleet.
Executive have approved the forming of a Services and Asset Management Group and new Terms of Reference to guide this group through service and asset plan drafts and reviews. All Asset Management Plans require revision and re-drafting and these will form part of the work delivered by the Services and Assets Working Group.

Once the SAMWG meet a report on current status of asset management plans will be provided.

Last Updated: 31-Oct-2014

1.6 Value Arts, Culture and Heritage as an integral part of our dynamic community.

1.6.3 Renew and implement the Arts and Culture strategy (which includes public art).

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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1.6.3.1 (TP113) Develop and implement an Arts strategy Review all strategic work available with respect to Arts and develop a cross functional team within the Arts, Events & Tourism department and engage other internal/external stakeholders to develop an Arts Strategy.	KIRSTEN PAISLEY - SAM Director	In Progress	22-May-2013	30-Jun-2014	35.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Arts Strategy to be developed in partnership with SAM, C4S, Riverlinks and AE&T department. To be completed in 2nd quarter 2014/15

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3 Economic Prosperity (Economic)

3.3 Make Greater Shepparton the regional sporting capital of Victoria and a leading sporting destination.

3.3.5 Review, adopt and implement the tourism and major events strategy to enable the breadth and quality of major events and tourism experiences to grow.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.5.4 (TP114) Review the Council's corporate role in tourism and transfer to Cultural Liveability department in the Community directorate. Develop Business Plan/Tourism strategy that addresses Council Plan requirements and defines the roles, responsibilities between Regional Tourism, Council and the new areas (SAM, Eastbank and Performing Arts) at Council. Report to Council	GERALDINE CHRISTOU - Manager Investment Attraction	In Progress	22-May-2013	30-Jun-2014	40.00%	–	⬤◯◯
ACTION PROGRESS COMMENTS: Economic Development Strategy to be developed in 2015. Last Updated: 18-Oct-2014							

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5 High Performing Organisation (Leadership & Governance)

5.1 Develop and implement best practice communication strategies.

5.1.2 Review, adopt and implement council's community engagement strategy.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 (TP47) Examine the number of unresolved and not implemented systems and processes within the organisation. Prepare a report for executive that identifies all unresolved or non implemented systems and processes. Such report to have recommendations to implement the unresolved or non implemented which includes the priority for action, resource requirements and an implementation plan. Adoption of the report by executive and commencement of implementation of the approved recommendations.	GRANT BARRY - Manager Information Services	Completed	22-May-2013	30-Jun-2015	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

TP47 and TP94 linked, and included within the new ICT Strategy 2013-2018. As per the direction of the adopted ICT strategy, improved ICT governance was implemented. The ICT Strategy Steering Committee and Application Steering Committees were formed and meet on a monthly basis to discuss and mange ICT issues.

Last Updated: 24-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 (TP104) Urgently adopt the draft vehicle policy, CEO Directive and Operations Manual. Develop a vehicle policy for Council consideration with approval of executive prior to presentation to Council. Develop a CEO directive on how the policy will be operationalised including elements such as vehicle classification, contribution rates, BT requirements etc. Finally develop an Operations Manual detailing cleaning standards etc. and the process for audit.	MIKE FREEMAN - Manager - Strategic Assets	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

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ACTION PROGRESS COMMENTS:
Completed. Reported to Exec 10/12/12

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 (TP36) Undertake a review of the Engineering design service scope. Detail the services provided by new department to the balance of organisation	Marilyn HOWLEY - Manager - Projects Department	In Progress	22-May-2013	30-Jun-2015	70.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Projects Department Structure approved. New Manager appointed and Acting roles confirmed.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 (TP117) Examine the role Environmental management in Council's operations. Review and report to executive on councils role in environmental management while referring to the Council Plan and branch plans. Collate all of Council's environmental issues. Develop a Business Plan for the environmental issues and develop a cross functional team to gather all perspectives.	GREG MCKENZIE - Manager - Environment	Ongoing	22-May-2013	30-Jun-2014	-	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Restructure has been completed.
Business Plan development has not yet commenced.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.1.2.1 (TP55B) Clarify the roles and responsibilities of the council and the CEO and executive Develop a program that clarifies the roles and responsibilities of the council and the CEO and executive Undertake planning for the existing council as well prepare for a facilitated session with the newly elected Council and executive to discuss roles, responsibilities, relationships and expectations.	GAVIN CATOR - Chief Executive Officer	Completed	22-May-2013	30-Jun-2014	100.00%	-		◖◐◗

ACTION PROGRESS COMMENTS:
Induction program for new Councillors provides a process for this item. Executive and Councillors meet regularly. Process advice provided to Councillors on a regular basis by CEO

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 (TP19) Implement the separation of Assets, Parks and Recreation and Operations (resources) including providing direct budgetary and management control to the respective Managers. Ensure the transition to the Works- Roads department, Fleet and Buildings, and Works-Parks department in the Infrastructure directorate is managed and all staff are clear on reporting lines and accountabilities. Ensure Position Descriptions are amended, reporting lines are clear and systems for scheduling, payroll, inc	STEVE BOWMAKER - Director - Infrastructure	Completed	22-May-2013	30-Jun-2014	100.00%	-	◖◐◗

ACTION PROGRESS COMMENTS:
Resolved as part of TP1 and TP9.
Recreation and Parks Branch. New structure adopted and positions occupancy being rolled out under Team Leader work plans. 100% complete. Further minor changes to structure ongoing.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.1.2.1 (TP21) Continue to support the newly formed Arts, Events and Tourism Department. Assist in the deveopment of strategic plans for each participating group.	KAYE THOMSON - Director - Community	Complet ed	22-May-2013	30-Jun-2014	100.00%	-	●●●

ACTION PROGRESS COMMENTS:
Department has been established and renamed the Arts, Events and Tourism department. Business planning has commenced and will be concluded through the Interplan software. An over -arching department plan is in draft form. An independant review of the functionality of the department was undertaken in June 2014.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 (TP11) Undertake a further review of the provision of a the plant and fleet services for the organisation Work with the Organisational Improvement team to develop Terms of Reference and objectives, actions, milestones and commence the examination of plant and fleet including ordering, plant hire rates as well as the plant fleet council owns or leases.	Malcolm STYLES - Works & Parks Consultant	In Progress	22-May-2013	30-Jun-2014	40.00%	-	●●●

ACTION PROGRESS COMMENTS:
New Delivery Date 31/12/13
Dates updated on TP M12/51352

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.1 (TP50) Implement the Aurion "Timekeeper" module Undertake a review of all off site payroll centres and review current processes and timesheets. Prepare an implementation plan including training of staff and software roll out. Commence implementation of the Aurion "timekeeper" computer module.	VIRGINIA BOYD - Manager People Performance	Deferred	22-May-2013	30-Jun-2014	10.00%	-	●●●

ACTION PROGRESS COMMENTS:
Identified in Information Services Strategy as a priority in 2015.

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Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.2 (TP78) Develop a Project Delivery Process Directive Work with CEO to develop a Project Delivery process Directive. Clarify the directive. Draft CEO directive for Executive approval.	Marilyn HOWLEY - Manager - Projects Department	In Progress	22-May-2013	30-Jun-2015	80.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Developed in relation to the implementation of IPM project management methodology PMO established under Projects Department restructure. However, this structure is currently being reviewed Draft CEO Directive outstanding

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.2 (TP40) Undertake an independent audit of the Road Management Plan to ensure that the maintenance management scheduling and reporting process is acceptable. Organise independent audit of the plan, receive the report and implement any recommendations from the report.	Malcolm STYLES - Works & Parks Consultant	In Progress	22-May-2013	30-Jun-2014	80.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Completed and approved at Council Meeting July 2013. a few minor recommendations still outstanding.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.2 (TP31) Build Executive team by establishing a Code of Conduct/Values. Executive to develop and adopt a Code of Conduct.	GAVIN CATOR - Chief Executive Officer	In Progress	22-May-2013	30-Jun-2014	65.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Draft code to be prepared for presentation to Executive for review.

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Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.2 (TP18) Rebrand Organisational Improvement Team (Business Excellence) with a focus to drive department development of service reviews and develop a timetable and commence service planning for all Council services. Develop an agreed corporate approach to defining levels of service, identifying unit costs, methods of community consultation and design a process to ensure engagement of the Council in the required decisions. Engage with the Organisational Improvement Team (OIT) with agreed Terms of Re	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	80.00%	–	⬤◯◯

ACTION PROGRESS COMMENTS:
Business and Service Planning Analyst position has been unable to be filled. An EOI for the position will go out in September 2014.
The Organisational Improvement Team has been rebranded as Service Planning Implementation Team and will be utilised as part of service planning implementation process.
The tender for Service planning has closed and is currently in the evaluation phase. Once the tender is awarded and the Business and Service Planning Analyst position filled Service Planning will commence with the Service Planning Implemenetation Team

Last Updated: 02-Dec-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.3 (TP55A) Review all Policies with Council (and CEO directives) Review all current council policies and operational policies for currency. Develop a timetable for review of all council policies and operational policies. Review the format for existing policies including the renaming of operational policies to CEO directives. Report to executive with the timetable for review. Commence the review of all policies that are or are about to expire. Provide training to appropriate staff.	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	–	⬤◯◯

ACTION PROGRESS COMMENTS:
There has been a review of the overarching CEO Directive in relation to the development of the orgnisations policies.

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Templates have been developed and are now in use. Policy review program has commenced with Governance staff leading discussions with individual workgroups to review all policies. Initial reviews of exisiting documents has been completed and actions will now be confirmed to enable appropiate presentation to Council for adoption or cancellation. Operational Directives and Procedures will also be revised for adoption or cancellation.

Last Updated: 02-Dec-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.3 (TP79) Ranking of candidate projects for capital evaluation and designation to the capital works program. Develop Project Assessment Model to determine the ranking of candidate projects for capital evaluation and designate them to the capital works program in the relevant year. Review current process and determine if assessment criteria are aligned to Council Plan and represent best practice. Report options for assessment to executive. Report to Council for adoption. Implement agreed Assessment	Marilyn HOWLEY - Manager - Projects Department	In Progress	22-May-2013	30-Jun-2015	85.00%	-	⚫⚫⚫

ACTION PROGRESS COMMENTS:

Draft PAM reviewed by Exec Dec 2013. Changes being made for rollout of IPM for 2014/15. GSCC manual has been drafted for Council adoption in late 2014.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.3 (TP41) Identify the current response (scheduling, levels of service etc) against the current Road Management Plan. Identify the "gap" between the current service level and the required/prescribed level of service as detailed in the Council's Road Management Plan. Review staff scheduling, in consultation with operations staff, to determine if any improvements can be made and commence implementations of any recommendations. Prepare a report on the findings of the review and recommendations.	Malcolm STYLES - Works & Parks Consultant	Completed	22-May-2013	30-Jun-2014	100.00%	-	⚫⚫⚫

ACTION PROGRESS COMMENTS:

Inspection Maintenance ensures alignment with Inspection Service Level Plan and maintenance tasks. and staff movements.

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RMP compliance audit completed and Inspection Base Maintenance in place from 1 July 2013. Current levels of service well in excess of RMP requirements.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.4 (TP91) Design and implement a Capital Works report Review the budget monitoring of Capital Works including financials, (per project) for Council and Executive to improve cost control. Design and implement a weekly capital works report to mitigate the high risk approach and to improve employee accountability. Develop Report format and distribution list.	Marilyn HOWLEY - Manager - Projects Department	In Progress	22-May-2013	30-Jun-2015	80.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
PSG report going to Executive monthly - weekly not appropriate.
New format using IPM under consideration for 2014/15.
Internal weekly updates being held to improve work practices and improve employee accountability

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.4 (TP63) No quarterly reports to council on the progress against Council Plan strategies. Develop and implement a reporting process to inform council of progress against Council Plan at least quarterly to Council by engaging directors and managers . Investigate possible corporate systems that would enable this reporting to be achieved. Report to executive on the preferred process and system. Purchase (if requires) and implement the corporate system and provide training to EA's.	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Interplan Integrated Business Planning and reporting software has been installed and is currently being implemented across the organisation. Council Plan 2012-13, Key Strategic Activities and Transition Plan data has been transferred into the software and training has commenced. Interplan will be used to manage final implementation of the 2013-14 Council Plan and Key Strategic Activity reporting in addition to ongoing reporting against the Transition Plan. Final quarterly report to Council on the progress in relation to the achievement of

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Strategies in the 2012-13 Council Plan, Key Strategic Activities from the budget , which form Councils Performance Statement and the Transition Plan actions will be provided utilising Interplan.

Infocouncil, which is an agenda management system is in the final stages of rollout with all reports to Executive and Council meetings to be managed through this system from 1 July 2013. This system includes provision to manage follow up on resolutions of council directly linked to the meeting agenda improving transparency and tracking.

Last Updated: 02-Dec-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.5 (TP73) Lack of consistency in Policy Development and CEO directives. Develop a methodology template for policy development and CEO Directives to provide greater consistency in look and content. Report to executive. Once approved implement the adopted template	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
The new templates to support a changed approach were approved by the Executive on 17 December 2012.

Last Updated: 02-Dec-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.6 (TP74) Develop and implement a Corporate Reporting system. Develop a Corporate Reporting System and define statutory and management requirements and improve compliance and accountability by seeking agreement on what content and what frequency reporting will be undertaken for the Corporate Reporting System. Confirm system and improvements with Executive Managers and Council. Implementation of the adopted system.	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Interplan, Integrated Business Planning and reporting program currently being implemented which will allow electronic reporting and compilation.

InfoCouncil, agenda Management system is in the final stages of implementation throughout the organisation and is being used for all Executive and Council meetings from 01July 2013.

A review of the reporting framework will be conducted within the first quarter of 2013-14 to establish frequency and level of reporting requirements for Interplan.

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.7 (TP75) Develop and implement a progress report against Council Plan objectives. Develop and implement a reporting process to reports on progress against Council Plan objectives monthly to executive and quarterly to Council. Engage All Directors and Managers. Review reporting process options with OD Directorate. Determine system for reporting. Implementation of the adopted system.	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Interplan, Integrated Business Planning and reporting program currently being implemented which will allow electronic reporting and compilation at a strategic level against Council Plan, Key Strategic Activities and Transition Plan activities..
InfoCouncil, agenda Management system was implemented from 1 July 2013.

A review of the reporting framework was conducted within the first quarter of 2013-14 to establish frequency and level of reporting requirements for Interplan.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.8 (TP81) Section 86 Committees to be reviewed. Review of S86 Committees involving staff with responsibility, analysis of delegations and determining the currency of the status of those Committees. Preparation of Operating Manuals. Provide Training of those committees as to as to their collective and individual responsibilities.	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Report presented to Executive on 3 December 2012 reviewing committee survey results.
A Section 86 Committee Register and Advisory Committee Register have been developed. Work is being undertaken with S86 Committees to improve compliance with regards to submitting documents as required under their Delegation and Guidelines. A Quarterly newsletter has been developed with issues sent in September, December and March. This has been well received by members. A committee member survey was sent out with the first newsletter and the results have been presented to Executive. Acting Committees Officer now attending all S86 Committee AGM's where possible to aid increased communication. The S86 Committee Handbook has undergone a significant review and update process. The training

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project plan is still to be developed but an information session for all committee members which included the launch of the updated handbook (endorsed by Executive Management) was held on 24 June 2013.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.9 (TP82) Review the roles and resourcing in Governance to ensure that all council governance requirements are being met. Review the roles and resourcing in Governance to ensure that all council governance requirements are being met. Identify the "gap" between the current compliance and the required/prescribed level of compliance as detailed in legislation. Undertake a risk assessment on all of Council's governance functions.	BILL HAYWARD - Transiition Mgr Build Maint	Complet ed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Project Plan drafted and review commenced. Legislative compliance audit conducted in December 2012.
Organisational structure completed as part of 2013/14 budget deliberations.
Recommendations from the Legislative Compliance Audit have been reported to Executive, Audit Committee and Council and will be undertaken in accordance with agreed timeline to ensure ongoing improvement is achieved.
A recent Job Analysis of Governance and submitted to the CEO in August 2014 identified that the Governance team currently have enough staff to complete the Governance task and services they provide.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.10 (TP89) Provision of a Legal Services Strategy Undertake a review of all legal costs in the 2010/11 general ledger where legal expenditure is incurred to determine if an in house legal counsel or Para legal can be justified. Validate need for advice – risk management exercise. Quantify expenditure per functional and prepare report on alternative options. Report to Executive. Implementation of Agreed Options/Strategy	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	80.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

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Following review of existing process it has deemed to be effective. An exchange of letters has been affected between Council and legal service providers for ongoing services confirming rates for engagement which will be reviewed on at least an annual basis. A legal service tender has gone out through the Goulburn Valley Regional Collaborative Alliance for a panel of suppliers for legal services. A legal library will also be established an all requests for legal services will need to go through the Manager Corporate Performance to limit the double up on advice that is received.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.2.11 (TP64) Manual preparation of agenda's for council meetings and briefings, as well as other organisational meetings. Investigate, purchase and implement by training EA's on usage as well as and establishing timetable for submission of agenda items for all Council meetings/briefings and executive meetings.	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤◯◯

ACTION PROGRESS COMMENTS:
InfoCouncil Agenda Management system has been implemented and includes all Executive and Council briefing and meeting agendas.

Last Updated: 09-Sep-2014

5.1.3 Implement a "Citizen first" commitment to the delivery of our services.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.1 (TP52) Implement revised customer service standards for each council service as part of the service planning exercise. Work with the Organisational Improvement Team to define service standards and response times for all Council services by reviewing and documenting the current service standards and systems and decision processes for service responses. Review current level of reporting of the customer services standards and recommend improvements in reporting. Preparation of a business plan data	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	24-May-2013	30-Jun-2014	30.00%	-	⬤◯◯

ACTION PROGRESS COMMENTS:

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Unable to recruit Team Leader Business Planning. Trial service planning process was undertaken in May to assess sample software. A tender process in underway for a consultant to conduct Service Planning for the organisation

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.1 (TP67) Lack of knowledge of staff of who is responsible for service delivery across the organisation. Working with a cross functional team understand requirement and current deficiencies of staff knowledge. Report to executive on the ability to implement a staff role (as employment responsibilities) search system on intranet. Implementation of the adopted recommendations.	GRANT BARRY - Manager Information Services	Completed	23-May-2013	30-Jun-2015	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Enhancements to Insite have been undertaken to deliver the required functionality. This system takes our previous Insite phone directory and also utilises People Performance data within Aurion along with customisable user input to deliver a detailed employee index.

Last Updated: 24-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.2 (TP53) Undertake a further review of the provision of customer service across the organisation Work with the Organisational Improvement Team to review the "Customer First Charter". Preparation of a report to executive. Present a briefing paper for council to enable council input to review the charter and systems. Adopt an amended charter and training of all staff in the requirements of the charter.	LAURIENNE WINBANKS - Manager Citizen Experience	In Progress	24-May-2013	30-Jun-2014	30.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Manager Citizen Services has commenced engaging with line managers across the organisation.

Organisational values ambassadors (to be established) are to develop the charter.

Last Updated: 05-Sep-2014

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.3 (TP8) Undertake a further review of the provision of customer service across the organisation Work with the Organisational Improvement team to develop Terms of Reference and objectives, actions, milestones and commence the review of customer service. Examine the best location for customer services and the need for a customer service manager within the organisational structure.	LAURIENNE WINBANKS - Manager Citizen Experience	In Progress	24-May-2013	30-Jun-2014	25.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Plan is currently underway. Manager Citizen Services is engaging with line managers across the organisation

Organisational values ambassadors (values and ambassadors to be established) are to develop a charter.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.4 (TP54) Investigate the integration or migrate the Customer Service system(s) into one. Prepare a report on an analysis of the current customer service systems Merit and Confirm to determine if they can be integrated. Such a report to be compiled following liaison with users to determine where integration is required as well as what is able to be achieved and the resources required. Presentation of the report to executive and implementation of adopted recommendations.	LAURIENNE WINBANKS - Manager Citizen Experience	Completed	24-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
ICT Steering Committee have been successful in obtaining budget to rollout the Pathway CRM Module in 2014 / 2015.

Last Updated: 05-Sep-2014

5.3 Ensure strong internal systems and processes to ensure best practice delivery of service to the community.

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5.3.1 Complete the implementation of the transition management plan.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 (TP85) Review Events and the management of community facilities Undertake a review of Events and Management of Facilities and determine a method to separate Events from Management of Facilities. Clarify Roles and define responsibilities for Events and Management of Facilities. Consult with the events and building maintenance operatives. Develop a Business Plan for Events and identify "nominated" group to manage facility. Report to Executive.	GERALDINE CHRISTOU - Manager Investment Attraction	Ongoing	23-May-2013	30-Jun-2014	-	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Currently undertaking a review of Investment Attraction which will define functional responsibilities, and potentially review PD's and structure.

Last Updated: 18-Oct-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 (TP58) Examine councillor representation on the internal development hearing panel. Investigate and report to executive on the possibility of providing councillors to be represented on the internal development hearing panel. Such report to include the advantages and disadvantages of such representation. Following presentation to executive, present the report to Council briefing.	COLIN KALMS - Manager - Planning	Completed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
A Councillor has been appointed to the Development Hearing Panel. Advertised for two independent qualified professionals.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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| 5.3.1.1 (TP27) Discuss the process for the development of the 2012/16 Council Plan with Councillors which also provides for a "Bottom Up" input from staff . Schedule time for Executive to discuss process and brief Council via a report. Consult with managers and staff and have them commence listing priorities from their perspective. | BILL HAYWARD - Transiition Mgr Build Maint | Complet ed | 23-May-2013 | 30-Jun-2014 | 100.00% | - | ⬤⬤⬤ |

ACTION PROGRESS COMMENTS:
Councillor workshops held in February 2013. Executive reviewed draft plan in conjunction with councillors. Staff consultation conducted during March/April. Draft plan adopted and formal public consultation concluded on 31 May. Council staff engaged following formal adoption to develop business plans to deliver expectations. Council Plan 2013-17 adopted by Council 18 June 2013.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 (TP60) Review and improve internal staff communications Develop a communications strategy/framework for the organisaton particularly in support of Good to Great intitiative.	FIONA LE GASSICK - Manager Comms & Marketing	In Progress	23-May-2013	30-Jun-2014	50.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Please refer to 6.5.1.1 (TP30) as these are the same project.

Visits were conducted to Boroondara and Mildura councils to look at their communication strategies.

A survey reviewing internal surveys will be rolled out the week commencing November 10.

MarComms staff will now be located once per week at the DRC.

MarComms team to attend Councillor briefing session within the next two weeks to work with Councillors to increase their profile and determine the best way for them to communicate with the community.

Communications Officer and Marketing and Communications Manager to visit organisations where HBDI underpins their communication commencing 2015.

Last Updated: 05-Nov-2014

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 (TP106) Facilitate move of Cemeteries to Property/Revenue Branch. Revise and document processes for cemeteries administration. Advise customer services on process as well as relevant external stakeholders.	GAVIN CATOR - Chief Executive Officer	Completed	23-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Cemeteries was relocated to Business Directorate. Recently incorporated into Recreation and Parks Department within Infrastructure Directorate.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 (TP61) Perception that the management of personnel issues needs to be improved. Design and implement a process that ensures the management of personnel issues is process driven and the issues resolved and managed. Implement training to all employees in supervisor positions to assist in the management of difficult issues. This training to be part of performance management training and normal feedback process. Report to executive on the process and an implementation plan	VIRGINIA BOYD - Manager People Performance	Completed	24-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Performance Management training has been undertaken in the 12 month period however further training is required over the next twelve months.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

| **Greater Shepparton City Council** | | | | | | | **Action and Task Progress Report** |

5.3.1.2 (TP105) Centralise all property maintenance to a building maintenance department Develop procedures for the delivery of building maintenance, including registration of maintenance requirements (confirm) and develop a prioritised response process and scheduling of maintenance needs. Also develop proactive inspections and schedule maintenance requirements on a routine basis. Advise all department managers of the process and system to log building maintenance requirements.	MIKE FREEMAN - Manager - Strategic Assets	In Progress	24-May-2013	31-Aug-2015	40.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Examination of a Facilities Management approach underway. Executive brief conducted. Project methodology agreed. Project commenced with Staff Analysis component underway. Communication Strategy agreed and EOI documents ready for release. Data review commenced October 2014 with impact review commenced with responsible Directors 01 December 2014.
Building Hieracrchy drafted with high level service levels for further consideration and review.

Last Updated: 01-Dec-2014

ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.3.1.2 (TP100) Review currency and relevance of Local Laws Review Council's local laws and how Council polices and monitors compliance via desktop review and consultation. Review to provide accurate and relevant up-to-date Local Laws.	LAURIENNE WINBANKS - Manager Citizen Experience	In Progress	22-May-2013	30-Jun-2014	70.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Review of local laws and policing and monitoring of compliance completed. Accurate and relevant Local Laws.
Follow up to be completed with Governance by 30 June 2013.

Manager Citizen Service has undergone training through LGPro on Best Practice Local Laws. Policies and local laws will be checked for any requirements of immediate review.

Last Updated: 09-Sep-2014

ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**

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5.3.1.3 (TP86) Examine centralisation of Facility Management. Conduct an examination of the possible centralisation of Facility Management. Consult with building maintenance and other facility managers to separate and clarify "occupancy" from "Landlord" or ownership of building. Review and report to Executive on the outcomes of examination and consultation.	LAURIENNE WINBANKS - Manager Citizen Experience	In Progress	24-May-2013	30-Jun-2014	50.00%	-	●●●

ACTION PROGRESS COMMENTS:
As per 5.3.1.1 - organisational wide review currently underway. Centralised facilities bookings model has been developed and approved by the Executive. 6 month secondment to project manage transition to centralised operation. AE&T to provide input. Citizen Services to manage roll out.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.3 (TP83) Full review of all Risk Management processes Undertake a full review of all Risk Management processes including: Policy strategy, risk register, identification of primary, secondary and tertiary risks, Risk and Audit committee. Undertake a Gap analysis and consult with the various departments. Establish an internal audit function, operational risk committee and training of all staff in risk management. Undertake a risk assessment on all of Council's governance functions. Report to Exec	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	80.00%	-	●●●

ACTION PROGRESS COMMENTS:
Review has been undertaken by Echelon. Inspection Reports have been improved. Reviews will continue on an ongoing basis. Audit Committee structure expanded to contain four community representatives and two councillors in addition to adoption of revised Charter.
New Internal Auditor HLB Mann Judd has been appointed following advertising of tender.
The Risk Management Policy and strategy are currently being reviewed.
The risk register has been implemented and operating.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.1.4 (TP88) Complete Business Continuity Plans. Working with the Management Team as a cross functional team review inventory of Business Continuity Plans and determine where there is a need for additional Business Continuity Plans. Develop required Business Continuity Plans. Report to Executive. Implementation of Agreed recommendations.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	60.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Review of existing plans currently being finalised internally. Phase two of the process is currently in place.
Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.5 (TP3) Review all staff delegations and provide a training program for staff on exercising delegations. Desktop audit and make necessary amendments of all of the current delegations as previously resolved by council. Examine all other delegations and appointment letters such as CCP coordinators, Whistleblower coordinator etc as required under other legislative instruments	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Delegation have been reviewed following extensive work necessary due to organisational restructure. Training for all staff with delegations completed.
Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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| 5.3.1.7 (TP15) Commence a discussion with Council regarding priority and strategic areas, (including Council Plan) to develop a forward programmed agenda for briefings and Council meetings.
Develop a forward agenda for EXECUTIVE and briefings with the objective of providing a program for discussions with council. The forward planning agenda is aimed at unearthing where Council may want to participate and provides time for any necessary cross functional teams to be developed in response to an issue. | BILL HAYWARD - Transiition Mgr Build Maint | Completed | 23-May-2013 | 30-Jun-2014 | 100.00% | - | ⬤⬤⬤ |

ACTION PROGRESS COMMENTS:
This is evolving with Council as priorities are determined. Revised Executive / Council Briefing / Council Meeting agendas currently being implemented. Council Plan Workshops including Councillor retreat held in February 2013. Draft Council Plan developed and endorsed for formal public consultation. Budget document briefing and adoption program underway. Forward agenda planning is in place with the introduction of InfoCouncil and other associated strategies to track targets. Review of formal business approach to planning for Executive meeting, Council breifing and Council meeting agenda compilation has been adopted and is currently being reviewed with appropriate staff across the organisation.

Last Updated: 09-Sep-2014

5.3.2 Develop and review annually Councils long term financial plan (10 year).

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.1 (TP102) Undertake a review of the Asset Valuation schedule and standards to ensure all the required documentation is in place. Review current Asset valuation timetable and draft the use of Greenfield valuations and Brownfield's valuations. Confirm the current practice is in accord with the draft. Ensure the associated process (depreciation review) are undertaken.	MIKE FREEMAN - Manager - Strategic Assets	In Progress	24-May-2013	30-Jun-2014	60.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
See also TP103. Asset condition assessment timetable prepared. Asset Valuation Policy to be prepared shortly. Brownfield's valuation already in place for renewal of infrastructure assets. The reconciliation and valuation of infrastructure assets was completed as at 30 June 2013. Benchmarking with other Council's of depreciation expense is in progress and report to Executive in progress for August.

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Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.1 (TP107) Define and implement an effective plant FBT Process. Revise and document processes for FBT administration and advise the infrastructure department on processes.	GAVIN CATOR - Chief Executive Officer	Complet ed	24-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Project completed.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.1 (TP99) Immediate implementation of a new Chart of Accounts in the Infrastructure Department Place Budgetary control directly with the Department Manager and revise the work flows resulting from this – e.g.. Customer requests directly to Operations and not via Assets. Revise the responsible officer for accounts in accordance with the new organisation structure. Allocate new cost centre responsibilities. Report to Executive. Implementation of agreed recommendations and responsibilities.	MATTHEW JARVIS - Manager Finance & Rates	Complet ed	24-May-2013	30-Jun-2015	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Budgetary control and works flows are aligned to reflect the organisational structure.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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| 5.3.2.1 (TP16) Ensure that within the budget preparation that there is clear and transparent linkages to the Council Plan and Strategic Resource Plan.
Examine the 2012/13 budget documentation to ensure that the KSA's are reflective of the council plan strategies and that they are both achievable and measurable. | BILL HAYWARD - Transiition Mgr Build Maint | Complet ed | 24-May-2013 | 30-Jun-2014 | 100.00% | - | ●●● |

ACTION PROGRESS COMMENTS:
Development plan prepared October 2012. Council Plan / SRP and Budget implementation schedule approved and implemented. Corporate Performance and Finance departments worked collaboratively to coordinate key strategic activities. Council Plan incorporating the Straegic Resource Plan adopted by Council on 18 June 2013 and submitted to Minister. The 2013-14 Budget containing linkages to the approved Council Plan was endorsed by Council on 2 July 2013. Budget KSA"s have been included in Interplan with responsibilities allocated for implementation and reporting. The 10 year long term financial plan was reviewed and adopted on 24 June 2014.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.2 (TP103) Amend the asset renewal modelling by applying a condition assessment to calculate renewal annuity and discontinue the current practice of basing renewal demand calculations per asset category on the financial depreciation figures. Determine quality/quantum of condition data. Post renewal condition assessment status apply the results to the recalculation of the renewal gap. Apply the Moloney model to derive the renewal calculation based on realistic intervention levels. Report results	MIKE FREEMAN - Manager - Strategic Assets	Complet ed	24-May-2013	30-Jun-2014	100.00%	-	●●●

ACTION PROGRESS COMMENTS:
See also TP102. Condition based renewal modelling prepared and included in the adopted Strategic Resource Plan 2013-2023 and used as the basis for the 2013/14 capital works renewal budget.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

5.3.2.2 (TP90) Review Long Term Financial Plan to improve long term financial projections. Review of Long Term Financial plan including population of new figures into LTFP. Post renewal recalculations. Review of operating costs. Reconfigure LTFP as part of the SRP review. Working with Executive and Council review financial policies via the SRP. Report to Executive and Council. Implementation of agreed recommendations and policies.	MATTHEW JARVIS - Manager Finance & Rates	Completed	24-May-2013	30-Jun-2015	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Long term financial plans incorporated into Council's adopted Strategic Resource Plan 2013-2023.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.2 (TP59) Appoint a cross functional team to develop a corporate process that enables the preparation of a comprehensive capital works program that includes an Project Assessment Model which prioritises all proposed capital works projects. Review all strategies and management plans and verify/vindicate candidate projects. Present the proposed model to council for adoption. Communicate this model, when developed to all departments to ensure all staff are aware and able to access the process.	Marilyn HOWLEY - Manager - Projects Department	In Progress	24-May-2013	30-Jun-2017	75.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Executive Brief Dec 2013. Changes requested incorporated into iPM configuration and training for 14/15 capex budget bids. GSCC PAM completed to go to Council late 2014.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.2.4 (TP4) Immediately place Budgetary control directly with the Department Manager and revise Chart of Accounts based on new organisation structure. Revise responsible officer and implementation a new chart of accounts for the newly formed Council Departments	MATTHEW JARVIS - Manager Finance & Rates	Complet ed	24-May-2013	30-Jun-2015	100.00%	-	

ACTION PROGRESS COMMENTS:
Budgetary control is aligned to organisational structure.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.5 (TP14) Develop a comprehensive Strategic Resource Plan that provide clear articulated and transparent finance and resource allocation and undertake a structured strategic on the "capacity "of organisation to deliver. Review Wodonga, Moira and LGS template and draft chapters as well as provide new chapters on Asset management, community development and developer contribution plans for Executive consideration. Present a chapter or two to Council at briefing and request input as to the strategy.	MATTHEW JARVIS - Manager Finance & Rates	Complet ed	24-May-2013	30-Jun-2015	100.00%	-	

ACTION PROGRESS COMMENTS:
Council Plan 2013-2017 which incorporates the Strategic Resource Plan 2013-2023 adopted by Council in June 2013.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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| 5.3.2.6 (TP24) Review the annual Budgeting processes to ensure staff accountability to remove the poor "attitude" towards the use of commitment costing and the high risk approach; align Budgets with the Organisation Structure; Implement Monthly budget reporting to EXECUTIVE at sub activity level. Document a new process to develop annual Budget in the form of a Budget Manual and test through a cross functional team. Develop a new budget format based on presenting to council of a program budget. | MATTHEW JARVIS - Manager Finance & Rates | Complet ed | 24-May-2013 | 30-Jun-2015 | 100.00% | - | ⚫⚫⚫ |

ACTION PROGRESS COMMENTS:

Electronic purchase order staff training undertaken and organisational procurement requirements included in procurement guidelines issued to all staff. Percentage of orders raised after invoice received reported to management monthly. Further consultation was undertaken to identify barriers and solutions to the effective use of the existing electronic purchasing system by staff. Gaps with current system have been identified and forming part of a review of the finance systems going forward.

Budgets aligned with the organisation structure and monthly budget reported to the Executive at sub activity level. Budget guidelines document updated and issued to Managers. Program Budget included in 2013/14 Budget. The draft Program Budget for 2014/2015 has been briefed to Council and will form part of the 14/15 Budget document that will go out for public submision during June/July.

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.2.7 (TP57) Implement a system that documents developer contributions from receipt of contribution/asset through to capital delivery. Investigate and report on an internal system that documents the provision of developer contributions to council, from receipt of the contribution/asset through to capital delivery. Such investigation to include a facilitated session with key managers and operatives, which will review the current and recommend a preferred process, including trust, capex, delivery etc.	Marilyn HOWLEY - Manager - Projects Department	Ongoing	24-May-2013	30-Jun-2015	-	-	⚫⚫⚫

ACTION PROGRESS COMMENTS:

Comprehensive spreadsheet developed and populated which identifies all known Developer Contribution Plan (DCP) requirements and was utilised for the 2013/14 capital works budget bid process. Work is ongoing to confirm contributions previously received to determine an appropriate level of restricted assets funding. DCP chapter included in adopted Strategic

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Resource Plan. Draft Developer Contribution Policy outlined. A 10 year Developer contribution plan was established and incorporated into a 10 year capital works program to assist long term planning and the annual budget process. Projects Department is responsible for maintaining this spreadsheet/system.

Last Updated: 03-Oct-2014

5.3.4 Complete a Workforce Development Plan which will enable GSCC to become an employer of choice.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP110) Provide training in CONFIRM for permanent staff and broader application – e.g. Customer Service. Undertake a skills analysis with respect to CONFIRM in the finance and assets departments and develop specific training program for this software.	MIKE FREEMAN - Manager - Strategic Assets	Completed	24-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Training calendar prepared and the training has been completed. On going training in Confirm will continue on a need basis

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP32) Transfer Assets to Business Services to ensure the branch outputs align with financial standards and corporate objectives. Manage the transfer of the relevant staff ensuring responsibilities and accountabilities are clear .Ensure Position Descriptions are amended, reporting lines are clear and systems are in place .Develop a timetable for implementation of a comprehensive asset management system that will enable council to make strategic decisions relating to the required level of investm	GAVIN CATOR - Chief Executive Officer	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Strategic Assets Department now within Business Directorate. Strategic Asset Management chapter included in adopted Strategic Resource Plan 2013-2023.

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP5) Review, revise and implement a new setting layout for the Welsford St and Doyles Road Complex based on new organisation structure. Completion of the review and the smooth transition and implementation of the new seating arrangements.	Malcolm STYLES - Works & Parks Consultant	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	
ACTION PROGRESS COMMENTS: Completed. Some minor changes being made as appropriate. Last Updated: 05-Sep-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP9) Undertake a further review of the provision of recreational planning for the organisation Work with the Organisational Improvement team to develop Terms of Reference and objectives, actions, milestones and commence the review of council's recreational planning	STEVE BOWMAKER - Director - Infrastructure	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	
ACTION PROGRESS COMMENTS: Completed. Addressed and resolved as part of adoption of business case for Recreation and Parks Branch structure. This was confirmed at Execuitve Briefing 21/1/2013. Last Updated: 05-Sep-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP97) Document Project Management roles and responsibilities.	Marilyn HOWLEY - Manager - Projects Department	In Progress	23-May-2013	30-Jun-2015	80.00%	-	
ACTION PROGRESS COMMENTS: PRINCE2 is no longer being used. IPM currently being implemented which sets out roles and responsibilities. Last Updated: 25-Sep-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.4.1 (TP10) Undertake a further review of the provision of a centralised booking system for the organisation Work with the Organisational Improvement team to develop Terms of Reference and objectives, actions, milestones and commence the examination of a centralised booking system for the organisation that will provide a seamless process for the community.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	23-May-2013	30-Jun-2014	10.00%	-	

ACTION PROGRESS COMMENTS:
Timetable Required and Risk Assessment needs to be completed
Plan is currently underway. Manager Citizen Services is engaging with line managers across the organisation to determine future booking requirements

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP12) Undertake a further review of the provision of the environment and regulatory service department. Work with the Organisational Improvement team to develop Terms of Reference and objectives, actions, milestones and commence the examination of the Environment and Regulatory Services department including the separation of the department into two departments.	GREG MCKENZIE - Manager - Environment	Completed	23-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Draft report to be provided to Executive on 15/10/12
OIT focus moved to Service Planning. Pitcher Partners audit on regulatory serviced has been completed. Environment review to be presented at next audit committee meeting.
Review completed and final submissions received from staff. Restructure announced and implemented.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.4.1 (TP76) Review and link all "corporate and strategic" plans to staff KPI's Review all "corporate and strategic" plans and directorate/departmental strategies. Prepare a report to Executive on the linkages between these plans including resource requirements. Link staff KPI's the plans and strategies as part of Performance Management process. Discuss as part of Performance Management process.	GAVIN CATOR - Chief Executive Officer	Complet ed	22-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Interplan and Personnel Evaluation System (CAMMS) implemented. Improvements will be investigated in 2014.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP30) Develop and implement an Internal communications strategy. Develop newsletters, social media other mechanisms to improve internal communications. This is the same project as 5.3.1.1 (TP60).	FIONA LE GASSICK - Manager Comms & Marketing	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP65) Improvement in the councillors knowledge of organisational operational activities Report to executive on the design of and provision to Councillors with regular reports on: progress of capital works, major planning permits, planning scheme amendments, community consultation etc.etc. Once approved commence implementation and provision of the information.	BILL HAYWARD - Transiition Mgr Build Maint	Complet ed	24-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Induction process for newly elected council has been completed. Improvement opportunities in reporting mechanisms are being identified and implemented ongoing to improve reporting and subsequent strategic and operational knowledge of councillors. A number of improvements have been implemented in relation to various reporting processes and documentation for organizational reporting structure to Council and community. A range of standard reports to be finalised and presented to Executive for endorsement.

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Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.1 (TP23) Transfer the Grants Officer to Investment attraction. Review Position Description and advise all Council employees of the Grant's officers role, how they can utilise and work with the Grant's Officer. Develop a priority listing for the Grants Officer based on the Council Plan and the Budget 2012/13 priorities.	GERALDINE CHRISTOU - Manager Investment Attraction	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Work has been undertaken to prioritse projects for Regional Development Victoria programs and LGIP fund.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP13) Undertake further review of Assets Group	GAVIN CATOR - Chief Executive Officer	Completed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Linked to TP32. Strategic Assets Department now within Business Directorate.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP84) Centralise the various marketing functions into Organisation Directorate Working with a cross functional team of marketing operatives develop processes to centralise the various marketing functions into Organisation directorate. Identify improvements in branding, utilisation of facilities and knowledge of COGS. Develop a Business Plan for Marketing. Report to Executive. Implement agreed outcomes	FIONA LE GASSICK - Manager Comms & Marketing	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

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ACTION PROGRESS COMMENTS:
All Marketing staff across the organisation now report directly to the Marketing and Communications Team.
Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP17) Review Council's project delivery processes across organisation Develop and advise the services, systems and processes to ensure all major Council projects are managed and delivered on time and within budget in accordance with "client" expectations.	Marilyn HOWLEY - Manager - Projects Department	In Progress	23-May-2013	30-Jun-2015	75.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Implemetation of PMO structure nearing completion.
PMO and Projects CEO Directive oustanding. iPM implementation part complete to formalise processes.
Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP48) Continue to encourage / promote employee membership program at Aquamoves.	KAYE THOMSON - Director - Community	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Discounted memberships are now available to all GSCC staff.
Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP45) Provide Directors with mentoring opportunities. Discuss mentoring requirements with each Director. Determine suitable mentors based on the agreed needs. Examine the suitability of the LG Pro mentoring program.	BILL HAYWARD - Transiition Mgr Build Maint	Completed	24-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

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Quotations were obtained for mentoring for Directors however implementation was put on hold due to the appointment of four new directors.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP42) Develop a plant operators succession plan in consultation with operations staff. Call for expressions of interest from interested roads/parks staff to be involved in a cross functional team. Prepare a report for executive consideration. Participation by operations staff in the preparation of the plan. Plan adopted by executive. Implementation of the plan. Nominees and a structured implementation plan.	Malcolm STYLES - Works & Parks Consultant	In Progress	23-May-2013	30-Jun-2014	20.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

This is a multiple stage project. Each Department will need to have a Succession Plan prepared. People Performance have an overall plan prepared and this is detailed in the People Performance Strategy.

Staff rotation and formalisation of the succession plan needs to occur.

Last Updated: 05-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP101) Review EA structure within Governance area. In consultation with EA's and Executive, review role and reporting relationship between Mayor and CEO EA's. Clarify roles and responsibilities in the EA structure within the Governance area. Report to Executive. Implementation of Agreed recommendations.	VIRGINIA BOYD - Manager People Performance	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

Review of roles and reporting relationships completed. Roles and responsibilities clarified in the EA Structure. Approved by Executive. Agreed recommendations implemented. Efficiency improved for EA support.

Last Updated: 17-Sep-2014

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.2 (TP68) Privacy in council meeting rooms. Examine the re- lamination or provision slim blinds to meeting rooms to ensure adequate privacy in provided. Engage suitable tradesman to undertake the work.	MIKE FREEMAN - Manager - Strategic Assets	Completed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

Slim blinds have been installed on the People Performance Meeting room. No requests for other rooms. Completed

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.3 (TP25) Communicate the importance of the Prince 2 methodology across the organisation and ensure training is provided to all employees involved in project management. Document and train all stakeholders in the use of Prince 2. Dedicate resources from Project Delivery to facilitate training. Modify the PRINCE 2 forms to enable use by the whole organisation.	Marilyn HOWLEY - Manager - Projects Department	Completed	23-May-2013	30-Jun-2015	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

Completed May 2013

Last Updated: 25-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.3 (TP5A) Review the office layout to ensure that employee location/efficiency is maximised. Actual Seating Plan Implementation Review, revise and implement a new setting layout for the Welsford St and Doyles Road Complex based on new organisation structure.	MIKE FREEMAN - Manager - Strategic Assets	Completed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

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Complete subject any further structural changes.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.3 (TP1) Implement the new Organisational structure in your Directorate/department including the orderly transfer of documents and methodology from on directorate to another.	VIRGINIA BOYD - Manager People Performance	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

New organisational structure implemented however structure will continually be reviewed to ensure efficient and effective operations.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.3 (TP112) Review the Corporate Style Guide together with a branding strategy. Review and make recommendations to Executive with respect to changes to improve branding and presentation of the municipality. Ensure all current stakeholders who utilise the CSG are engaged in this process. Develop a revised corporate style guide for application	FIONA LE GASSICK - Manager Comms & Marketing	In Progress	23-May-2013	30-Jun-2014	90.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

The correspondence section of the style guide has been completed and will be made available within the next two weeks. An online version is not able to be produced at this point in time as the web team are currently working on other priority projects.

The branding review will produce a style guide for the organization.

Last Updated: 05-Nov-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.4.3 (TP56) Develop and implement an accountability framework for each Department, Branch and individual employee(s). Implementation of a series of facilitated sessions with each department Director and manager and key staff to develop the accountability framework. Incorporate this framework as part of the Performance Management framework for the organisation.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	30.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
This issue is addressed by the development of Business Plans for each department including assignment of actions/tasks against individual officers as well as the preparation of Functional Charts. See TP7 With implementation of Interplan all relevant staff will have electronic access to framework and reporting functions in conjunction with the development of Business Plans. All deliverables identified in Business Planning process will be allocated against individual staff which will be translated to annual staff appraisal system (PES) to measure level of key performance against targets. Further training to be undertaken during 2013-14 to develop and reinforce the performance management frameworks.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.4 (TP109) Facilitate options paper for separation/or not of the plant and fleet functions with fleet possibly transferred to corporate services. Develop an options paper for executive consideration detailing the benefits and disbenefits of combining fleet and plant management from the ownership (acquisition and disposal),funding, maintenance and operational perspectives.	MIKE FREEMAN - Manager - Strategic Assets	Completed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Fleet and Plant management confirmed within Works Structure.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.4 (TP28) Examine the combining of the Social Clubs so that they host functions for all staff. Consult with indoor and outdoor Social club committees.	KAYE THOMSON - Director - Community	Completed	01-Jul-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

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ACTION PROGRESS COMMENTS:
Consultantion has taken place and both Social Clubs and through the voting system the groups voted to remain separate.
Last Updated: 28-May-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.4 (TP2) Review the functional charts as they relate to your individual Directorate/department and provide feedback Meet with all Directorate staff and then each Manager with their department. Request each manager to examine the functional charts as provided by CT Management and make appropriate amendments for completion of charts	VIRGINIA BOYD - Manager People Performance	Complet ed	22-May-2013	30-Jun-2014	100.00%	-	

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.5 (TP6) Review staff PDs with HR to ensure that they align with the new organisational structure Review all staff PDs with HR to ensure that they are of a consistent layout and align with the new organisational structure	VIRGINIA BOYD - Manager People Performance	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
All Position Descriptions have been converted to the new format and organisation structure.

As a continual process review of all Organisational Structures, Job Analysis and staff positions, all Position Desciprtions will be reviewed as part of the Job Analysis process. Any position being put forward for a reclassification will be reveiwed by People Performance and the CEO.
Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.4.5 (TP108) Investigate the implementation of a coordinated branch/centralised Vehicle booking system. Develop an electronic corporate booking system for vehicles in consultation with the IT department. Implement system in each department .	MIKE FREEMAN - Manager - Strategic Assets	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Completed

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.5 (TP7) Develop work plans for each manager in accordance with your transitional management plan. Meet with Manager and Transition Manager to develop work plans from the transitional plan.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	23-May-2013	30-Jun-2014	70.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
The organization has implemented "Interplan" Integrated Business Planning software which has allowed ongoing corporate-wide development and reporting on business plans down to individual workplans. This process will be more fully introduced across the organization as part of further development of ongoing Council Plan deliverables and the associated Business Planning structure and integration of individual staff appraisal system.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.6 (TP20) Engage with the HRCC in the development of employee procedures and directives. Review and rationalise all Human Resource Policies. People Performance department in conjunction with the HRCC to a timetable for, and commence the review, of all HR policies and directives. Work with a cross functional team to undertake rationalisation and review of all current "Human Resources" policies detailing improvements that will strengthen the issues of Policy and Process Management.	VIRGINIA BOYD - Manager People Performance	In Progress	23-May-2013	30-Jun-2014	80.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

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HRCC have been engaged and consulted and an agreed approach has been put in place to have all policies reviewed. The initial work has been completed in that all CEO Direcitves, Guidlines and relevant Policies has been reveiwed and drafted and are now going through HRCC for consultation and Executive for approval.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.6 (TP93) Continuous Improvement template / program and Procedure Manuals for All Processes. Develop a continuous improvement template/ program for all service areas. Applying Best Value principles review all service areas on an ongoing basis. Develop procedure manuals within Teams and Standard Operating Procedures for all processes. Report to Executive and Council. Implementation of agreed recommendations and policies.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	23-May-2013	30-Jun-2014	40.00%	-	⬤◯◯

ACTION PROGRESS COMMENTS:
This will commence once the Business and Services Planning Analyst is appointed.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.7 (TP37) Implement a common anniversary date (pre Budget) 28/2 each year for all employee Performance Management & Training Plans. Prepare a report on the establishment of a common anniversary date for the 2013 organisational wide performance appraisals. The report to look at the advantages and disadvantages and to involve consultation with the HRCC. Performance appraisals for the any new directors and managers to be completed on a common anniversary date.	VIRGINIA BOYD - Manager People Performance	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	⬤◯◯

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All Appraisals have been completed by 30 September each year. Report will be delivered to Executive January 2014. Reviews will continue to take place annually, commencing on the 1st July and to be completed by the 30 September each year.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.8 (TP38) Review and amend if required, Council's Induction Program for all new employees. Continue to improve and review the organisations new employee induction program for employees and contractors. That the process for the induction program be discussed at the HRCC.	VIRGINIA BOYD - Manager People Performance	Completed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

New induction program in place and running on a bi-monthly basis. Includes, online component, face-to-face and bus trip around the municipality however continuously under review.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.9 (TP39) Develop and implement a Workforce and Succession Plan. Prepare a report to executive that provides for an action plan for the preparation and development of a workforce/succession plan. Once adopted by executive commence preparation of the plan.	VIRGINIA BOYD - Manager People Performance	In Progress	23-May-2013	30-Jun-2014	70.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

This is a multiple stage project. Each Department will need to have a Succession Plan prepared. People Performance have an overall plan prepared and this is detailed in the People Performance Work Plan item 4.1.1

Virginia Boyd currently networking with NERDS group re Strategy.

Preparatory work undertaken and some data gathering prepared.

GSCC is participating as a pilot site for MAV program which is in progress.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.4.10 (TP44) Undertake a review of, and benchmark staff turnover (including "internal turnover/redeployment) Prepare a report in consultation with the HRCC, which benchmarks GSCC against other regional city councils for consideration by executive. Such report to provide conclusions and any relevant recommendations. Implementing an exit survey for those employees leaving the organisation. Gather data from the MAV for benchmarking information. Gather sample EXIT interviews from NERDS group	VIRGINIA BOYD - Manager People Performance	In Progress	23-May-2013	30-Jun-2014	20.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
Manual data prepared for turnover currently undertaken. SQL training has been completed to enable executive to receive information directly from Aurion.

Last Updated: 17-Sep-2014

ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**
5.3.4.11 (TP46) Benchmark all senior management remuneration to like size Councils. Prepare a report that benchmarks senior management remuneration for consideration by the CEO with recommendations for action.	VIRGINIA BOYD - Manager People Performance	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:
National Remuneration Survey completed and results obtained. Will continue to undertake this survey on an annual basis.

Last Updated: 17-Sep-2014

ACTION	**RESPONSIBLE PERSON**	**STATUS**	**START DATE**	**END DATE**	**COMPLETE %**	**TARGET**	**ON TARGET %**

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5.3.4.12 (TP49) Ensure that all new employees are subject to police checks and pre-employment medicals which includes hearing tests for those staff who may be subject to excessive noise including all outdoor staff. Review process with the HRCC, consider amendments for pre employment medicals, which includes hearing tests for those staff who may be subject to excessive noise, including all outdoor staff. Report to executive of the findings from the review and recommend amendments to the current process.	VIRGINIA BOYD - Manager People Performance	Complet ed	23-May-2013	30-Jun-2014	100.00%	-	●●●

ACTION PROGRESS COMMENTS:
The machanism for police checks and pre employment medicals has been included into the CEO Directive and guidelines for the recruitmnet of staff, which has gone throuhg HRCC consultation over the past six months.

This has been completed, the CEO Directive and Guidelines have been approved and all new staff currently undergo an online Police Check and Pre-Assessment Medical as part of the Recruitment Process.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.13 (TP72) Review and rationalise all Human Resource Policies. Work with a cross functional team to undertake rationalisation and review of all current "Human Resources" policies detailing improvements that will strengthen the issues of Policy and Process Management. Report to Executive.	VIRGINIA BOYD - Manager People Performance	In Progress	23-May-2013	30-Jun-2014	80.00%	-	●●●

ACTION PROGRESS COMMENTS:
Linked to TP20 with all policies to be reviewed by 31 December 2013. As per my notes in 5.3.4.7, the following has taken place.

HRCC have been engaged and consulted and an agreed approach has been put in place to have all policies reviewed. The initial work has been completed in that all CEO Direcitves, Guidlines and relevant Policies has been reveiwed and drafted and are now going through HRCC for consultation and Executive for approval.

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.14 (TP26) Review the current recruitment processes to ensure an effective, efficient and transparent process is implemented which will minimise the time taken. People Performance to review the current recruitment processes and practices and ensure all within the organisation understand and implement to revised processes. Establish service standards and timelines for recruitment the organisation.	VIRGINIA BOYD - Manager People Performance	Completed	23-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:

Recruitment is now being completed online via Aurion (HRIS system). There has been a significant reduction in hardcopy applications received already. Recruitment Process and flowchart has been prepared. Job analysis and Business CAse templates now used for all recruitment.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.15 (TP29) Develop and implement a comprehensive Performance Management System and provide training in Performance Management for management and employees. Complete the processes and practices to develop a new performance management system. People performance to review the current process, existing content and annual timeline and commence implement the agreed Performance Management system and investigate the develop the proposal for a common performance review date and report to executive.	VIRGINIA BOYD - Manager People Performance	Completed	23-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:

Camm's PES software implemented.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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| 5.3.4.17 (TP33) Provide training for General Managers, Managers and supervisors in best practise in supervision and management of staff, presentation skills (to councillors) as well as the legal/industrial issues associated with the relationship between employers and employees.
Organise, adopt and implement a comprehensive training program and schedule for General Manager, Managers and supervisors. | VIRGINIA BOYD - Manager People Performance | Completed | 24-May-2013 | 30-Jun-2014 | 100.00% | - | |

ACTION PROGRESS COMMENTS:
TP33 and TP61 are linked
Training Plan developed.
As part of Corporate Training Plan there is monthly training scheduled for Managers, Team Leaders, Supervisors and Coordinators
Working with Managers and Team Leaders directly to address issues early and providing training on how to have these conversations.
People Performance briefing and training sessions are held quarterly.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.18 (TP34) Consolidate the Council's training budget to enable a strategic organisational training to be undertaken. Prepare a report for consideration by Executive on the advantages and disadvantages on the consolidation of the organisational training budget into the Organisation Directorate.	VIRGINIA BOYD - Manager People Performance	Completed	24-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Initial plan presented to Executive and further information has been requested. Plan accepted December 2012.

Training budgets have been consolidated as part of the 2013/14 budget. All departments have been consulted and CEO Directive and guidelines implemented.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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| 5.3.4.19 (TP35) Implement a system from which Training and Development is established from outputs of Performance Management system.
Prepare a report for executive on the training requirements from an inventory of all current training obligations, collated and developed from the organisation training requirements. These training requirements to be based on outcomes of Performance Management feedback. Adoption of the report by the executive.
Organise groups for training and development. | VIRGINIA BOYD - Manager People Performance | Completed | 24-May-2013 | 30-Jun-2014 | 100.00% | - | ●●● |

ACTION PROGRESS COMMENTS:
This item is now linked in with TP29 as the CAMMS PES system is integrated for use. This will allow reporting across the organisation about Training Needs.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.20 (TP51) Undertake a review of Outdoor staff ticket currency and implement a process to ensure that all required tickets are renewed as required. Work with the HRCC to undertake Training Needs Analysis for council's corporate systems. Design a training program to assist in improving employee understanding and efficiency in use of the corporate systems. Report to executive on the training program and commence implementation once approval is given.	VIRGINIA BOYD - Manager People Performance	Completed	24-May-2013	30-Jun-2014	100.00%	-	●●●

ACTION PROGRESS COMMENTS:
People Performance generate automated reporting to Managers and organise required ticket renewal training.
People Performance have met with Managers and have completed the second year TNA for the outdoor staff and continue to work with staff and Managers to ensure all staff have access to appropriate training.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.4.21 (TP62) The need to improve employee application knowledge. Work with the HRCC to undertake Training Needs Analysis for council's corporate systems. Design a training program to assist in improving employee understanding and efficiency in use of the corporate systems. Report to executive on the training program and commence implementation once approval is given.	VIRGINIA BOYD - Manager People Performance	Completed	24-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Annual Corporate training program implemnented which will be undertaken through results of the annual performance reviews.

Last Updated: 17-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.4.22 (TP92) Training program for TRIM for all employees Working with Organisation Directorate and cross functional team to develop a training program for TRIM. Implement an annual training program in the operation of TRIM for all employees who use the system.	VIRGINIA BOYD - Manager People Performance	Completed	24-May-2013	30-Jun-2014	100.00%	-	

ACTION PROGRESS COMMENTS:
Training has been scheduled as a part of Corporate Training Calendar and is included in employee induction. A review of the program implemented by the Information Services team will be undertaken.

Last Updated: 17-Sep-2014

5.3.6 Commence implementation of the 2013 Information, Communications and Technology (ICT) Management Strategy.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.6.1 (TP66) Difficulty in the process to update Intranet content and existing access requirements. Examine and report with appropriate recommendations to executive on the current access difficulties. Once adopted by executive, implement the recommendations.	GRANT BARRY - Manager Information Services	Completed	22-May-2013	30-Jun-2015	100.00%	-	

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ACTION PROGRESS COMMENTS:
The Transition Plan 66 highlighted areas of concern in regards to the ease of use with the Intranet. A Survey was undertaken by IS to establish what areas required attention, the results did not provide any supporting evidence to suggest there were any critical areas requiring attention. Minor changes were carried out as per the survey feedback to close off the Transition Plan.

Last Updated: 24-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.6.1 (TP95) Develop and implement a social media strategy Research options for Council to utilise social media. Develop cross functional team and review other Councils and the LG Pro SIG for options of use of social media. Work with CEO to develop a Social media CEO directive and social media utilisation. Clarify the directive. Draft CEO directive for Executive approval.	FIONA LE GASSICK - Manager Comms & Marketing	In Progress	22-May-2013	30-Jun-2014	95.00%	-	⬤◯◯

ACTION PROGRESS COMMENTS:
The third draft of the social media strategy will be presented at a Councillor Briefing within the next two weeks.

Last Updated: 05-Nov-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.6.1 (TP87) Examine reasons for Excessive FOI requests Conduct an examination and identify the reasons for the excessive FOI requests being made and review those requests to determine the content and range of issues. Develop strategy to reduce the number of FOI requests. Review with Records Department and Report to Executive.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	60.00%	-	⬤◯◯

ACTION PROGRESS COMMENTS:
Initial meeting has occurred to discuss strategies for reducing FOI requests. Responsibility change to Corporate Performance has been completed however strategy not yet developed. Work is also being done with FOI Solutions for strategies to reduce and deter repeat requests and excessive information requests.

Last Updated: 09-Sep-2014

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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.6.2 (TP94) Audit of Software Applications and Support Arrangements. In consultation with department managers and the IT Department conduct a software audit, collation of applications, support arrangements and costs per application and department. Review and document the responsibility for all software and applications within the organisation. Align budget to responsibility area.	GRANT BARRY - Manager Information Services	Completed	22-May-2013	30-Jun-2015	100.00%	-	⬤⬤⬤
ACTION PROGRESS COMMENTS: TP47 and TP94 linked, and included within the new ICT Strategy 2013-2018. Last Updated: 24-Sep-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.6.2 (TP22) Make the Web site (content) development and amendments the responsibility of the Communications Branch. Review of Council web site to ensure that it provides an easy to use both from the customer lens as well as intern to the organisation. Research on how Councils internationally are using their web sites and integrating with social media etc	FIONA LE GASSICK - Manager Comms & Marketing	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤⬤⬤
ACTION PROGRESS COMMENTS: New website is now live. Last Updated: 29-Sep-2014							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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5.3.6.3 (TP111) Introduce a project implementation process for all software implementation . Cross functional team to develop project implementation project template and as a method to implement all future software into the organisation.	GRANT BARRY - Manager Information Services	Complet ed	22-May-2013	30-Jun-2015	100.00%	-	

ACTION PROGRESS COMMENTS:
Incorporated as part of the implementation of the ICT Strategy 2013-2018. Application governance framework has been established utilising Council's project management methodology. The implementation of Integrated Project Management (IPM) will further strengthen the ICT project management process.
Last Updated: 24-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.6.7 (TP66) Difficulty in the process to update Intranet content and existing access requirements. Examine and report with appropriate recommendation's to executive on the current access difficulties. Once adopted by executive, implement the recommendation's.	GRANT BARRY - Manager Information Services	Complet ed	30-Jun-2013	30-Jun-2015	100.00%	-	

ACTION PROGRESS COMMENTS:
Survey undertaken and feedback and suggestions were implemented. Survey feedback did not support the initial findings.
Last Updated: 24-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.6.8 (TP94) Audit of Software Applications and Support arrangements. In consultation with department managers and the IT Department conduct a software audit, collation of applications, support arrangements and costs per application and department. Reveiw and document the responsibility for all software and applications within the organisation. Align budget to responsibility area.	GRANT BARRY - Manager Information Services	Complet ed	30-Jun-2013	30-Jun-2015	100.00%	-	

ACTION PROGRESS COMMENTS:
TP47 and TP94 linked and included within the new ICT Strategy 2013-2018.
Last Updated: 24-Sep-2014

5.3.7 Implement the objectives of the 2013 Purchasing Improvement Plan.

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.7.1 (TP98) Improve contract management and understanding of roles. Develop a training program for contract management. Seek quotation for provision of training in Contract Management including the requirements and responsibilities of contract supervision, superintendent role and the management of the Contracts Register. Seek quotation for development of a "kit" for contract staff and all staff involved in contract management. Identify issues of compliance in new procedures. Report to Executive.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	75.00%	-	⚫⚫⚫

ACTION PROGRESS COMMENTS:
TP98 linked to TP77. Procurement Policy and Procurement Guidelines developed and adopted. Training for managers and team leaders undertaken in June 2013. Additional procurement and contract management training is required and will be developed during 2013-14 along with the development of the "kit". Once the Contracts and Procurement Analyst is appointed, this will progress further with a complete review of how the organisation handles Contracts and Procurement. The Procurement Policy and Guidelines are currently being reviewed.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.7.2 (TP69) Council has no policy on local content in its purchasing. Prepare a report for executive on the possibility of having a policy that would provide for the purchasing of local content. Once approved present a briefing paper for Council consideration options for local content purchasing. Preparation and presentation to a council meeting on this policy. If adopted, implementation of the policy	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⚫⚫⚫

ACTION PROGRESS COMMENTS:
Revised Procurement Policy incorporates consideration of local content which is effective from 1 July 2013. With the Current review of the Procurement Guidelines and Policy the local

content will be reviewed and discussed with Councillors. It has been identified by the Councillors that they would like more weight on the local content.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.7.3 (TP70) Council has no policy on green purchasing. Prepare a report for executive on the possibility of having a policy that would provide for the purchasing of "green" products. Once approved present a briefing paper for Council consideration options for "Green Purchasing".	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤◯◯

ACTION PROGRESS COMMENTS:

The Council adopted a Sustainable Purchasing Policy in 2009. The principles of this have been included in the revised Procurement Policy and Procurement Guidelines.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.7.4 (TP71) Review Procurement Delegations and develop Policy and Directives Work with the Council and CEO to review the "Procurement Delegations". Deliver options report for executive. Once approved present a briefing paper for Council consideration options for "Procurement".	BILL HAYWARD - Transiition Mgr Build Maint	Completed	22-May-2013	30-Jun-2014	100.00%	-	⬤◯◯

ACTION PROGRESS COMMENTS:

Procurement Delegations considered and adopted at December 2012 Council Meeting.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %

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| 5.3.7.5 (TP77) Major review of Procurement processes and Contract performance management
Develop scope for a cross functional team that includes representatives from the departments to examine issues around procurement processes and performance reporting. Define Procurement personnel roles, responsibilities, corporate processes, policies, directives and management. | BILL HAYWARD - Transiition Mgr Build Maint | Complet ed | 22-May-2013 | 30-Jun-2014 | 100.00% | - | ⬤⬤⬤ |

ACTION PROGRESS COMMENTS:

TP24, TP77 and TP80 linked. Major review of procurement undertaken. Procurement Improvement Project Group established and worked to develop policy and guidelines. Procurement Policy and Guidelines adopted and operational from 01 July 2013. Procurement group now assigned to Corporate Performance in organisational chart as part of reorganisation. A further review is currently being undertaken to make contracts and procurement centralised. This forms part of the Goulburn Valley Collaborative Alliance which is conducting the review to align the processes for Greater Shepparton City Council and Strathbogie Shire.

Last Updated: 09-Sep-2014

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.7.6 (TP80) Review and Establish Preferred Provider Panel(s) to provide efficiency in Purchasing Review and update current panel of providers. Engage all departments to capture corporate requirements. Establish a preferred provider panel(s) for trades, plant hire, professional services and other services, e.g.: printing.	BILL HAYWARD - Transiition Mgr Build Maint	In Progress	22-May-2013	30-Jun-2014	80.00%	-	⬤⬤⬤

ACTION PROGRESS COMMENTS:

TP24, TP77 and TP80 linked. Tenders for panels of suppliers based on schedule of rates contracts are being prepared as required. Procurement staff are working through purchasing arrangements and formalising as necessary.

Last Updated: 09-Sep-2014