



## **Appendix 5c**

### **16.3 Adoption of 2020-21 Annual Financial Report**

*2020-21 Governance and Management Checklist*

# **Ordinary Meeting of Council**

Wednesday 22 September 2021 at 7:00pm

Via Videoconference (Zoom)

**GOVERNANCE AND MANAGEMENT CHECKLIST - 2020-21**

Governance and Management Item		Required	YES NO	Commentary
GC1	<b>Community engagement policy</b> (policy outlining Council's commitment to engaging with the community on matters of public interest)	Adopted in accordance with section 55 of the Act	YES	Adopted in accordance with section 55 of the Act Date of operation of current policy: 16/12/2020
GC2	<b>Community engagement guidelines</b> (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	YES	Current guidelines are in place Date of operation of current guidelines: 16/12/2020
GC3	<b>Financial Plan</b> (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	YES	10 year Long Term Financial Plan (LTFP) adopted by Council, 18/06/2020 The Financial Plan will be reviewed and updated in line with the section 91 of the Act Scheduled for adoption by Council 27/10/2021, on track to achieve this outcome
GC4	<b>Asset Plan</b> (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	YES	Date of adoption of current plans: Roads, Footpath and Kerb Assets 20/06/2019 Building Assets 20/06/2019 Open Space Assets 20/06/2019 Urban Stormwater Drainage 20/06/2019 Above plans will be reviewed and updated in line with the section 92 of the Act before 30 June 2022
GC5	<b>Revenue and Rating Plan</b> (plan setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act	YES	Adopted in accordance with section 93 of the Act Date of operation of current plan: 23/06/2021
GC6	<b>Annual budget</b> (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	Adopted in accordance with section 94 of the Act Date of operation of current plan: 23/06/2021

**GOVERNANCE AND MANAGEMENT CHECKLIST - 2020-21**

Governance and Management Item		Required	YES NO	Commentary
GC7	<b>Risk policy</b> (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation	YES	Current policy in operation Date of operation of current policy: 23/06/2021
GC8	<b>Fraud policy</b> (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation	YES	Current policy in operation Date of operation of current policy: 01/03/2018
GC9	<b>Municipal emergency management plan</b> (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	Prepared and maintained in accordance with section 59D of the Emergency Management Act 2013 Date of operation of current plan: 23/04/2019
GC10	<b>Procurement policy</b> (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	Prepared and approved in accordance with section 108(7)(a) of the Act , on 28/04/2021
GC11	<b>Business continuity plan</b> (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	Current plan in operation Date of operation of current plan: 30/10/2019
GC12	<b>Disaster recovery plan</b> (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	Current plan in operation Date of operation of current plan: 30/10/2019
GC13	<b>Risk management framework</b> (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation	YES	Current framework in operation (included within the risk policy) Date of operation of current framework: 23/06/2021
GC14	<b>Audit and Risk Committee</b> (advisory committee of Council under section 53 and 54 of the Act)	Established in accordance with section 53 of the Act	YES	Established in accordance with section 53 of the Act Date of establishment: 27/08/2020

**GOVERNANCE AND MANAGEMENT CHECKLIST - 2020-21**

Governance and Management Item		Required	YES NO	Commentary
GC15	<b>Internal audit</b> (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	Engaged, date of engagement of current provider: 24/08/2017 Contract expires on 30/06/2022
GC16	<b>Performance reporting framework</b> (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	Current framework in operation Date of operation of current framework: 04/06/2014
GC17	<b>Council Plan report</b> (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)	Current report	YES	Date of report: 2019-20 Quarter 4 Council Plan Progress Report 17/09/2020 2020-21 Quarter 1 Council Plan Progress Report 22/10/2020 2020-21 Quarter 2 Council Plan Progress Report 17/02/2021 2020-21 Quarter 3 Council Plan Progress Report 28/04/2021
GC18	<b>Financial reporting</b> (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	YES	Dates of reports: 2019-20 Quarter 4 Finance Report 17/09/2020 2020-21 Quarter 1 Finance Report 22/10/2020 2020-21 Quarter 2 Finance Report 17/02/2021 2020-21 Quarter 3 Finance Report 28/04/2021
GC19	<b>Risk reporting</b> (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Risk reports prepared and presented	YES	Dates of presentation of reports: Updated risk register presented to the Audit and Risk committee 7/12/2020 Updated risk register presented to the Audit and Risk committee 7/06/2021

GOVERNANCE AND MANAGEMENT CHECKLIST - 2020-21				
Governance and Management Item		Required	YES NO	Commentary
GC20	<b>Performance reporting</b> (six-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	YES	Dates of presentation of reports: 2019/20 Performance Report 17/09/2020 2020/21 YTD (6 months) Performance information included in 2020/21 Quarter 2 Finance Report 17/02/2021
GC21	<b>Annual report</b> (annual report under sections 131, 132 and 133 of the Local Government Act 1989 to the community containing a report of operations and audited financial performance statements)	Annual report considered at a meeting of Council in accordance with section 134 of the 1989 Act	YES	Annual report considered at a meeting of Council in accordance with section 134 of the Act. Date considered; 22/10/2020 Ordinary Council Meeting.
GC22	<b>Councillor Code of Conduct</b> (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	Code of conduct reviewed and adopted in accordance with section 139 of the Act Date of review : 17/02/2021
GC23	<b>Delegations</b> (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	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 Date of review under section 11(7): 27/08/2020
GC24	<b>Meeting procedures</b> (Governance Rules governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act	YES	Governance Rules adopted in accordance with section 60 of the Act Date adopted: 27/08/2020

## Certification of the governance and management checklist

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

Matin Gill  
Chief Executive Officer  
Date: 22 September 2021  
Queenscliff

Councillor Ross Ebbels  
Mayor  
Date: 22 September 2021  
Queenscliff