

Governance and Management Items	Assessment
<p>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)</p>	<p>Adopted in accordance with section 55 of the Act</p> <p>Date of adoption: 15 September 2020</p>
<p>2 Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)</p>	<p>Guidelines were developed late 2020 and officially launched in July 2021.</p>
<p>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)</p>	<p>Adopted in accordance with section 91 of the Act</p> <p>Long Term Financial Plan 2023/24-2032/33</p> <p>Date of adoption: 19 June 2023</p>
<p>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)</p>	<p>Adopted in accordance with section 92 of the Act</p> <p>Asset Plan</p> <p>Date of adoption: 23 June 2022</p>
<p>5 Revenue and Rating Plan (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)</p>	<p>Adopted in accordance with section 93 of the Act</p> <p>2023/2024 Revenue and Rating Plan</p> <p>Date of adoption: 19 June 2023</p>
<p>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)</p>	<p>Adopted in accordance with section 94 of the Act</p> <p>2023/24 Budget</p> <p>Date of adoption: 19 June 2023</p>
<p>7 Risk policy (policy outlining council's commitment and approach to minimising the risks to council's operations)</p>	<p>Policy</p> <p>Date of commencement of current policy: 30 August 2021</p>
<p>8 Fraud policy (policy outlining council's commitment and approach to minimising the risk of fraud)</p>	<p>Policy</p> <p>Date of commencement of current policy: 22 July 2020</p> <p style="text-align: right;">□</p>

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<p>9 Municipal emergency management plan (plan under section 60ADB of the Emergency Management Act 2013 for emergency mitigation, response and recovery)</p>	<p>Prepared and maintained in accordance with section 108 of the Act</p> <p>Date of preparation: 03 April 2023</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: 07 December 2021</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>Council's current Business Continuity Plan was updated and adopted by Council. Council undertakes Business Continuity planning as part of its Risk Management framework</p> <p>Date of adoption: 25 January 2022</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>Council's Disaster Recovery Plan</p> <p>Date of endorsement: 03 April 2023.</p>
<p>13 Risk management framework (framework outlining council's approach to managing risks to the council's operations)</p>	<p>Framework</p> <p>Date of commencement of current framework: 30 June 2021</p>
<p>14 Audit and Risk Committee (see sections 53 and 54 of the Act)</p>	<p>Established in accordance with section 53 of the Act</p> <p>Date of establishment: 01 September 2020</p>
<p>15 Internal audit (independent accounting professionals engaged by the council to provide analyses and recommendations aimed at improving council's governance, risk and management controls)</p>	<p>Engaged</p> <p>Date of engagement of current provider: 20 January 2020</p> <p>An independent internal audit function is a long-standing part of Council's management framework, our current independent accounting professionals were engaged by Council following a competitive tender process.</p>

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<p>16 Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Local Government Act 2020)</p>	<p>Framework</p> <p>Date of adoption of current framework: 25 October 2022</p>
<p>17 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>No report</p> <p>Council Plan progress is reported in the Annual Report including the performance results for the Strategic Indicators. The Annual Report was presented to Council on 25 October 2022. Council also endorses an Annual Plan, linked to initiatives in the Council Plan. Progress is reported to Council via the Annual Plan Quarterly Progress Report.</p>
<p>18 Quarterly Budget reports (quarterly reports to the Council under section 97(1) of the Local Government Act 2020, comparing actual and budgeted results and an explanation of any material variations)</p>	<p>Reports presented to the Council in accordance with section 138(1) of the Local Government Act 1989</p> <p>Date reports presented: 13 September 2022, 15 November 2022, 14 March 2023, 16 May 2023</p>
<p>19 Risk reporting (6-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)</p>	<p>Reports</p> <p>Date of reports: 9 March 2023, 1 June 2023</p>
<p>20 Performance reporting (6-monthly reports of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 98 of the Local Government Act 2020)</p>	<p>Reports</p> <p>Council reports on the LGPRF and Council Plan performance indicators annually in the Annual Report in accordance with section 98 of the Local Government Act 2020.</p>
<p>21 Annual report (annual report under sections 98, 99 and 100 of the Local Government Act 2020 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</p> <p>Date statements presented: 25 October 2022</p>

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<p>22 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</p> <p>Date reviewed: 8 March 2022</p>
<p>23 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</p> <p>Instrument of Delegation from Council to the Chief Executive Officer dated 20 August 2020 was reviewed 19 August 2021 with no changes required.</p> <p>Instrument of Delegation from Council to Council staff was reviewed and endorsed and executed by Council on 7 September 2021.</p>
<p>24 Meeting procedures (Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)</p>	<p>Governance Rules adopted in accordance with section 60 of the Act</p> <p>Date Governance Rules adopted: 23 August 2022</p>

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

Sue Wilkinson

Chief Executive Officer

Dated: 12 September 2023

Cr Claudia Nguyen

Mayor

Dated: 12 September 2023
