

Governance and Management Checklist

2023-2024



Mansfield Shire

This checklist increases transparent reporting and is prescribed under the *Local Government Act 2020* (The Act). The checklist measures whether a council has strong governance and management frameworks in place covering community engagement, planning, monitoring, reporting and decision making.

The following are the results in the prescribed form of Council's assessment against the prescribed Governance and Management Checklist.

Governance and Management Items	Assessment	
1 Community engagement policy (policy under section 55 of the Act outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act Date of adoption: 25 June 2024	✓
2 Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Date of operation of current guidelines: 16 April 2024	✓
3 Financial Plan (plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted in accordance with section 91 of the act Date of adoption: 19 October 2021	✓
4 Asset Plan (plan under section 92 of the Act setting out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Adopted in accordance with section 92 of the Act Date of adoption: 21 May 2025	✓
5 Revenue and Rating Plan (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act Date of adoption: 25 June 2024	✓
6 Annual budget (plan under section 94 of the Act setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required)	Adopted in accordance with section 94 of the Act Date of adoption: 25 June 2024	✓
7 Risk policy (policy outlining council's commitment and approach to minimising the risks to council's operations)	Date of commencement of current policy: 28 November 2023	✓
8 Fraud policy (policy outlining council's commitment and approach to minimising the risk of fraud)	Date of commencement of current policy: 19 March 2024	✓

Governance and Management Items	Assessment	
<p>9 Municipal emergency management planning (council’s participation in meetings of the Municipal Emergency Management Planning Committee (MEMPC))</p>	<p>MEMPC meetings attended by one or more representatives of Council (other than the chairperson) during the financial year</p> <p>Date of MEMPC meetings attended: 11 July 2023, 22 November 2023, 7 March 2024, and 12 June 2024</p>	<p>✓</p>
<p>10 Procurement policy (policy under section 108 of the Act outlining the principles, processes and procedures that will apply to the purchase of goods and services by the Council)</p>	<p>Adopted in accordance with section 108 of the Act</p> <p>Date of adoption: 19 September 2023</p>	<p>✓</p>
<p>11 Business continuity plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)</p>	<p>Current plan in operation</p> <p>Date of operation: 15 March 2022 (Currently under review)</p>	<p>✓</p>
<p>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)</p>	<p>Current plan in operation</p> <p>Date of operation: 5 April 2022</p>	<p>✓</p>
<p>13 Complaint policy (Policy under section 107 of the Act outlining Council’s commitment and approach to managing complaints)</p>	<p>Developed in accordance with section 107 of the Act</p> <p>Date of commencement of policy: 25 June 2024</p>	<p>✓</p>
<p>14 Workforce plan (Plan outlining Council’s commitment and approach to planning the current and future workforce requirements of the organisation)</p>	<p>Established in accordance with section 46 of the Act</p> <p>Date of commencement of current plan: December 2021</p>	<p>✓</p>
<p>15 Payment of rates and hardship policy (Policy outlining Council’s commitment and approach to assisting ratepayers experiencing financial hardship or difficulty paying their rates)</p>	<p>Date of commencement of current policy: 19 March 2024</p>	<p>✓</p>
<p>16 Risk management framework (Framework outlining Council’s approach to managing risks to the Council’s operations)</p>	<p>Date of adoption of current framework: 28 November 2023</p>	<p>✓</p>
<p>17 Audit and Risk Committee (Advisory committee of Council under section 53 and section 54 of the Act whose role is to monitor the compliance of Council policies and procedures, monitor Council’s financial reporting , monitor and provide oversight on internal and external audit functions)</p>	<p>Established in accordance with section 53 of the Act on 15 April 2003.</p> <p>Annual Workplan reviewed annually and Charter reviewed atleast once per Council term.</p> <p>2023 – 2024 Meetings: 28 August 2023, 4 October 2023, 27 November 2023, 26 February 2024, and 27 May 2024</p>	<p>✓</p>

Governance and Management Items	Assessment	
<p>18 Internal Audit (Independent accounting professionals engaged by Council to provide analyses and recommendations aimed at improving Council's governance risk and management controls)</p>	<p>Date of engagement of current provider: 6 September 2019</p>	<p>✓</p>
<p>19 Performance reporting framework (A set of indicators measuring financial and non-financial performance indicators referred to in section 98 of the Act)</p>	<p>Date of commencement of current framework: 26 March 2024</p>	<p>✓</p>
<p>20 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)</p>	<p>Date of reports: 19 September 2023 and 20 February 2024</p>	<p>✓</p>
<p>21 Quarterly budget reports (Quarterly reports presented to Council under section 97 of the Act comparing actual and budgeted results and an explanation of any material variations)</p>	<p>Reports presented to Council in accordance with section 97(1) of the Act Dates presented: 17 October 2023 (in-principle financial statements for the annual report), 31 October 2023 (as part of the annual report), 20 February 2024, 16 April 2024, and 21 May 2024</p>	<p>✓</p>
<p>22 Risk reports (Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies.)</p>	<p>Reports prepared and presented to the Audit and Risk Committee at the meetings on: 28 August 2023, 27 November 2023, 26 February 2024, and 27 May 2024</p>	<p>✓</p>
<p>23 Performance reports (Six-monthly reports of indicators measuring results against financial and non-financial performance including the performance indicators referred to in section 98 of the Act 2020)</p>	<p>LGPRF presented annually in the annual report. A six-monthly report was not presented to Council in 2023/24.</p>	<p>✘</p>
<p>24 Annual Report (Annual report under sections 98, 99 and 100 of the Act 2020 to the community containing a report of operations and audited financial and performance statements)</p>	<p>Presented at a meeting of the Council in accordance with section 100 of the Act Date of presentation: 31 October 2023</p>	<p>✓</p>
<p>25 Councillor Code of Conduct (Code under section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters)</p>	<p>Reviewed and adopted in accordance with section 139 of the Act Date reviewed: 16 February 2021</p>	<p>✓</p>
<p>26 Delegations (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff, in accordance with sections 11 and 47 of the Act)</p>	<p>Reviewed in accordance with section 11(7) of the Act and a register kept in accordance with sections 11(8) and 47(7) of the Act Date of review: 16 April 2024</p>	<p>✓</p>

<i>Governance and Management Items</i>	<i>Assessment</i>	
<p>27 Meeting procedures <i>(Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)</i></p>	<p><i>Governance Rules adopted in accordance with section 60 of the Act</i></p> <p><i>Date Governance Rules adopted: 1 September 2020</i></p> <p><i>Reviewed: 16 August 2023</i></p>	<p>✓</p>

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

Cr Steve Rabie
Mayor
 Date: XX 2024

Kirsten Alexander
Chief Executive Officer
 Date: XX 2024