



13.6 **PROPOSED REPORT OF OPERATIONS FOR THE ANNUAL REPORT 2020/21**

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1. PURPOSE

- 1.1 To receive and consider the draft report of operations for the year ending 30 June 2021.

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 2020/21 including the Governance and Management Checklist, prior to formally receiving the Annual Report in November 2021.
- 2.5 The audited Performance and Financial Statements are presented to Council in a separate report at tonight's Council meeting.
- 2.6 In 2021 Council received a Gold Australasian Reporting Award for the Annual Report 2019/20. Gold Awards were also received for the Annual Reports 2016/17 2017/18 and 2018/19. 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 2021 which will form part of the Annual Report 2020/21.
- 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 2020/21 before submission to the Minister for Local Government by 30 November 2021.



- 3.4 Notes the finalised and designed version of the Annual Report 2020/21 will be formally presented to Council on 17 November 2021.

4. KEY POINTS/ISSUES

- 4.1 The draft Report of Operations (**Attachment 1**) for 2020/21 provides a clear and transparent record of Council's activities and performance for the year ending 30 June 2021.
- 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 2020/21.
- 4.3 The Council Plan 2017-27 sets four-year priorities and targets for our services measures and outcome indicators. The 2020/21 year is the final year of the current Council plan.
- 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 were not met this year. While not always the case, there is no doubt that the historic period of business disruption due to the COVID-19 pandemic has had a significant impact on Council 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.
- 4.6 The final prescribed indicators and measures will be published on the public 'Know Your Council' website at www.knowyourcouncil.vic.gov.au in November 2021. 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 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.
- 4.9 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, 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 a record of Council's performance to deliver the last year of the 2017-27 Council Plan.

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 2020/21.
- 11.1.2 The City of Port Phillip annual Report 2020/21 will be submitted to the Minister of Local Government before 30 November 2021.
- 11.1.3 The City of Port Phillip Annual Report 2020/21 will be presented to Council on 17 November 2021.

11.2 COMMUNICATION

- 11.2.1 Following submission to the Minister of Local Government, the City of Port Phillip Annual Report 2020/21 will be publicly available for viewing prior to its formal presentation to Council in November 2021.



MEETING OF THE PORT PHILLIP CITY COUNCIL 15 SEPTEMBER 2021

12. OFFICER DIRECT OR INDIRECT INTEREST

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

ATTACHMENTS

- 1. Draft Report of Operations – Annual Report 2020/21**