

PROCESS PLAN

ATTACHMENT 1

| | Administration Action | | Council Committees and of Council Action | | Community Action | Time-Line |
|---|--|-----|---|----|---|-----------------------------|
| 1. | Prepare report on the process for the review of the strategic plan | | | | | Sept 2006 |
| | | 2. | Council agrees to the review process | | | Oct 2006 |
| | | 3. | Public announcement of the review of the Strategic Plan is made to the community | | | Oct 2006 |
| PHASE ONE – REVIEW OF STRATEGIC PLAN 2003 - 2008 | | | | | | |
| 4. | Prepare questionnaire to undertake review of existing strategic plan | | | | | Oct 2006 |
| 5. | Set up a specific website location for public information regarding the review and development process | | | | | Oct 2006 |
| | | | | 6. | 500 community residents randomly selected to provide feedback on the Strategic Plan | Nov – Dec 2006 |
| | | 7. | Questionnaire distributed to Council members, advisory committees and selected staff to provide feedback. | | | Nov – Dec 2006 |
| | | 8. | Council Workshop to provide direction for a new Strategic Plan. | | | Strategic Planning Weekened |
| 9. | Data obtained from questionnaire responses analysed | | | | | Jan 2007 |
| | | 10. | Report analysing feedback presented to Council and posted to established website location | | | Feb 2007 |

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|---|---|-----|---|-----|---|--------------------|
| PHASE TWO - DEVELOPMENT OF STRATEGIC PLAN 2008 - 2028 | | | | | | |
| 11. | Preparation for Community workshop | | | | | Jan 2007 |
| | | | | 12. | Hold three public workshops to collect input into the development of new strategic plan | Feb - March 2007 - |
| | | | | 13. | Public On line survey promoted to collect broader community input | Feb - March 2007 |
| | | 14. | Advisory Committee input into the development of the new strategic plan | | | March 2007 |
| 15. | Staff input sought into development of new strategic plan through workshops | | | | | Feb-March 2007 |
| 16. | Analyse feedback and prepare report on findings from the phase two public participation processes | | | | | April 2007 |
| | | 17. | Council workshop to receive feedback from phase two consultative processes and to finalise Vision, Mission, Values and Guiding Principles | | | April 2007 |
| | | | | 18. | Community provided with feedback via website | Apr 2007 |
| PHASE THREE – DRAFTING CONSULTATION AND APPROVAL OF NEW PLAN | | | | | | |
| 19. | Draft Strategic Plan produced | | | | | May - Jun 2007 |

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|------------|---|------------|---|------------|---|------------------|
| | | 20. | Council approves draft Strategic Plan for 30 day public consultation period | | | Jul 2007 |
| | | | | 21. | Community provides feedback on draft Strategic Plan | Jul-Aug 2007 |
| 22. | Feedback analysed and reported to Council | | | | | Sep 2007 |
| 23. | Final Strategic Plan 2008 –2028 drafted | | | | | Oct 2007 |
| | | 24. | Council adopts final Strategic Plan 2008-2028 | | | Oct 2007 |
| 25. | New Strategic Plan 2008 - 2028 published | | | | | |
| | | 26. | Public announcement of new Strategic Plan | | | Nov 2007 |