



Business Paper

Shire Infrastructure Committee Meeting

Tuesday, 3 October 2017

6.30pm

**Committee Rooms 203 and 204,
Level 2, Administration Building
4-20 Eton Street, Sutherland**

ORDER OF BUSINESS

- 1. APOLOGIES**
- 2. DISCLOSURES OF INTEREST**
- 3. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**
- 4. PRESENTATIONS**
- 5. REPORTS FROM OFFICERS**
INF009-18 Capital Infrastructure Program Update
- 6. QUESTIONS**
- 7. CONSIDERATION OF BUSINESS IN CLOSED SESSION**
- 8. CONFIDENTIAL REPORTS FROM OFFICERS (if any)**

INF009-18 CAPITAL INFRASTRUCTURE PROGRAM UPDATE

Attachments: Nil

EXECUTIVE SUMMARY

- Council's capital infrastructure program reflects the desired outcomes of a number of planning documents and strategies.
- The Community Strategic Plan identifies the direction and outcomes, the Delivery Plan and Operational Plan identifies strategies to be actioned and the Long Term Financial Plan allocates funds towards specific actions and projects.
- The Capital Infrastructure Program is a continuous program delivering projects and improvements identified in the Community Strategic Plan.
- Project Insight is the framework providing better coordination and delivery of the many projects needing to be delivered in a timely cost effective manner.

REPORT RECOMMENDATION

That the Capital Infrastructure Delivery Framework and Program Update report be received and noted.

PURPOSE

This report provides Council an overview and update on the current 2017/2018 Capital Infrastructure Program and delivery framework.

BACKGROUND

Council's Community Strategic Plan is a high level plan that spans a period of ten years and identifies the community's main priorities and aspirations for the future. The community's priorities inform the delivery and operational plan as working documents which is supported by the Long Term Financial Plan. This package of documents is the foundation for the planning and allocation of resources and setting priorities for delivery of Council's capital infrastructure program.

Over the last few years a particular focus has been directed towards developing a project delivery framework to improve efficiencies, communications and delivery outcomes for community services.

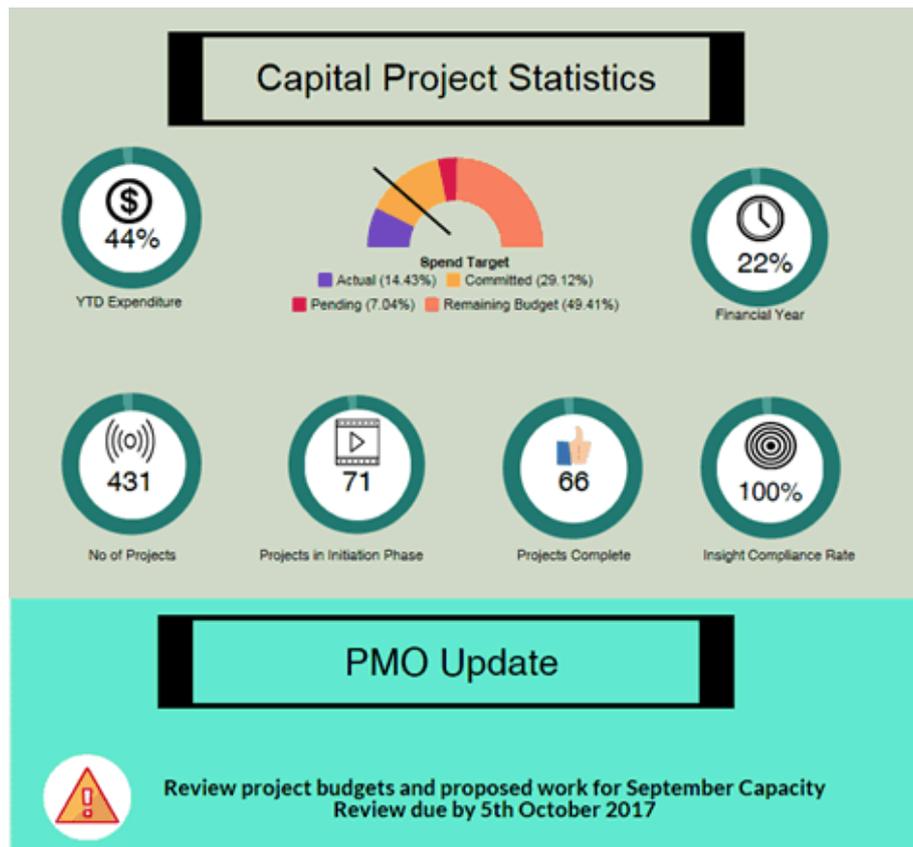
DISCUSSION

A project management framework titled 'Project Insight' was developed as a central point where all project information is captured for project tracking, consistency of process and efficient delivery. All information is held within this framework as a reference point to assist with the development of future capital works documentation, program/project delivery, performance reports, and status updates.

The benefit of the framework has proved to have greater purpose than first envisaged and has been expanded to now include project proposals under consideration prior to setting the capital program.

Project Insight facilitates the timely production of snapshot reports which are posted in the Councillors Bulletin at the end of each month to provide a summary on how the program is tracking. The publication of the snapshot report occurs prior to the Shire Infrastructure Committee meeting to allow for the most up to date figures being provided. A weekly a status report is circulated internally for further actions and project monitoring.

The weekly status and Councillors monthly snapshot report is presented in dashboard format which allows for summarising a large volume of information. The dashboard chart below indicates the year to date expenditure and percentage of the past year, the total number of projects in the current capital program, projects recently commenced and projects complete. All data is captured and summarised from the project insight framework including progressive costing from Council's finance system, providing the benefit of one source of information that can be used for a multitude of purposes.



The weekly status report for specific messaging for the updating or review of capital program as performed at set stages throughout the financial year. In this instance the Program Management Office (PMO Update) is highlighting the next capacity review dates for changes or submissions.

A live interaction session will be held at the Committee meeting to demonstrate the framework.

RESOURCING STRATEGY CONSIDERATIONS

The Project Insight framework is a live system which constantly updates as projects evolve through each phase. It is planned to open up access to allow wider use of the project data when a suitable public platform can be developed.

A brief is currently being prepared to seek EOI from relevant companies that may be able to assist in providing a system and supporting tools to allow greater use of this project information.

This action is an item identified within Councils asset management plans and Long Term Financial Plan.

COMMUNITY ENGAGEMENT

Being an internal management framework no community engagement will take place for this project.

STRATEGIC ALIGNMENT

Community Strategic Plan Strategy	Delivery Program (2017-2021) Deliverables
Outcome 6 Sustain Sutherland Shire as a liveable place where we can all continue to enjoy a high quality life.	Resourcing Strategy - Asset Management 1.3 We will build capability and maturity through asset management planning, systems, processes and tools.

POLICY AND LEGISLATIVE REQUIREMENTS

There is no policy or legislative requirement applicable for this report.

CONCLUSION

The annual and ongoing investment with asset upgrades and renewals is a key focus of Council and the community. The planned works range from large scale to minor renewals, collectively adding up to many millions of dollars. The Project Insight framework is a key management tool for delivering the capital infrastructure program. Further enhancements to the framework are being investigated to improve the planning and delivery of the capital program along with better communications to all stakeholders.

RESPONSIBLE OFFICER

The officer responsible for the preparation of this Report is the Group Manager Project Delivery, Stephen Bourke, who can be contacted on 9710 5592.

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