Strathbogie
SHIRE COUNCIL

2022-23 Governance and Management Checklist

Metric code	Governance and Management Item	In place? YES or NO	Date if YES (single item/date)	Date if YES (multiple items/dates)	Reason(s) if answer is No
GC1	Community engagement policy	YES	20/06/2023	The policy requires the preparation of an engagement plan for projects, policies and other matters where Council is seeking community input. Constructive deliberative engagement will be used to inform key strategic initiatives. The policy was updated and adopted by Council on 20 June 2023. (Doc ref 578876)	
GC2	Community engagement guidelines	YES	16/02/2021	Guidelines are outlined in our Community Engagement Policy - engagement plans are developed for projects and strategies to identify optimal engagement approach refer to doc 578876	
GC3	Financial Plan	YES	18/10/2022	Our first Long Term Financial Plan, prepared under the new requirements of the *Local Government Act 2020*, was adopted in October 2021.	
GC4	Asset Plan	YES	21/06/2022	The Asset Plan, prepared in accordance with the *Local Government Act 2020*, provides strategic direction for the management and renewal of our asset base. (Doc ref 805361)	
GC5	Revenue and Rating Plan	YES		The Revenue and Rating Plan is reviewed and updated as part of the annual budget preparation process. Refer to doc 720165	
GC6	Annual budget	YES	21/06/2022	Annual Budget, Fees and Charges and declaration of rates and charges adopted 21/06/2022 following extensive community engagement processes. Refer to minutes of meeting 21 June 2022 available on Council website.	
GC7	Risk policy	YES	18/10/2022	Risk Management Policy reviewed by Audit and Risk Committee October 2022 and adopted by Council 18 October 2022 (Doc ref 12147)\n\n****An Enterprise Risk Management Framework was adopted 18 June 2019.	
GC8	Fraud policy	YES	20/02/2018	Fraud and Corruption Control Policy (Doc ref 18891). 2023 Draft policy due for presentation to Council in later part of 2023 **** Fraud and Corruption Prevention Procedures adopted December 2017.	

GC9	Municipal emergency management plan	YES		Municipal Emergency Management Plan 2023-2026 available on Council Website (Doc Ref 752197) https://www.strathbogie.vic.gov.au/municipal-emergency-management-plan-memp-approved-strathbogie-shire/	
GC10	Procurement policy	YES	13/12/2022	Procurement Policy (Doc Ref 407023) reviewed by Audit and Risk Committee October 2022 and adopted by Council 13 December 2022.	
GC11	Business continuity plan	YES	20/04/2021	Business Continuity Plan (Doc Ref 692143). Under review as part of strategic risk framework redevelopment	
GC12	Disaster recovery plan	YES	20/11/2018	Disaster Recovery Plan Version V1.8R 20 November 2018 refer Doc ref 57750 Last dated July 2022, requires minor administrative updates.	
GC13	Risk management framework	YES	18/06/2019	Enterprise Risk Management Framework to support Policy adopted 18 June 2019. (Doc ref 369691). Due for renewal pending recruitment of Corporate Risk Officer (which is underway).	
GC14	Audit and Risk Committee	YES	25/08/2020	Audit and Risk Committee established 1997. Following 2020 general council election Audit and Risk Committee reconstituted as an Audit and Risk Committee on 25 August 2020. Audit and Risk Charter adopted by Council 21 March 2023 (Doc ref 853836)	
GC15	Internal audit	YES		Council advised AFS & Associates that the final one year option for their internal audit services was to be exercised, with the contract ending on 30 June 2023. Tender process underway for Internal Auditor services (3 years + 1 year + 1 year).	
GC16	Performance reporting framework	YES		Doc ref. 869175, 869173, 869169	
GC17	Council Plan report	YES	21/06/2022	Council Plan 2021-2025 Adopted 21 June 2022 refer to council website for minutes and plan, doc ref 789655, Website also refers to 2022 Strathbogie Shire Council Plan Update 2021-2025	
GC18	Quarterly budget reports	YES		Quarterly budget reports provided to the Council on regular basis. Doc ref. 869175, 869173, 869169	
GC19	Risk reporting	YES		Strategic Risk Register reported quarterly to Audit and Risk Committee (16 September 2022, 12 December 2022, 3 March 2023, 2 June 2023). Standing agenda item on monthly Executive Management Team/Management Group meeting. (Doc ref 786172)	

GC20	Performance reporting	YES		Annual financial report prepared for 2021/22 financial year with measuring financial indicators.	
GC21	Annual report	YES	18/10/2022	2021/22 Annual Report available on Council website. Adopted by Council 18 October 2022, doc ref 818926	
GC22	Councillor Code of Conduct	YES	16/02/2021	Councillor Code of Conduct (Doc Ref 393349)	
GC23	Delegations	YES		Delegations reviewed biannually and last updated February 2023 (based on templates and updates provided by Maddocks Lawyers). Revised Maddocks templates received July 2023 and delegations are currently being reviewed refer to folder https://magiq.edrms/docs/~F6996	
GC24	Meeting procedures	YES	25/08/2020	Governance Rules adopted by Council 25 August 2020. Workshops to review governance rules completed June 2023. Draft Governance Rules prepared and currently out for public consultation (Doc Ref 655229)	