

Council Document

# **Strategic Management Framework**

Prepared By: Corporate Services Administration

Date last updated: 10 March 2015



CITY OF  
Port Adelaide Enfield

<b>First Issued</b>	12 June 2007
<b>Date of Next Review</b>	1 November 2015
<b>Applicable Legislation</b>	
<b>City Plan</b>	<b>Goal:</b> Elected Members and staff are committed to achieving the 2030 Vision for the Port Adelaide Enfield community. <b>Objective:</b> Elected Members and staff are committed to achieving the 2030 Vision for the Port Adelaide Enfield community.
<b>Related Policies</b>	Nil
<b>Related Documents</b>	City Plan Corporate Plan Community Engagement Policy (draft) Guide to Writing and Reviewing Governance Documents Mandatory Publications Register
<b>Responsible Section</b>	Corporate Services Administration
<b>Responsible Directorate</b>	Corporate Services
<b>Delegation</b>	Refer to Delegations and Sub-Delegations Manual

---

## **Purpose/Objective**

Section 122 of the Local Government Act 1999 directs Council to develop and adopt plans for the management of its area, which collectively are called strategic management plans.

The Strategic Management Framework supports the City of Port Adelaide Enfield in its provision of effective corporate and strategic planning systems that meet legislative requirements.

## Scope

This framework will serve as the basis in the development, monitoring and reporting key of council and administrative plans and other governance documents. (Appendix 1)

## City Plan

The City Plan is an outward focused document that represents community driven expectations. It identifies the objectives for the City over a specified time. Preparation of the City Plan involves:

- Extensive consultation with the community;
- Consultation with Elected Members and Staff;
- Consultation with other Councils and State Government agencies;
- Consideration of regional, state and national objectives and strategies relevant to the economic, social, physical and environmental management of the area;
- Identification of the relationship between Council's objectives and regional, state and national objectives.

The City Plan sets the operative time frame of the Strategic Management Planning Framework. Council's City Plan is currently working to a four-year planning horizon.

## Corporate Plan

The Corporate Plan is an internally focused document that establishes council administration's response to and implementation of the goals and objectives of the City Plan. The directions within the Corporate Plan have been designed to influence the annual business plan and budget preparation cycle of Council.

Corporate Plan strategies are reviewed annually as part of the annual business planning process.

## Business Plan and Budget

The Business Plan and Budget is a requirement of the Local Government (Financial Management and Rating) Amendment Act 2005. The legislation provides direction as to implementation of Business Plan and Budget within Council. The Plan must allow for public consultation and be endorsed by Council prior to endorsement of the Program Plans.

The Long Term (10 year) Financial Plan must be reviewed annually as soon as practicable after adopting Council's Annual Business Plan (Section 122 (4)(a) of the Local Government Act, 1999).

The directions and key activities of the Business Plan and Budget are consistent with those of the Corporate Plan.

### **Long Term (10 year) Financial Plan**

Section 122 (1a) of the Local Government Act 1999 states that a council must, in conjunction with the plans required under subsection (1), develop and adopt—

- (a) a long-term financial plan for a period of at least 10 years; and*

Council adopted its Long Term (10 year) Financial Management Plan on 9 December 2008. The Long Term (10 year) Financial Management Plan guides the management of Council's finances, and interacts closely with key strategic planning documents, including the Corporate Plan.

### **Infrastructure and Asset Management Plans**

Section 122 (1a) of the Local Government Act 1999 states that a council must, in conjunction with the plans required under subsection (1), develop and adopt—

- (b) an infrastructure and asset management plan, relating to the management and development of infrastructure and major assets by the council for a period of at least 10 years,*

Council adopted its Infrastructure and Asset Management Plans on 9 December 2012. These plans are comprised of the:

- Drainage Infrastructure Asset Management Plan
- Road Infrastructure Asset Management Plan
- Footpath Infrastructure Asset Management Plan
- Buildings Asset Management Plan
- Parks and Gardens Asset Management Plan

These plans encompass the relevant issues relating to the management and development of infrastructure and major assets by Council. The plans guide the management of Council's assets and infrastructure, and interact closely with key strategic planning documents.

### **Other Plans**

In addition to the Local Government Act 1999 requirements Council operations are also governed by a number of legislations requiring plans. These include, but are not limited to:

- Development Plan
- Disability Access Plan
- Public Health and Community Wellbeing Plan

## **Reporting**

Three levels of strategic monitoring and reporting will be maintained to ensure that Council is delivering on City Plan goals.

### **Business Plan and Budget Review**

Council reports on its corporate financial performance and progress against section plans via its Annual Report and Budget Review documents.

Business Plan and Budget Review documents are completed in September, December and March each year and reported to Council. This is to meet the Local Government (Financial Management) Regulations 1999, Part 2 which require Council to 'reconsider its budget at least three times, at intervals of not less than three months, between 30 September and 31 May (both dates inclusive) in the relevant financial year'. Council provides a copy of the information required in Section 1 of Schedule 4 of the Local Government Act, 1999 in its Annual Report.

### **Annual Report**

The Annual Report is a comprehensive report presenting Council's activities and financial, as well as non-financial, performance during the year. Legislation specifies what needs to be included in the report which includes performance against the City Plan and Audited Annual Financial Statements for the previous financial year.

### **City Plan Review**

A comprehensive review of the City Plan is conducted two years after each election as required by Local Government Act 1999 S 122.

## Appendix 1. Strategic Management Framework

