

## Statutory statements

## Governance and management checklist



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.

<b>Community engagement policy</b>	Adopted in accordance with Section 55 of the Act	✓
Outlines Council's commitment to engaging with the community on matters of public interest	Date of adoption: 17 February 2021	
<b>Community engagement guidelines</b>	Guidelines (online toolkit)	✓
Assists staff to determine when and how to engage with the community	Date of operation of current guidelines: 20 March 2021	
<b>Financial Plan</b>	Adopted in accordance with Section 91 of the Act	✓
Outlines the financial and non-financial resources required for at least the next 10 financial years	Date of adoption: 29 June 2022 as part of the Integrated Year Two Council Plan 2021-31	
<b>Asset plans</b>	Adopted in accordance with Section 92 of the Act	✓
Sets out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years	Asset Management Policy Date of adoption: 18 June 2021 Enterprise Asset Management Plan 2022-2032 Date of adoption: 29 June 2022	
<b>Revenue and Rating Plan</b>	Adopted in accordance with Section 93 of the Act	✓
Sets out the rating structure of Council to levy rates and charges	Date of adoption: 29 June 2022	
<b>Annual budget</b>	Adopted in accordance with Section 94 of the Act	✓
Sets out the services to be provided and initiatives to be undertaken during the next 12 months, and the funding and other resources required	Date of adoption: 29 June 2022 as part of the Integrated Council Plan 2021-31	
<b>Risk policy</b>	Current policy in operation	✓
Outlines Council's commitment and approach to minimising the risks to Council's operations	Date of operation of current policy: 7 June 2017	
<b>Fraud policy</b>	Current policy in operation	✓
Outlines Council's commitment and approach to minimising the risk of fraud	Date of operation of current policy: 20 May 2020	

<b>Municipal emergency management plan</b>	Prepared and maintained in accordance with Section 20 of the Emergency Management Act 1986	✔
Plan under Section 60ADB of the <b>Emergency Management Act 2013</b> for emergency prevention, response and recovery	<b>Date of operation of current Plan:</b> 24 June 2022	
<b>Procurement policy</b>	Prepared and approved in accordance with Section 108 of the Act	✔
Policy under Section 108 of the <b>Local Government Act 1989</b> outlining the matters, practices and procedures that will apply to purchases of all goods and services by Council	<b>Date of adoption:</b> 1 December 2021	
<b>Business continuity plan</b>	Current plan in operation	✔
Sets out the actions that will be taken to ensure that key services continue to operate in the event of a disaster	<b>Date of operation:</b> 28 January 2020	
<b>Disaster recovery plan</b>	Current plan in operation	✔
Sets out the actions that will be undertaken to recover and restore business capability in the event of a disaster	<b>Date of operation:</b> 7 September 2021	
<b>Risk management framework</b>	Current framework in operation	✔
Outlines Council's approach to managing risks to Council's operations	<b>Date of operation:</b> 9 July 2018 <b>Reviewed in:</b> July 2020	
<b>Audit and Risk Committee</b>	Established in accordance with Section 53 of the Act	✔
Advisory committee of Council under Section 53 of the Act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to Council's operations and compliance with applicable legal, ethical, and regulatory requirements	<b>Date of establishment:</b> 1 September 2021 The Charter is reviewed each year and was last adopted by Council 1 September 2021. Council is scheduled to adopt the most recently updated Charter in August / September 2022.	
<b>Internal audit</b>	Engaged	✔
Independent accounting professionals engaged by Council to provide analysis and recommendations aimed at improving Council's governance, risk and management controls	<b>Date of engagement:</b> 18 April 2019 The internal audit and core assurance services provider is initially appointed for a three-year term. A rolling annual audit plan is developed each year in conjunction with the Audit and Risk Committee and the Strategic Risk and Internal Audit Committee.	
<b>Performance reporting framework</b>	Current framework in operation	✔
A set of indicators measuring financial and non-financial performance, including the performance indicators referred to in Section 98 of the Act	<b>Date of adoption of current framework:</b> 23 June 2021 as part of Integrated Council Plan 2021-31	

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<p><b>Council Plan report</b></p> <p>Reviews the performance of 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><b>Current report</b> ✓</p> <p><b>Dates of reports presented:</b></p> <ul style="list-style-type: none"> <li>· First quarter report 17 November 2021</li> <li>· Bi-annual report 16 February 2022</li> <li>· Third quarter report 18 May 2022</li> </ul>
<p><b>Quarterly budget reports</b></p> <p>Quarterly reports to Council under Section 97 of the Act, comparing actual and budgeted results and an explanation of any material variations</p>	<p><b>Quarterly reports presented to the Council in accordance with Section 97(1) of the Act</b> ✓</p> <p><b>Dates reports presented:</b></p> <ul style="list-style-type: none"> <li>· First quarter report 17 November 2021</li> <li>· Bi-annual report 16 February 2022</li> <li>· Third quarter report 18 May 2022</li> </ul>
<p><b>Risk reporting</b></p> <p>Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring, and risk minimisation strategies</p>	<p><b>Risk reports prepared and presented</b> ✓</p> <p><b>Reporting to Strategic Risk and Internal Audit Committee (SRIA):</b> 8 December 2021, 27 April 2022</p> <p><b>Date of reports presented:</b> 12 July 2021, 9 August 2021, 13 September 2021, 11 October 2021, 8 November 2021, 13 December 2021, 31 January 2022, 7 March 2022, 21 April 2022, 14 June 2022</p>
<p><b>Performance reporting</b></p> <p>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</p>	<p><b>Performance reports prepared</b> ✓</p> <p><b>Date of reports:</b></p> <ul style="list-style-type: none"> <li>· First quarter report 17 November 2021</li> <li>· Bi-annual report 16 February 2022</li> <li>· Third quarter report 18 May 2022</li> </ul>
<p><b>Annual Report</b></p> <p>Annual Report under Sections 98, 99 and 100 of the Act containing a report of operations and audited financial and performance statements</p>	<p><b>Annual report presented at a meeting of Council in accordance with Section 100 of the Act</b> ✓</p> <p><b>Date of consideration: 19 October 2022</b></p>
<p><b>Councillor Code of Conduct</b></p> <p>Code under Section 139 of the Act setting out the standards of conduct to be followed by Councillors and other matters</p>	<p><b>Code of conduct reviewed and adopted in accordance with Section 139 of the Act</b> ✓</p> <p><b>Date adopted: 17 February 2021</b></p>

<p><b>Delegations</b></p>	<p>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 </p>
<p>Sets out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff</p>	<p><b>Date reviewed:</b></p> <ul style="list-style-type: none"> <li>· Council delegation to CEO: 20 October 2021</li> <li>· Council delegation to CEO South Melbourne Market: 20 October 2021</li> <li>· Council delegation to Members of Staff: 16 March 2022</li> <li>· Council delegation to Planning Committee: 20 October 2021</li> <li>· CEO delegations to Staff: 26 May 2022</li> <li>· CEO delegation of CEO Powers, Duties and Functions: 4 March 2022</li> <li>· CEO delegation to Staff for VicSmart applications under the Planning and Environment Act 1987: 28 January 2022</li> <li>· CEO delegation to Municipal Building Surveyor: 11 February 2022</li> </ul>
<p><b>Meeting procedures</b></p> <p>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><b>Date Governance Rules adopted: 19 August 2020</b></p>