

INTEGRATED PLANNING AND REPORTING (IP&R)

Top ten tips for councils

- 1 Show the way in which goals, actions and timelines in the Community Strategic Plan, Resourcing Strategy and Delivery Program/Operational Plan fit together
- 2 Consider colour coding or numbering to help navigation between the plans
- 3 Write all plans as clearly as possible - try reading them from the perspective of a community member
- 4 Publish all plans, including the Resourcing Strategy, in an accessible location on the website
- 5 Show timeframes on each document eg Workforce Plan 2013-17
- 6 Foster an ongoing internal conversation about IP&R, including education and information for new councillors and staff
- 7 Include performance measures in all plans - outcomes based for the Community Strategic Plan, outputs based for other plans and identify the baseline and target
- 8 Share information and suggestions with neighbouring and like councils - this conversation might also identify partnership opportunities (see good practice examples)
- 9 Show relationships between the Community Strategic Plan, State Plan and other relevant regional plans - and how the council might work together with NSW Government agencies
- 10 If the council is considering applying for a special rate variation, demonstrate the need for this in all relevant plans

IP&R plans in a nutshell: key components to remember

Community Strategic Plans...	<p>Address four key questions:</p> <ul style="list-style-type: none"> • Where are we now? • Where do we want to be in 10 years time? • How will we get there? • How will we know we've arrived?
Long Term Financial Plans...	<ul style="list-style-type: none"> • Show councillors and the community how the council will achieve financial sustainability over the long term • Incorporate easy to read commentary to explain financial information, not just spreadsheets • Include different scenarios (eg planned, optimistic, conservative), as well as a sensitivity analysis
Asset Management Policy, Strategy and Plans...	<ul style="list-style-type: none"> • Demonstrate how the council's assets will enable the implementation of the Community Strategic Plan • Describe the condition of key assets, preferably using easily understandable maps or tables • Identify acceptable levels of services as discussed with the community • Determine where the council will intervene to improve assets
Workforce Plans...	<ul style="list-style-type: none"> • Identify current and predicted workforce issues and explain what the council is going to do to address in order to achieve the Delivery Program
Delivery Programs...	<ul style="list-style-type: none"> • Summarise the activities the council has prioritised over a four year term to achieve the Community Strategic Plan • Address the full range of the council's operations • Are the key 'go to' document for councillors
Operational Plans...	<ul style="list-style-type: none"> • Show detailed actions, which are clearly linked to the related activity area in the Delivery Program • Include a Statement of Revenue Policy

Top tips for...integrating your plans

- Clearly link the goals in the Community Strategic Plan to the activities in the Delivery Program and Operational Plan
- Reflect specific asset, financial and workforce activities in the Resourcing Strategy in both the Delivery Program and the Operational Plan
- Identify strategies or activities in the Workforce Plan and Asset Plans which will have an impact on the council's finances

Top tips for...communicating and engaging about your planning

- Publish a separate Community Engagement Strategy, which demonstrates how the council will engage hard to reach groups and the general community, as well as NSW Government agencies and other stakeholders
- Consider how councillors can contribute to and support the engagement process
- Get creative with your consultation methods – take a look at other Community Engagement Strategies for ideas
- Show how community engagement informed the goals, priorities and strategies in the Community Strategic Plan – demonstrate that it is a long term plan for the community, not simply the vision of the councillors
- Include contextual information about the local government area in the Community Strategic Plan, such as geographic boundaries and demographics
- Engage the community in identifying the acceptable level of service for each asset type in Asset Management Plans

In 2013, Community Engagement Strategies prepared by Group 3 councils may be less comprehensive than those prepared by other councils. Group 3 councils may be confident the priorities identified in 2012 remain relevant – and may therefore want to simply check in with the community.

It is up to the council to determine how extensive the community engagement program in 2013 will be. Remember that, at a minimum, the Community Strategic Plan will need to be publicly exhibited before being endorsed by the council.

Top tips for...measuring your performance

- Use outcome based performance indicators in the Community Strategic Plan – for example, the proportion of people who feel safe in their community
- Use output based performance indicators in the Delivery Program/Operational Plan – for example, the completion of the Safe Communities Action Plan by 30 June 2015
- Consider including measures or targets even when a strategy is not the responsibility of the council – this will help in showing the progress in meeting broader community objectives and identifying when further negotiation with other service providers may be needed
- Include indicators for monitoring financial performance in the Long Term Financial Plan and for assessing progress against actions in Asset Management Plans and the Workforce Plan
- Ensure performance indicators are relevant, meaningful and provide valuable information about how the council and the community is tracking – remember, quality over quantity