



*Muswellbrook Shire Council*

*DLG Promoting Better Practice*

*Review 2006*

# **Action Plan:**

*As of 1<sup>st</sup> February, 2007.*

Created by Gemma Simpson  
November, 2006

# Table of Contents

|                                                                 |           |
|-----------------------------------------------------------------|-----------|
| <b>Introduction</b> .....                                       | <b>3</b>  |
| <b>Recommendation 1: Business Ethics</b> .....                  | <b>4</b>  |
| <b>Recommendation 2: Protected Disclosures Act</b> .....        | <b>5</b>  |
| <b>Recommendation 3: Annual Report</b> .....                    | <b>6</b>  |
| <b>Recommendation 4: Risk Management</b> .....                  | <b>8</b>  |
| <b>Recommendation 5: Internal Audit Plan</b> .....              | <b>9</b>  |
| <b>Recommendation 6: Internal Audit Resources</b> .....         | <b>10</b> |
| <b>Recommendation 7: Disaster/Critical Incident</b> .....       | <b>11</b> |
| <b>Recommendation 8: Fraud &amp; Corruption</b> .....           | <b>12</b> |
| <b>Recommendation 9: On-going Legislative Compliance</b> .....  | <b>13</b> |
| <b>Recommendation 10: Section 355 Committees</b> .....          | <b>14</b> |
| <b>Recommendation 11: Privacy Management Plan</b> .....         | <b>15</b> |
| <b>Recommendation 12: Complaints Handling</b> .....             | <b>16</b> |
| <b>Recommendation 13: LEP &amp; DCP's</b> .....                 | <b>17</b> |
| <b>Recommendation 14: IHAP</b> .....                            | <b>19</b> |
| <b>Recommendation 15: Development Applications</b> .....        | <b>20</b> |
| <b>Recommendation 16: Companion Animals</b> .....               | <b>21</b> |
| <b>Recommendation 17: Enforcement and Prosecutions</b> .....    | <b>22</b> |
| <b>Recommendation 18: Graffiti Removal</b> .....                | <b>23</b> |
| <b>Recommendation 19: State of the Environment Report</b> ..... | <b>25</b> |
| <b>Recommendation 20: Information Technology Strategy</b> ..... | <b>26</b> |
| <b>Recommendation 21: Infrastructure Assets</b> .....           | <b>27</b> |
| <b>Recommendation 22: Management Plan/Annual Report</b> .....   | <b>31</b> |
| <b>Recommendation 23: Human Resource Strategy</b> .....         | <b>32</b> |
| <b>Recommendation 24: Internal Appeals</b> .....                | <b>34</b> |
| <b>Recommendation 25: Asbestos Training</b> .....               | <b>35</b> |
| <b>Recommendation 26: Consultative Committee</b> .....          | <b>36</b> |

# Introduction

Muswellbrook Shire Council would once again like to thank the Department of Local Government (DLG) for inviting Council to participate in the Promoting Better Practice Review between 3<sup>rd</sup> and 7<sup>th</sup> July, 2006.

The accurate recommendations proposed by the Department are of value and have helped to reinforce many of Council's current priorities. Several of the recommendations are in various stages of development, and a number of them have been completed.

In October, 2006, the DLG forwarded Council the Draft Report seeking from Council any comments that they wish to make. Council's response is included in the Final Report. On 13<sup>th</sup> December, 2006, Council received the Final Report. As Council does not meet in January each year, the matter will be received at a Council meeting on 12<sup>th</sup> February, 2007.

The Action Plan is for the implementation of the Report recommendations provides steps to be taken and timeframes involved to achieve the various recommendations which were raised in the Report. The progress of each recommendation will be reported to Management on a 3 month basis until the completion of all recommendations is achieved.

Council will advise the Department on the progress of all recommendations within six months of the date of tabling of the Final Report.

Council looks forward to completing the recommendations proposed in order to improve Council's efficient operation. The following Action Plan is recommended to be adopted by the Council.

## Recommendation 1: Business Ethics

**OBJECTIVE:** To include Councils Business Ethics Statement on the website as a tool for raising private sector awareness of public sector values.


**COUNCIL'S RESPONSE:** The recommendation is accepted and a draft Business Ethics Policy has been developed. This is a part of a procurement project that Council has allocated a high priority in May 2006. The Policy was submitted to the Policy & Planning Committee with a recommendation that it be adopted. This recommendation will be considered by Council on 12<sup>th</sup> February, 2007.

**PROGRESS TO DATE:** A draft Statement of Council Business Ethics (Policy B45/1) has been developed. It is awaiting adoption by Council.

**RESOURCES REQUIRED:** Existing Resources

**COST IMPLICATIONS:** Nil.

**FILE NUMBER:** 770.000

| Steps to be completed:                            | Target Date:       | Responsible Officer:                                                                      | Completed:                                                                                             |
|---------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Prepare Draft Policy and associated documents. | December 2006      | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Toby Vero</li> </ul> | December 2006<br> |
| 2. Adoption by Council.                           | February 2007      | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Toby Vero</li> </ul> |                                                                                                        |
| 3. Place on Council's Website.                    | February 2007      | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Toby Vero</li> </ul> |                                                                                                        |
| 4. Conduct Awareness Sessions.                    | March – April 2007 | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Toby Vero</li> </ul> |                                                                                                        |

## Recommendation 2: Protected Disclosures Act

**OBJECTIVE:** To include the requirements of the Protected Disclosures Act 1994 and internal reporting procedures in Staff and Councillor on-going training programs.

**COUNCIL'S RESPONSE:** The recommendation is accepted and a program for ongoing training is being developed.

**PROGRESS TO DATE:** The Protected Disclosures Act 1994 is currently covered in Staff inductions within the Code of Conduct Presentation, however, this is only quite brief.

**RESOURCES REQUIRED:** Existing resources.

**COST IMPLICATIONS:** Staffing costs.

**FILE NUMBER:** 360.000

| Steps to be completed:                                                            | Target Date:  | Responsible Officer:                                                                | Completed: |
|-----------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------|------------|
| 1. Develop the presentation.                                                      | March 2007    | <ul style="list-style-type: none"> <li>• Executive Officer – Bill Spicer</li> </ul> |            |
| 2. Include an in depth presentation in Staff & Councillor Inductions.             | March 2007    | <ul style="list-style-type: none"> <li>• Human Resources Manager</li> </ul>         |            |
| 3. Prepare a training program for delivery to all existing Staff and Councillors. | May 2007      | <ul style="list-style-type: none"> <li>• Human Resources Manager</li> </ul>         |            |
| 4. Deliver Training to Staff and Councillors.                                     | End June 2007 | <ul style="list-style-type: none"> <li>• Human Resources Manager</li> </ul>         |            |
| 5. Provide on-going refresher training.                                           | Ongoing       | <ul style="list-style-type: none"> <li>• Human Resources Manager</li> </ul>         |            |

## Recommendation 3: Annual Report

**OBJECTIVE:** To ensure that Council's Annual Report 2005-2006 meets the legislative requirements set out in clauses 217 of the Local Government (General) Regulation 2005 regarding reporting of remuneration of senior staff.


**COUNCIL'S RESPONSE:** Council's Annual Report for 2005/06 now meets the legislative requirements set out in Clause 217 of the Local Government (General) Regulation 2005 regarding reporting of remuneration of senior staff.

**PROGRESS TO DATE:** This recommendation has been completed as the 05-06 Annual Report was submitted in November 2006.

**RESOURCES REQUIRED:** No additional resources required.

**COST IMPLICATIONS:** No additional costs required.

**FILE NUMBER:** 575.004

| Steps to be completed:                                                    | Target Date:  | Responsible Officer:                                                                            | Completed:                                                                            |
|---------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1. Ensure Council's Annual report 2005-06 meets legislative requirements. | November 2006 | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |  |

**Conclusion:**

The 2005/006 Annual Report was reviewed to meet the legislative requirements of clauses 217 of the Local Government (General) Regulation. Council has only one statutory position of Senior Staff, i.e. the General Manager. Only details of this contract are shown in the report. A copy of the Annual Report page showing this information is attached.

## **G. Senior Staff [428(2)(g) LGA 1993] and R(3) Remuneration Package For Senior Staff [Local Government Regulation 2005 Clause 217(1)(b)]**

*In accordance with the definitions outlined in S332 and S334 of the Local Government Act, 1993, during the year 2005/2006, only the General Manager was employed as a senior staff member. The General Manager was employed on a fixed term performance based contract.*

*From 4<sup>th</sup> November, 2005 to 20<sup>th</sup> December, 2005, the General Manager's position was vacant but was filled during that time by a temporary acting appointment.*

*The total remuneration package in respect of the senior staff position is \$145,000 which includes the salary component, performance payments in addition to the salary component, superannuation, including employers contribution and salary sacrifice contributions, non-cash benefits including motor vehicle and rental, and the fringe benefits tax associated with the non-cash benefits.*

## Recommendation 4: Risk Management

**OBJECTIVE:** To consider forming a risk management committee to extend the public risk management plan council-wide to cover all key business risks in it divisions- financial, information technology, operational, customer service, oriented, safety, security, environment, commercial, technical, et al.

**COUNCIL'S RESPONSE:** The recommendation is accepted. This is an acknowledged opportunity for improvement. Council will be forming a risk management committee consisting of the MANEX committee plus other relevant staff to extend the public risk management plan council-wide to cover all key business risks. Implementation will take around two to three years depending on availability of resources.

**PROGRESS TO DATE:** Established Risk Management Committee, consisting of General Manager, Director of Environmental Services, Director of Corporate & Community Services, Director of Community Infrastructure, OH&S Co-ordinator, Asset Manager, and Property Officer (Others to be seconded as needed for tasks).

**RESOURCES REQUIRED:** Training, development of models and examples, resources to do the TA and develop controls software (RiskeMap).

**COST IMPLICATIONS:** \$50,000 over two years (subject to funding availability)

**FILE NUMBER:** 585.000

| Steps to be completed:                                                                                                            | Target Date:  | Responsible Officer:                                                                                                                                                                                                | Completed: |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1. Establish Risk Management Committee Charter.                                                                                   | February 2007 | <ul style="list-style-type: none"> <li>• General Manager</li> </ul>                                                                                                                                                 |            |
| 2. Develop pilot models for RA and controls for the most critical areas; e.g. Pools, water supply, admin, Records, Sever systems. | December 2007 | <ul style="list-style-type: none"> <li>• Director Community Infrastructure</li> <li>• Director Corporate &amp; Community Services</li> <li>• Manager – Water &amp; Waste</li> <li>• Manager – Recreation</li> </ul> |            |
| 3. Develop models for RA and controls for the other areas; e.g. Sports facilities, Drainage Systems, Roads, Library, Depots.      | June 2008     | <ul style="list-style-type: none"> <li>• Director Community Infrastructure</li> <li>• Director Corporate &amp; Community Services</li> <li>• Manager – Water &amp; Waste</li> <li>• Manager – Recreation</li> </ul> |            |

## Recommendation 5: Internal Audit Plan

**OBJECTIVE:** To ensure that Council's internal audit plan is more focused on operational risk and covers the council-wide risks identified in Recommendation 4.


**COUNCIL'S RESPONSE:** The recommendation is accepted and council will be seeking to extend the current internal audit plan to cover the council-wide risks identified by the risk management committee.

**PROGRESS TO DATE:** Discussion regarding the plan has commenced. This recommendation will be approached in conjunction with Recommendation 4: Risk Management.

**RESOURCES REQUIRED:** Existing Resources.

**COST IMPLICATIONS:** No additional cost implications.

**FILE NUMBER:** 044.002

| Steps to be completed:                                                                                                            | Target Date:  | Responsible Officer:                                                                             | Completed:                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. MANEX to discuss the plan.                                                                                                     | December 2006 | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services.</li> </ul> | December 2006<br> |
| 2. Integrate Councils current internal audit plan, undertaken by external providers, with the council-wide risks management plan. | March 2007    | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services.</li> </ul> |                                                                                                        |
| 3. Completion of Plan.                                                                                                            | June 2008     | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul>  |                                                                                                        |

## Recommendation 6: Internal Audit Resources

**OBJECTIVE:** To explore sharing internal audit resources with other regional councils (e.g. establish a regional audit committee).


**COUNCIL'S RESPONSE:** The recommendation is accepted and the General Manager will be pursuing avenues for sharing internal audit resources with other Hunter councils.

**PROGRESS TO DATE:** This issue was raised at Hunter Councils meeting to seek regional Council Support.

**RESOURCES REQUIRED:**

**COST IMPLICATIONS:** \$20,000 per annum.

**FILE NUMBER:** 044.002

| Steps to be completed:                                          | Target Date:   | Responsible Officer:                                                                                                          | Completed:                                                                                             |
|-----------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Raise matter with Hunter Regional Councils.                  | February 2007. | <ul style="list-style-type: none"> <li>• Director of Corporate and Community Services</li> <li>• Executive Officer</li> </ul> | February 2007<br> |
| 2. Prepare draft proposal for Hunter Councils Regional Meeting. | March 2007     | <ul style="list-style-type: none"> <li>• Director of Corporate and Community Services</li> <li>• Executive Officer</li> </ul> |                                                                                                        |
| 3. If adopted, implement the regional strategy.                 | June 2007      | <ul style="list-style-type: none"> <li>• Director of Corporate and Community Services</li> <li>• Executive Officer</li> </ul> |                                                                                                        |
| 4. If not adopted, implement Muswellbrook Shire Strategy.       | August 2007    | <ul style="list-style-type: none"> <li>• Director of Corporate and Community Services</li> <li>• Executive Officer</li> </ul> |                                                                                                        |

## Recommendation 7: Disaster/Critical Incident

**OBJECTIVE:** To formalise a plan to manage the impact of a disaster/critical incident on Council's operations and test it as soon as practicable.


**COUNCIL'S RESPONSE:** The recommendation is accepted and council has commenced work on updating its existing plan and plans to extend the plan to a broad area of council's operations. Testing of the plan will form part of the evaluation cycle of the effectiveness of the plan.

**PROGRESS TO DATE:** To date, basic procedures for the IT department have been completed.

**RESOURCES REQUIRED:** Two Staff.

**COST IMPLICATIONS:** May possibly require equipment in the future.

**FILE NUMBER:** 585.000

| Steps to be completed:                                                    | Target Date:        | Responsible Officer:        | Completed:                                                                                             |
|---------------------------------------------------------------------------|---------------------|-----------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Prepare draft basic process for IT.                                    | December 2006       | • IT Manager                | December 2006<br> |
| 2. Liaise with MANEX for preparation of a draft plan for all Departments. | February 2007       | • IT Manager / MANEX        |                                                                                                        |
| 3. Prepare Draft Plan for all Departments.                                | March 2007          | • IT Manager                |                                                                                                        |
| 4. Implement Plan.                                                        | June 2007           | • Risk Management Committee |                                                                                                        |
| 5. Test Plan.                                                             | June 2007           | • Risk Management Committee |                                                                                                        |
| 6. Review Plan.                                                           | Annually – ongoing. | • Risk Management Committee |                                                                                                        |

## Recommendation 8: Fraud & Corruption

**OBJECTIVE:** To develop a fraud policy and carry out a fraud and corruption risk assessment.

**COUNCIL'S RESPONSE:** The recommendation is accepted and council has already commenced on gathering information in order to prepare a policy. A fraud and corruption risk assessment will be carried out by the newly formed risk management committee.

**PROGRESS TO DATE:** Information has been gathered on fraud & corruption.

**RESOURCES REQUIRED:**

- Staff to research and write policy
- Staff to implement policy (eg. One staff member, or a team?)
- Possible cost of external help (depending on recommendation 6)
- Allocation of on-going operation to staff member

**COST IMPLICATIONS:**

- Possibly cost of hiring external resources. Approximately \$5,000
- Time spent on the project has been allowed in the normal budget allocation for wages.

**FILE NUMBER:** 044.003

| Steps to be completed:        | Target Date:   | Responsible Officer:                                                                            | Completed: |
|-------------------------------|----------------|-------------------------------------------------------------------------------------------------|------------|
| 1. Research Information.      | February 2007  | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |            |
| 2. Write Policy / Procedure   | March 2007     | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |            |
| 3. Adoption of Policy         | May 2007       | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |            |
| 4. Provide Training           | June 2007      | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |            |
| 5. Undertake Risk Assessments | August 2007    | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |            |
| 6. Implement Procedure        | September 2007 | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |            |
| 7. Regular inspections        | On-going       | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |            |

## Recommendation 9: On-going Legislative Compliance

**OBJECTIVE:** To develop a system for ensuring on-going legislative compliance.

**COUNCIL'S RESPONSE:** Council is currently looking to see what opportunities are available with CRM/EDMS, which is currently being implemented.

**PROGRESS TO DATE:** The recommendation is accepted and Council will investigate improvements to the draft system developed to ensure legislative compliance.

**RESOURCES REQUIRED:** Software, Staff

**COST IMPLICATIONS:** Cost of Software.

**FILE NUMBER:** 258.000

| Steps to be completed:               | Target Date:   | Responsible Officer:        | Completed: |
|--------------------------------------|----------------|-----------------------------|------------|
| 1. Document Draft System             | February 2007  | • Corporate Support Officer |            |
| 2. Implement basic System            | March 2007     | • Executive Officer         |            |
| 3. Investigate alternative solutions | April 2007     | • Corporate Support Officer |            |
| 4. Select Alternative                | May 2007       | • Corporate Support Officer |            |
| 5. Test                              | June 2007      | • Corporate Support Officer |            |
| 6. Pilot Implementation              | August 2007    | • Corporate Support Officer |            |
| 7. Fully Operational                 | September 2007 | • Corporate Support Officer |            |
| 8. Regular inspections               | On-going       | • Corporate Support Officer |            |

## Recommendation 10: Section 355 Committees

**OBJECTIVE:** To ensure that all section 355 Committees have constitutions or charters outlining membership, functions and authority.

**COUNCIL'S RESPONSE:** The recommendation is accepted and Council staff will now work with the committees to develop Constitutions or Terms of Reference for the operation of these S355 committees.

**PROGRESS TO DATE:** Information is currently being gathered.

**RESOURCES REQUIRED:** Staff time

**COST IMPLICATIONS:** \$2,000

**FILE NUMBER:** 178.000

| Steps to be completed:          | Target Date: | Responsible Officer:                                                                 | Completed: |
|---------------------------------|--------------|--------------------------------------------------------------------------------------|------------|
| 1. Establish Model Constitution | April 2007   | <ul style="list-style-type: none"> <li>• Executive Officer</li> </ul>                |            |
| 2. Discuss with Committees      | May 2007     | <ul style="list-style-type: none"> <li>• Manager – Recreational Services</li> </ul>  |            |
| 3. Finalise Constitutions       | July 2007    | <ul style="list-style-type: none"> <li>• Manager – Recreational Services.</li> </ul> |            |

## Recommendation 11: Privacy Management Plan

**OBJECTIVE:** To review Councils Privacy Management Plan and include all outcomes in training plans for Councillors & Staff.


**COUNCIL'S RESPONSE:** The recommendation is accepted. On 22<sup>nd</sup> May 2006 Council's Policy and Planning Committee determined that this project is one of four to receive a high priority. Following the meeting a Privacy Management Workgroup was formed to achieve various outcomes.

**PROGRESS TO DATE:** Most areas identified for update by the Privacy Management Workgroup are currently in progress.

**RESOURCES REQUIRED:** Continued output from 9 workgroup members.

**COST IMPLICATIONS:** No direct additional cost has been identified. Time spent on the project has been allowed in the normal budget allocation for wages.

**FILE NUMBER:** 360.002

| Steps to be completed:                                                        | Target Date:                                                             | Responsible Officer:                                                                            | Completed:                                                                                             |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Complete Review of Privacy Management Plan.                                | November 2006                                                            | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> | November 2006<br> |
| 2. Workgroup members to provide information identified in the review.         | End February 2007                                                        | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                        |
| 3. Ensure awareness session form part of new staff and Councillor inductions. | March 2007                                                               | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                        |
| 4. Update Privacy Management Plan                                             | April 2007                                                               | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                        |
| 5. Complete awareness sessions (training plans) for Councillors & Staff.      | All staff and Councillors to attend awareness sessions by December 2007. | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                        |

## Recommendation 12: Complaints Handling

**OBJECTIVE:** To develop a Complaint's Handling Policy based on the Ombudsman's Toolkit and Complaint Handling Manual and then train Staff in its use.

**COUNCIL'S RESPONSE:** The recommendation is accepted and Council has developed a draft Complaints Handling Policy using the Ombudsman's Toolkit and Complaint Handling Manual. The draft policy is awaiting approval.

**PROGRESS TO DATE:** Draft Policy prepared. An introductory Complaints Handling Workshop was conducted in house by the Ombudsman's Office on 8<sup>th</sup> November, 2006. The workshop aimed to provide council with introductory training on complaint management.

**RESOURCES REQUIRED:** Existing Resources.

**COST IMPLICATIONS:** \$1200 for Complaints Handling Workshop.

**FILE NUMBER:** 155.000

| Steps to be completed:                                   | Target Date:  | Responsible Officer:                                                                          | Completed:                                                                                             |
|----------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Receive approval from MANEX                           | November 2006 | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Gemma Simpson</li> </ul> | November 2006<br> |
| 2. Conduct general introduction training workshop.       | November 2006 | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Gemma Simpson</li> </ul> | November 2006<br> |
| 3. Completion of Policy and Procedure & Implementation.  | February 2007 | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Gemma Simpson</li> </ul> |                                                                                                        |
| 4. Adoption of Policy by Council                         | March 2007    | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Gemma Simpson</li> </ul> |                                                                                                        |
| 5. Complete procedural training for Complaints Officers. | April 2007    | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Gemma Simpson</li> </ul> |                                                                                                        |
| 6. Commence procedural training for all Staff.           | May 2007      | <ul style="list-style-type: none"> <li>• Corporate Support Officer – Gemma Simpson</li> </ul> |                                                                                                        |

## Recommendation 13: LEP & DCP's

**OBJECTIVE:** To review and update Council's LEP & DCPs and reinstate them on the website as soon as possible.

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**COUNCIL'S RESPONSE:** Council is continuing with the review of its planning instrument, the Muswellbrook Local Environmental Plan 1985 (LEP) in accordance with the template requirements of the Department of Planning (DoP). Considerable community and government agency consultation has taken place over the past two years to gauge community expectations and government agency requirements in the formulation of the new LEP. The draft LEP, which is yet to be placed on public exhibition has been reviewed by the Review Panel of the DoP and has been supported for consideration to be publicly advertised in accordance with section 65 (referral procedures). Section 62 referrals (government agency involvement and assessment) has commenced with Council now receiving comments from the relevant agencies for inclusion in the final draft document for public assessment. It is expected, subject to the completion of the section 62 referral process, that the draft document will be placed on public exhibition by May 2007. The review of Council development control plans (DCPs) is also currently being undertaken and will form part of the final LEP document. All current DCPs are required to be reviewed and included in one DCP as required by the DoP.

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**PROGRESS TO DATE:** Draft LEP currently being considered with the Department of Planning (DoP) and has been referred to government agencies under the provisions of section 62 (referrals). The DCPs are currently being reviewed by Council staff with the proposal to have them listed under one DCP at the completion of the assessment and public exhibition process.

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**RESOURCES REQUIRED:** Existing Council staff are reviewing all documents in conjunction with Consultants engaged to complete the process.

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**COST IMPLICATIONS:** Estimated to cost in the vicinity of \$150,000 to update the LEP. Council has secured a support grant from DoP in the sum of \$39,000 to assist with this project.

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**FILE NUMBER:** 520.001

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| LEP                                                                               |              |                                                                                                 |            |
|-----------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------|------------|
| Steps to be completed:                                                            | Target Date: | Responsible Officer:                                                                            | Completed: |
| 1. Complete Section 62 consultations and drafting of instrument.                  | April 2007   | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services</li> </ul>  |            |
| 2. Seek approval from DoP to publicly exhibit draft LEP after Council resolution. | May 2007     | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services</li> </ul>  |            |
| 3. Exhibit and review LEP submissions and report back to Council.                 | June 2007    | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services.</li> </ul> |            |
| 4. Refer to DoP for gazettal.                                                     | July 2007    | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services.</li> </ul> |            |

| DCP's                                                                  |               |                                                                                                 |            |
|------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------|------------|
| Steps to be completed:                                                 | Target Date:  | Responsible Officer:                                                                            | Completed: |
| 1. Review current DCP's and information available to determine status. | February 2007 | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services</li> </ul>  |            |
| 2. Draft DCP into single document in accordance with DoP guidelines.   | March 2007    | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services</li> </ul>  |            |
| 3. Report to Council to adopt draft and publicly exhibit.              | April 2007    | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services.</li> </ul> |            |
| 4. Exhibit draft DCP in conjunction with LEP and consider submissions. | May 2007      | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services.</li> </ul> |            |
| 6. Report back to Council to adopt DCP.                                | June 2007     | <ul style="list-style-type: none"> <li>Assistant Director of Environmental Services.</li> </ul> |            |

## Recommendation 14: IHAP

**OBJECTIVE:** To investigate the establishment of an independent hearing and assessment panel (IHAP) to consider significant and contentious development applications affecting council land or where council is the applicant or proponent.

**COUNCIL'S RESPONSE:** The establishment of an independent hearing and assessment panel would be of significant benefit to Council in terms of significant and contentious developments and all applications affecting council land. Under current procedures, development applications which cannot be assessed under delegated authority are submitted to the full Council at its monthly meeting for consideration and determination. This allows all Applicants to address the full Council in an open forum, on issues which affect their development. Council considers that this procedure allows for the transparent assessment of all contentious developments. Approximately 90% of all development applications are determined by Council under delegated authority but this could be reassessed when the current procedures are reviewed.

**PROGRESS TO DATE:** No further action taken to date. Composition of the IHAP needs to be identified to progress the matter.

**RESOURCES REQUIRED:** Not known until the terms of reference of the Committee are established.

**COST IMPLICATIONS:** No additional cost estimated.

**FILE NUMBER:** 520.000

| Steps to be completed:           | Target Date: | Responsible Officer:                                                                    | Completed: |
|----------------------------------|--------------|-----------------------------------------------------------------------------------------|------------|
| 1. Identify composition of IHAP. | March 2007   | <ul style="list-style-type: none"> <li>• Director of Environmental Services.</li> </ul> |            |

## Recommendation 15: Development Applications

**OBJECTIVE:** To look to strategies for increasing the percentage of development application determinations made under delegated authority.

**COUNCIL'S RESPONSE:** Ongoing reviews of the various DCPs and assessment procedures are being undertaken to address the determination of applications under delegated authority. It is noted that with the majority of applications which require to be referred to Council, such applications involve specific conditions of consent or financial assessment involving Section 64 and section 94 contributions which are directly determined between Council and the applicant. Council will continue with its review process to increase the number of applications which can be determined under delegated authority. Further assessment of applications requires to be undertaken to ensure that consistency in the approvals process is maintained without disadvantaging public expectations in the built environment.

**PROGRESS TO DATE:** Assessment of current procedures is still continuing.

**RESOURCES REQUIRED:** Planning & Building Staff.

**COST IMPLICATIONS:** Not yet known.

**FILE NUMBER:** 520.000

| Steps to be completed:                                                                                                                                                                          | Target Date: | Responsible Officer:                                                                              | Completed: |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------|------------|
| 1. Further review of current practices and procedures.                                                                                                                                          | April 2007   | <ul style="list-style-type: none"> <li>• Assistant Director of Environmental Services.</li> </ul> |            |
| 2. Review the number of submissions being received on various types of proposed developments.                                                                                                   | June 2007    | <ul style="list-style-type: none"> <li>• Assistant Director of Environmental Services</li> </ul>  |            |
| 3. Review the comply and exempt criteria in accordance with community expectations.                                                                                                             | June 2007    | <ul style="list-style-type: none"> <li>• Assistant Director of Environmental Services</li> </ul>  |            |
| 4. List the types of developments and or approvals which attract the least amount of public submissions to determine whether such developments could be determined without public consultation. | June 2007    | <ul style="list-style-type: none"> <li>• Assistant Director of Environmental Services</li> </ul>  |            |
| 5. Review delegations of authority to determine circumstances/criteria where delegations may be exercised.                                                                                      | June 2007    | <ul style="list-style-type: none"> <li>• Director of Environmental Services.</li> </ul>           |            |

## Recommendation 16: Companion Animals

**OBJECTIVE:** To prepare a companion animals management plan, include a community education program.

**COUNCIL'S RESPONSE:** Council's companion animals committee is a relatively new committee. The development of a companion animals management plan and a community education program will be of great benefit for the ongoing operation of the committee and will be included in the next agenda of the committee for consideration and implementation.

**PROGRESS TO DATE:** No progress to date as the Committee involves itself in current issues.

**RESOURCES REQUIRED:** Not yet know.

**COST IMPLICATIONS:** Not yet known.

**FILE NUMBER:** 154.000

| Steps to be completed:                  | Target Date:  | Responsible Officer:             | Completed: |
|-----------------------------------------|---------------|----------------------------------|------------|
| 1. Research Information.                | February 2007 | • Senior Ranger – Paul Shovelton |            |
| 2. Prepare Draft Companion Animal Plan  | March 2007    | • Senior Ranger – Paul Shovelton |            |
| 3. Adoption of Companion Animal Plan    | April 2007    | • Senior Ranger – Paul Shovelton |            |
| 4. Implement Plan.                      | May 2007      | • Senior Ranger – Paul Shovelton |            |
| 5. Prepare Community Education Program. | March 2007    | • Senior Ranger – Paul Shovelton |            |
| 6. Deliver Community Education Program. | May 2007      | • Senior Ranger – Paul Shovelton |            |

## Recommendation 17: Enforcement and Prosecutions

**OBJECTIVE:** To develop an enforcement and prosecutions policy and a local orders policy under section 159 of the Local Government Act, or a separate system for reporting and investigating reports of non-compliance or unauthorised development as soon as practicable.

**COUNCIL'S RESPONSE:** Council's record in enforcement and prosecution has been one generally involving discussions and direction provided by Council staff, rather than by the issue of infringement notices and prosecution. All issues which cannot be resolved at this level are referred to Council for approval to proceed through court action. Council does have in place, a regular monitoring procedure which identifies current legal actions being undertaken. The provision of an enforcement and prosecutions policy will be undertaken and established to formalise an appropriate reporting and investigations procedure.

**PROGRESS TO DATE:** Current procedures have not altered.

**RESOURCES REQUIRED:** Identification of issues. Training to resolve issues.

**COST IMPLICATIONS:** Not yet Known.

**FILE NUMBER:** 155.001

| Steps to be completed:                                            | Target Date: | Responsible Officer:                                                                | Completed: |
|-------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|------------|
| 1. The Draft Enforcement policy and reporting system be prepared. | April 2007   | <ul style="list-style-type: none"> <li>• Senior Ranger – Paul Shovelton.</li> </ul> |            |
| 2. Adoption of Policy and reporting system.                       | May 2007     | <ul style="list-style-type: none"> <li>• Senior Ranger – Paul Shovelton</li> </ul>  |            |
| 3. Training of Staff                                              | June 2007    | <ul style="list-style-type: none"> <li>• Senior Ranger – Paul Shovelton</li> </ul>  |            |
| 4. Public Awareness campaign be undertaken.                       | July 2007    | <ul style="list-style-type: none"> <li>• Senior Ranger – Paul Shovelton</li> </ul>  |            |

## Recommendation 18: Graffiti Removal

**OBJECTIVE:** Subject to Council carrying out graffiti removal work on private land, to establish a register of graffiti removal pursuant to Section 67C of the Local Government Act 1993 in due course.


**COUNCIL'S RESPONSE:** Council is active in encouraging land owners to undertake graffiti removal from private properties. A register of graffiti removal has not been established because Council's actions in these matters have been based upon complaints received. A register will be established to identify Council's work in this area.

**PROGRESS TO DATE:** No formal register has been established.

**RESOURCES REQUIRED:** Not known.

**COST IMPLICATIONS:** Not yet known.

**FILE NUMBER:** 155.001

| Steps to be completed:                      | Target Date: | Responsible Officer:                                                          | Completed:                                                                                            |
|---------------------------------------------|--------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1. Assess the need to establish a register. | January 2007 | <ul style="list-style-type: none"> <li>• Corporate Support Officer</li> </ul> | January 2007<br> |

**Conclusion:**

A Register of Graffiti Removal has been developed. Refer to attachment on following page:



## Recommendation 19: State of the Environment Report

**OBJECTIVE:** To include reference to consultation with environmental groups in the State of the Environment Report, and ensure that it is fully integrated with Council's Management planning process and that the results of strategies and actions are included in the Annual Report.

**COUNCIL'S RESPONSE:** The involvement of the various environmental groups, including Council committees, contributes to the assessment and determination of the many planning and environmental programs which Council is involved. Action will be taken to ensure that the work and contributions made by these groups is recognised in the annual State of the Environment Report which is currently being prepared.

**PROGRESS TO DATE:** State of Environment Report (SoE) completed 2006. Requirement noted for inclusion in next SoE.

**RESOURCES REQUIRED:** Not yet known.

**COST IMPLICATIONS:** Not yet known.

**FILE NUMBER:** 520.001

| Steps to be completed:                                                         | Target Date: | Responsible Officer:                                                                                     | Completed: |
|--------------------------------------------------------------------------------|--------------|----------------------------------------------------------------------------------------------------------|------------|
| 1. Ensure inclusion in Councils Management Planning Process.                   | March 2007   | <ul style="list-style-type: none"> <li>• Section Leader – Environment &amp; Natural Resources</li> </ul> |            |
| 2. Inclusion of information in next SoE.                                       | October 2007 | <ul style="list-style-type: none"> <li>• Section Leader – Environment &amp; Natural Resources</li> </ul> |            |
| 3. Ensure results of Strategies and actions are included in the Annual Report. | October 2007 | <ul style="list-style-type: none"> <li>• Section Leader – Environment &amp; Natural Resources</li> </ul> |            |

## Recommendation 20: Information Technology Strategy

**OBJECTIVE:** To ensure that Council's Information Technology Strategy is updated to include current projects being undertaken, training needs for staff, et al.


**COUNCIL'S RESPONSE:** The recommendation is accepted and Council has updated the current Strategy document. This document needs to be adopted by MANEX.

**PROGRESS TO DATE:** Completed.

**RESOURCES REQUIRED:** Two Staff.

**COST IMPLICATIONS:** No additional costs.

**FILE NUMBER:** 160.000

| Steps to be completed:                             | Target Date:          | Responsible Officer: | Completed:                                                                                             |
|----------------------------------------------------|-----------------------|----------------------|--------------------------------------------------------------------------------------------------------|
| 1. Prepare a Draft Information Technology Strategy | November 2006         | • IT Manager         | November 2006<br> |
| 2. Adoption of Strategy                            | December 2006         | • IT Manager         |                                                                                                        |
| 3. Implementation of Strategy                      | January 2007          | • IT Manager         |                                                                                                        |
| 4. Review & Update Strategy                        | March 2007 – On-going | • IT Manager         |                                                                                                        |

## Recommendation 21: Infrastructure Assets

**OBJECTIVE:** To consider reviewing the economic lift of all infrastructure assets approaching 50% WDV% e.g. Sewerage Network.

**COUNCIL'S RESPONSE:** Council has plans to further develop the asset management system over the five years 2006-07 to 2010-11. Part of this process is consideration of the most appropriate methodology for asset re-valuation, asset condition assessment and economic life.

**PROGRESS TO DATE:** In 2005-06 the asset lives were adjusted to reflect current practice. A gap analysis has been completed and a plan in place to develop the AMS on a prioritised basis.

**RESOURCES REQUIRED:** Additional Staff member or consultants' fees to around the equivalent of one FTE over 5 years. Additional software.

**COST IMPLICATIONS:** Approximately \$350, 000 over 5 years.

**FILE NUMBER:** 042.000

| Steps to be completed:                                       | Target Date:   | Responsible Officer:                                                                                                                         | Completed:                                                                                                                      |
|--------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1. Training key Staff in 'fair value' Asset Valuation Method | December 2006  | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul>                                              | Training of relevant staff on 7/12/06.<br> |
| 2. Priority 1 Actions                                        | June 2007      | <ul style="list-style-type: none"> <li>• Director Community Infrastructure</li> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                                                 |
| 3. Priority 2 Actions                                        | September 2008 | <ul style="list-style-type: none"> <li>• Director Community Infrastructure</li> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                                                 |
| 4. Priority 3 Actions                                        | June 2011      | <ul style="list-style-type: none"> <li>• Director Community Infrastructure</li> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                                                 |

***Priorities:** Refer to prioritised actions from gap analysis as reported to the Community Infrastructure Committee on 27<sup>th</sup> November 2006 – Extract of report is as follows:*

- **Extract from the Community Infrastructure Committee on 27<sup>th</sup> November 2006**

**Key Prioritised Actions required to address the Gaps**

Ultimately, an asset management system should guide all aspects of asset management. Even if MSC had the resources allocated to that purpose; that goal would take several years to achieve.

The approach at this stage is more pragmatic; to establish the priorities:

**Priority 1** What does Council need to do now, that it can resource, to underpin a rate increase that is to be justified mainly based on sustainability of existing assets.

| <b>Priority</b> | <b>Description</b>                                                  | <b>By</b>          | <b>Target date</b> | <b>Cost over current budget allocation</b> |
|-----------------|---------------------------------------------------------------------|--------------------|--------------------|--------------------------------------------|
| 1               | Draft Bridges Asset Management Plan                                 | AM & MR&D          | End Dec 2006       |                                            |
|                 | Draft Footpaths Asset Management Plan                               | AM & MR&D          | End Feb 2007       |                                            |
|                 | Draft Roads Asset Management Plan                                   | AM & MR&D          | End June 2007      | \$15,000                                   |
|                 | Improve Ledger and Project Costing structure                        | AM, DCI, DC&CS, FM | End March 2007     | \$10,000                                   |
|                 | Establish Asset Replacement Reserve                                 | AM, DCI, DC&CS, FM | End March 2007     |                                            |
|                 | Complete Public Liability Risk Management Plans wrt trees, drainage | AM & MR&D & RM     | End Feb 2007       |                                            |
|                 | Design of new WTP and STP upgrades plant underway                   | M W&W              | End Dec 2007       |                                            |
|                 | Complete reports into pumps and plant                               | M W&W              | End Jan 2007       |                                            |
|                 |                                                                     |                    |                    |                                            |
|                 |                                                                     |                    |                    |                                            |
|                 | <b>Total Priority 1</b>                                             |                    |                    | <b>\$25,000</b>                            |

**Priority 2** What does Council need to do in the medium term (1-3 years) to implement these proposals and further develop the essential elements of asset management?

| <b>Priority</b> | <b>Description</b>                                                                                          | <b>By</b>                      | <b>Target date</b> | <b>Cost over current budget allocation</b> |
|-----------------|-------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------|--------------------------------------------|
| 2               | Draft Stormwater Asset Management Plan                                                                      | AM & MR&D                      | End Dec 2007       | \$10,000                                   |
|                 | Draft Water Supply Asset Management Plan                                                                    | AM & MW&W                      | End June 2008      |                                            |
|                 | Draft Buildings Management Plan                                                                             | AM & MR&D                      | End Dec 2007       |                                            |
|                 | Draft Recreation Asset Management Plan                                                                      | AM & MR&D                      | End Dec 2007       |                                            |
|                 | Draft Waste Management Asset Management Plan                                                                | AM, MW&W & WM                  | End Sept 2008      |                                            |
|                 | Draft Sewerage System Asset Management Plan                                                                 | AM & MW&W                      | End March 2008     |                                            |
|                 | Risk Assessment of all services                                                                             | AM with all Managers of assets | End March 2008     | \$20,000                                   |
|                 | Risk Management Plans                                                                                       | AM with all Managers of assets | End June 2008      | \$20,000                                   |
|                 | Asset Evaluation – implement 'Fair Value' provisions                                                        | AM, DCI, DC&CS, FM             | End March 2008     | \$50,000                                   |
|                 | Study to establish life and rehabilitation costs of waste cell that should be funded in budget from 2007-08 | AM, MW&W & WM                  | End Sept 2008      | \$30,000                                   |
|                 | Develop Flood Levee Management Plan for Muswellbrook                                                        | AM & MR&D                      | End Dec 2007       | \$10,000                                   |
|                 | <b>Total Priority 2</b>                                                                                     |                                |                    | <b>\$140,000</b>                           |

**Priority 3** *What do staffs suggest Council needs to do in the longer term to bring the system up to Best Practice levels?*

| <b>Priority</b> | <b>Description</b>                                                 | <b>By</b>                         | <b>Target date</b>   | <b>Cost over current budget allocation</b> |
|-----------------|--------------------------------------------------------------------|-----------------------------------|----------------------|--------------------------------------------|
| 3               | <i>Develop Computerised AMS and Integrate with financial model</i> | <i>DCI, DC&amp;CS, AM</i>         | <i>End June 2011</i> | <i>\$100,000</i>                           |
|                 | <i>Develop LOS for each asset group in consultation with users</i> | <i>AM &amp; MW&amp;W</i>          | <i>End June 2010</i> | <i>\$30,000</i>                            |
|                 | <i>Systemise Asset management procedures</i>                       | <i>AM &amp; Managers</i>          | <i>End Dec 2009</i>  | <i>\$50,000</i>                            |
|                 |                                                                    |                                   |                      |                                            |
|                 | <b>Total Priority 3</b>                                            |                                   |                      | <b>\$180,000</b>                           |
|                 | <i>Ongoing operation of AMS</i>                                    | <i>AM &amp; FM &amp; Managers</i> | <i>Ongoing</i>       | <i>\$75,000 pa</i>                         |

## Recommendation 22: Management Plan/Annual Report

**OBJECTIVE:** To focus more on reporting on what social plan actions have been achieved and the performance indicators being used in its management plan and Annual Report.


**COUNCIL'S RESPONSE:** The recommendation is accepted and the Annual Report for 2005/06 has been modified to report on the social plan actions achieved during the year. The Estimate process for 2007/08 will include a stronger emphasis on the inclusion of recommendations from the Social Plan.

**PROGRESS TO DATE:** The Social Plan actions achieved during the year have been included in the 2005-06 Annual Report.

**RESOURCES REQUIRED:** No additional resources required.

**COST IMPLICATIONS:** No additional costs estimated.

**FILE NUMBER:** 575.004

| Steps to be completed:                                                                                   | Target Date:  | Responsible Officer:                                                                            | Completed:                                                                                             |
|----------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1. Include the Social Plan Actions achieved during the year in the 2005-06 Annual Report.                | November 2006 | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> | November 2006<br> |
| 2. Include the focus of the recommendation in the estimates process and the management plan preparation. | April 2007    | <ul style="list-style-type: none"> <li>• Director Corporate &amp; Community Services</li> </ul> |                                                                                                        |

## Recommendation 23: Human Resource Strategy

**OBJECTIVE:** To formally complete Councils Human Resource Strategy, staff performance management system, staff development and succession plan and OH&S System.

**COUNCIL'S RESPONSE:** The recommendation is accepted and Council is putting in place steps to formally complete the Human Resource Strategy, the Performance Management System, staff development and succession plan and the OH & S Management System.

**PROGRESS TO DATE:** Strategy identified in Management Plan

**RESOURCES REQUIRED:** HR Staff

**COST IMPLICATIONS:**

**FILE NUMBER:** 750.000

| HUMAN RESOURCE STRATEGY                                  |              |                           |            |
|----------------------------------------------------------|--------------|---------------------------|------------|
| Steps to be completed:                                   | Target Date: | Responsible Officer:      | Completed: |
| 1. Strategy time frames and action plan to be developed. | April 2007   | • Human Resources Manager |            |
| 2. Implementation                                        | On-going     | • Human Resources Manager |            |

| STAFF PERFORMANCE MANAGEMENT SYSTEM                                       |                       |                           |            |
|---------------------------------------------------------------------------|-----------------------|---------------------------|------------|
| Steps to be completed:                                                    | Target Date:          | Responsible Officer:      | Completed: |
| 1. Development & Adoption: Submit to MANEX & Staff Consultative Committee | March 2007 – May 2007 | • Human Resources Manager |            |
| 2. Training & Education                                                   | July 2007 – On-going  | • Human Resources Manager |            |
| 3. Implementation                                                         | July 2007-August 2007 | • Human Resources Manager |            |

**STAFF DEVELOPMENT & SUCCESSION PLANNING**

| <b>Steps to be completed:</b>                       | <b>Target Date:</b> | <b>Responsible Officer:</b>                                                              | <b>Completed:</b> |
|-----------------------------------------------------|---------------------|------------------------------------------------------------------------------------------|-------------------|
| 1. Review Support Officers Policy                   | February 2007       | <ul style="list-style-type: none"> <li>Human Resources Manager</li> </ul>                |                   |
| 2. Review current recruitment Policies & Procedures | March 2007          | <ul style="list-style-type: none"> <li>Human Resources Manager</li> </ul>                |                   |
| 3. Review current and future needs of Council       | May 2007            | <ul style="list-style-type: none"> <li>Human Resources Manager</li> <li>MANEX</li> </ul> |                   |

**OH&S SYSTEM**

| <b>Steps to be completed:</b>                      | <b>Target Date:</b>                         | <b>Responsible Officer:</b>                                            | <b>Completed:</b> |
|----------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------|-------------------|
| 1. Risk Assessments                                | February 2007, but is a continuous process. | <ul style="list-style-type: none"> <li>OH&amp;S Coordinator</li> </ul> |                   |
| 2. Continuous improvement programs. E.g. Risk eMap | On-going                                    | <ul style="list-style-type: none"> <li>OH&amp;S Coordinator</li> </ul> |                   |
| 3. Review System Annually                          | End March 2007 and then annually.           | <ul style="list-style-type: none"> <li>OH&amp;S Coordinator</li> </ul> |                   |

## Recommendation 24: Internal Appeals

**OBJECTIVE:** To adopt a specific formal policy covering internal appeals for unsuccessful applicants.

**COUNCIL'S RESPONSE:** The recommendation is accepted and Council undertakes to develop and adopt a policy covering internal appeals for unsuccessful applicants.

**PROGRESS TO DATE:** Review of legislative requirements and seek advice from LGSA.

**RESOURCES REQUIRED:** HR Staff

**COST IMPLICATIONS:** Nil

**FILE NUMBER:** 750.000

| Steps to be completed:                                | Target Date: | Responsible Officer:      | Completed: |
|-------------------------------------------------------|--------------|---------------------------|------------|
| 1. Research information on internal appeals Policies. | April 2007   | • Human Resources Manager |            |
| 2. Create Policy                                      | May 2007     | • Human Resources Manager |            |
| 3. Adoption of Policy                                 | June 2007    | • Human Resources Manager |            |
| 4. Communicate Policy / Training                      | July 2007    | • Human Resources Manager |            |
| 5. Implementation                                     | August 2007  | • Human Resources Manager |            |

## Recommendation 25: Asbestos Training

**OBJECTIVE:** To ensure all staff at the waste depot receive specific detailed training on asbestos identification for all types of waste loads as soon as possible.



**COUNCIL'S RESPONSE:** The recommendation is accepted and Council has arranged training to be carried out on 14<sup>th</sup> November, 2006 in asbestos identification for Council's Waste Depot operators.

**PROGRESS TO DATE:** Training has been completed.

**RESOURCES REQUIRED:** Trainer and time off

**COST IMPLICATIONS:** \$1,000

**FILE NUMBER:** 760.000

| Steps to be completed:                                                                                | Target Date:           | Responsible Officer:                                                                                                                   | Completed:                                                                                                   |
|-------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1. Immediate training for all Staff at the Waste Depot                                                | November 2006          | <ul style="list-style-type: none"> <li>• Manager Water &amp; Waste</li> <li>• Waste Manager</li> <li>• OH&amp;S Coordinator</li> </ul> | 14 November<br>2006<br> |
| 2. Include in Training Plans for new Waste Depot Staff and refreshers for existing Waste Depot Staff. | January 2007 – ongoing | <ul style="list-style-type: none"> <li>• OH&amp;S Coordinator.</li> <li>• Waste Manager</li> </ul>                                     | January<br>2007<br>     |

**Conclusion:**

All staff that were identified in need of the training have been trained. The recruitment procedures of new staff include the provision to undertake asbestos training, and this will form part of Council's Induction program in that area.

## Recommendation 26: Consultative Committee

**OBJECTIVE:** To exclude the Councillor currently on the Consultative Committee and rewrite the constitution in accordance with clause 27 of the Local Government (State) Award 2004.


**COUNCIL'S RESPONSE:** The recommendation is accepted and a report has already been considered by the Consultative Committee to review its constitution to make sure it accords with the requirements of Clause 27 of the Local Government (State) Award 2004.

**PROGRESS TO DATE:** Sub – Committee formed to review constitution at 8 November 2006 meeting

**RESOURCES REQUIRED:** Staff time to hold review meeting

**COST IMPLICATIONS:** Nil

**FILE NUMBER:** 750.009

| Steps to be completed:                                    | Target Date:  | Responsible Officer:                                                                                                                                                                      | Completed:                                                                                               |
|-----------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| 3. Present report to Consultative Committee Meeting       | November 2006 | <ul style="list-style-type: none"> <li>• Human Resources Manager</li> </ul>                                                                                                               | 8 November 2006<br> |
| 4. Sub Committee to be formed to review constitution      | February 2007 | <ul style="list-style-type: none"> <li>• Human Resources Manager</li> <li>• Director Environmental Services</li> <li>• Committee Chairman</li> <li>• Technical Officer Library</li> </ul> |                                                                                                          |
| 5. Present amended Constitution to Consultative Committee | March 2007    | <ul style="list-style-type: none"> <li>• Human Resources Manager</li> </ul>                                                                                                               |                                                                                                          |