

## 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	20.09.20 – at the August Council meeting (Resolution No. 45/2021) Council resolved to authorise the Mayor, Deputy Mayor and General Manager to develop a mentoring program for councillors. Arrangements have been made with LGNSW for Mayoral Mentoring under its Mentoring Program.
	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	29.9.2020 – at the September Council meeting (Resolution No. 82/2021) Council was provided a report on a review of Records Management, including information on a revised operational Records Management Policy and Procedure, a draft Records Strategy, and draft Records Management for Councillors Policy and Procedure. The Strategy and Policy were endorsed for public exhibition.
	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	29.9.2020 – A revised operational Records Management Policy and Procedure were endorsed by ELT on 26 August 2020. These documents have been distributed to staff. A draft Records Strategy, and draft Records Management for Councillors Policy (Resolution No. 82/2021) is on public exhibition until 22 October 2020, with submissions closing 5 November 2020.  Council is due to consider adopting the Strategy and Policy, along with any submissions received, at the Ordinary Council meeting of 19 November 2020.
	3.5.3 Provide recordkeeping training to councillors and staff	March 2021	29.9.2020 – Staff received recordkeeping training (delivered in house by Corporate Services staff) in September 2020.

			Further training programs are to be developed including for Councillors.
	3.5.4 Include recordkeeping in Councillor inductions at each new term of Council	December 2021	29.9.2020 – to be included in Councillor inductions after the 2021 elections.
3.6 Council ensures that only authorised persons have access to its premises and facilities	3.6.1 Council to undertake a review of the keying system	March 2021	
	3.6.2 Provide regular reminders to staff that only authorised staff are to enter sites	Quarterly	Directors, Managers and Supervisors were advised at their Monthly Meeting held on 18 September 2020 about access to premises and facilities.  A general reminder to staff about access to Council premises and facilities only by authorised staff was included in the staff newsletter released 7 October 2020.
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 also included in inductions.  A comprehensive program was conducted in 2019 for all staff. This was facilitated by Local Government Professionals.
	3.7.3 Maintain a training plan that includes managing	Review annually	Training undertaken by staff for 2019-2020 period. Competency assessments currently being conducted. The training plan will be developed from these.

	performance and productivity of staff		
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 Engagement Program process	June 2022	Program underway. Action plan developed and being updated. Second survey due November / December 2020.
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 latest review of sick leave usage undertaken in February 2020 and August 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. Leave accruals have reduced.
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. Performance Agreements are being implemented for the remainder. Should staff not wish to enter into performance agreements then performance targets have been developed. This is nearing completion. Performance Reviews conducted for all directors during July/August 2020.
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. A review of the success of the changed structure was submitted to the Consultative Committee on 27 August 2020. The structure was endorsed by the Committee on 2 October 2020.

	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	29.09.2020 – Review of Procurement Policy and Report presented to June 2020 Council meeting (Resolution no. 453/1920). Subsequently placed on Public Exhibition and adopted August Council Meeting (Resolution No. 50/2021). <b>Completed.</b>
	3.8.2 Conduct a workshop with councillors on the Procurement Policy and the tendering processes	November 2020	29.09.2020 – workshop and training to Councillors being arranged for the last week of 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	29.09.2020 This report noted. Refer also adopted Procurement Policy via Council website. First six-monthly report completed.
	3.8.4 Include recordkeeping in Councillor inductions at each new term of Council	December 2021	29.09.2020 – noted for December 2021.
3.9 Council amends the form of its tenders to ensure that the terms are clear and precise.	See above		29.09.2020 – Policy amended. Procurement Policy adopted August Council Meeting (Resolution No. 50/2021). <b>Completed</b>

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		29.09.2020 Refer requirements of Procurement Policy.
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