

GOVERNANCE AND MANAGEMENT CHECKLIST

GLEN EIRA CITY COUNCIL ANNUAL REPORT 2021–2022

BENTLEIGH • BENTLEIGH EAST • BRIGHTON EAST • CARNEGIE
CAULFIELD • ELSTERNWICK • GARDENVALE • GLEN HUNTLY
MCKINNON • MURRUMBEENA • ORMOND • ST KILDA EAST



GLEN EIRA
CITY COUNCIL



LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK

FOR THE YEAR ENDED 30 JUNE 2022

The *Local Government Performance Reporting Framework* is a mandatory system of performance reporting for all councils.

The regulations set out our reporting requirements for Local Government in four broad areas.

— A governance and management checklist of 24 items.

— A set of service performance indicators, which aim to measure efficiency and effectiveness of a range of Local Government services.

— A set of sustainability capacity indicators, which aim to assess councils ability to meet agreed service and infrastructure needs.

— A set of financial performance indicators, which aim to provide information on the effectiveness of financial management.

GOVERNANCE AND MANAGEMENT CHECKLIST		
Governance and management items	Assessment	Outcome
Community engagement policy <i>(Policy outlining Council's commitment to engaging with the community on matters of public interest)</i>	Adopted in accordance with section 55 of the <i>Local Government Act 2020</i>	✓
	Date of operation of current <i>Policy</i>	23/02/2021
Community engagement guidelines <i>(Guidelines to assist staff to determine when and how to engage with the community)</i>	Current guidelines in operation	✓
	Date of operation of current guidelines	05/04/2022
Financial Plan <i>(Plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)</i>	Adopted in accordance with section 91 of the <i>Local Government Act 2020</i>	✓
	Date of adoption	28/06/2022

GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

Governance and management items	Assessment	Outcome
Asset Plan <i>(Plan that sets out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)</i>	Adopted in accordance with section 92 of the <i>Local Government Act 2020</i>	✓
	Date of operation of current <i>Plans</i>	Includes the: — Road Management Plan (26/10/2021); — Asset Plan (28/06/2022); — Asset Management Strategy (25/11/2014); — <i>State of Community Assets Report</i> (17/03/2015); — Roads and Laneways Asset Management Plan (February 2016); — Footpaths Asset Management Plan (November 2014); — Building Services Asset Management Plan (March 2014); and — Stormwater Drainage Asset Management Plan (November 2015).
Revenue and Rating Plan <i>(Plan setting out the rating structure of Council to levy rates and charges)</i>	Adopted in accordance with section 93 of the <i>Local Government Act 2020</i>	✓
	Date of adoption	28/06/2022
Annual Budget <i>(Plan setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)</i>	Budget adopted in accordance with section 94 of the <i>Local Government Act 2020</i>	✓
	Date of adoption	28/06/2022
Risk policy <i>(Policy outlining Council's commitment and approach to minimising the risks to Council's operations)</i>	Current <i>Policy</i> in operation	✓
	Date of operation of current <i>Policy</i>	<i>Risk Management Framework and Policy</i> 19/07/2022

GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

Governance and management items	Assessment	Outcome
Fraud Policy <i>(Policy outlining Council's commitment and approach to minimising the risk of fraud)</i>	Current <i>Policy</i> in operation	✓
	Date of operation of current <i>Policy</i>	26/09/2017 <i>Policy is currently under revision.</i>
Municipal Emergency Management Plan <i>(Plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)</i>	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i>	✓
	Date of preparation	18/07/2022
Procurement Policy <i>(Policy outlining the principles, processes and procedures that will apply to all purchases of goods and services by the Council)</i>	Adopted in accordance with section 108 of the <i>Local Government Act 2020</i>	✓
	Date of adoption	03/11/2021
Business Continuity Plan <i>(Plan setting out the actions that will be taken to ensure key services continue to operate in the event of a disaster)</i>	Current <i>Plan</i> in operation	✓
	Date of operation of current <i>Plan</i>	16/12/2021 Council has an updated <i>Crisis Management and Business Continuity Plan (CM&BCP)</i> . The draft has been reviewed extensively by the CM&BCP Committee and tested in December 2021. The Plan will be formally approved during 2022–23. Sub-plans have been developed for: — Parks Services; — Works Depot; and — Residential Aged Care Facilities. A new <i>Communications Plan</i> has been developed.

GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

Governance and management items	Assessment	Outcome
Disaster Recovery Plan <i>(Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)</i>	Current <i>Plan</i> in operation	✓
	Date of operation of current <i>Plan</i>	16/05/2022 The last <i>IT Disaster Recover Plan</i> was developed in July 2011. This <i>Plan</i> is continuously updated/modified with the latest modification made on 16 May 2022.
Risk Management Framework <i>(Framework outlining Council's approach to managing risks to the Council's operations)</i>	Current <i>Framework</i> in operation	✓
	Date of operation of current <i>Framework</i>	19/07/2022
Audit and Risk Committee <i>(Advisory Committee of Council under section 53 and 54 of the Act)</i>	Established in accordance with section 53 of the <i>Local Government Act 2020</i>	✓
	Date of establishment	11/08/2020
Internal audit <i>(Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)</i>	Internal auditor engaged	✓
	Date of engagement of current provider	1/07/2020

GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

Governance and management items	Assessment	Outcome
Performance Reporting Framework (A set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the <i>Local Government Act 2020</i>)	Current <i>Framework</i> in operation	✓
	Date of operation of current <i>Framework</i>	12/04/2022
Council Plan report (Report reviewing the performance of the Council against the <i>Council Plan</i> , including the results in relation to the strategic indicators, for the first six months of the financial year)	Current report	✓
	Dates reporting presented	Reported to Council quarterly on 31/08/2021, 14/12/2021, 22/02/2022 and 17/05/2022.
Quarterly budget reports (Quarterly statements to Council under section 97 of the <i>Local Government Act 2020</i> , comparing actual and budgeted results and explanation of any material variations)	Quarterly reports presented to Council in accordance with section 97(1) of the 2020 Act	✓
	Dates statements presented	Financial reporting to Council is performed monthly until year-end. Dates reports presented to Council: 31/08/2021; 12/10/2021; 03/11/2021; 23/11/2021; 01/02/2022; 22/02/2022; 05/04/2022; 26/04/2022; 17/05/2022 and 28/06/2022.
Risk reporting (Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Risk reports prepared and presented	✓
	Dates reporting presented	Reports presented to Audit and Risk Committee on: 26/11/2021 and 27/05/2022.
Performance reporting (Six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 98 of the 2020 Act)	Performance reports prepared and presented	✓
	Dates reporting presented	Reported to Council quarterly on 31/08/2021; 14/12/2021; 22/02/2022 and 17/05/2022. <i>LGPRF</i> (Mid Year) Indicators to Council on 05/04/2022.
Annual Report (<i>Annual Report</i> under sections 98 and 99 of the <i>Local Government Act 2020</i> containing a report of operations and audited financial and performance statements)	Annual report presented	✓
	Date reporting presented	12/10/2021

GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

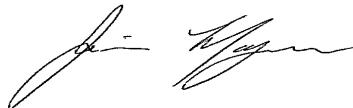
Governance and management items	Assessment	Outcome
Councillor Code of Conduct (Code setting out the standards of conduct to be followed by Councillors and other matters.)	Code of conduct reviewed and adopted in accordance with section 139 of the <i>Local Government Act 2020</i>	✓
	Date adopted	03/11/2021
Delegations (Documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the <i>Local Government Act 2020</i>	✓
	Dates reviewed	Delegations reviewed in accordance with section 11(7) of the Act on 24/11/2020. Delegations from Council reviewed on 07/06/2022. Delegations from CEO reviewed on 10/06/2022.
Meeting procedures (Governance Rules governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the <i>Local Government Act 2020</i>	✓
	Date adopted	11/08/2020 Updated Governance Rules currently out for public consultation. Report due to Council on 30 August 2022.

I certify that this information presents fairly the status of Council's governance and management arrangements.



Rebecca McKenzie
CHIEF EXECUTIVE OFFICER

Dated: 30 August 2022



Councillor Jim Magee
MAYOR

Dated: 30 August 2022