

# GOVERNANCE AND MANAGEMENT CHECKLIST

GLEN EIRA CITY COUNCIL  
**ANNUAL REPORT**  
2017-2018

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 2018

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 four sustainability capacity indicators, which aim to assess councils ability to meet agreed service and infrastructure needs.

— A set of 11 financial performance indicators, which aim to provide information on the effectiveness of financial management.

## GOVERNANCE AND MANAGEMENT CHECKLIST

Governance and management items	Assessment	Outcome
<b>Community engagement policy</b> (Policy outlining Council's commitment to engaging with the community on matters of public interest)	Policy	✓
	Date of operation of current policy	22/05/2018
<b>Community engagement guidelines</b> (Guidelines to assist staff to determine when and how to engage with the community)	Guidelines	✓
	Date of operation of current guidelines	22/05/2018
<b>Strategic Resource Plan</b> (Plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next four financial years)	Adopted in accordance with section 126 of the Act	✓
	Date of adoption	26/06/2018
<b>Annual Budget</b> (Plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act	✓
	Date of adoption	26/06/2018

**GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)**

Governance and management items	Assessment	Outcome
<b>Asset management plans</b> (Plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans	✓
	Date of operation of current plans	Includes the: <ul style="list-style-type: none"> <li>— Asset Management Strategy (25/11/2014);</li> <li>— State of Community Assets Report (17/3/2015);</li> <li>— Roads and Laneways Asset Management Plan (December 2015);</li> <li>— Footpaths Plan (November 2014);</li> <li>— Building Services Management Plan (March 2014);</li> <li>— Stormwater Drainage Asset Management Plan (November 2015); and</li> <li>— Recreation Asset Management Plan (May 2013).</li> </ul>
<b>Rating Strategy</b> (Strategy setting out the rating structure of Council to levy rates and charges)	Strategy	✓
	Date of operation of current Strategy	26/06/2018
<b>Risk policy</b> (Policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy	✓
	Date of operation of current policy	19/07/2016
<b>Fraud policy</b> (Policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy	✓
	Date of operation of current policy	28/09/2017
<b>Municipal Emergency Management Plan</b> (Plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i>	✓
	Date of preparation	4/12/2015

## GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

Governance and management items	Assessment	Outcome
<b>Procurement policy</b> (Policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act</i>	✓
	Date of approval	12/06/2018
<b>Business Continuity Plan</b> (Plan setting out the actions that will be taken to ensure key services continue to operate in the event of a disaster)	<i>Plan</i>	✓
	Date of operation of current <i>Plan</i>	30/04/2014
<b>Disaster Recovery Plan</b> (Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	<i>Plan</i>	✓
	Date of operation of current <i>Plan</i>	5/06/2018
<b>Risk Management Framework</b> (Framework outlining Council's approach to managing risks to the Council's operations)	<i>Framework</i>	✓
	Date of operation of current <i>Framework</i>	1/03/2008
<b>Audit Committee</b> (Advisory Committee of Council under section 139 of the <i>Act</i> whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with section 139 of the <i>Act</i>	✓
	Date of establishment	1/03/2018
<b>Internal audit</b> (Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged	✓
	Date of engagement of current provider	21/09/2015
<b>Performance Reporting Framework</b> (A set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the <i>Act</i> )	<i>Framework</i>	✓
	Date of operation of current <i>Framework</i>	30/06/2018

## GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

Governance and management items	Assessment	Outcome
<b>Council Plan reporting</b> (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)	Report	✓
	Date of operation of current report	To Council every quarter: 17/10/2017; 28/11/2017; 27/02/2018 and 22/05/2018.
<b>Financial reporting</b> (Quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with section 138(1) of the Act	✓
	Dates statements presented	Financial reporting to Council is performed monthly until year-end; Dates statements presented to Council: 05/09/2017; 26/09/2017; 08/11/2017; 28/11/2017; 19/12/2017; 06/02/2018; 27/02/2018; 10/04/2018; 10/05/2018 and 12/06/2018.
<b>Risk reporting</b> (Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports	✓
	Date of reports	To Audit Committee every quarter: 17/08/2017; 24/11/2017; 16/02/2018 and 25/5/2018.
<b>Performance reporting</b> (Six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports	✓
	Date of report	Financial Reporting to Council on a monthly basis and non-financial reporting provided to Council on a quarterly basis. Dates statements/reports presented: 05/09/2017; 26/09/2017; 08/11/2017; 28/11/2017; 19/12/2017; 06/02/2018; 27/02/2018; 10/04/2018; 10/05/2018 and 12/06/2018.  Local Government Performance Reporting Framework Indicators to Council on: 17/10/2017 and 10/04/2018.  Audit Committee received reports covering the Local Government Performance Reporting Framework on 24/11/2017 and 25/05/2018.

## GOVERNANCE AND MANAGEMENT CHECKLIST (CONTINUED)

Governance and management items	Assessment	Outcome
<b>Annual Report</b> (Annual Report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Considered at a Council Meeting in accordance with section 134 of the Act	✓
	Date of consideration	17/10/2017
<b>Councillor Code of Conduct</b> (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76C of the Act	✓
	Date reviewed	14/02/2017
<b>Delegations</b> (A document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Reviewed in accordance with section 98(6) of the Act	✓
	Dates reviewed	05/09/2017; 16/01/2018; 12/06/2018 and 15/06/2018.
<b>Meeting procedures</b> (A local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act	✓
	Date local law made	24/11/2009

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



**Rebecca McKenzie**  
**CHIEF EXECUTIVE OFFICER**

Dated: 13 September 2018



**Councillor Tony Athanasopoulos**  
**MAYOR**

Dated: 14 September 2018