

**Audit, Finance and Risk Committee**  
**8 June 2017**

**Report for Agenda Item 3**

**Department: Corporate Services**

**Ten Year Plan (Long Term Plan) Project Update**

**Purpose**

- 1 To provide the Committee with an update in relation to QLDC's Ten Year Plan (Long Term Plan) project.

**Recommendation**

- 2 That the Audit and Risk Committee:
  1. **Note** the contents of this report.

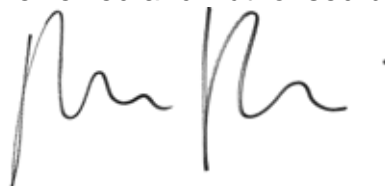
Prepared by:



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24/05/2017

Reviewed and Authorised by:



Meaghan Miller,  
GM Corporate Services

24/05/2017

**Background**

- 3 Section 93 of the Local Government Act 2002 requires local authorities to provide a Long Term Plan (LTP) of ten consecutive financial years, which is revisited every three years.
- 4 In order to make the LTP accessible for the community, QLDC refers to it as the 'Ten Year Plan' (TYP).
- 5 The TYP will be subject to audit by Deloitte, on behalf of the Office of the Auditor-General.

**Approach**

- 6 The TYP is being managed as a specific inter-departmental project, led by senior managers from Corporate Services and Finance.

- 7 A project governance structure has been defined. The Steering Committee has been convened, chaired by Cllr McRobie. The Committee members are Mayor Boulton, Deputy Mayor McLeod, Cllr Stevens, Cllr Forbes and Cllr Hill. The Steering Committee meets approximately every six weeks and all councillors are welcome to attend.
- 8 A full project plan is in place to address the following key areas:
  - a. Strategy and Planning
  - b. Performance
    - i. Surveys
    - ii. Key Performance Indicators
  - c. Capital Programme
  - d. Operational Expenses
  - e. Communication and Engagement
    - i. Key Principles
    - ii. Consultation Document
  - f. Document Adoption Process
    - i. TYP Main Document
    - ii. Consultation and Hearings
- 9 A Key Date Summary is appended for reference at Attachment A.

### **Recent Activity**

- 10 Recent activity has focussed upon the following.
  - a. Project Structure and Launch
  - b. Project Plan development
  - c. Review of the Infrastructure Asset Management Strategy and the Financial Strategy, to ensure alignment.
  - d. Review of the risk management approach
  - e. Compilation of a list of assumptions to underpin all planning and budgeting
  - f. Preliminary review of the community outcomes
  - g. High level communications concepts
  - h. Scheduling and preparation for all TYP workshops

11 The project is on schedule and achieving key milestones

### **Scheduled Activity**

12 Prior to the next Committee meeting, the following activities will have been completed

- a. Proposed schedule of organisational KPIs for 2018-28 will have been compiled.
- b. All internal Capital Programme Workshops will be complete, in preparation for the full Council workshop in October 2017.
- c. Operational Expenditure Workshops will have commenced.
- d. Production of the TYP Document and the Consultation Document will be underway.
- e. A detailed communications and engagement plan will have been defined and pre-consultation activity may be in progress.

13 The target date for full completion of all documentation is 4 December 2017, to enable review by the Steering Committee prior to full Council on 14 December 2017.

14 The audit of the TYP is scheduled to commence in late January.

### **Options**

11 This report identifies and assesses the following reasonably practicable options for assessing the matter as required by section 77 of the Local Government Act 2002:

12 Option 1 The report is for noting only.

### ***Significance and Engagement***

13 This matter is not significant as it is not considered to adversely affect the level of service or the manner or extent to which the Council delivers its services.

### ***Risk***

14 This matter relates to the strategic risk SR3 Management practice – meeting legislation, as documented in the Council's risk register. The risk is classed as moderate. This matter relates to this risk because it is important that risks are effectively mitigated to enable the Council to deliver levels of service and key projects stated in the Long Term Plan.

### **Financial Implications**

15 The report is for noting. There are no cost implications arising from this report.

### **Council Policies, Strategies and Bylaws**

16 The report relates to the Council's Risk Management Framework, which includes the Risk Management Policy.

17 This matter is included in the 10-Year Plan 2015-2025.

### **Local Government Act 2002 Purpose Provisions**

18 The content of this paper:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by ensuring that the risk events that could prevent the Council delivering these services/functions are mitigated.
- Can be implemented through current funding under the 10-Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

### **Consultation: Community Views and Preferences**

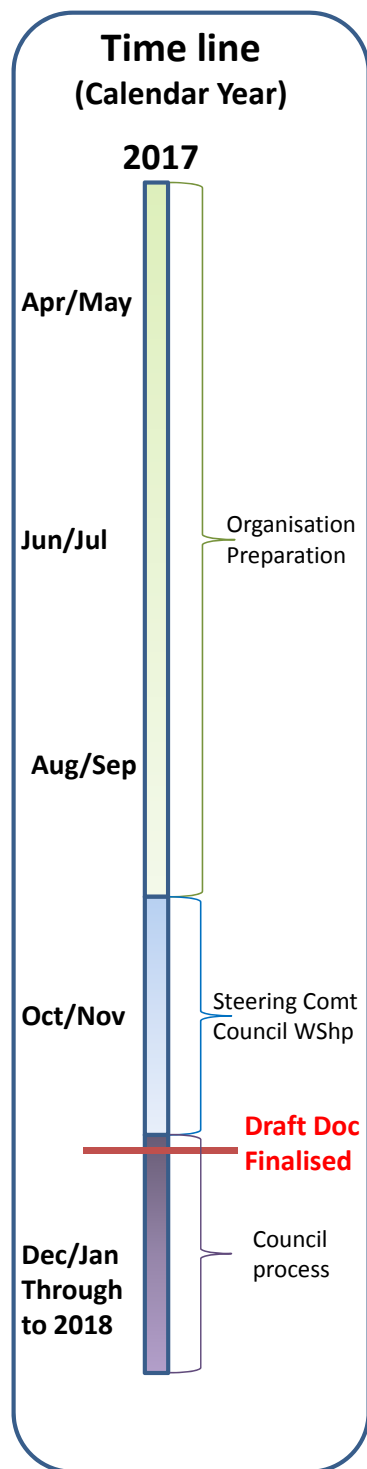
19 No persons or parties are affected by the recommendation of this report.

### **Attachments**

A TYP Key Date Summary

# 2018-2028 Ten Year Plan Key Date Summary

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## Capital Budgets

PREP	Organisation Preparation
May 2017	ROADING work commences on programme <b>due 7<sup>th</sup> August</b>
May/Jun 2017	PARKS & RESERVES, LIBRARIES, PROPERTY, SPORT & REC preparation of programme commences <b>due 19<sup>th</sup> June</b>
Jun/Jul 2017	ENFORCEMENT, KNOWLEDGE MGMT preparation of programme commences <b>due 10<sup>th</sup> July</b>
Jun-Aug 2017	3 WATERS, REFUSE preparation of programme commences <b>due 5<sup>th</sup> Sept</b>

ELT	ELT Reviews
Jun 26 <sup>th</sup>	PARKS & RESERVES, LIBRARIES, PROPERTY, SPORT & REC ELT review
Jul 17 <sup>th</sup>	ENFORCEMENT, KNOWLEDGE MGMT ELT review
Aug 17 <sup>th</sup>	ROADING programme ELT review
Sep 11 <sup>th</sup>	3 WATERS, REFUSE ELT review
Sep 28 <sup>th</sup> – Oct 9 <sup>th</sup>	Roll up of full capital programme and prioritisation review

Council	Steering Committee / Council
Oct 16 <sup>th</sup>	Steering Committee capital programme review
Oct 26 <sup>th</sup>	Council Workshop capital programme review

## Opex Budgets

PREP	Organisation Preparation
May 2017	Financial Advisory will send out excel budget packs to ROADING, 3 WATERS and REFUSE. Budget meetings will be set.
Jun 2017	ROADING, 3 WATERS, REFUSE preparation of opex budgets <b>due 3<sup>rd</sup> July</b>
Aug 2017	Financial Advisory will send out excel budget packs to REST OF ORGANISATION. Budget meetings will be set.
Sep 2017	REST OF ORGANISATION preparation of opex budgets years 1 -3 <b>due 25<sup>th</sup> Sep</b>
Oct 2017	REST OF ORGANISATION review of opex budgets for years 4-10 <b>due 13<sup>th</sup> Oct</b>

ORG	KPI Reviews
Aug 2017	Review of all KPIs to align with community outcomes.

ELT	ELT Reviews
Oct/Nov 2017	Review of full opex programme <b>due 6<sup>th</sup> Nov</b>

Council	Steering Committee / Council
Nov 13 <sup>th</sup>	Steering Committee opex programme review
Dec 14 <sup>th</sup>	Council Workshop opex programme review

## Draft TYP Document

PREP	Organisation Preparation
Sep/Oct 2017	Big ideas and story concept agreed
Oct/Nov 2017	Document preparation

ELT	ELT Review
Nov 27 <sup>th</sup>	Draft reviewed ELT
<b>Dec 4<sup>th</sup></b>	<b>DRAFT DOC FINALISED</b>

Council	Steering Committee / Council
Dec 4 <sup>th</sup>	Draft reviewed Steering Committee
Dec 14 <sup>th</sup>	Council Workshop draft TYP

## Council Process

Council	Adoption
Dec 14 <sup>th</sup>	Council workshop on draft TYP
Feb 2018	Audit of TYP
Apr 2018	Submissions – internal and external
May 2018	Hearings and deliberations of submissions
Jun 2018	Ten Year Plan adopted