

## Governance and Management Checklist

### **NOT AUDITED YET**

No.	Indicator	Measure	Definition	Yes	No	Other	Other Data	TRIM Reference 2018/2019
1	Community engagement	Community engagement policy	Policy outlining Council's commitment to engaging with the community on matters of public interest	x		If yes, date of operation. If no, reason.	9/06/2010	D/10/35776 D/10/31306
2	Community engagement	Community engagement guidelines	Guidelines to assist staff to determine when and how to engage with the community	x		If yes, date of operation. If no, reason.	9/06/2010	D/10/35776 D/10/31306
3	Planning	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	x		If yes, date of adoption. If no, reason.	27/06/2019	D/19/55329
4	Planning	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	x		If yes, date of adoption. If no, reason.	20/06/2019	D/19/55327
5	Planning	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	x		If yes, date of operation. If no, reason.	Road Infrastructure Asset Management Plan 30/06/2013 Drainage Asset Management Plan 30/06/2015 Pathways Asset Management Plan 30/06/2015 Buildings Asset Management Plan 30/06/2013 Bridges Asset Management Plan 30/06/2015 Playground Asset Management Plan 30/06/2015	D/13/26782 D/15/18246 D/19/45586 D/13/25818 D/15/18252 D/13/19733 D/19/39789

							Outdoor Pools Asset Management Plan 31/03/2019	
6	Planning	Rating strategy	Strategy setting out the rating structure of council to levy rates and charges	x		If yes, date of operation. If no, reason.	24/04/2019	D/19/35081
7	Planning	Risk policy	Policy outlining Council's commitment and approach to minimising the risks to Council's operations	x		If yes, date of operation. If no, reason.	1/7/2013	D/13/21937
8	Planning	Fraud policy	Policy outlining Council's commitment and approach to minimising the risk of fraud	x		If yes, date of operation. If no, reason.	29/3/2018	D/18/57994
9	Planning	Municipal emergency management plan	Plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery	x		If yes, date of preparation of the plan. If no, reason.	11/7/2018	D/17/31198
10	Planning	Procurement policy	Policy under section 186A of the Act outlining the matters, practices and procedures that will apply to all purchases of goods, services and works	x		If yes, date of approval. If no, reason.	8/8/2018	D/17/73769
11	Planning	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	x		If yes, date of operation. If no, reason.	1/2/2012	D/12/10956
12	Planning	Disaster recovery plan	Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster	x		If yes, date of operation. If no, reason.	2/2/2018	D/19/32987
13	Monitoring	Risk management framework	Framework outlining Council's approach to managing risks to the Council's operations	x		If yes, date of operation. If no, reason.	1/7/2013	D/13/21937
14	Monitoring	Audit committee	Advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory 1/5/2017 requirements	x		If yes, date of operation. If no, reason.	9/4/1999	D/08/2917

15	Monitoring	Internal audit	Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls	x		If yes, date of operation. If no, reason.	1/5/2017	D/17/18555
16	Monitoring	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	x		If yes, date of operation. If no, reason.	1/7/2014	D/18/52002 Local Government (Planning and Reporting) Regulations 2014
17	Reporting	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 month of the financial year	x		If yes, date of report. If no, reason.	14/8/2019 8/5/2019 13/2/2019 14/11/2018	D/19/65149 D/19/30965 D/19/10094 D/18/94713
18	Reporting	Financial reporting	Quarterly statements to Council under section 138(1) of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure	x		If yes, date statements were presented. If no, reason.	12/6/2019 10/4/2019 13/3/2019 13/2/2019 10/10/2018 12/9/2018 8/8/2018	D/19/49198 D/19/49197 D/19/29640 D/19/19717 D/19/9235 D/19/2937 D/18/87808 D/18/87807 D/18/71222 D/18/71221 D/18/71220 D/18/55060
19	Reporting	Risk reporting	Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies	x		If yes, date of reports. If no, reason.	27/11/18 16/4/2019	
20	Reporting	Performance reporting	Six-monthly reports of indicators measuring results against financial and non-financial performance including the performance indicators referred to in section 131 of the Act	x		If yes, date of reports. If no, reason.	12/6/2019 10/4/2019 13/3/2019 13/2/2019 10/10/2018 12/9/2018 8/8/2018	D/19/49198 D/19/49197 D/19/29640 D/19/19717 D/19/9235 D/19/2937 D/18/87808 D/18/87807 D/18/71222 D/18/71221 D/18/71220

								D/18/55060
21	Reporting	Annual report	Annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements	x		If yes, date of consideration by Council. If no, reason.	10/10/2018	D/18/87445
22	Decision-making	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 all Councillors	x		If yes, date of review. If no, reason.	10/10/2018	D/18/115155
23	Decision-making	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	x		If yes, date of review. If no, reason.	s5 - 28/6/2017 s6 - 10/10/2018 s7 - 1/4/2019 s14 - 25/3/2019	D/17/42739 D/18/96164 D/19/29970 D/19/26083
23	Decision-making	Meeting procedures	A local law governing the conduct of meetings of Council and special committees	x		If yes, date local law was made. If no, reason.	18/10/2013	D/13/26130

