

Integrated Planning and Reporting Framework Policy

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Position title of responsible business unit Manager:	Chief Financial Officer
Approved by:	Chief Executive Officer
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1. TITLE

Integrated Planning and Reporting Framework Policy

2. OBJECTIVES

The objectives of this Policy align with the strategic planning requirements of the *Local Government Act 2020* (Vic) to ensure:

- 2.1. Council's strategic planning and reporting activities support the delivery of the long-term aspirations expressed in the *Glen Eira 2040 Community Vision* and the strategic directions set out in the *Council Plan* to achieve *the best outcomes for the municipal community, including future generations*¹;
- 2.2. Good governance in the development and delivery of strategic plans, including appropriate oversight, community and stakeholder engagement and consistency with other Glen Eira City Council plans and with regional, state and national plans; and
- 2.3. Monitoring and reporting on the progress towards Council's strategic objectives is integrated, consistent and transparent.

3. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Executive	Council's Chief Executive Officer and Directors.
Delivery plan	Document that describes in detail the actions to be implemented to achieve the outcomes set in a strategy. Delivery plans vary in timeframe but are often set on an annual basis.
Community	The <i>municipal community</i> as defined in the <i>Local Government Act 2020</i> .
Integrated Planning and Reporting Framework (IPRF)	Framework that documents the planning hierarchy, procedures and governance arrangements for strategic planning and reporting to ensure consistency and integrity of plans and compliance with the <i>Local Government Act 2020</i> .
Strategy, Planning and Performance Governance Committee	Formerly known as the IPRF Advisory Panel, the committee that oversees the operation of the <i>IPRF</i> and makes recommendations to the Executive concerning the creation or amendment of strategic planning documents.
Strategic reporting activities	Activities to share evaluation of progress in achieving the outcomes defined in strategic planning documents, for example reports provided to the Executive and to Council, and the publication of reports on Council's website.
Strategic planning activities	Activities to identify and prioritise Council's desired outcomes and to develop strategic planning documents to establish how the outcomes will be achieved.
Strategic planning document	Document that guides the work of Council, including strategies (see definition below) and their related delivery plans.
Strategy	Document that sets Council's direction and defines medium- or long-term strategic objectives to achieve the outcomes of the Council Plan and Community Vision. The IPRF classifies strategies as Tier One, Tier Two and Informing and Enabling.
Tier One Strategy	Tier One Strategies are positioned at the second level of the planning hierarchy immediately beneath and responding to the overarching (top level) Council Plan and Community Vision. Tier One Strategies directly address one or more strategic priorities described in the Council Plan.
Tier Two Strategy	Tier Two Strategies support outcomes or actions contained in a Tier One Strategy. They have a narrower outlook; and may focus on a single outcome, action, service or place. They can take a variety of names and formats, including <i>strategy</i> , <i>plan</i> , <i>structure plan</i> , <i>master plan</i> , and <i>framework</i> .

¹ Local Government Act 2020, sub-section 9(2) Overarching governance principles

4. SCOPE

This policy applies to all strategic planning and reporting activities undertaken by Council. The Chief Executive Officer must approve any exceptions.

5. BACKGROUND

The *Local Government Act 2020* (the **Act**) contains five *strategic planning principles (principles)*². The first principle requires that councils adopt an *integrated approach to planning, monitoring and performance reporting*.

The principles also require strategic planning to address the *Community Vision*, consider the resources and risks involved in effective implementation, and *provide for ongoing monitoring and regular reviews to identify and address changing circumstances*.

The *Integrated Strategic Planning and Reporting Framework (IPRF)* defines Glen Eira City Council's approach to strategic planning and reporting activities. The IPRF outlines seven principles that respond to the intent of *the Act* and underpin our approach:

- i. Integrated planning is based on outcomes.
- ii. Planning is integrated vertically and horizontally across the organisation.
- iii. Planning is evidence-based.
- iv. Planning is transparent.
- v. Performance monitoring demonstrates how outcomes are being achieved
- vi. Performance reporting informs adaptive management.
- vii. Evaluation occurs at all levels.

The IPRF acknowledges that many areas within Council, external groups, agencies, and partners contribute to delivering the community's desired outcomes. The IPRF values the importance of engaging with all stakeholders to define and resource our strategies. Moreover, it supports effective strategic decision-making through evidence-based planning and performance monitoring.

6. POLICY

- 6.1. Strategic planning documents and their related delivery plans must be developed, costed, and reviewed in accordance with the IPRF and the *Community Engagement Policy* to address the *Community Vision* and *Council Plan*.
- 6.2. Strategic planning documents must describe how the strategy or plan will be monitored and evaluated, including the frequency of reporting and to whom the reports will be made. Tier One Strategies must be reported on at least quarterly to Council and the Community.
- 6.3. New or revised strategic planning documents and their related delivery plans must first be reviewed by the Strategy, Planning and Performance Governance Committee, then endorsed by the Executive. The Executive, within the limits of its delegated authority, will determine whether it has final approval or whether Council should consider the document for adoption.
- 6.4. Reporting must include the results of outcome indicators used to monitor the achievement of the intended outcomes. Reports should identify and address changing circumstances by making recommendations to adapt our plans where relevant.

² Local Government Act 2020, section 89(2)

7. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Executive	Oversees the development, review and amendment of strategic planning documents, including, within the limits of its delegated authority, determining when such documents should be presented to Council for consideration. Has responsibility for organisational compliance with the IPRF, including this Policy.
Strategy, Planning and Performance Governance Committee	Monitors the operation and effectiveness of the IPRF and makes recommendations to the Executive concerning requests for new or amended strategies.
Strategy Practice Leader Group (SPLG)	Supports Managers, strategy authors and the Strategy, Planning and Performance Governance Committee in developing and reviewing strategic planning documents. The SPLG includes staff with expertise in strategic thinking, planning, and developing outcome hierarchies.
Strategy authors	Have a responsibility to comply with IPRF and related policies.
IPRF Centre of Excellence	The Corporate Planning unit, which is responsible for the effective operation of the IPRF, including maintaining a register of Council strategic planning documents, building organisational capacity to understand and implement the IPRF, monitoring compliance and co-ordinating reporting, and supporting the Strategy, Planning and Performance Governance Committee and Strategy Practice Leaders Group in matters related to integrated planning and reporting.

8. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

All Council strategic planning documents must consider human rights in their development and implementation. It is recommended that impact assessments be conducted to ensure that the needs of vulnerable and diverse groups are considered when developing strategies and plans.

The *Gender Equality Act 2020*³ requires that *gender impact assessments* be undertaken where a strategic plan has a *direct and significant impact on the public*.

9. ASSOCIATED GLEN EIRA CITY COUNCIL DOCUMENTS

- Glen Eira 2040 Community Vision
- Glen Eira Council Plan 2021-2025
- Integrated Planning and Reporting Framework
- Strategy Development Guidelines and Toolkit
- Community Engagement Policy 2021
- Community Engagement Strategy 2022-2026
- Public Transparency Policy

10. REFERENCES/RESOURCES

- Local Government Act 2020 (Vic)
- Gender Equality Act 2020 (Vic)
- Charter of Human Rights and Responsibilities Act 2006 (Vic)

³ Gender Equality Act 2020 section 9