



# POLICY P7.1.4

## NSW RFS CORPORATE PLANNING AND REPORTING

ITEM	DESCRIPTION
Version Number	2.3
SOPs	> None
Policy Owner	Executive Director Membership and Strategic Services
Policy Contact	Director Corporate Planning, Risk and Learning
Approved Date	15 June 2018
Effective Date	21 June 2018
Next Review Date	21 June 2023
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### 1 Purpose

- 1.1. Planning and reporting are key components of the NSW RFS Corporate Governance arrangements.
- 1.2. This policy is to ensure an effective and consistent planning and reporting regime, supported by the NSW RFS Planning and Reporting Toolkit, where:
  - a. the future direction of the organisation is clearly articulated
  - b. there are planned pathways for the achievement of organisational objectives;
  - c. roles and responsibilities are identified and understood
  - d. progress is regularly monitored and reported;
- 1.3. The NSW RFS is committed to delivering the highest levels of service to the community. The planning of this service delivery takes into account:
  - a. *Rural Fires Act 1997* and associated regulations;
  - b. NSW Government objectives and budgetary requirements;
  - c. competing priorities; and
  - d. the availability of finite funding and other resources, including human resources.
- 1.4. The NSW RFS planning process is also designed to:
  - a. allocate ownership and responsibilities for the achievement of corporate objectives;
  - b. ensure all NSW RFS volunteers, staff and external stakeholders have a clear understanding of major initiatives and their intended outcomes;
  - c. inform a number of other plans and reports including the Next Generation Workforce Plan and the Annual Report.

## 2 Policy

- 2.1 The NSW RFS Corporate Plan informs all other organisational plans. The NSW RFS Corporate Plan describes organisational Key Focus Areas and Objectives, Outcomes, Strategies, and Key Actions.
- 2.2 The NSW RFS Corporate Plan assists with organisational decision-making in respect to the establishment and management of priorities and resources.
- 2.3 The NSW RFS Corporate Plan is reviewed and updated annually.
- 2.4 NSW RFS business planning is undertaken at the Corporate, Directorate, Group/Regional, Unit/District and individual level, guided by the NSW RFS Planning and Reporting Toolkit. The process, in summary, consists of:
- a. identifying and analysing risks, threats and opportunities;
  - b. obtaining input from a range of sources;
  - c. establishing organisational goals and targets;
  - d. determining appropriate priorities;
  - e. integrating risk mitigation initiatives as identified in the risk management process;
  - f. balancing priorities, actions and resources; and
  - g. monitoring and reporting progress.
- 2.5 The outcome of the above process is a documented plan, which includes supporting plans as required.
- 2.6 All plans cascade from the NSW RFS Corporate Plan down to the development of individual Work Plans each reflecting the intent of the NSW RFS Corporate Plan. All staff have the opportunity to participate in the business planning process.
- 2.7 The NSW RFS Corporate Plan is endorsed by the Corporate Executive Group and approved by the Commissioner prior to being communicated to the Minister.
- 2.8 Other business plans are approved as follows:

ITEM	DEVELOPER	APPROVER
Directorate Plan	Executive Director	Executive Director
Section/Regional Plan	Responsible Director	Executive Director
Unit/District Plan	Responsible Manager	Director
Individual Work and Professional Development Plans	Individual staff member (by consultation between staff member and manager)	Responsible Manager

- 2.9 A copy of the Approved Directorate Plan and attestation confirming that all business groups/units within the Directorate have a Business Plan is to be provided to the Director, Corporate Planning, Risk and Learning via [planning@rfs.nsw.gov.au](mailto:planning@rfs.nsw.gov.au)
- 2.10 Progress on the achievement of planned outcomes is to be reported quarterly and annually.
- 2.11 All plans are reviewed at least annually by the plan owner.
- 2.12 Any amendments made throughout the year are to be approved by the relevant Executive Director/Director.
- 2.13 The NSW RFS Corporate Governance arrangements include:
- a. a direct link between corporate and business planning
  - b. a systematic method of monitoring organisational performance at regular intervals; and
  - c. the identification and implementation of corrective actions as required.

### 3 Related documents

- [Annual Reports \(Departments\) Act 1985](#)
- [Annual Reports \(Departments\) Regulation 2010](#)
- [Annual Reporting Circulars NSW Treasury](#)
- [NSW Audit Office \(2011\) Reporting Performance: A Guide to Preparing Performance Information for Annual Reports - Better Practice Guides](#)
- [NSW RFS Business Planning and Reporting Toolkit](#)
- [NSW RFS Corporate Governance Statement](#)
- [P7.1.9 Business Continuity Management](#)
- [P7.1.10 Organisational Risk Management](#)
- [Organisational Risk Management Framework](#)
- [NSW Public Service Commission Capability Framework](#)

### 4 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
21 November 2003	1.0	➤ Initial release as policy 5.1.4 Business Planning – Head and Regional Offices
2 November 2006	1.1	➤ Repealed and remade policy 5.1.4 Business Planning – Head and Regional offices v1.0 ➤ Renumbered and retitled as P7.1.4 Corporate Planning
27 August 2011	2.0	➤ Repealed and remade P7.1.4 v1.1 ➤ Title updated to NSW RFS Corporate Planning and Reporting ➤ Updated to reflect the decommissioning of eSDM and align with current practices
13 June 2012	2.1	➤ Repealed and remade P7.1.4 v2.0 ➤ Reviewed to align planning schedule with the NSW RFS budget schedule
2 March 2015	2.2	➤ Repealed and remade P7.1.4 v2.1 ➤ Incorporated and repealed P7.1.5 NSW RFS Business Planning and Reporting v2.1 and p7.1.7 Organisational Performance Management v1.0 ➤ Addition of a table of approvers of each level of planning ➤ Integration of risk management initiatives into planning process ➤ Removal of SOPS (to be replaced by a Planning and Reporting Toolkit)
15 June 2018	2.3	➤ Repeals and remakes P7.1.4 v2.2 ➤ Minor administrative updates