

BUSINESS PAPER

Special Meeting

Tuesday 30 July 2019

Roma Administration Centre

NOTICE OF MEETING

Date: 30 July 2019

Mayor:

Councillor T D Golder

Deputy Mayor:
Councillors:

Councillor J L Chambers
Councillor N H Chandler
Councillor P J Flynn
Councillor G B McMullen
Councillor W M Newman
Councillor C J O'Neil
Councillor D J Schefe
Councillor J M Stanford

Chief Executive Officer:

Ms Julie Reitano

Senior Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director
Corporate, Community & Commercial Services)
Ms Sharon Frank (Director Corporate, Community & Commercial
Services)

Please find attached agenda for the **Special Meeting** to be held at the Roma Administration Centre on
July 30, 2019 at 3.45PM



Julie Reitano
Chief Executive Officer

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	Prepared by: Chief Executive Officer
	Closure

OFFICER REPORT

Meeting: Special 30 July 2019

Date: 8 August 2019

Item Number: 3.1

File Number: D19/68962

SUBJECT HEADING: Draft Operational Plan

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

The draft new Annual Operational Plan builds on the work done with the last Annual Report and this year the Plan will form part of an integrated document. The following is being provided for each of Council's functions as they are completed:

- What we do*
- Why we do it*
- 2019/20 at a glance*
- Budget highlights*
- Corporate plan by function*
- Key objectives and targets*
- Highlights for the coming year*
- Our projects for 2019/20*
- Our annual services*
- Our budget for 2019/20*

Officer's Recommendation:

That Council:

1. Endorse the 2019/20 Operational Plan, sections as presented.
2. Be provided the remaining sections in the timeframe noted for ratification at an upcoming meeting.

Background:

The Local Government Regulation 2012 states that:

175 Annual operational plan contents

- (1) *The annual operational plan for a local government must—*
- (a) be consistent with its annual budget; and*
 - (b) state how the local government will—*
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and*
 - (ii) manage operational risks; and*

Section 174 (2) states that the local government may, but need not, adopt the annual operational plan for a financial year at the same time the local government adopts its budget for the financial year.

As there has been a substantial review and rewrite of the Operational Plan framework, the Operational Plan sections are being tabled with Council for formal review as they are completed.

Consultation (internal/external):

- Councillors (as initial drafts for each function have been prepared)

Risk Assessment (Legal, Financial, Political etc.):

175 Annual operational plan contents

- (1) *The annual operational plan for a local government must—*
- (a) be consistent with its annual budget; and*
 - (b) state how the local government will—*
 - (i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and*
 - (ii) **manage operational risks**; and*

Policy Implications:

The Operational Plan is a key financial planning document under section 104 (5)(a)(v) of the *Local Government Act 2009*.

The integrated document will also:

- Show that the Corporate Plan, Operational Plan and Budget are perfectly aligned;
- Form the basis for the Internal Audit Plan, with the top operational risks identified by function;
- Provide information and induction to new and existing Council team members about the operations of local government and Council in particular;
- Lay the foundation for scope expansion of our quality, safety and environment system;
- Set the framework for performance evaluation of the organisation and management team for the 2019/20 financial year.

Financial Resource Implications:

The integrated document incorporates the Corporate Plan, Operational Plan and Budget Highlights. The budget highlights, whilst not a statutory document will serve a number of purposes including to:

- Set the framework for tracking actual income and expenditure against budgets during the year for use by the management team and Councillors;
- Provide additional information of interest and transparency about Council's financial information;
- Ensure that we are keeping focus on the areas of importance.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.1 Plan for our region's financial future

2.1.1 Consider both the short-term and longer term financial impacts of Council's policy development and decisions, on behalf of current and future residents.

Supporting Documentation:

Nil