

	Governance and Management Item	Assessment	Yes/No
1	<b>Community Engagement Policy/Strategy</b> <i>(policy outlining Council's commitment to engaging with the community on matters of public interest)</i>	This is currently being drafted and is expected to be endorsed by Council in March 2021, in-line with the Act requirements	<input checked="" type="checkbox"/>
2	<b>Community Engagement Guidelines</b> <i>(guidelines to assist staff to determine when and how to engage with the community)</i>	This is currently being drafted and is expected to be endorsed by Council in March 2021, in-line with the Act requirements	<input checked="" type="checkbox"/>
3	<b>Strategic Resource Plan</b> <i>(under section 126 of the Act outlining the financial and non-financial resources required for at least the next four financial years)</i>	Adopted in accordance with section 126 of the Act. <i>Date of adoption: 28 June 2017. Updated 4 August 2020</i>	<input checked="" type="checkbox"/>
4	<b>Annual Budget</b> <i>(under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 2 months and the funding and other resources required)</i>	Adopted in accordance with section 130 of the Act. <i>Date of adoption: 4 August 2020</i>	<input checked="" type="checkbox"/>
5	<b>Asset Management Plans</b> <i>(that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)</i>	Will be implemented in line with the Local Government Act 2020 timeline, by June 2022	<input checked="" type="checkbox"/>
6	<b>Rating Strategy</b> <i>(setting out the rating structure of Council to levy rates and charges)</i>	Current Strategy in operation. <i>Date of operation: 4 August 2020</i>	<input checked="" type="checkbox"/>
7	<b>Risk Policy</b> <i>(outlining Council's commitment and approach to minimising the risks to Council's operations)</i>	Council's Risk Management Policy (incorporating policy and procedures) was adopted by Council on 25 June 2019	<input checked="" type="checkbox"/>

8	<b>Fraud Policy</b> (outlining Council's commitment and approach to minimising the risk of fraud)	Current Policy in operation. Date of operation: 17 December 2019	<input checked="" type="checkbox"/>
9	<b>Municipal Emergency Management Plan</b> (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. Plan formally endorsed by Council in May 2015. Latest update undertaken on 26 June 2018.	<input checked="" type="checkbox"/>
<b>Governance and Management Item</b>		<b>Assessment</b>	<b>Yes/No</b>
10	<b>Procurement 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)</b>	Prepared and approved in accordance with section 186A of the Local Government Act 1989. Date of approval: 17 December 2019	<input checked="" type="checkbox"/>
11	<b>Business Continuity Plan (setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster)</b>	We are in the process of reviewing our BCP to ensure it reflects our service obligations. It is currently being tested during COVID-19 pandemic	<input checked="" type="checkbox"/>
12	<b>Disaster Recovery Plan (setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)</b>	Council's Disaster Recovery Plan was reviewed and tested in February 2020.	<input checked="" type="checkbox"/>
13	<b>Risk Management Framework (outlining Council's approach to managing risks to the Council's operations)</b>	Council's Risk Management Policy (incorporating policy and procedures) was adopted by Council on 25 June 2019	<input checked="" type="checkbox"/>

14	<b>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 Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)</b>	<p>Committee established in accordance with section 139 of the Act. Date of establishment: 15 April 2003</p> <p>2019-20 meetings: 19 August 2019, 25 November 2019, 16 March 2020 and 18 May 2020</p>	<input checked="" type="checkbox"/>
15	<b>Internal Audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)</b>	<p>Internal auditor engaged for a three year period Date of engagement: 15 August 2016</p>	<input checked="" type="checkbox"/>
16	<b>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)</b>	<p>Framework</p> <p>Date of operation of current framework: 18 October 2016</p>	<input checked="" type="checkbox"/>
17	<b>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)</b>	<p>Council Plan actions were reported at Council meetings on 20 August 2019, 15 October 2019, 18 February 2020 and 21 April 2020. The Council Plan was reviewed for adoption by Council on 4 August 2020</p>	<input checked="" type="checkbox"/>
18	<b>Financial Reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)</b>	<p>Statements presented on a quarterly basis to Council in accordance with section 138(1) of the Act. Quarterly financial reporting has been considered at Council meetings held on 17 September 2019, 19 November 2019, 18 February 2020 and 21 April 2020.</p>	<input checked="" type="checkbox"/>

Governance and Management Item	Assessment	Yes/No
19 <b>Risk Reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)</b>	Reports Date of reports: 19 August 2019, 25 November 2019, 16 March 2020 and 18 May 2020	<input checked="" type="checkbox"/>
20 <b>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)</b>	Date of reports: 20 August 2019, 15 October 2019, 18 February 2020 and 21 April 2020	<input checked="" type="checkbox"/>
21 <b>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)</b>	Endorsed by Council in accordance with section 134 of the Act. Date of endorsement: 15 October 2019	<input checked="" type="checkbox"/>
22 <b>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)</b>	Reviewed and adopted by Council in accordance with section 76C of the Act. Date of endorsement: 21 February 2017.	<input checked="" type="checkbox"/>
23 <b>Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated)</b>	Reviewed in accordance with section 11 of the Act.  S5 23/06/2020; S6 21/04/2020; S7 27/04/2020; S11 27/04/2020; S11A 23/06/2020; S13 27/04/2020; S14 27/04/2020; S15 27/04/2020	<input checked="" type="checkbox"/>

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**Meeting Procedures  
(a local law governing the  
conduct of meetings of  
Council and special  
committees)**

Community Local Law No2 2016 relates to  
Meeting Procedures and Common Seal

Date local law made: 19 April 2016



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

**Kaylene Conrick**

Chief Executive Officer

Dated:

**Cr Marg Attley OAM**

Mayor

Dated: