



DISTRICT COUNCIL OF LOXTON WAIKERIE

Annual Delivery Plan – Strategic Delivery of Projects and Status Report Policy

Policy identification:	
Policy type:	Council
Summary:	The policy provides a framework to enable the delivery and reporting of projects and actions within the Annual Delivery Plan.
Record number:	7.63.1
Date of adoption or approval:	18 October 2013
Date of last review:	15 June 2018
Next review date:	Once in each term of council (every 4 years)
Authorised by:	Council
Responsible department:	Corporate and Community Services
Responsible officer:	Director Corporate and Community Services
Review officer	Personal Assistant to the Director Corporate and Community Services
Consultation required:	
Relevant references:	
Delegations:	
Legislation	
Related policies	
Related procedures	

1. Introduction

The District Council of Loxton Waikerie (Council) has in place a strategic plan, LW Future 2015 - 2020 which seeks to inform the community as to the intended strategic activities of the Council for the period.

Strategic planning is the District Council of Loxton Waikerie's process of defining the strategies or directions of Council, the annual business plan allocates resources to pursue these strategies. The annual delivery plan describes the actions needed to deliver the projects, services and programs described and reports on the outcomes.

The Annual Delivery Plan captures all actions and projects for a 12 month period, whether budgeted or intended to be delivered via staff effort, and is intended to be a tool for integrated planning and reporting which will give Council a framework for establishing departmental and individual priorities and to link this information to operational functions.

2. Strategic reference

Leadership and engagement: providing genuine and accountable leadership that inspires confidence within our community and ensures the responsible management of ur resources.

3. Principles

This policy has been developed to meet Council's core values. Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business.

Core Values

We are
GENUINE

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

We will
LISTEN

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

We are
CARING

Showing respect, compassion and empathy and being supportive of each other and our community.

We will be
INNOVATIVE

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

We are
UNITED

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

We will aim for
EXCELLENCE

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.



4. Aims

The Annual Delivery Program has been developed in order to provide an instrument to assist in the following:-

- Clarify the projects / tasks that have been assigned to responsible officers
- Ensure that responsible officer have a clear understanding of the projects / tasks assigned
- Ensure that there is a process of demonstrated accountability and outcome focussed reporting to Directors, Council and the community which is referenced to the Strategic Plan
- Sound allocation of resources and management of workflow
- Assist in workforce planning - workforce management will improve with a means of understanding of progress on projects
- Promotion of improved, more timely, focussed and effective communication
- Assistance in the timely preparation of a more comprehensive annual report which will be reference more clearly to the Strategic Plan.

5. Reporting and monitoring

The following processes will be in place to ensure that elected members are informed of the status of current projects , to align expectations to capacity and to provide an integrated process for prioritising and including projects within the annual budget .:-

1. Councils suite of Strategic Management Plans will be reviewed with actions identified from the plans to be collated over a 10 year timeline aligning with Councils Long Term Financial Management Plan (LTFMP) . These actions will serve as the highest priority projects for consideration in Councils annual budget process after recurrent costs and legislated activities.

Identified delivery times and expected costs will be compared against the LTFMP to determine the financial capacity to deliver projects within the anticipated timeframe, if adjustment to the strategic management plans are required this will be recommended to Council for consideration.

The collated action list will be updated annually as new plans are developed and other plans are completed.

2. The Annual Business Plan will be amended to include all tasks and projects over a determined threshold to be undertaken within that year, irrespective of whether there is a specific budget allocated or not. Inclusions of tasks and projects to be considered in the following order of priority are:-

- Recurrent costs
- Legislated activities
- Activities/ projects form the list collated form existing strategic management plans
- New projects and initiatives

All projects and tasks are to be noted within one document to ensure ease of reporting, allocation of approved tasks to teams and into individual employee annual performance plans.

3. New projects and initiatives, initiated by Elected Members, the community or staff will be tabled with information including alignment to the strategic plan, whether the project will achieve a legislative requirement, core or optional, identified need that will be met, expected benefit and outcome, the resources allocation requested and predicted ongoing cost (financial and staff). This is intended to assist council to prioritise new projects against existing to make an informed decision to include them in current, next or future years and to enable measurement of success against expected outcomes.

In the event that a project is to be deferred it will be inserted into the list collated as per 1 above.

4. In the event that a new project is determined by Council to be worthy of inclusion in a current budget an existing project of equal value and capacity will be deferred to a future period to create capacity for the new project. This deferment will be undertaken at the time of the inclusion of the new project.
5. The current frequency and scope of financial reporting will not be altered.
6. A project status report will be provided to Council in October and March of each financial year to include all capital projects and other projects over a nominated monetary value or where they are reasonably considered to be of relevant interest to the majority of elected members. The information for each project in the status report is to include project title, whether there is an issue with the allocated budget or not, a short description of the project status and an expected completion date. Elected Members will be able to request inclusion of particular projects from the Annual Business Plan into the Project Status Report.

Annual Personnel Development Review (PDR) will also be part of the review process where officers will be required to report on the outcomes of projects, tasks or programs assigned as part of the Annual Delivery Plan.

5. Availability of the Policy

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council Office free of charge.

6. Document history and version control

Date	Version	Authorisation: Council/ Committee/ Senior Management Team	Amendment details
18/10/2013	1.0	Council meeting of 18 October 2013	First version
19/06/2015	1.0	Council meeting of 19 June 2015	No changes noted
15/06/2018	1.1	Council meeting of 15 June 2018	Updated strategic reference, extension of the review date and notation of availability of the policy.