


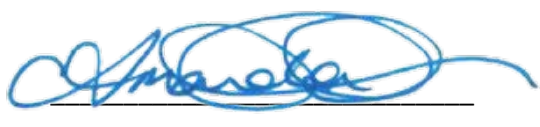
GOVERNANCE AND MANAGEMENT CHECKLIST

Governance and Management Item		Assessment
1	Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	No policy Draft prepared and being reviewed before submission to Council
2	Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Guidelines adopted 12 August 2014. Being reviewed along with Community Engagement Policy
3	Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Adopted in accordance with section 126 of the Act Date adopted 26 June 2018
4	Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Adopted in accordance with section 130 of the Act Date adopted 26 June 2018
5	Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Plans Date of operation of current plans : General overarching 28 October 2016 Transport 21 October 2016 Bridges 16 March 2015 Water(drainage) 16 December 2016 Land 26 January 2013 Buildings 16 September 2016 Open space 9 January 2013 Plant and Equipment 27 November 2012 Culture and Heritage 27 November 2012
6	Rating strategy (strategy setting out the rating structure of Council to levy rates and charges)	Strategy Adopted with Budget 26 June 2018
7	Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Policy Date of operation of current policy : 15 December 2015 New policy to be presented to September 2018 Audit Committee
8	Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Policy Date of operation of current policy: 20 February 2018
9	Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with Section 20 of the Emergency Management Act 1986 . Date of preparation 15 December 2015. Reviewed and due for audit November 2018
10	Procurement policy (policy under section 186A of the Local Government Act 1989 outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with Section 186A of the Local Government Act 1989. Date of approval :26 June 2018
11	Business continuity plan (plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)	No plan Draft completed. Manager review 17/8/18 .To be finalised
12	Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Plan Date of approval :24 May 2017
13	Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Framework Date of operation of current framework : 15 December 2015 Due for review Dec 2018.

14	Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Established in accordance with Section 139 of the Local Government Act Date of establishment : 20 November 2001
15	Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Engaged .Date of engagement of current provider : 15 May 2018
16	Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Framework Date of operation of current framework: 1 July 2015
17	Council Plan reporting (report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Produced quarterly for Council Date presented to Council 21/11/17,20/3/18,17/7/18
18	Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with Section 138(1) of the Local Government Act Date statements presented: 21/11/17,19/12/17,20/2/18,20/3/18,17/4/18,15/5/18,26/6/18
19	Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports Audit Committee have been involved in risk review
20	Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports Business Management System reported to Council monthly
21	Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)	Considered at a meeting of Council in accordance with Section 134 of the Local Government Act Date statements presented 19 September 2017
22	Councillor Code of Conduct (Code under section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Code of conduct reviewed in accordance with section 76C of the Act Date adopted : 21/02/2017
23	Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 98(6) of the Act Date of review: 21/11/17,19/12/17
24	Meeting procedures (a local law governing the conduct of meetings of Council and special committees)	Meeting procedures local law made in accordance with section 91(1) of the Act and adopted by Council 16/12/2014

I certify that this information presents fairly the status of Council's governance and management arrangements.


Steve Crawcour
Chief Executive Officer
Dated : 25 September 2018


Cr Amanda McClaren
Mayor
Dated 25 September 2018