

Governance and management checklist

Results of Moreland Council's assessment against the prescribed governance and management checklist as at 30 June 2020:

Governance and management items	Assessment	Outcome
1. Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Current policy in operation Action is underway to update the current community engagement policy in accordance with the requirements of the <i>Local Government Act 2020</i>	YES: 12/12/2018
2. Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	YES: 30/11/2019 New digital consultation guidelines developed to support implementation of our new community consultation website, known as Conversations Moreland
3. Strategic resource plan (plan under section 126 of the Act outlining the financial and non-financial resources required for at least the next 4 financial years)	Plan adopted in accordance with section 126 of the Act	YES: 24/06/2019
4. Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required)	Budget adopted in accordance with section 130 of the Act	YES: 24/06/2019
5. Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Current plans in operation	YES: Asset Management Plans are in place for key assets, including: roads, footpaths and drainage
6. Rating strategy (strategy setting out the rating structure of council to levy rates and charges)	Current strategy in operation	YES: 24/06/2019
7. Risk policy (policy outlining council's commitment and approach to minimising the risks to council's operations)	Current policy in operation	YES: 27/03/2019

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8. Fraud policy (policy outlining council's commitment and approach to minimising the risk of fraud)	Current policy in operation	YES: 26/03/2019
9. Municipal emergency management plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i>	YES: 08/01/2019
10. Procurement policy (policy under section 186A of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186A of the <i>Local Government Act 1989</i> , incorporating the principles of the <i>Local Government Act 2020</i>	YES: 12/06/2020 (review date: June 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	YES: 30/04/2020 (due to be reviewed March 2021)
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	YES: April 2019 Partial test completed in November 2019 (due to be reviewed May 2021)
13. Risk management framework (framework outlining council's approach to managing risks to the council's operations)	Current framework in operation	YES: 26/03/2019 Reviewed in February 2019 Review commenced May 2020 for approval in July 2020
14. 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 the council's operations and for compliance with applicable legal, ethical and regulatory requirements)	<p>Audit and Risk Management Committee established in accordance with section 139 of the <i>Local Government Act 1989</i> up to May 2020</p> <p>Audit and Risk Committee established in accordance with section 53 of the new <i>Local Government Act 2020</i> on 13 May 2020 (first meeting of the committee on 23 June 2020)</p>	YES: 13/05/2020 Committee charter reviewed and endorsed by council 13/11/2019 under 1989 Act New committee charter reviewed and endorsed by council 13/05/2020

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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)	Internal auditor engaged	YES: Contracted to 01/09/2021
16. 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)	Current framework in operation	YES: 28/05/2020 Performance reporting framework updated annually at the direction of the Minister
17. Council plan reporting (report reviewing the performance of the council against the Council Plan 2017-21, including the results in relation to the strategic indicators, for the first 6 months of the financial year)	Current report	YES: Annual Council Action Plan Q4 prior year: 14/08/2019 Q1: 13/11/2019 Q2: 12/02/2020 Q3: 13/05/2020
18. Financial reporting (quarterly statements to council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Quarterly statements presented to Council in accordance with section 138(1) of the Act	Q1 (2018-19 financial statements): Presented 11/09/2019 Q2 (September 2019): Presented 13/11/2019 Q3 (December 2019): Presented 12/02/2020 Q4 (March 2020): Presented 13/05/2020
19. Risk reporting (6-monthly reports of strategic risks to council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports prepared and presented	YES: 19/11/2019 and 30/06/2020
20. Performance reporting (6-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports prepared and presented	YES: Full-year results – post-Auditor-General review and approvals in August 2019 Half-year results and quality control review of non-financial results completed in February 2020

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<p>21. Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial performance statements)</p>	<p>Annual report considered at a meeting of Council in accordance with section 134 of the Act</p>	<p>YES: 23/09/2019</p>
<p>22. 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)</p>	<p>Code of conduct reviewed in accordance with section 76C of the Act</p>	<p>YES: 12/06/2019</p>
<p>23. Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)</p>	<p>Delegations reviewed in accordance with section 98(6) of the Act</p>	<p>YES: 30/06/2020 (CEO to council staff (VicSmart)) 15/06/2020 (Council to CEO) 15/06/2020 (Council to council staff) 26/03/2020 (Council to CEO – COVID-19 state of emergency) 23/01/2019 (Sub-delegation CEO to council staff) 20/04/2017 (CEO to council staff (CEO powers)) 20/03/2020 (MBS to building staff)</p>
<p>24. Meeting procedures (a local law governing the conduct of meetings of council and special committees)</p>	<p>Meeting procedures local law made in accordance with section 91(1) of the Act</p>	<p>YES: 13/06/2018</p>