

GOVERNANCE AND MANAGEMENT CHECKLIST

Results of Moreland Council's assessment against the prescribed governance and management checklist as at 30 June 2021:

Governance and Management Item	Status	Outcome
Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Local Government Act 2020 ('the Act')	Yes, on 9/12/2020
Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	Yes, since 9/12/2020
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	Strategic Resource Plan 2020-25 in place since 08/07/2020 The 10-year Financial Plan will be adopted by 31 October 2021 in accordance with section 91 of the Act
Asset plan (plan that sets 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	Road and Drainage Asset Management Plans in place since 30/07/19 and 11/08/20 (respectively) The 10-year Asset Plan will be adopted by 31 October 2022 in accordance with section 92 of the Act
Revenue and rating plan (plan setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act	Yes, on 24/06/2021
Annual budget (plan 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 94 of the Act	Yes, on 24/06/2021
Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation	Yes, since 13/08/2020
Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation	Yes, since 26/03/2019
Municipal emergency management plan (plan under section 20 of the Emergency Management Act 1986 for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the Emergency Management Act 1986	Yes, since 8/01/2019
Procurement policy (policy outlining the principles, processes and procedures that will apply to all purchases of goods and services by the Council)	Adopted in accordance with section 108 of the Act	Yes, on 24/06/2021
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, since 30/09/2020


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, since April 2019
Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation	Yes, since 30/06/2020
Audit and Risk Committee (advisory committee of Council under section 53 and 54 of the Act)	Established in accordance with section 53 of the Act	Yes, on 13/05/2020
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, on 1/09/2016
Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Local Government Act 1989)	Current framework in operation	Yes, framework described in the Budget adopted on 24/06/2021
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 6 months of the financial year)	Current report	2020-21 First quarter performance report 09/12/2020 2020-21 Second quarter financial and performance report 10/03/2021 2020-21 Third quarter performance report 09/06/2021
Financial reporting (quarterly statements to Council under section 138(1) of the Local Government Act 1989 comparing budgeted revenue and expenditure with actual revenue and expenditure.)	Quarterly statements presented to Council in accordance with section 138(1) of the 1989 Act	2020-21 First quarter performance report 09/12/2020 2020-21 Second quarter financial and performance report 10/03/2021 2020-21 Third quarter financial and performance report 09/06/2021
Risk reporting (6-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Risk reports prepared and presented	Quarterly risk management reports 15/09/2020 15/12/2020 16/03/2021 15/06/2021
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 1989 Act)	Performance reports prepared and presented	2020-21 First quarter performance report 09/12/2020 2020-21 Second quarter financial and performance report 10/03/2021 2020-21 Third quarter financial and performance report 09/06/2021 2020-21 6-monthly LGPRF report 23/02/2021
Annual report (annual report under sections 131, 132 and 133 of the Local Government Act 1989 to the community containing a report of	Annual report considered at a meeting of Council in accordance with section 134 of the 1989 Act	Yes, on 14/10/2020

operations and audited financial performance statements)		
Councillor Code of Conduct (code setting out the standards of conduct to be followed by Councillors and other matters)	Code of conduct reviewed and adopted in accordance with section 139 of the Act	Yes, on 23/02/2021
Delegations (documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	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	Yes, since August 2020
Meeting procedures (governance rules governing the conduct of meetings of Council and delegated committees)	Governance rules adopted in accordance with section 60 of the Act	Yes, on 12/08/2020

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

Cathy Henderson
Chief Executive Officer

Cr Annalivia Carli Hannan
Mayor

Signature:  _____

Signature:  _____

Date: 23/9/2021

Date: 23/09/2021