

Section 430 Improvement Plan Table

Number	Action	Due Date	Comments
3.4 Council offers councillors the opportunity to be mentored in undertaking their role	3.4.1 Council develop a mentoring program	October 2020	
	3.4.2 Council develop and conduct an Induction Program for new councillors following the 2021 local government elections	September 2021	
3.5 Council examines its records keeping function and takes appropriate action to ensure that Council meets its responsibilities under the <i>State Records Act 1998</i>	3.5.1 Report to Council on a review of the Council Records Management Policy	December 2020	
	3.5.2 Implement the revised Records Management Policy to ensure that councillors and staff understand and meet their responsibilities under the <i>State Records Act 1998</i>	March 2021	
	3.5.3 Provide recordkeeping training to councillors and staff	March 2021	
	3.5.4 Include recordkeeping in Councillor inductions at each new term of Council	December 2021	
3.6 Council ensures that only authorised persons	3.6.1 Council to undertake a review of the keying system	March 2021	

have access to its premises and facilities	3.6.2	Provide regular reminders to staff that only authorised staff are to enter sites	Quarterly	
3.7 Council continues to address staff cultural and conduct issues	3.7.1	Ensure that Code of Conduct is part of Council's induction program with all staff required to complete the training prior to commencement	December 2021	
	3.7.2	Hold Code of Conduct training/refresher training for all employees once during each term of Council along with each time there are significant changes to the Code	Ongoing	Code of Conduct training provided for all staff for 2016-2021 term and is included in inductions
	3.7.3	Maintain a training plan that includes managing performance and productivity of staff. Training for directors, managers and supervisors	Review annually	Training undertaken by staff for 2019-2020 period
	3.7.4	Review the training needs of employees working in Warrumbungle Water	Reviewed annually	Training undertaken by staff as per training program
	3.7.5	Continue with the three-year Employee	June 2022	Program underway. Action plan developed and being updated. Second survey due September / October 2020

	Engagement Program process		
3.7.6	Continue to monitor sick leave to ensure that leave is being taken in accordance with the Award and relevant policies	September and March annually	Sick leave statistics are currently viewed monthly with the last review of sick leave usage done in February 2020
3.7.7	Continue to monitor employee leave balances to ensure that staff leave do not accrue/hold excess leave balances.	Monthly	Accruals have been monitored on a monthly basis and staff with excessive leave directed to take leave
3.7.8	Put in place and maintain performance agreements for all directors and managers of the Council	September 2020	Performance agreements are currently in place for directors and some managers
3.7.9	Conduct a review of the effectiveness of the organisation structure, particularly for Warrumbungle Water	December 2020	With the assistance of Blackadder Associates a review of the organisation structure has been undertaken, New structure being implemented
3.7.10	Executive Leadership Team (ELT) continues to monitor on a monthly basis Organisational Development issues and performance across the organisation	Monthly	ELT receiving reports on a monthly basis

3.8 Council undertake a further review of its procurement processes to strengthen its probity processes and to provide greater transparency, particularly in relation to contracts that are subject to tendering. In doing so, the limited role of councillors should be clearly defined	3.8.1	Review and Report to Council on a reviewed Procurement Policy	June 2020	Review of Procurement Policy presented to June 2020 Council meeting. Currently on display for comment by the public
	3.8.2	Conduct a workshop with councillors on the Procurement Policy and the tendering processes	November 2020	
	3.8.3	Report on progress against the Procurement Improvement Plan – the Procurement Policy outlines requirements to report against the requirements of the Policy	Six monthly September and March	
	3.8.4	Include procurement in Councillor inductions at each new term of Council.	December 2021	
3.9 Council amends the form of its tenders to ensure that the terms are clear and precise	See above			
3.10 Further training be provided to councillors and relevant staff in how to undertake their respective roles in the revised procurement process	See above			