

AMENDED ITEM

24 September 2014
To the Ordinary Council Meeting

General Manager's Report
General Manager's Unit

4.3 2015/16 Strategic Planning - Councillor Engagement

TRIM REFERENCE: F2014/00795 - D11694105

MANAGER: Stephen Naven, Chief Financial Officer

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SUMMARY

Council undertakes its strategic planning in accordance with the Office of Local Government's Integrated Planning and Reporting Framework. A schedule of engagement activities has been prepared to support Councillor involvement in the strategic planning process for 2015/16.

RECOMMENDATION

That Council endorse the Councillor Engagement Schedule for the 2015/16 Strategic Planning process

BACKGROUND

Each year, Council produces a comprehensive strategic plan that incorporates the following legislated components:

- Four year delivery program
- Annual operational plan
- Resourcing strategies
- Revenue policy (including fees and charges)
- Budgets

These elements guide the management of Council's activities as well as providing a basis for reporting to the community on delivery against actions.

Each year the planning process is reviewed and continuously improved in regards to content, readability, stakeholder engagement and presentation.

The creation of the plan is a complex process, engaging a majority of the organisation over a seven month period from October to May every financial year.

CURRENT STATUS

A comprehensive timeline has been prepared to engage internal stakeholders in the pre-planning process of the 2015-2019 Strategic Plan. As part of the plan's development Council will be engaged to inform strategic direction and ensure the plan links with the requirements of the community and provides appropriate levels of service.

THE PROPOSAL

The engagement schedule is proposed to ensure Councillors have timely opportunity to review staff proposals and associated costs for the forthcoming planning period.

Considerable provision has been made for Council to engage with the General Manager and staff on the planning outcomes and to provide direction in respect of Council's objectives.

The process has been prepared based on the following objectives:

- robust corporate business direction and service projections
- improved communication with Councillors
- clarity on outputs and activities
- alignment of deliverables with the Community Strategic Plan
- clarity of stakeholder roles and timelines for plan development

The proposed engagement schedule is as follows:

Date	Event	Subject	Timing
24/09/14	Council briefing Council decision	<ul style="list-style-type: none"> • Councillor engagement schedule • Councillor engagement schedule consideration and adoption • Strategic Planning Workshop Destination 	½ hour Business papers
08/10/14	Council briefing	<ul style="list-style-type: none"> • Annual Report (concept and initial design) 	½ hour
22/10/14	Council decision	<ul style="list-style-type: none"> • Adopt 2013/14 Financial Statements 	Business paper
12/11/14	Council decision	<ul style="list-style-type: none"> • Adoption of Annual Report 	Business paper
26/11/14	Council briefing and decision	<ul style="list-style-type: none"> • Discussion on topics for weekend workshop • Capital budget • Key business objectives articulated and agreed • Q1 Report 	1½ hours
10/12/14	Council briefing Council decision	<ul style="list-style-type: none"> • Rating model • Receipt of confidential Outcome Report 	1½ hours Business paper
28/01/15	Council briefing	<ul style="list-style-type: none"> • Fees and charges • Special Rate Variation update • Rating Model Updated Analysis 	2 hours
07/02/15	Provision of workshop information	<ul style="list-style-type: none"> • 2015 Workshop information Package 	Information release
13-15/02/15	Council workshop	<ul style="list-style-type: none"> • Identification of adjustments to draft plan • Agreement on financial projections • Consideration and acceptance / rejection of individual Councillor submissions • Agenda TBD 	2 days
25/02/15	Council briefing and decision	<ul style="list-style-type: none"> • Q2 Report • Rating Model 	1 ½ hours
25/03/15	Council briefing	<ul style="list-style-type: none"> • Final draft plan changes and considerations 	½ hour
8/04/15	Council Meeting	<ul style="list-style-type: none"> • Adopt draft Strategic Plan for exhibition 	Business paper

Date	Event	Subject	Timing
27/05/15	Council briefing and decision	<ul style="list-style-type: none"> ● Discuss and consider submissions ● Make Rates and fees / charges ● Adopt Strategic Plan ● Q3 Report 	1½ hours

STRATEGIC LINKS

The Strategic Plan provides direction for the Council term and details the levels of service to be delivered against the objectives of the Community Strategic Plan.

Long term Financial Strategy

The proposal includes a review of the Long Term Financial Strategy to ensure alignment to Council's Strategic goals.

Asset Management Strategy

The proposal includes a review of the Asset Management Strategy to ensure alignment to Council's Strategic goals.

Workforce Management Strategy

The proposal includes a review of the Workforce Management Strategy to ensure alignment to Council's Strategic goals.

Link to Community Strategic Plan (2030)

The proposal links to the objectives and strategies contained within the Community Strategic Plan.

Budget Impact

Funding is provided in the 2014/15 budget.

CONSULTATION

Consultation will be undertaken with Councillors throughout the development of the 2015-2019 Strategic Plan, as detailed above.

GOVERNANCE AND POLICY IMPLICATIONS

The preparation of the Strategic Plan will be undertaken in accordance with the requirements of the *Local Government Act 1993*.

MATERIAL RISKS AND ISSUES

Risks include ensuring the appropriate level of consultation is undertaken to provide a robust corporate business direction that aligns with the community's vision for the Shire. Risks will be addressed through effective planning, consultation and auctioning of associated tasks.

CONCLUSION

This report seeks Council's endorsement of the Councillor Engagement Schedule for the preparation of the 2015-2019 Strategic Plan.

ATTACHMENTS

Nil.