



**14.7** **PROPOSED REPORT OF OPERATIONS FOR THE ANNUAL REPORT 2019/20**

**EXECUTIVE MEMBER:** **KYLIE BENNETTS, GENERAL MANAGER, CITY GROWTH AND ORGANISATIONAL CAPABILITY**

**PREPARED BY:** **SALLY HORNER, COORDINATOR PLANNING AND PERFORMANCE**

**LEAH BRIERS, PLANNING & PERFORMANCE ADVISOR**

**1. PURPOSE**

- 1.1 To receive and consider the draft report of operations for the year ending 30 June 2020.

**2. EXECUTIVE SUMMARY**

- 2.1 Each year Council prepares an annual report on its activities for the financial year. It consists of a report of Council's operations for the year and externally assured statements (consisting of the financial statements and the performance statements).
- 2.2 The Annual Report must consist of a report of operations of the Council for the year, Local Government Performance Reporting Framework measures, the Governance and Management Checklist and externally assured performance and financial statements.
- 2.3 The regulations require the Mayor and Chief Executive Officer to certify that the information contained in the Governance and Management Checklist fairly presents the status of Council's governance and management arrangements.
- 2.4 This report provides Council with the draft Report of Operations for 2019/20 including the Governance and Management Checklist, prior to formally receiving the Annual Report in November 2020.
- 2.5 The audited Performance and Financial Statements are presented to Council in a separate report at tonight's Council meeting.
- 2.6 In 2020 Council received a Gold Australasian Reporting Award for the Annual Report 2018/19. Gold Awards were also received for the Annual Reports 2016/17 and 2017/18. A Silver award was received for the Annual Report 2014/15 and 2015/16.

**3. RECOMMENDATION**

That Council:

- 3.1 Notes the draft report of operations (attachment 1) for the year ending 30 June 2020 which will form part of the Annual Report 2019/20.
- 3.2 Approves the Chief Executive Officer and Mayor to certify that the Governance and Management checklist fairly presents Council's governance and management arrangements, which is required in the report of operations.
- 3.3 Notes that councillors will be kept updated on the progress of the Annual Report 2019/20 before submission to the Minister for Local Government by 30 November 2020.
- 3.4 Notes the designed Annual Report 2019/20 will be formally presented to Council on 18 November 2020.



#### 4. KEY POINTS/ISSUES

- 4.1 The draft Report of Operations (Attachment 1) for 2019/20 provides a clear and transparent record of Council's activities and performance for the year ending 30 June 2020.
- 4.2 The information presented in this report is accurate at the time of publication but may change prior to the finalisation of the Annual Report 2019/20.
- 4.3 The Council Plan 2017-27 sets four year priorities and targets for our service measures and outcome indicators. For the 2019/20 year Council has progressed towards these targets by achieving:
  - 97 per cent of Council Plan priorities (130 out of 134)
  - 44 per cent of Council Plan outcome indicators (16 out of 36)
  - 47 per cent of Council Plan service measures (34 out of 72)
- 4.4 Unlike other councils, we set a target for all outcome indicators and service measures within the Council Plan. In some instances, these targets are stretch targets; a target set above what is expected to be accomplished. Some of these targets have also failed to be met this year as a result of the historic period of business disruption due to the COVID-19 pandemic, and its impact on services.
- 4.5 The draft Report of Operations includes trend information against a set of prescribed service, financial and sustainability performance indicators and measures as part of the Local Government Performance Reporting Framework. Overall, these measures are tracking in a favourable direction.
- 4.6 The prescribed indicators and measures will be published on the public 'Know Your Council' website at [www.knowyourcouncil.vic.gov.au](http://www.knowyourcouncil.vic.gov.au) in December 2020. This enables community members to compare the performance of the City of Port Phillip with similar councils and all Victorian councils.
- 4.7 The Governance and Management Checklist is designed to assess whether a council has strong governance and management frameworks in place around community engagement, planning, monitoring, reporting and decision-making.
- 4.8 Council meets all but one of the requirements:
  - Our commitment to community engagement is outlined in the Council Plan 2017-27. Our Communications and Engagement Framework provides an overarching road map towards building organisational capability to support community engagement. The Framework is supported by an engagement toolkit to guide officers in community engagement planning and delivery. Council's practice of community engagement satisfied requirements over 2019/20 for engagement with the community in Council's decision making. We also engaged with our community in February and March 2020 to inform a draft Community Engagement Policy, which is expected to be released for community consultation prior to its adoption by 1 March 2021 as required by the Local Government Act 2020. Under the new Local Government Act 2020, Council is required to have a community engagement policy that underpins our commitment to ensuring our community has the opportunity to engage with Council on local priorities and the future of their community and City.



4.9 An annual progress update has been included for all four core strategies (Act and Adapt – Sustainable Environment Strategy 2018-28, Move, Connect, Live – Integrated Transport Strategy 2018-28, Art and Soul – Creative and Prosperous City Strategy 2018-21 and Don't Waste It! – Waste Management Strategy 2018/28), including highlights, challenges, next steps and achievement of targets and goals set out in each strategy.

4.10 Additional information outlined in the attached draft report includes:

- A summary of Council's activities and performance during the year and in each neighbourhood
- Information on Council's service delivery, key asset improvements and progress against major initiatives
- Information on governance activities undertaken by Council
- Information on Council's compliance and accountability

## **5. CONSULTATION AND STAKEHOLDERS**

5.1 This report has been compiled from information across the organisation to ensure that the performance and activities have been accurately, transparently and comprehensively reported.

## **6. LEGAL AND RISK IMPLICATIONS**

6.1 The City of Port Phillip is required by legislation to prepare an annual report each financial year in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting Regulations 2014 and the Local Government (Planning and Reporting) Amendment 2017. The legislation prescribes the contents of the report and submission to the Minister for Local Government, its publication and distribution.

6.2 The Annual Report must consist of a report of operations of the Council for the year, Local Government Performance Reporting Framework measures, the Governance and Management Checklist and externally assured performance and financial statements.

6.3 The regulations require the Mayor and Chief Executive Officer to certify that the information contained in the Governance and Management Checklist fairly presents the status of Council's governance and management arrangements

## **7. FINANCIAL IMPACT**

7.1 Nil

## **8. ENVIRONMENTAL IMPACT**

8.1 Nil

## **9. COMMUNITY IMPACT**

9.1 Nil

## **10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY**

10.1 This report provides record of Council's performance to deliver the third year of the Council Plan 2017-27.



## 11. IMPLEMENTATION STRATEGY

### 11.1 TIMELINE

11.1.1 The information within the draft report of operations along with the audited performance and financial statements and certificate of audit will be incorporated into the City of Port Phillip Annual Report 2019/20.

11.1.2 The City of Port Phillip Annual Report 2019/20 will be submitted to the Minister of Local Government before 30 November 2019.

11.1.3 The City of Port Phillip Annual Report 2019/20 will be presented to Council on 18 November 2020.

### 11.2 COMMUNICATION

11.2.1 Following submission to the Minister of Local Government the City of Port Phillip Annual Report 2019/20 will be publicly available for viewing prior to its formal presentation to Council in November 2020.

#### **Key messages**

- The draft Report of Operations provides a clear and transparent record of Council's activities and performance for the year.
- 97 per cent of Council Plan priorities were in progress or completed (130 out of 134 priorities)

## 12. OFFICER DIRECT OR INDIRECT INTEREST

12.1 No officers involved in the preparation of this report have any direct or indirect interest in the matter.

**TRIM FILE NO:** 16/02/242

**ATTACHMENTS** 1. Draft Report of Operations - Annual Report 2019/20