

LIVERPOOL PLAINS SHIRE COUNCIL

REVIEW ACTION PLAN

RECOMMENDATION	ACTION PROPOSED	TIME FRAME	RESPONSIBLE DIVISION	PROGRESS REPORT
<p>1. Council should work towards the integration of its planning process to integrate its strategic plan with its social and community plan, management plan, asset management plan and long-term financial plan.</p>				
<p>2. Council should adopt the practice of "matters determined without further debate" in council meetings.</p>				
<p>3. Council should develop initiatives to encourage members of the community to stand as councillors.</p>				

RECOMMENDATION	ACTION PROPOSED	TIME FRAME	RESPONSIBLE DIVISION	PROGRESS REPORT
<p>4. Council should revise its section 252 policy to ensure the policy clearly reflects the 'delegated authority' concerning the Mayor and the circumstances where this would occur.</p>				
<p>5. Council should ensure that a reference to its 'Statement of Business Ethics' is made in Council's tendering documents.</p>				
<p>6. Council should develop a risk management strategy to effectively control and reduce Council's risk profile.</p>				

RECOMMENDATION	ACTION PROPOSED	TIME FRAME	RESPONSIBLE DIVISION	PROGRESS REPORT
<p>7. Council should develop an internal audit plan and establish an internal audit committee.</p>				
<p>8. Council should implement appropriate training and review mechanisms to ensure its section 355 committees operate effectively.</p>				
<p>9. Council should link delegations to position descriptions and consider broadening these across its organisational staffing structure.</p>				

RECOMMENDATION	ACTION PROPOSED	TIME FRAME	RESPONSIBLE DIVISION	PROGRESS REPORT
<p>10. Council should develop processes for monitoring and auditing its purchasing and tendering, disposal of assets and contract management.</p>				
<p>11. Council should continue to develop and broaden its sister city relationship with Blacktown City Council.</p>				
<p>12. Council should undertake a review of its IT needs in its Planning Branch with a view to introducing e-planning.</p>				

RECOMMENDATION	ACTION PROPOSED	TIME FRAME	RESPONSIBLE DIVISION	PROGRESS REPORT
<p>13. Council should develop a compliance program as required under the <i>Swimming Pools Act 1992</i>.</p>				
<p>14. Council should review its Debt Recovery and Hardship policy to implement a procedure to reduce the risk of escalating outstanding debts.</p>				
<p>15. Council should develop a long-term financial plan that is integrated with its asset management plan.</p>				

RECOMMENDATION	ACTION PROPOSED	TIME FRAME	RESPONSIBLE DIVISION	PROGRESS REPORT
<p>16. Council should develop a comprehensive asset management plan that incorporates Council's asset maintenance program.</p>				
<p>17. Council should develop a human resources strategy that is linked with other plans and strategies.</p>				
<p>18. Council should document its succession planning activities for key positions.</p>				
<p>19. Council should consider implementing initiatives for career development; such as mentoring and assertiveness training.</p>				

Promoting Better Practice Program

challenges improvement innovation good governance

REVIEW REPORT

LIVERPOOL PLAINS SHIRE COUNCIL

February 2009



Department of Local Government

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1. ABOUT THE REVIEW

Review objectives

The Promoting Better Practice review program is a review process that has a number of objectives:

- to generate momentum for a culture of continuous improvement and greater compliance across local government
- to provide an 'early intervention' option for councils experiencing operating problems
- to promote good governance and ethical conduct principles
- to identify and share innovation and good practice in local government
- to enable the Department to use review information to feed back into its work in identifying necessary legislative and policy work for the local government sector.

Reviews act as a "health check", giving confidence about what is being done and helping to focus attention on key priorities.

Review process

The review process was developed after extensive research into council performance measurements in Australia and overseas. There are essentially five steps in a review - preparing, assessing, checking, analysing and reporting. The review team examines local circumstances in order to understand the pressures on council and how the council has sought to manage that environment.

The process involves a Department of Local Government (DLG) review team evaluating the effectiveness and efficiency of the council's operations and giving feedback. This involves checking compliance, examining appropriate practices and ensuring that council has frameworks in place to monitor its performance. The results of reviews are analysed and fed back to the elected council, the Director General of the Department of Local Government and the Minister for Local Government.

Liverpool Plains Shire Council Review

Liverpool Plains Shire Council was asked to complete a strategic management assessment and a comprehensive set of checklists about key council practices. The review team examined these and a range of other source documents prior to visiting Council, in order to gain a preliminary understanding on the pressures on Council and how the Council has sought to manage that environment.

The strategic management assessment tool asked Council to respond to four critical questions:

- *How has Council determined its ambitions and priorities?*
- *How do these ambitions and priorities drive the Council's services and resources?*
- *How does Council use its corporate capacity and systems to drive forward the organisation in an ambitious, challenging yet managed way?*
- *How does Council measure the progress it is making with its agenda to ensure that its priorities are delivered and that service improvement is achieved?*

The Department of Local Government's Senior Investigations Officer, Paul Terrett, and A/Investigations Officer, Penelope McKay, conducted the on-site component of the review from 25 to 28 March 2008.

The on-site review involved a meeting with Council's Mayor and General Manager, a briefing for Council's senior staff, conducting interviews, attending a councillor briefing session and council committee meeting and the review of a number of Council's policies and other documents, and visits to a number of Council facilities/worksites.