



ATTACHMENTS MINUTES

Council Meeting

Wednesday, 19 July 2023

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23.7.9 July 2023 Governance Report

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Organisational 2022/23 Business Plan Quarterly Report

Period: April - June 2023

Where we want to be?	How do we get there? Key projects/initiatives	Comments
Reform		
Three Waters Reform – preparing the organisation for transition and adequately resourced	Three Waters transition	<p>The Three Waters Director remained actively involved in all key conversations with Otago and Southland councils and the National Transition Unit.</p> <p>The Government have released the Water Services Amendment Bill which contains the changes indicated by the Minister for Local Government, such as an increase in the number of entities from four to ten. The Three Waters Director has briefed Council and will prepare a submission on behalf of CODC.</p> <p>The Council's Better off Funding projects are all tracking well. Regular updates to Elected Members are being provided by intranet, SharePoint.</p>
Resource Management Reform – ensuring the organisation is actively participating in the reforms and prepared for any changes afoot	Engagement with the Resource Management Reform	Following presentations to the Select Committee on the Spatial Planning and Natural Built Environment Bills the Select Committee has released their decisions. Council staff are involved in on-going discussions with the Otago Regional Council and territorial authorities across Otago in preparation for enactment and giving effect to the new legislation.
Future of Local Government - ensuring the organisation and our community is informed and CODC actively participate in the review with the best interests of Central Otago residents and the local government sector in mind	<p>Engagement with the community over the Future for Local Government Review report and feedback on the draft report</p> <p>Seeking opportunities to get ahead of the reform curve with best practice</p>	The Panel released their final report in June. The report contains 17 recommendations and whether any of these recommendations will be actioned is dependent on the will of local government and politicians.
Customer		
Focus on improving customer experience across the organisation with less waste and bureaucracy	A plan developed to engage with the community to understand their needs better	The Community Experience General Manager is scheduled to run a workshop with the Executive Leadership Group to develop the outline of this project within the next month. This outline will then be handed onto a dedicated project manager to action.
Delivering on our commitments to the community	Delivering on all Year 2 Long-term Plan (LTP) projects	All significant projects are progressing to schedule.
	Plan developed for 2024-34 LTP and effective pre-engagement with the community late 2022/early 2023	<p>The “brain storming ideas” which came out of the pre-engagement with the community was considered by all elected members except the Maniototo Community Board. The Maniototo Community Board meeting in June was cancelled and the report to consider the ideas relating to this wards activities will be heard in August.</p> <p>The project is moving from “Setting the Scene” stage to “Budget Development” where activity managers work collectively with the finance team to develop their draft budgets and review their Activity Management and Asset Management Plans. Workshops presenting these activity budgets will also occur during this stage and will conclude around November where the Council will be provided with high level budgets and will start work to confirm consultation items.</p>

Where we want to be?	How do we get there? Key projects/initiatives	Comments
Workforce		
Employer of choice	Recognition framework developed	<p>The staff Remuneration Framework 'position in range' letters are awaiting review of the annual organisation adjustment.</p> <p>The Rewards and Recognition framework continues to progress. 103 staff were surveyed face-to-face with 60 of the 120 staff replied to an email survey. A working group has been established and are in the process of reviewing results.</p>
Skilled workforce	A focus on leadership training	The People and Culture team have met with various leadership training providers regarding bespoke inhouse training opportunities. The team are aiming to engage with one of the providers over the next few months.
Focus on training and development	Training and development frameworks developed	The staff development framework project will commence with audit of current learning opportunities and review of ELMO system as learning platform. The People and Culture team are on target for the framework to be in place in the second half of 2023.
Collaboration		<p>The Risk and Procurement Officer who is being shared with Waitaki District Council started in May.</p> <p>The Executive Leadership Team has instructed the Project Team involved with the Organisational Project Management that improving internal collaboration needs to be a key outcome of this project.</p>
Environment and Growth		
Mitigating climate change effects and embedding sustainability initiatives	<p>Year 2 LTP sustainability initiatives delivered</p> <p>Building sustainability culture across the organisation</p> <p>Emissions management project plan developed</p>	<p>The new bin roll out is largely completed.</p> <p>This is Year four of the Council's five year Emission Management and Reduction Plan. Several projects have been completed to reduce emissions and reach targets. These projects include double glazing of Council buildings, replacement of the coal burners in the Alexandra Service Centre and Tarras Hall, the Victoria Flat land fill gas capture, and the Cromwell Swimming Pool heating upgrade. While not considered in the Plan the early implementation of organic waste collection will reduce emissions through less waste going to landfill.</p>
Managing growth	Provision of growth through comprehensive spatial planning and district plan reviews	<p>Teviot Valley Spatial Plan - Staff have been working through hazard constraints before finalising the engagement document for approval by Council to release for feedback. The spatial plan considers how and where growth will occur in the Teviot Valley.</p> <p>Plan change 19 (Residential Zoning) - The Hearings Panel have heard from submitters and have released a request for technical and legal advice to assist in deliberations and decision making. Plan Change 19 gives effect to the outcomes of the Cromwell and Vincent Spatial Plans.</p> <p>Plan Change 18 (Cromwell Industrial Zone Extension) – Given Council is a land owner, the hearing on 10 July will be heard by an independent commissioner.</p>
Te Tiriti o Waitangi Commitments		
Continuing the organisation's journey in upskilling on Te Ao Māori and meeting our commitments under the Treaty of Waitangi	<p>Otago Polytechnic Te Reo in the Workforce and Certificate in Bicultural Competency courses</p> <p>Ongoing development opportunities in Te Ao Māori</p>	<p>A number of staff have completed their level 4 Bicultural Competency Qualification through Otago Polytechnic.</p> <p>The People and Culture team are currently taking expressions of interest for Cultural Competency Inspired in Learning online course available to all employees. This is due to commence in July.</p>
Enhancing the organisation's relationship with Aukaha and successful delivery on the first year of the partnership agreement	Relationship with Aukaha strengthened and successful delivery on Year one of the partnership agreement	No meetings have occurred during this period between Aukaha and CODC's leadership teams. Engagement, however, continues on several key projects (eg the Alexandra River Park and the Cromwell Hall/Event Centre projects).

Where we want to be?	How do we get there? Key projects/initiatives	Comments
Organisational strategy and performance		
Develop council vision	Delivery of council vision	The development of the Council's vision will begin once the District Vision Project is completed. The district's vision will be used as the basis to form the Council's vision.
System improvements – customer focussed delivery and Digital and Information Strategy and Action Plan progressed		<p>Computers and telephony renewal rollout is underway.</p> <p>My CODC online forms work is continuing. A focus has moved to roading forms, while developing and releasing recycling and waste forms for the new EnviroWaste contract.</p> <p>The migration of MAGIQ Enterprise related documents into CentralDocs migration plan has been finalised and a meeting with the staff impacted undertaken. Migration starts mid-July, completed by mid-September, which includes staff training and support throughout the changes.</p> <p>Records digitisation of property files is 51% through the 15,000 properties. July through to June 2024 funding has been secured. Changes such as an additional resource and splitting the team between Alexandra and Cromwell are being implemented in readiness for July. We are targeting 70% come June 2024. Additional funding will be required to complete the digitisation and final clean-up.</p>
Quarterly report on organisational performance	Quarterly report on organisation performance	<p>Council Organisational Business Plan Quarterly Report (July – September 2022) – completed. Council Organisational Business Plan Quarterly Report (October 2022 – March 2023) – completed.</p> <p>The process for developing the 2023/24 Organisational Business Plan is well under way. It is currently in draft form awaiting further review once the activity managers have finalised their 2023/24 Business Plans. The aim is for the Council to receive a report to consider approving the 2023/24 Organisational Business Plan at their August meeting.</p>
Business continuity	Development of an organisational business continuity plan	The Business Continuity Plan templates are finalised. Agreed timing to implement the population by each activity to be planned and managed around the high workload of the input into the draft Long-term Plan 2024-34.
Improved project planning processes	Improving project management practices	The Project Team has completed the draft programme of work. This is due to be approved by the Leadership Group at their next formal meeting at the end of July.