



Attachments - Minutes Under Separate Cover

Special Meeting

Monday, 19 June 2023

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6.1 Operational Plan 2023-2024 [Closed s.254J(3)(c)]

Executive Officer: General Manager People and Strategy

Item Author: General Manager People and Strategy

Attachments:

1. Operational Plan 2023-2024

This report is **CONFIDENTIAL** in accordance with Section 254J(3)(c) of the *Local Government Regulation 2012*, which permits the meeting to be closed to the public for business relating to the following:

- (c) the local government's budget.

Executive Summary

This report provides Council with a proposed Operational Plan for the financial year 2023-2024 for consideration and adoption. The *Local Government Act 2009* (the Act) and *Local Government Regulation 2012* (the Regulation) require that Council prepare and adopt an annual Operational Plan for each financial year which is consistent with its annual budget.

Recommendation

That:

1. Pursuant to section 104 of the *Local Government Act 2009* and section 174 of the *Local Government Regulation 2012*, Council adopt the Operational Plan 2023-2024 as tabled and included in Attachment 1; and
2. Council require quarterly updates from the Chief Executive Officer regarding the implementation of the Operational Plan for the 2023-2024 financial year.

Previous Council Considerations / Resolutions

At the Special Meeting held on 11 July 2022, it was resolved that:

- "1. Pursuant to section 104 of the *Local Government Act 2009* and section 174 of the *Local Government Regulation 2012*, Council adopt the Operational Plan 2022-2023 as tabled and included in Attachment 1; and
2. Council require quarterly updates from the Chief Executive Officer regarding the implementation of the Operational Plan for the 2022-2023 financial year."

Report / Background

Section 104 of the Act requires local governments to develop and implement an Operational Plan as part of its financial management system. A proposed Operational Plan for 2023-2024 has been developed concurrently with the budget and in consultation with Council's Executive Team and key members of the administration.

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Section 175 of the Regulation states:

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
 - (c) include an annual performance plan for each commercial business unit of the local government.

The proposed Operational Plan 2023-2024 meets these requirements.

The Operational Plan is an important planning document which sets out how Council intends to meet commitments each year, as articulated in the Corporate Plan. The proposed Operational Plan 2023-2024 is developed in alignment with the themes, and areas of focus of the Scenic Rim 2026 Corporate Plan, together with identified strategic projects. Key milestones or key performance indicators are nominated against each of the deliverables, which facilitate the measurement of Council's performance against its objectives. Furthermore, the proposed Operational Plan 2023-2024 integrates indicative budget allocations against the objectives, which provides more transparent and accountable reporting against Council's key objectives.

Quarterly reports will be provided from the Chief Executive Officer to Council to track the organisation's progress in delivering the nominated deliverables and strategic projects, in line with the reporting timeframes nominated in section 174(3) of the Regulation.

Budget / Financial Implications

The deliverables and strategic projects outlined in the Operational Plan 2023-2024 are funded in the budget for the 2023-2024 financial year.

Strategic Implications

Operational Plan

Theme: 3. Open and Responsive Government

Key Area of Focus: Advocacy for outcomes that are compatible with the clear and comprehensive vision for the region

Legal / Statutory Implications

Section 104 of the Act requires local governments to develop and implement an operational plan as part of a system of financial management.

Section 174 of the Regulation requires local governments to prepare and adopt an annual operational plan for each financial year.

The Chief Executive Officer must report to Council Meetings at regular intervals of not more than three months on the local government's progress in implementing the Operational Plan in accordance with section 174(3) of the Regulation.

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RisksStrategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

SR46 Inadequate or lack of Governance (including procurement) Framework (systems, policies, procedures, delegations and controls) in place to ensure compliance by Council's Councillors and Officers with all relevant State and Federal legislation and regulations.

SR52 Ineffective and/or unrealistic strategic plans which are not appropriately scoped or resourced, resulting in missed opportunities, re-work, failure to deliver objectives and loss of confidence by community.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Business Continuity Failure to deliver Corporate Plan Objectives.	4 Major	Possible	High	Implementing Operational Plan which delivers on Corporate Plan Intent and Strategies.	Low
Governance, Risk & Compliance The Operational Plan is a legislative and regulatory requirement.	3 Moderate	Likely	High	Adoption of the Operational Plan 2023-2024 at the Special Meeting held on 14 June 2023. Business Unit areas undertaking deliverables will ensure the Corporate Plan objectives are achieved. Corporate reporting system and monthly and quarterly Operational Plan reporting processes.	Low
Reputation, Community & Civic Leadership Reputational damage if the Corporate Plan and Operational Plan objectives are not achieved.	3 Moderate	Possible	Medium	Review of Key Performance Indicators. Linkages of Operational Plan deliverables, KPIs and Personal Performance Development process. Monthly and quarterly reporting against Operational Plan. Alignment of Operational Plan and Corporate Plan objectives.	Low

Consultation

Consultation has been undertaken with the Mayor and Councillors, Executive Team, Managers and other key stakeholders in Council.

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Conclusion

It is a legislative and regulatory requirement that the Council prepares and adopts an Operational Plan that outlines how the five-year Corporate Plan will be implemented. Furthermore, the Operational Plan should be consistent with its annual budget.

