

Governance, risk and policy



The value we provide

- Support sound decision-making through transparency, accountability, community participation, risk management and compliance.
- Advocacy through partnerships with stakeholders to deliver on community priorities, co-create solutions to community challenges, and contribute to shared visions for the City.
- Enable a safe workplace and a high performing workforce.

What we do

- Support Councillors to make well-informed decisions.
- Manage Council's obligations in privacy and information management.
- Ensure risk management is integrated into strategic and decision-making processes.
- Ensure robust planning, reporting, and risk and claims management.
- Maintain Council's insurance policies, respond to claims and assess damage to our assets.
- Coordinate independent assessment of Council compliance and performance through the Audit and Risk Committee.
- Develop policies (e.g. Code of Conduct) and strategic documents to support Council activities.

Why we do it

- Good decision-making processes underpin democratic governments.
- To fulfil mandatory duties described in the Local Government Act 1989.

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Activities that support this service

- Council planning and performance
- Councillor support and expenses
- Governance
- Records management and mail services
- Risk, assurance and insurance
- Strategic policy and partnerships

Our service at a glance

Service statistics

2018/19

2019/20

- None

Service risk profile

Medium

Strategic risks

Residual risk rating

- | | |
|---|--------|
| • Failure to transparently govern and embrace good governance practices including managing our compliance with relevant legislative requirements | Medium |
| • Failure to form effective partnerships and advocate effectively for the needs of our community, meaning we will not deliver on many of Council's priorities | Medium |
| • Failure to plan adequately for the impacts of a disruption to Council's normal operating environment | Medium |

Policies documents that support this service

[Council Plan](#)

[Councillor Code of Conduct 2017](#)

[Councillor Gift and Hospitality Policy 2016](#)

[Election Period Policy 2019-23](#)

[Interim Councillor Support and Expense Reimbursement Policy 2020](#)

[Risk Management Policy 2017-19](#)

[Road and Lane Naming Guidelines 2005](#)

How much it costs to provide the service

		Budget 2020/21	
Operating costs	\$000	How the service is funded	\$000
Employee costs	2,938	Rates	6,491
Contracts	412	Parking revenue	1,040
Materials and other expenses	3,205	Reserves	(134)
Operating projects	1,184	Fees and charges (incl. statutory)	14
Total operating expenses	7,738	Grants (a)	278
		Other income	72

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How much it costs to provide the service

Capital projects	22	Total funding	7,760
Total expenses	7,760	Revenue from parking fees and fines is allocated on a proportionate basis across all service categories.	
(expenses include management overhead allocation, exclude depreciation and project expenditure)		(a) originally held under strategic partnerships, this has since been allocated to fund the Rotary Park project under Public Space.	
FTE=28.1			

\$4.20 is spent on this service out of every \$100 of rates we receive

5% of costs are funded from fees and charges, grants or other income

Further revenue and expense information on the service

Activity	Expenses \$000	Revenue \$000
Risk, assurance and insurance	2,321	82
Governance	780	3
Councillor support and expenses	972	0
Records management and mail services	776	0
Strategic policy and partnerships	662	278 (a)
Council planning and performance	677	0
Operating projects	1,184	0
Management expenses	367	0
Total	7,738	363

Expenses exclude depreciation. Management expenses consist of apportioned costs for the Executive Leadership Team (CEO and general managers) and all department managers.

(a) originally held under strategic partnerships, this has since been allocated to fund the Rotary Park project under Public Space.

Major contracts (annualised expense) \$000

- Insurance services 1,500
- Stationery and associated services 453
- Internal audit and core assurance services 174

Major property leases (\$000) Most recent market rental estimate Rent per year (\$ excl GST)

- None

Major financial contributions \$000

- Councillor committee donations and neighbourhood contributions (proposed to be suspended for 2020/21, saving \$36,000) 0

Major assets

Council assets (June 2020) Written Down Value \$000

- Town Halls (3) 54,561

Our Council Plan 2017-27 priorities

Completed

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- Develop an advocacy strategy to advance Council and community priorities.
- Deliver the Council Election 2020.

In progress

- Implement an advocacy strategy to advance Council and community priorities.
- Improve our performance, risk and compliance frameworks.
- Implement the outcomes from the review of the Local Government Act.

Our projects (* means 100% and ** means partial grant and contribution funding)

Capital projects \$000	2020/21	2021/22	2022/23
None			
Total capital projects (excluding Fleet Renewal allocation)	0	0	0
Operating projects \$000	2020/21	2021/22	2022/23
Council Election and Councillor Transition Program	975	0	0
Council Plan and Budget Community Engagement	135	70	38
Implementation of Local Government Act 2020	74	30	0
Total operating projects	1,184	100	38

How we are performing

Recent highlights

- Emergency legislation enacted in April 2020 in response to the COVID-19 pandemic enabled Victorian councils to hold Council meetings virtually. The City of Port Phillip was the first Victorian council to conduct an entirely online meeting with members of the public also participating virtually, essentially mirroring a normal physical meeting of Council.
- Successfully advocated to the Victorian Government for:
 - Temporary protected bike lanes to support additional bike riding for community members choosing not to travel on public transport during the pandemic
 - Funding for 46 affordable housing apartments in Balaclava, with a public carpark underneath (in partnership with HousingFirst and the Victorian Government).
- Australasian Reporting Awards: Gold Australasian Reporting Award Annual Report 2018/19.
- Results from our annual satisfaction survey of residents indicated resident perception of Port Phillips overall performance was stable with the same result as the previous year.
- Negotiated new partnership agreement for Fishermans Bend, between City of Melbourne and Department of Jobs Precincts and Regions.
- Cost of governance service per Councillor includes Councillor allowances, training and development, travel, and phone and equipment costs, and achieved our target of less than \$62,000 and considerably less than the previous year.
- The proportion of Council decisions made public at meetings to the public increased to 93 per cent.

Recent challenges

- In response to the COVID-19 pandemic:
 - The Pandemic Response Committee Meeting was held on 18 March, after which new governance arrangements commenced whereby the Executive Leadership Team governed the pandemic response for City of Port Phillip.
 - Town halls closed on 23 March until further notice.
 - Council meetings were no longer open to public attendance from 25 March until further notice. Public submissions were read out by Mayor and Livestream continued for Council meetings.
 - First online citizenship ceremony on 12 June
- One material breach was recorded during 2019/20, August 2019. It was a breach of the Local Government Act 1989 over a two-year period where the \$150,000 threshold was exceeded for untendered activity. This attributed to paid social media communications - which is a legitimate form of advertising and promotion - The City of Port Phillip has received Ministerial approval for the purposes of section 186(5)(c) of the Local Government Act 1989, to engage directly with Facebook Australia Pty Ltd for the provision of advertising services through its social media platform from 1 October 2019 until 30 September 2021.

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Measure	2017/18 result	2018/19 result	2019/20 result	2020/21 target	Metro councils 2019/20
Satisfaction with Council's overall performance (index)	63	65	65	>70	66
Material legislative breaches	5	4	1	0	No comparison available
Audit actions completed on time	86%	100%	97%	>90%	No comparison available
Community satisfaction with advocacy (index)	56	58	56	>62	57
Council decisions closed to public	7.9%	9.1%	6.6%	<10%	8.2
Community satisfaction with Council decisions (index)	57	59	58	>62	61
Councillor attendance rate at Council meetings	93%	94%	94%	>90%	90%
Direct cost of delivering governance service per Councillor	\$57,337	\$56,441	\$52,239	<\$95,000	\$52,596