

OUTCOME OF GOOD GOVERNANCE

SUSTAINABLE OUTCOMES ACHIEVED

SHIRE HEALTH, WELL-BEING AND ECONOMY STRENGTHENED

EFFICIENT (QUALITY) COMMUNITY SERVICES PROVIDED

COUNCIL DIRECTIONS AND PRIORITIES ACHIEVED

INFORMED DECISIONS MADE

SGSC GOOD GOVERNANCE OVERARCHING FRAMEWORK

DRIVES OUTCOME

1 DIRECTION & LEADERSHIP

- Community Vision
- Community Leadership Development Program
- Council Plan (4 years)
- Corporate Plan
- Financial Plan (10+years)
- Budget and Capital Works Program
- Asset Management Plan (10+ years)
- Financial Strategies
- Revenue and Rating Plan
- South Gippsland Planning Scheme
- Municipal Health and Wellbeing Plan
- Road Management Plan
- Strategies that guide Shire development and services

2 CULTURE & BEHAVIOUR

- Council and corporate values aligned
- Councillor Charter
- Customer Service Charter
- Communication procedures between Council and staff
- Complaint Management Policy and procedures
- Councillor Code of Conduct
- Staff Code of Conduct
- Roles of Councillors, CEO and employees understood
- Learning and Development Programs and policies
- Diversity in Council and Senior Officers
- Volunteers support and recognition
- Inclusive employment practices that reflect community diversity
- Councillor Gift Policy

3 DECISION MAKING

- Strong Governance Policies and processes to support decision making
- Local Laws
- Formal schedule of delegations
- Effective internal/external Committee structures
- Evidence based decisions
- Record of decisions and implementation plans
- Council agenda and minutes
- External expertise is used as appropriate
- Council and Staff Conflict of Interest managed

4 STRUCTURE, SYSTEMS & POLICIES

- Good Governance Framework
- Functional organisational structure
- Electoral system and structure
- Policy and procedures to support electoral systems
- Council policies
- Council meeting structures and systems
- Corporate systems, processes and procedures
- Councillor Expense Policy
- CEO policies
- CEO Employment and Remuneration Policy
- Departmental systems, processes and procedures

5 COMMUNICATIONS & COMMUNITY ENGAGEMENT

- Community Engagement Strategy and Policy
- Communication Strategy
- Public Transparency Policy
- Freedom of Information (FOI) and Privacy management
- Media Policy
- Council website

6 CAPABILITY

- Workforce Plan
- Recruitment and retention of skilled staff
- Business Continuity and Disaster Recovery Plan
- Robust HR systems and policies
- Resources to support Mayor and Councillors
- Staff and Councillor training in bullying, OH&S, diversity and discrimination
- Staff Recruitment Policy
- Induction training
- Management of poor/under performance
- Training in corporate systems, policies, processes and procedures

7 RISK & COMPLIANCE

- Legislative compliance
- Audit and Risk Committee Charter
- Risk Management Policy and Framework
- Privacy policies and confidentiality procedures
- Fraud and Corruption Policy and Control Plan
- Independent third party audits
- Legislated Registers
- Insurance, liability and litigation controls
- Procurement Policy
- Public Interest Disclosure protections
- Ordinary & Primary Returns and Related Parties Disclosures

8 MONITORING & PERFORMANCE REVIEW

- Self-assessment of the Good Governance Framework
- Annual Report and quarterly financial and performance reports
- Self-assessment of Councillors against Charter
- Audit and Risk Charter annual work plan
- Policy Review Framework
- Integrated planning, monitoring and reporting framework (LGPRF)
- Audit recommendations monitored and reported
- Bi-annual Audit and Risk Report
- Service Reviews
- Staff engagement surveys
- Staff performance reviews
- Exit interviews

PRINCIPLES AND BEHAVIOURS FOR GOOD GOVERNANCE QUALITY AND FAIRNESS IN LOCAL GOVERNMENT (based on MAV Good Governance Guide)

- 1. Good Governance is accountable:** obligation to report, explain and be answerable for the consequences of decisions made on behalf of the community.
- 2. Good Governance is transparent:** people should be able to follow and understand the decision making process.
- 3. Good Governance follows the rule of law:** this means decisions are consistent with relevant legislation or common law and are within the powers of council.
- 4. Good Governance is responsive:** aim is to serve the needs of the entire community while balancing competing interests in an appropriate manner.
- 5. Good governance is equitable and inclusive:** community interests and diversity of opinions have been considered by council in the decision making process.
- 6. Good governance is effective and efficient:** Local Government should implement decisions and follow processes that make the best use of the available people, resources and time to ensure the best possible results for their community.
- 7. Good governance is participatory:** anyone affected by or interested in a decision should have a reasonable opportunity to participate in the process for making that decision.
- 8. Diversity:** reflects the diversity of community through representative structures, consultative structures and employment practices.
- 9. Build and sustain good relationships:** between Mayor and Council, Council and administration and Council and Community.
- 10. Build trust:** establish good communication, clarify roles, keep an outward focus.
- 11. Decision making:** establish good processes and delegations to ensure decisions consider local community and broader municipal interests, are consistent with the Strategic Plan and take account of financial implications, are within the powers of Council and recognise natural justice principle.
- 12. Act with integrity and impartiality:** be honest and diligent, avoid conflicts of interest, treat people with respect, act lawfully and show leadership.

KEY PERFORMANCE INDICATORS

Legislated measures required under Local Government Performance and Reporting Framework

External measures required by Government or auditing requirements

Council measures required under Community Vision and Council Plan

Corporate measures based on SGSC data for internal and external organisational management requirements

Department measures based on SGSC data for service standards, performance and team based requirements

Individual measures based on personal work plans