

## STRATEGIC PLANNING SUB-COMMITTEE

Minutes of the Meeting held in the Committee Room, Level 4, Civic Centre  
on Wednesday 21<sup>st</sup> September, 2016 at 12.00 p.m.

PRESENT: Cr F Morello (Presiding Member)  
Mayor A Lee and Cr P Richardson

APOLOGIES: Mayor Lee moved that the apologies from Cr M Lovett and Cr S Perryman be received

Cr Richardson seconded Carried

COUNCIL OFFICERS: Chief Executive Officer, Mark McShane  
Manager Business and Strategic Planning, Tracy Tzioutziouklaris

COUNCIL MEMBERS  
AS OBSERVERS: Nil

**WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.**

MINUTES: Cr Morello moved that the Minutes of the previous meeting held on Friday 19<sup>th</sup> August, 2016 be taken as read and confirmed.

Cr Richardson seconded. Carried

### QUESTIONS:

(a) With Notice - nil submitted

(b) Without Notice – nil

#### **1. BEST PEOPLE BEST COMMUNITY – Service Review – Draft Service Register, Ref. AF16/185**

The Manager Business and Strategic Planning Reported:

- (a) Stage 1 of Best People Best Community has involved the development of a Draft Service Register. The Service Register when completed will provide a record of all services provided by Council. The Service Register will provide an understanding and identification of all services provided by Council.
- (b) A Draft Service Register has been developed in a basic format. It is likely that the format of the Service Register will change at the completion of the Service Review process.

**Cr Morello moved it be recommended that the report and the Draft Service Register be received and provided to all Council Members and staff for information and perusal.**

**Cr Richardson seconded Carried**

**2. BEST PEOPLE BEST COMMUNITY – Service Review – update – Ref. AF16/185**

The Manager Business and Strategic Planning reported:

- (a) Members were provided with comprehensive information regarding the Best People Best Community project in Strategic Planning Sub-Committee Report No. 5/2016 and at a Member's Workshop held on Monday 5<sup>th</sup> September, 2016.
- (b) Council staff have commenced the SWOT analysis on the services identified, with the Swot Analysis processes being supported and guided by the Manager People Safety and Culture.
- (c) At the conclusion of the SWOT analysis, the functional alignment of all services with the Community Plan will occur guiding the structural review of the organisation.
- (d) The timeframe for this process has been brought forward to early November to allow for reporting and information to be provided to Members and all staff in December, 2016.
- (e) Best People Best Community has been embraced by employees that are actively involved in the identification of services and the SWOT analysis process. Feedback and involvement in discussions has been significant with active participation. Regular communication has remained a key feature of Best People Best Community with:
  - (i) Weekly meetings held with the Steering Group
  - (ii) Standing Items for discussion on the Executive Team and Senior Management Team meetings and all staff meetings
  - (iii) Regular notices and communication posted on the Intranet for all staff
  - (iv) One-on-one meetings with staff if requested or identified as being required.

**Cr Morello moved it be recommended the report be received and the contents noted.**

**Mayor Lee seconded**

**Carried**

**3. STRATEGIC PLANNING SUB COMMITTEE – Next Meeting, Ref. AF15/266**

The Manager Business and Strategic Planning reported:

- (a) The next meeting of the Strategic Planning Sub-Committee has been scheduled for:

Friday 28<sup>th</sup> October, 2016 commencing at 12.00 p.m. (midday)
- (b) Future dates in November and December 2016 are yet to be confirmed.

**Cr Morello moved it be recommended:**

- (a) **The report be received and the next meeting of the Strategic Planning Sub-Committee be noted.**

**Cr Richardson seconded**

**Carried**

Strategic Planning Sub-Committee Minutes, Wednesday 21<sup>st</sup> September, 2016 cont'd...

**MOTIONS WITH NOTICE** - Nil

**MOTIONS WITHOUT NOTICE** - Nil

The meeting closed at 12.45 p.m.  
TT/FM

CONFIRMED THIS                      DAY OF                      2016.

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PRESIDING MEMBER