

G. Glossary

Term	Definition
Annual operational plan	The annual operational plan for a local government specifies how it will implement its five-year corporate plan during the period of the annual operational plan. The plan must be consistent with its annual budget, and state how it will manage operational risks.
Asset-management plan	The asset-management plan defines the assets that council uses to deliver its services. This is a comprehensive overview of the long-term forecasting of estimated capital expenditure and provides strategic direction for achieving the long-term corporate plan.
Corporate overheads	Corporate overheads are the back-office costs associated with the operations of the council. This encompasses costs relating to human resources, finance, asset management, information technology, fleet and so on. The overheads relate to providing both internal and external council services. When a business allocates overheads to its services, they can accurately understand all the costs of delivering the service. Businesses generally allocate overheads using cost drivers in a corporate overhead model.
Corporate plan	The corporate plan defines the strategic direction and vision of the council for a minimum period of five years. It specifies key performance indicators to measure the council's achievements. This document provides accountability of the council to the local community.
Project decision framework	A framework that guides the governance arrangements (who makes the decisions) and methodology requirements (the information they need) that councils use to make decisions on project concept development, options analysis, feasibility, risks, and benefits. The frameworks typically define the role of a project board and provide tools and templates to ensure consistent analysis of proposed projects. Queensland Treasury Corporation has a project decision framework and tools for councils to adapt and adopt.
Service	A service is a group of actions or effort performed to satisfy a public need or fulfil a public demand. A service aims to provide value to the community. A service can comprise a series of activities and be delivered from an individual or group of assets and resources.
Service plan	A service plan outlines the activities used by council to deliver a service to its community. The service plan includes information on defining service objectives, level of service, department/branch the service is categorised under, cost centres, future demand analysis, risk management, performance metrics, and life cycle management (assets involved in providing the service). The service plan can be a separate document or form part of other council planning documents (such as the annual operational plan or asset-management plans). There is no legislative requirement for councils to develop service plans.
Sustainability	Sustainability is the view of long-term viability. Councils need to be able to sustain a positive financial position for future generations. Council should have appropriate funds to deliver services that provide economic, environmental, and social benefit to the community. Sustainability is integral as councils have finite resources and need sufficient funds to continue essential operations if financial risks materialise in the event of adverse financial conditions.

