

# Integrated Planning and Reporting Framework Policy

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Policy category:	Category 4 Policy – a policy that the CEO may adopt

## 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*<sup>1</sup>;
- 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, Directors, the Chief Financial Officer and Chief People Officer.
Action plan	Document that describes in detail the actions to be implemented to achieve the outcomes set in a strategy. Action 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> .
Governance, Risk and Planning Committee	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 or strategic plan	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.

## 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)*<sup>2</sup>.

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

<sup>2</sup> Local Government Act 2020, section 89(2)

The *Integrated Planning and Reporting Framework (IPRF)* defines Glen Eira City Council's approach to strategic planning and reporting activities. The IPRF outlines the principles and underpin Council's approach. These are that when Council prepares its *Council Plan* and other strategic plans we must:

1. take an integrated approach to planning, monitoring and performance reporting
2. address the *Community Vision*
3. consider the resources needed for effective implementation
4. identify and address the risks to effective implementation
5. Provide for ongoing progress monitoring and regular reviews to identify and address changing circumstances.

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 action 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. Strategies must be reported on at least annually to Council and the Community.
- 6.3. 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. In addition, a gender impact assessment must be undertaken where a strategic plan has a direct and significant impact on the public in accordance with the Gender Equality Act 2020.
- 6.4. New or revised strategic planning documents and their related delivery plans must first be reviewed by the Governance, Risk and Planning 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.
- 6.5. 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.

## 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.
Governance, Risk and Planning Committee	Monitors the operation and effectiveness of the IPRF and makes recommendations to the Executive concerning requests for new or amended strategies.

Role	Responsibilities
Plan owner	Is responsible for the development, implementation, monitoring, reporting and review of the strategic plan. This is usually a member of Council's Senior Leadership Group.
Strategy authors	Have a responsibility to comply with IPRF and related policies.
Organisational Strategy	The Organisational Strategy Department 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 supporting the Governance, Risk and Planning Committee in matters related to integrated planning and reporting.
Public Affairs	The Public Affairs Department is responsible for coordinating reporting activities for Strategies under the IPRF, and publishing reports to Council and Community.

## 8. LEGISLATIVE COMPLIANCE

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

8.2 In line with the Gender Equality Act 2020 (Vic), a Gender Impact Assessment is not required for this policy.

## 9. ASSOCIATED COUNCIL DOCUMENTS

- Glen Eira 2040 Community Vision
- Glen Eira Council Plan 2025-2029
- Integrated Planning and Reporting Framework
- Strategy Development Guidelines and Toolkit
- Community Engagement Policy
- Community Engagement Framework
- Public Transparency Policy

## 10. EXTERNAL REFERENCES/RESOURCES

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