

Council Policy

Council Policy Name: Integrated Planning and Reporting Policy

Responsible Directorate: Corporate Strategy and Performance **Version:** ADOPTED

1. PURPOSE

- 1.1. This Policy outlines the key components of the City's Integrated Planning and Reporting (IPR) framework and how they interact to achieve the City's strategic outcomes and objectives.

2. SCOPE

- 2.1. This Policy applies to the City's strategic community and corporate planning, budgeting and reporting processes.
- 2.2. This Policy is not intended to set out the more detailed management practices established to support the ongoing delivery of IPR.

3. DEFINITIONS

Term	Meaning
Policy	this City of Busselton Council policy titled "Integrated Planning and Reporting Policy"

4. STRATEGIC CONTEXT

Strategic Theme	Objective
KEY THEME 5 LEADERSHIP	16: Provide effective governance and organisational leadership

5. POLICY STATEMENT

- 5.1. Through integrated planning and reporting the City aims to achieve the following objectives:
- to understand community aspirations and priorities for the City of Busselton district;
 - to articulate long-term strategic objectives, which are then linked to service delivery, asset management planning and project delivery;
 - to ensure long-term financial implications are transparent and resourcing requirements are managed to achieve both short and longer term objectives;
 - to ensure service delivery and community outcomes are monitored and reported on;
 - to provide a system for regular review of strategic direction, determined by the Council and informed by, but not limited to, the community.

IPR Framework

- 5.2. The City of Busselton's IPR Framework is included as Appendix 1 to this Policy, with the core components outlined below.

5.3. **Council Plan:**

This is the overarching strategic plan, combining both the Strategic Community Plan and the Corporate Business Plan. It sets out the Council's vision for the community, longer term (10-year) strategic direction and short- and medium-term priority actions. The priority actions are reviewed annually and incorporated in the annual planning processes. In consultation with the community a major review of the Council Plan's strategic direction is completed every 4 years. Major reviews of the Council Plan are adopted by the Council.

5.4. **Long Term Financial Plan (LTFP):**

The LTFP considers the financial impact of providing the services, facilities and infrastructure required to support delivery of the Council Plan. Financial levers such as rating, borrowings, cash reserves, and fees and charges are forecast in the plan, along with operating costs, asset management requirements and provision for new capital. The planning cycle for the long-term financial plan is a minimum of 10 years with annual revisions to inform the annual planning processes.

5.5. **Workforce Plan:**

This plan identifies workforce needs and strategies to deliver organisational objectives. The workforce plan is informed by annual planning and, in turn, informs the LTFP. It operates on a planning cycle of 4 years.

5.6. **Asset Management Plan:**

This plan is used to inform long term asset renewal, expansion and upgrade works which, in turn, informs the LTFP.

5.7. **Other Informing Strategies and Plans:**

The City may develop other issue specific informing strategies and plans to inform Council decision making and priority setting. Some of these could include an ICT Strategy, an Advocacy Plan, a Rating Strategy, Risk Management Framework, Community Infrastructure Plan, etc.

5.8. Annual Planning is comprised of two parts:

- a. **Annual Budget:** The Annual Budget sets the operational and capital spending for the financial year. The Annual Budget will be considered and adopted by the Council annually.
- b. **Annual Service Plan (or Service Portfolio):** The Annual Service Plan outlines the services and priority actions to be delivered for the year and how they contribute to the delivery of the City's strategic outcomes contained within the Council Plan. Service planning occurs over a 4-year rolling cycle with plans reviewed each year before finalisation of the LTFP. Service performance is monitored as part of the corporate reporting activities.

5.9. Reporting consists of the following:

- a. **Performance Reporting:** The Council are provided mid and end of year reports to support their oversight role and help them assess performance of services aligned to community expectations.
- b. **Annual Report:** The City will prepare an Annual Report outlining the key achievements and progress towards achieving the priorities established through the Council Plan. This includes the audited Annual Financial Statements that encapsulates the financial performance of the City.

5.10. The CEO is responsible for developing and maintaining practices and processes which support effective integrated planning and reporting, including a Council planning, budgeting and reporting cycle, an example of which is contained in Appendix 2.

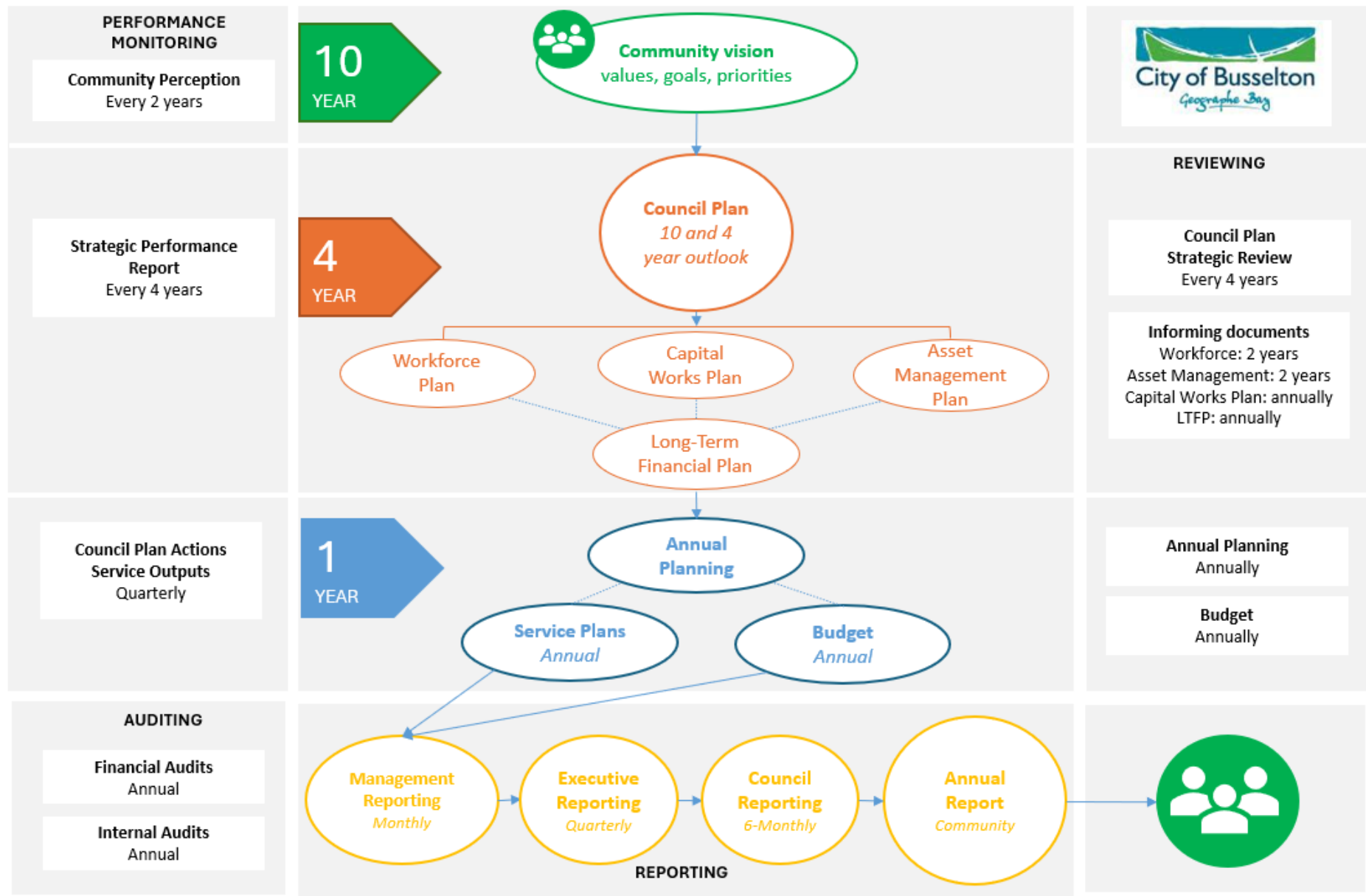
6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Local Government Act 1995.
- 6.2. Local Government Administration Regulations 1996.
- 6.3. Asset Management Policy.

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	11 June 2025	Resolution #	C2506/151
Previous Adoption	DATE	N/A	Resolution #	N/A

Appendix 1 – City of Busselton Integrated Planning and Reporting (IPR) Framework



Appendix 2 – City of Busselton Council Planning, Budgeting and Reporting Cycle

