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Freedom of Information Act

The **Freedom of Information Act 1982** provides every person with the right to request access to documents held by Council. The Act requires Council to publish certain details about itself and its functions; it enables individuals to correct their personal information held by Council; and it has built-in rights of appeal against decisions made under the Act. The City of Port Phillip vigorously supports the objectives of this Act.

Requests for access to Council documents under the **Freedom of Information Act 1982** must be in writing and must provide sufficient information to identify the document(s) being sought. In 2018/19 the application fee for a request was \$28.40.

More information, including a request form, is available on our website at City of Port Phillip - Freedom of Information.

Principal Officer: Peter Smith, CEO

Details of Freedom of Information (FOI) requests 2018/19

Total number of FOI requests received	48
Total number of valid requests (including nine requests received in the previous financial year still under consideration)	40
Number of requests where access was granted in full	2
Number of requests where access was granted in part	27
Number of requests where access was denied in full	2
Number of requests where no documentation was found	3
Number of requests not proceeded with	8
Number of valid requests still under consideration at 30 June 2019	6
Number of appeals lodged with the FOI Commissioner	1
Total application fees collected	\$937.20
Total application fees waived	\$198.90

Protected Disclosure Act

The **Protected Disclosure Act 2012** aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and protecting them when they do.

The City of Port Phillip is committed to the aims and objectives of the **Protected Disclosure Act 2012**. It does not tolerate improper conduct by its employees, officers or members, nor the taking of reprisals against those who come forward to disclose such conduct. The City of Port Phillip will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure.

More information on protected disclosures, including procedures for making a disclosure under the Act, is available on our website.

There were no disclosures notified to the Independent Broad-based Anti-corruption Commission (IBAC) under Section 21(2) of the Act during the 2018/19 financial year.

Privacy and Data Protection Act

The City of Port Phillip is committed to full compliance with our obligations under the **Privacy and Data Protection Act 2014**.

Our Information Privacy Policy (including guidelines and procedures) is available at Council offices and on our website.

The objective of the policy is to ensure the responsible collection and handling of individuals' personal and health information. The policy explains the 10 Information Privacy Principles, and how Council goes about adhering to these principles.

Contracts

During the year Council had one instance whereby it engaged a contractor with a cumulative value in excess of \$150,000 including GST without first conducting a competitive tendering process. Two independent departments engaged the one contractor to provide similar services to Council that exceeded the threshold set out in Section 186 of the **Local Government Act 1989**. In order to mitigate the risk of a similar occurrence detailed monthly vendor expenditure reports are distributed to all departments and a procurement refresher training program is underway.

Ministerial approval is also being sought for three single source infrastructure categories;

- Electricity
- Water
- Telecommunications.

In each instance the infrastructure is owned and managed by the supplier. Whilst the approval process is under consideration expenditure with these suppliers has continued to ensure service delivery has not been compromised.

Domestic Animal Management Plan

Under the **Domestic Animals Act 1994**, Council is required to have a four-year Domestic Animal Management Plan. In 2017 Council undertook development and public consultation on a new Domestic Animal Management Plan 2017-2021, endorsed by Council on the 15 November 2017. In 2018-2019 the following activities were undertaken to promote and ensure responsible pet ownership and pet welfare:

- A comprehensive survey of our residents and visitors in relation to our dog off-leash restrictions was completed in December 2018. The survey was completed for Council's Animal Management to complete Action 18 of the Domestic Animal Management Plan 2017-21 (DAMP) Action 18 required we review and manage the provision of dog off-leash along the foreshore and in Fishermans Place to protect and balance the needs of the whole community. A report tabling the survey went to an ordinary Council meeting on 17 April 2019 where Councillors voted to keep all restrictions without change
- All signage along the foreshore updated as part of Council's Foreshore Unit's larger project to update all foreshore signage
- Increased pro-active patrols on our foreshore throughout summer to enforce off-leash and prohibited area restrictions

- Implemented three regular weekly proactive patrols on our streets and reserves to ensure compliance with off-leash and waste requirements in accordance with the **Domestic Animals Act 1994** and Order
- Implemented electronic notification of annual registration fees (email with SMS approved to be implemented next financial year)
- Animal Management Officer's completed training with the Lost Dogs Home (LDH) and RSPCA
- Community consultation of residents surrounding TT Buckingham Reserve, Port Melbourne completed in relation to proposed changes as part of Council's Open Spaces and Reserves Unit's upgrade of the Park
- Purchased ten new cat trapping cages to satisfy Action 14 of the DAMP
- Carried out an internal assessment of the possibilities of creating a new interactive 'app' for dog uses. It was determined that the level of information provided on Council's webpage was suitable and easily accessible
- New pet registration forms have been upgraded in accordance with Action 31 of the DAMP
- Review of Barking Dog process and protocols carried out with the creation of a new public document called 'dealing with barking dogs' in accordance with Action 32.2 of the DAMP.

Our focus in 2019/20 next year will be:

- Create a report for Council on the proposed amendment to dog off-leash requirements for TT Buckingham Reserve, Port Melbourne following the public consultation period last financial year
- Continue our focus on pro-active patrols throughout the year at our foreshore, reserves and other public areas
- New 'dealing with barking dogs' booklet to be loaded onto Council's webpage and made available to residents
- Implement approved SMS electronic notification during the registration period to improve awareness and overall registration numbers
- Work to improve online registration in accordance with Action 31 of the DAMP
- Arrange regular meetings to increase our partnership with LDH to work on enhancing services to help owners reunite with their pets, promote adoption of animals and reduce euthanasia rates across Council in accordance with Actions 29, 30 and 40 of the DAMP
- In accordance with Actions 11 and 22 of the DAMP, increase the Summer Amenity Programs focus on off-leash foreshore areas including the installation of signs on the sand.

Carers Recognition Act

The City of Port Phillip acknowledges the important contribution of carers in supporting older people and people with a disability to maintain independence and remain living in their local communities.

In 2018/19 Council undertook several activities that align with the **Carers Recognition Act 2012**.

A selection of our activities are outlined below:

- The Commonwealth Home Support Program delivered 918 respite hours for recipients aged 65 years and over or 50 years and over for people from Aboriginal and Torres Strait Islander (ATSI) background. This enabled their carers to have respite from their caring role.
 - The Home and Community Care program delivered 4,703 respite hours for recipients under the age of 65 years or under 50 years for recipients of ATSI background. This enabled their carers to have respite from their caring role.
 - The Social Inclusion service ran a Carers Outings Group for people caring for loved ones. Ten sessions were conducted benefiting five carers and delivering 50 hours of respite. The program provided an opportunity for carers to share information and meet with other people in carer roles.
 - The Social Inclusion service also provided a weekly social support program, 'Tuesday Activity Group', for recipients with dementia. The program delivered respite hours for nine carers resulting in 894 hours of respite.
 - The Joint Councils Access for All Abilities (JCAAA) service provided 7,899 hours of respite care for carers of people with disability. Activities included arts, sport, recreation and school holiday programs.
 - MetroAccess offered tailored individual support and advice for Carers to navigate Council information and the Disability sector around topics including allied health practitioners who provide services to Deaf people, sourcing equipment, advocacy with housing and concessions with environmental sustainability programs.
 - MetroAccess continue to maintain a relationship with a local Carer run support group 'Inner South Family and Friends' who meet monthly with Carers of people with mental illness.
- In May, the Cities of Port Phillip and Glen Eira MetroAccess Officer's put on a free movie time-out experience for 40 Carers.
 - The City of Port Phillip NDIS (National Disability Insurance Scheme) Prepare Project Officer organised six NDIS information sessions for carers. In addition, a specific NDIS information session was organised with the Brotherhood of St Laurence for the Inner South Family and Friends network.

Accessibility and Disability Inclusion

The City of Port Phillip is committed to improve the equitable participation and inclusion for people with disability within our community. Our work is informed by a human rights approach to disability, including principles of individual autonomy, dignity and equal opportunity for all. For the year 2018-19 Council reviewed the progress made with our Access Plan 2013-2018 and developed the new Access and Inclusion Plan 2019-21. In preparing our Disability Action Plans, we take into consideration a range of legislative requirements and guidelines, such as the **Victorian Disability Act 2006** and the **Disability Discrimination Act 1992**.

A final review of Council's Access Plan (2013-2018) concluded the following:

- Actions completed and/or moved to ongoing operational status (i.e. 'business as usual' practice) after initial introduction of the action: 70
- Actions not completed: 3

The three outstanding actions have been reviewed. One action did not align with contemporary best practice and has been dissolved. Two actions have been absorbed in the new Access and Inclusion Plan 2019-2021 and as part of ongoing operational practice. Examples of accessibility and inclusion initiatives for 2018-19 include:

Arts and culture

- This year, the St Kilda Festival - Australia's largest free music festival - saw the inclusion of an accessible viewing platform for festival-goers with disability to enjoy the day's performances on the main stage.
- Council's Arts team has worked across numerous programs and events, and below are highlights and key initiatives:
 - During the National Disability Insurance Scheme (NDIS) transition stage (2018/2019), the City of Port Phillip partnered with key NDIS registered service providers to transition its popular Joint Councils Access for All Abilities (JCAAA) community based respite programs; Saturday Night Fever, Holiday Arts, Hype and Fresh. These programs are now delivered by Jewish Care and Bayley House.
 - The Cultural Development Fund supported projects such as 'Becoming' by Rawcus Theatre and Carnival of Shadows by City of Voices. Becoming is a new place-based arts project involving older people, guest artists and Rawcus – an ensemble of performers with and without disability, in association with Celebrate Ageing.

Carnival of Shadows is a new performance work where City of Voices (a company inclusive of adults with disability) create a troupe of travelling artistes for a series of site-specific and roving performances, that explore theatrical traditions of yesteryear.

- In addition to the Arts team providing Access Arts Artist Mentoring, the following Access Arts Development Programs were delivered in the past year:
 - Fog Theatre (inclusive of adults with intellectual disability). 40 weekly workshops and one major production SIGNATURE presented in April 2019 to an audience of over 150.
 - SPARC Theatre (inclusive of adults who live in unstable housing and with lived experience of acquired brain impairment/disability/mental illness). 40 weekly workshops and one major production The Greek Mythological Boat Show, presented in February 2019 to over 350 people.
 - RAG Theatre (inclusive of adults who identify as having a lived experience of mental illness/disability). 35 weekly workshops and one major production Hotel de Haven presented in April 2019 to over 70 people.

Asset management, infrastructure and maintenance

- Council completed an audit of footpath pedestrian ramps for compliance with the **Disability Discrimination Act (DDA)**. This information will be used for future budget builds for the footpath compliance program.
- Council coordinated the replacement of the lift at the South Melbourne Town Hall.
- Safer Streets Infrastructure projects for 2018/19 that enhanced accessibility included:
 - Liardet Street/Esplanade West, Port Melbourne (raised pavement zebra crossing)
 - Albert and Graham streets, Port Melbourne (raised pavement intersection)
 - Bridport Street West and Moubray Street, Albert Park (raised pavement zebra crossing)
 - Richardson Street/Bridport Street West, Albert Park (raised pavement zebra crossings on all four legs of roundabout).
- As part of Council's graffiti management a greening project was implemented at Acland Grange Care facilities in St Kilda. A workshop to provide input into the creation of the new garden was facilitated for residents, some of whom have visual impairments and/or other accessibility

requirements. This informed some of the planting chosen for the project, ensuring that there are scented and tactile plants at the very front of the garden, which can be interacted with and enjoyed from the footpath. In addition, the height of the existing garden wall has been lowered to provide maximum viewing opportunity for all passers-by.

Transport

- Transport Safety Engineering works included widening parking spaces and constructing new pram ramps:
 - Reviewed four accessible parking spaces in York Street outside the South Melbourne Market.
 - Reviewed two accessible parking spaces in Blessington Street adjacent to St Kilda Botanical Gardens.
 - Installed a new accessible parking space in Dickens Street adjacent to St Kilda Botanical Gardens.
 - Reviewed two accessible parking spaces in Westbury Street outside Christian Brothers College.
 - Reviewed two accessible parking spaces in Nott Street outside Liardet Community Centre.
- Council's Community Bus Service was reviewed as part of the **Move Connect Live - Integrated Transport Strategy 2018-28**. Indicated in the review report was the positively perceived social and community value of the bus service for people with disability, being able to move around the municipality with assistance was a significant benefit.

Sport and recreation

- Council has provided support for an Inclusive Swimming program (a program targeted to increase water awareness for people living with disability) and Boxing for Parkinson's (a boxing program for people living with Parkinson's Disease).
- 2018 saw the implementation of an online booking system for the Beach Access Program free beach wheelchair hire. This system was put in place in response to feedback to minimise duplication of information when making bookings and to increase flexibility for beach wheelchair users to make their bookings at a time convenient to them.

Family, youth and children

- In the past year City of Port Phillip has co-facilitated a supported playgroup program with Star Health. These supported playgroups provide a safe environment for families to seek support for their child on all manner of topics, including developmental delays. This program encourages early intervention and provides families with assistance on how to navigate what can sometimes be a complex service system. The supported playgroup structure led to advocacy and referrals to the National Disability Insurance Scheme's Early Childhood Early Intervention.
- Council's Youth Services network hosted a workshop on the topic of 'building an inclusive youth sector', which was facilitated by the Youth Disability Advocacy Service (YDAS). The aim of this workshop was to deliver disability awareness and inclusion training for youth organisations within the Port Phillip municipality. As a result of this workshop, amendments were actioned to Council's Middle Years Youth Services User forms to ensure the use of inclusive language.

Community engagement and communications

- Throughout the year Council has supported initiatives that provide opportunities for residents with disability to socially participate in the community. Programs are developed with input from residents and with accessibility in mind. For example, 'A Beautiful Food Experience' is an initiative led by a team of five local restaurants, Köy Restaurant, Simply Spanish, Paco Y Lola, Claypots Evening Star-South Melbourne Market and Bambu South Melbourne. This program enables people to experience sharing food and conversation in a safe and inviting space. This initiative is supported by the City of Port Phillip, including the South Melbourne Market.
- Recent years have seen the Port Phillip's Community Ball coincide with celebrating mental health week to raise further awareness. The community ball is a free event encouraging attendance by residents who may have limited opportunity to enjoy an evening out, particularly those who may experience mental health issues. Local service agencies are invited to support their clients to attend. Agencies assist with transporting their clients to and from the event and support them during the evening. Services participating include mental health services, community health, aged care services, housing associations and other community services.

- Accessibility of all Council communications has increased, with significant improvements made in the accessibility of web and email content and other documentation. There has been a focus on building the skills and capability of staff, positively impacting organisational accessibility standards, including ensuring Council produced social media videos have captions/subtitles or a transcript available.
- St Kilda Town Hall, Port Melbourne Town Hall and the ASSIST Call Centre received their re-accreditation with Scope Australia for use of the Communication Access Symbol. Receiving accreditation for this symbol indicates that an organisation is equipped to welcome customers with communication difficulties. As part of the re-accreditation process, training sessions were delivered by Scope for ASSIST team members. The training enabled ASSIST team members to learn more about the purpose of the Communication Access Symbol and explore a variety of communication strategies to best assist customers with disability.

Policy and planning

- An Access Planner was appointed by Council in 2018, with the purpose of strengthening Council's commitment to ensure people with disability are included in all aspects of community life and employment. This new role was in addition to Council's MetroAccess officer, who is responsible for advocacy and participation support for residents with disability.
- Development of the new Access and Inclusion Plan commenced in 2018. Internal stakeholders across the breadth of the organisation were consulted to formulate actions for the new Plan. Community consultation on the proposed plan was undertaken in April/May 2019. The month-long period of community consultation enabled opportunity for feedback to be provided online and in-person. The consultation process was communicated through a wide variety of channels to reach a broad audience including online and social media messaging, email distribution, promotional postcards and posters. A final plan was submitted for Council endorsement in June 2019.

More information on Council's activities in relation to accessibility and inclusion can be found at portphillip.vic.gov.au

Food Act Ministerial direction

In accordance with Section 7E of the **Food Act 1984**, a council is required to publish a summary of any Ministerial directions received during the financial year in its annual report. No such Ministerial directions were received by Council during the financial year.

Road Management Act Ministerial direction

In accordance with Section 22 of the **Road Management Act 2004**, a council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial directions were received by Council during the financial year.

Planning and Environment Act

In accordance with Section 46GM and 46QD of the **Planning and Environment Act 1987**, a council that is a collecting or development agency, must prepare and give a report to the Minister for Planning on infrastructure development contributions including levies and works in kind. The report must be published in a council's annual report.

For the 2018/19 year the following information about infrastructure and development contributions is disclosed.

Total DCP levies received in 2018/19

Council	City of Port Phillip
DCP name	C13 Port Melbourne DCP
Year approved	1999
Levies received	\$0.00

DCP land, works, services or facilities accepted as works in kind in 2018/19

Council	Nil
Project value	\$0.00

Total DCP contributions received and expended to date

(for DCPs approved after 1 June 2016)

Council	Nil
Total levies received	\$0.00
Total levies expended	\$0.00
Total works in kind accepted	\$0.00
Total DCP contributions received (levies and works in kind)	\$0.00

Land, works, services or facilities delivered in 2018/19 from DCP levies collected

Council	City of Port Phillip
DCP name	C13 Port Melbourne DCP
Year approved	1999
Project description	Street tree project
Project ID	PJ177763
DCP fund extended	\$0.00
Works in kind accepted	\$0.00
Council's contribution	\$0.00
Other contributions	\$0.00
Total project expenditure	\$130,267.00
Percentage of item delivered	100.00 %

National Competition Policy

Council has an obligation to comply with requirements of competitive neutrality policy when it is operating a significant business. Competitive neutrality policy requires us to implement competitively neutral measures to mitigate any net advantage over our private competitors arising from government ownership or demonstrate that restricting competition is in the public interest.

Child safe standards

As a child safe organisation that has zero tolerance for child abuse, we continue to review and implement policies and procedure to prevent, respond and report allegations of child abuse.

Council has implemented robust screening, supervision and training protocols for new and existing staff.

These include:

- all staff working with or around children have valid Working with Children Checks
- vetting procedures including identity checks, thorough referee checks and work history checks
- mandatory online training to help all staff recognise the signs of abuse and understand the role every adult has in preventing and reporting any concerns or allegations of abuse.

Best value report

We are committed to continuously improving our services and providing value for money to our residents. This commitment complies with the **Local Government Act 1989**.

In 2018/19, we continued to carry out a multifaceted approach to deliver best value to our community.

We continued to invest in our staff's capability in continuous improvement through the facilitation of a Community of Practice, providing targeted workshops and training to a continuous improvement network of over 45 staff.

The Community of Practice provides support and coaching to employees to ensure the delivery of measurable benefits to our community, by applying improvement skills, techniques and knowledge to a wide range of projects across the organisation.

By improving the services provided to the community, we have delivered seven projects that combined, will reduce the time the community waits for our services by over 5,400 days, or over one hour, for every Port Phillip resident.

These savings are attributed to reducing the time taken to initiate aged and disability services, and Maternal Child Health key age and stage appointment bookings, and improving customer response time to requests for local laws investigations.

We continued our Productivity and Efficiency Savings Program, which was established in 2014/15 to identify and realise efficiency savings across the organisation, as a way of responding to external and internal budgetary pressures, and demonstrating value for money to Councillors and the community.

Savings were achieved through continuous improvement

At the same time we created internal efficiencies that will result in over 15,926 hours of staff time savings by streamlining some of the following internal processes: food services, building surveyor lodgements, overhanging vegetation, record automation. This freed up time was redirected to more value-adding tasks.

We funded nine innovation projects through our Business Enablement and Innovation Fund. The fund provides up to \$100,000 for small projects that can be completed within three months, and improve staff efficiency by utilising technology.

Examples of the projects delivered include:

- children services booking automation
- digital plans for planning compliance
- removal of manual and paper based time sheeting
- digital services management and response
- body worn cameras for isolated workers.

The **Local Government Act 1989** details six Best Value principles:

1. Services provided by a Council must meet quality and cost standards
2. Services provided by a Council must be responsive to the needs of its community.
3. Services provided by a Council must be accessible to those members of the community for whom the service is intended
4. Council must achieve continuous improvement in the provision of services for its community
5. Council must develop a program of regular consultation with its community in relation to the services it provides
6. Council must report regularly to its community on its achievements in relation to the five principles above.

Governance and management checklist

This checklist increases transparent reporting and is prescribed under the **Local Government Act 1989** (The Act). The checklist measures whether a council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision making.

Community engagement policy	No Policy	✘
Outlines Council's commitment to engaging with the community on matters of public interest	Our commitment to community engagement is outlined in the Council Plan 2017-27. Our Community Engagement Framework provides an overarching internal road map towards building organisational capability and capacity to support community engagement, and is supported by an internal engagement toolkit to guide officers in community engagement planning and delivery.	
Community engagement guidelines	Guidelines (online toolkit)	✔
Assists staff to determine when and how to engage with the community	Date of operation of current guidelines: 20 March 2012	
Strategic Resource Plan	Adopted in accordance with Section 126 of the Act	✔
Plan under Section 126 of the Act outlining the financial and non-financial resources required for at least the next four financial years	Date of adoption: 19 June 2019 as part of the Integrated Council Plan 2017-27	
Annual Budget	Adopted in accordance with Section 130 of the Act	✔
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	Date of adoption: 19 June 2019 as part of the Integrated Council Plan 2017-27	
Asset Management plans	Plans	✔
Sets out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years	Date of operation: 26 June 2017	
Rating Strategy	Strategy	✔
Sets out the rating structure of Council to levy rates and charges	Date of adoption: 20 June 2018	
Risk Policy	Policy	✔
Outlines Council's commitment and approach to minimising the risks to Council's operations	Date of operation of current policy: 7 June 2017	
Fraud Policy	Policy	✔
Outlines Council's commitment and approach to minimising the risk of fraud	Date of operation of current policy: 28 June 2018	

Municipal Emergency Management Plan	Prepared and maintained in accordance with Section 20 of the Emergency Management Act 1986	✓
Plan under Section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery	Date of preparation: 24 May 2019	
Procurement Policy	Prepared and approved in accordance with Section 186A of the Local Government Act 1989	✓
Policy under Section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to purchases of all goods, services and works	Date of adoption: 21 June 2019	
Business Continuity Plan	Plan	✓
Sets out the actions that will be taken to ensure that key services continue to operate in the event of a disaster	Date of operation of current plan: 15 July 2019	
Disaster Recovery Plan	Plan	✓
Sets out the actions that will be undertaken to recover and restore business capability in the event of a disaster	Date of operation of current plan: 11 May 2018	
Risk Management Framework	Framework	✓
Outlines Council's approach to managing risks to Council's operations	Date of operation of current framework: 9 July 2018	
Audit Committee	Established in accordance with Section 139 of the Act	✓
Advisory committee of Council under Section 139 of the Act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to Council's operations and compliance with applicable legal, ethical, and regulatory requirements	Date of establishment: 19 December 1995 The Charter is reviewed each year. The date of the most recent review is 18 July 2018.	
Internal audit	Engaged	✓
Independent accounting professionals engaged by Council to provide analysis and recommendations aimed at improving Council's governance, risk and management controls	Date of engagement of current provider: 12 August 2015	
Performance Reporting Framework	Framework	✓
Indicators measuring financial and non-financial performance, including the performance indicators referred to in Section 131 of the Act	Date of operation of current framework: 19 June 2019	
Council Plan reporting	Reports	✓
Reviews the performance of Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year	Date reports presented: 7 November 2018, 20 February 2019, 1 May 2019, 7 August 2019	

Financial reporting	Statements presented to Council in accordance with Section 138(1) of the Act	✓
Quarterly statements to Council under Section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure	Dates statements presented: 7 November 2018, 20 February 2019, 1 May 2019, 4 September 2019	
Risk reporting	Reports	✓
Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring, and risk minimisation strategies	Date of reports: 18 March 2019, 15 April 2019, 13 May 2019, 10 June 2019, 15 July 2019, 12 August 2019	
Performance reporting	Reports	✓
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	Date of reports: 20 February 2019, 7 August 2019	
Annual Report	Considered at an Ordinary meeting of Council in accordance with Section 134 of the Act	✓
Annual Report under Sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements	Date of consideration: 17 October 2018	
Councillor Code of Conduct	Reviewed in accordance with Section 76C of the Act	✓
Code under Section 76C of the Act setting out the conduct principles and dispute resolution processes to be followed by Councillors	Date reviewed: 15 February 2017	
Delegations	Reviewed in accordance with Section 98(6) of the Act	✓
Sets out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff	Date reviewed: Council delegations to CEO: 6 September 2017 Council delegations to staff: 6 September 2017 CEO delegations to staff: 18 January 2019	
Meeting procedures	Meeting procedures local law made in accordance with Section 91(1) of the Act	✓
Local law governing the conduct of meetings of Council and special committees	Date local law made: 14 December 2009	

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



Councillor Dick Gross
Mayor
City of Port Phillip
11 September 2019
St Kilda



Peter Smith
Chief Executive Officer
11 September 2019
St Kilda

Public document

Several documents are available for public inspection. Most of our information is available online and can be accessed via the web links provided below.

To inspect documents at the St Kilda Town Hall, located at 99a Carlisle Street, St Kilda, please contact the Governance department via the City of Port Phillip's ASSIST Centre on 03 9209 6777. In some instances, we may require requests to be made in writing or via a specific form.

Documents available for public inspection

- Details of overseas or interstate travel (excluding interstate travel by land for less than three days) undertaken in an official capacity by councillors or any Council officers in the previous 12 months, including the names of the councillors or Council officers and the date, destination, purpose and total cost of the overseas or interstate travel.
- Agendas for, and minutes of, Ordinary and Special Council meetings held in the previous 12 months, except if the minutes relate to parts of meetings that have been closed to members of the public under Section 89 of the **Local Government Act 1989**.
- Minutes of meetings of Special Committees established under Section 86 of the **Local Government Act 1989** and held in the previous 12 months, except if the minutes relate to parts of meetings that have been closed to members of the public under Section 89 of the Act
 - Statutory Planning Committee
 - Inner Melbourne Action Plan (IMAP) Committee
 - South Melbourne Market Management Committee
 - Council Neighbourhood Programs Committee
- A register of delegations kept under Sections 87(1) and 98(4) of the **Local Government Act 1989**, including the date on which the last review, under Sections 86(6) and 98(6) of the Act, took place.
- A register containing details of all leases involving land - with Council, as lessor, or lessee - and the terms and the value of the lease.
- A register that shows the names of all people appointed by Council to be authorised officers under 224(1A) of the **Local Government Act 1989**.
- A list of donations and grants made by Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

A comprehensive survey of our residents and visitors in relation to our dog off-leash restrictions was completed in December 2018.

