

PART 4—ANNUAL REPORT

Division 1—Report of operations

12 Governance and management checklist

For the purposes of 131(3)(a)(ii) of the Act—

- (a) the prescribed governance and management checklist is set out in column 1 of Schedule 1;
- (b) the prescribed form of the results of Council's assessment against the prescribed governance and management checklist is set out in column 2 of Schedule 1.

13 Service performance indicators

- (1) For the purposes of section 131(3)(a)(iii) and (iv) of the Act, the prescribed indicators of service performance and the prescribed measures relating to those indicators are set out in Schedule 2.
- (2) For the purposes of section 131(3)(a)(v) of the Act, the report of operations must contain—
 - (a) the results achieved in relation to the performance indicators and measures under section 131(3)(a)(iv) of the Act and the corresponding results for the preceding 3 financial years;
 - (b) an explanation of any material variations between results referred to in paragraph (a).

14 General information

- (1) For the purposes of section 131(3)(a)(v) of the Act, the report of operations must contain a description of the operations of the Council during the financial year.
- (2) Without limiting the generality of subregulation (1), the report of operations of a Council must contain the following information—
 - (a) a statement that reviews the performance of the Council against the Council Plan, including results achieved in relation to the strategic indicators included in the Council Plan under section 125(2)(c) of the Act;
 - (b) information in relation to—

Local Government (Planning and Reporting) Regulations 2014 No. 17

- (i) economic or other factors that have had an impact on the Council's performance; and
 - (ii) major capital works expenditure of the Council; and
 - (iii) major changes that have taken place during the financial year in relation to the operations of the Council or to the Council's organisational structure, the methods of carrying out its strategic objectives and the reasons for those changes; and
 - (iv) other major achievements of the Council;
- (c) information in relation to—
- (i) services funded in the budget or revised budget; and
 - (ii) the persons or sections of the community who are provided the services referred to in subparagraph (i);
- (ca) a list of contracts entered into by Council valued at \$100 000 (or such higher amount fixed in accordance with section 186(1) of the Act) or more of a kind specified in section 186(5)(a) and (c) of the Act; Reg. 14(2)(ca)
inserted by
S.R. No.
47/2015
reg. 5(1).
- (cb) a list of contracts entered into by Council valued at \$100 000 (or such higher amount fixed in accordance with section 186(1) of the Act) or more if the Council did not engage in a competitive process before entering into the contract and it is not of a kind specified in section 186(5) or (5A) of the Act; Reg. 14(2)(cb)
inserted by
S.R. No.
47/2015
reg. 5(1).
- (d) a list of the names of all Councillors and their dates of election and, if applicable, retirement;
- (da) details of current allowances fixed for the Mayor, Lord Mayor (if any) and Councillors; Reg. 14(2)(da)
inserted by
S.R. No.
47/2015
reg. 5(2).
- (db) details of the expenses, including reimbursement of expenses, for each Councillor and member of a Council committee paid by the Council, categorised separately as— Reg. 14(2)(db)
inserted by
S.R. No.
47/2015
reg. 5(2).

Local Government (Planning and Reporting) Regulations 2014 No. 17

Reg. 14(2)(dc)
inserted by
S.R. No.
47/2015
reg. 5(2).

- (i) travel expenses; and
 - (ii) car mileage expenses; and
 - (iii) childcare expenses; and
 - (iv) information and communication technology expenses; and
 - (v) conference and training expenses;
- (dc) a list of any special committees established by the Council that are in operation, and the purpose for which each committee was established;
- (e) information in relation to the organisational structure of the Council including—
- (i) the name of the Chief Executive Officer; and
 - (ii) the names and areas of responsibility of senior officers reporting directly to the Chief Executive Officer; and
 - (iii) a chart setting out the organisational structure of the Council;
- (f) the business address, telephone number, fax number, e-mail and Internet website address of each Council office;
- (g) a list of any prescribed documents that are to be made available for inspection for the purposes of section 222 of the Act and the places where those documents can be inspected or copies of those documents can be obtained in accordance with that section;
- (h) a summary of the number of full time equivalent Council staff categorised according to the organisational structure of the Council, classified as to—
- (i) permanent full time Council staff of either gender; or
 - (ii) permanent part time Council staff of either gender; or
 - (iii) casual Council staff of either gender;

Reg. 14(2)(g)
substituted by
S.R. No.
47/2015
reg. 5(3).

- (i) a summary of the number of full time equivalent Council staff, categorised by employment classification and the number of full time equivalent Council staff of either gender.
- (3) For the purposes of section 131(3)(a)(v) of the Act, if a Council is required by Schedule 6 to the Act to develop and implement an equal employment opportunity program in accordance with that Schedule, the Council's report of operations should contain the following—
- (a) the objectives to be achieved by the program;
 - (b) the indicators against which the effectiveness of the program is to be assessed;
 - (c) a description of actions taken to develop and implement the program;
 - (d) an assessment of the achievement of the program's objectives and of the effectiveness of the program against the indicators referred to in paragraph (b).

Division 2—Performance statement

15 Performance indicators

- (1) For the purposes of section 131(4)(a)(i) of the Act, the prescribed indicators of service performance and the prescribed measures relating to those indicators are set out in Part 2 of Schedule 3.
- (2) For the purposes of section 131(4)(a)(ii) of the Act, the prescribed indicators of financial performance and the prescribed measures relating to those indicators are set out in Part 3 of Schedule 3.
- (3) For the purposes of section 131(4)(a)(iii) of the Act, the prescribed indicators of sustainable capacity performance and the prescribed measures relating to those indicators are set out in Part 4 of Schedule 3.

16 Performance results

- (1) For the purposes of section 131(4)(a)(v) of the Act, the performance statement must contain the results achieved in the preceding 3 financial years that correspond to the results referred to in section 131(4)(a)(iv).