

Governance and Management Checklist

Ref.	Governance and Management Item	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 <input checked="" type="checkbox"/> Date of adoption: 14/12/2022
2	Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation <input checked="" type="checkbox"/> Date of operation of current guidelines: 14/12/2022, included within the policy.
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 <input checked="" type="checkbox"/> Date of adoption: 26/06/2024
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 <input checked="" type="checkbox"/> Date of adoption: 22/02/2023
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 <input checked="" type="checkbox"/> Date of adoption of the updated version: 26/06/2024
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)	Budget adopted in accordance with section 94 of the Act <input checked="" type="checkbox"/> Date of adoption of the 2024-25 Budget: 26/06/2024
7	Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation <input checked="" type="checkbox"/>

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		Date of operation of current policy: 14/12/2022
8	Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation <input checked="" type="checkbox"/> Date of operation of current policy: 27/10/2021 (the policy was reviewed on 24/07/2024)
9	Municipal emergency management planning (council's participation in meetings of the Municipal Emergency Management Planning Committee (MEMPC))	Municipal Emergency Management Planning Committee (MEMPC) meetings attended by one or more representatives of Council (other than the chairperson of the MEMPC) during the financial year. <input checked="" type="checkbox"/> Date of MEMPC meetings attended: 10/07/2023, 13/11/2023 and 18/03/2024.
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)	Adopted in accordance with section 108 of the Act <input checked="" type="checkbox"/> Date of operation of current policy: 27/10/2021
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)	Current plan in operation <input checked="" type="checkbox"/> Date of operation of current plan: 30/10/2019 (the plan was reviewed in August 2024)
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)	Current plan in operation <input checked="" type="checkbox"/> Covered in the Business continuity plan
13	Complaint policy (Policy under section 107 of the Act outlining Council's commitment and approach to managing complaints.)	Policy developed in accordance with section 107 of the Act <input checked="" type="checkbox"/>

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		Date of operation of current policy: 14/12/2022
14	Workforce plan (Plan outlining Council's commitment and approach to planning the current and future workforce requirements of the organisation.)	Plan developed in accordance with section 46 of the Act <input checked="" type="checkbox"/> Date of operation of current plan: 01/12/2023 (the plan was reviewed after an organisational restructure)
15	Payment of rates and charges hardship policy (Policy outlining Council's commitment and approach to assisting ratepayers experiencing financial hardship or difficulty paying their rates.)	Current policy in operation <input checked="" type="checkbox"/> Date of operation of current policy: 23/06/2021 (the policy was reviewed on 24/07/2024)
16	Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation <input checked="" type="checkbox"/> Date of operation of current framework: 17/04/2023
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)	Established in accordance with section 53 of the Act <input checked="" type="checkbox"/> Date of establishment: 27/08/2020
18	Internal audit (independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged <input checked="" type="checkbox"/> Date of engagement of current provider, RSD Auditors: 07/10/2022
19	Performance reporting framework (A set of indicators measuring financial and non-financial performance indicators referred to in section 98 of the Act)	Current framework in operation <input checked="" type="checkbox"/> Date of operation of current framework: 01/07/2015

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20	<p>Council Plan report (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>Current report</p> <p><input checked="" type="checkbox"/></p> <p>Date of reports:</p> <p>2022-23 Quarter 4 Implementation update for the Annual Plan 27/09/2023</p> <p>2023-24 Quarter 1 Implementation update for the Annual Plan 22/11/2023</p> <p>2023-24 Quarter 2 Implementation update for the Annual Plan 28/02/2024</p> <p>2023-24 Quarter 3 Implementation update for the Annual Plan 24/04/2024</p>
21	<p>Quarterly budget reports (quarterly reports to Council under section 97 of the Act, comparing actual and budgeted results and an explanation of any material variations)</p>	<p>Quarterly reports presented to Council in accordance with section 97(1) of the Act</p> <p><input checked="" type="checkbox"/></p> <p>Dates of reports:</p> <p>2022-23 Quarter 4 Finance Report 27/09/2023</p> <p>2023-24 Quarter 1 Finance Report 22/11/2023</p> <p>2023-24 Quarter 2 Finance Report 28/02/2024</p> <p>2023-24 Quarter 3 Finance Report 24/04/2024</p>
22	<p>Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)</p>	<p>Risk reports prepared and presented</p> <p><input checked="" type="checkbox"/></p> <p>Updated strategic risk register presented to the Audit and Risk committee on 12/09/2023, 04/12/2023, 15/04/2024 and 11/06/2024.</p>

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23	Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 98 of the Act)	Performance reports prepared <input checked="" type="checkbox"/> Dates of presentation of reports: 2022-23 Performance Report 27/09/2023 2023-24 First 6 months Report 28/02/2024
24	Annual report (annual report under sections 98,99 and 100 of the Act containing a report of operations and audited financial and performance statements)	Annual report presented at a meeting of Council in accordance with section 100 of the Act <input checked="" type="checkbox"/> Date considered; 26/10/2023, 2022-23 Annual Report
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) Councillors and other matters.)	Code of conduct reviewed and adopted in accordance with section 139 of the Act <input checked="" type="checkbox"/> Date of review: 17/02/2021
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)	Delegations 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 <input checked="" type="checkbox"/> Date of review: 25/07/2023
27	Meeting procedures (Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act <input checked="" type="checkbox"/> Date adopted: 24/04/2024

Certification of the governance and management checklist

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

Matin Gill
Chief Executive Officer
Date: 25 September 2024
Queenscliff

Councillor Ross Ebbels
Mayor
Date: 25 September 2024
Queenscliff

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