

POLICY NO	C004	
POLICY	PROPOSED INTRODUCTION OF NEW SERVICES AND/OR FACILITIES	
RESPONSIBLE DIRECTORATE	CORPORATE	
COUNCIL ADOPTION	Date: 27.5.14	Resolution No. FC 5/5/14
REVIEWED/MODIFIED	Date: 26.4.16	Resolution No. FC 3/4/16
	Date:	Resolution No.
LEGISLATION	Local Government Act 1990 – Section 3.18(3)	
RELEVANT DELEGATIONS		

OBJECTIVES:

To provide guidelines on the appropriate assessment process for the proposed introduction of new services and or facilities within the Shire of Carnarvon, and to ensure that the Shire meets its legislative obligations.

DEFINITION/S:

Nil

POLICY STATEMENT/S:

- 1.0 Prior to Council considering the introduction of any new service or facility, it is a requirement that a business plan be prepared.
- 2.0 The business plan, as a minimum, shall address the following:
 - (a) Strategic Overview.
 - (b) Strategic Alignment to relevant documents.
 - (c) Aim of the Service/Facility.
 - (d) Services to be offered including type, method of delivery, frequency and contractual arrangements.
 - (e) Operating Locations.
 - (f) Personnel Requirements.
 - (g) Plant and Equipment Requirements.
 - (h) Information and Communications Technology Requirements.
 - (i) Interdependence with other Council Services.
 - (j) Analysis of Proposal.
 - (k) Staffing Requirements (including future forecasts).
 - (l) Marketing and Promotion Research and Analysis.
 - (m) National Competition Policy and Competitive Neutrality Requirements.
 - (n) Financial Forecasts including assumptions, analysis and fee structures.
 - (o) Issues relating to integration and coordination with Commonwealth, State and public bodies.
 - (p) Issues relating to duplication of services/facilities provided by Commonwealth, State or any other body.
 - (q) Issues relating to the efficient and effective management of the service/facility.

(r) Implications of Asset Management (if applicable).

3.0 The Business Plan will require the endorsement of the CEO prior to the introduction/ implementation of the new service or facility.

EXPLANATORY NOTES:

Nil

APPLICATION/S: