

BOROUGH OF QUEENSCLIFFE - GOVERNANCE AND MANAGEMENT CHECKLIST: 2022–23

The following are the results in the prescribed form of council’s assessment against the prescribed governance and management checklist.

	Governance and Management Item	Required	YES	Commentary
			NO	
GC1	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 Act	YES	Date of operation of current policy: 14/12/2022
GC2	Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation	YES	Date of operation of current guidelines: 14/12/2022
GC3	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	YES	Date of adoption: 28/06/2023
GC4	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)	Adopted in accordance with section 92 of the Act	YES	Date of adoption: 22/02/2023
GC5	Revenue and Rating Plan (plan under section 93 of the Act setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the Act	YES	Date of adoption: 23/06/2021
GC6	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)	Budget adopted in accordance with section 94 of the Act	YES	Date of adoption: 28/06/2023
GC7	Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation	YES	Date of operation of current policy: 14/12/2022

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GC8	Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in operation	YES	Date of operation of current policy: 27/10/2021
GC9	Municipal emergency management plan (plan under section 60ADB of the Emergency Management Act 2013 for emergency mitigation, response and recovery)	Prepared and maintained in accordance with section 60ADB of the Emergency Management Act 2013	YES	Date of operation of current plan: 04/05/2023
GC10	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)	Adopted in accordance with section 108 of the Act	YES	Date of operation of current policy: 27/10/2021
GC11	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	Date of operation of current plan: 30/10/2019
GC12	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	Date of operation of current plan: 30/10/2019
GC13	Risk management framework (framework outlining Council's approach to managing risks to the Council's operations)	Current framework in operation	YES	Date of operation of current framework: 04/04/2022
GC14	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	Date of establishment: 27/08/2020
GC15	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	Engaged, date of engagement of current provider: 07/10/2022
GC16	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)	Current framework in operation	YES	Date of operation of current framework: 01/07/2015

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GC17	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)	Current report	YES	Date of reports: 2021-22 Quarter 4 Report - 28/09/2022 2022-23 Quarter 1 Report - 26/10/2022 2022-23 Quarter 2 Report - 22/02/2023 2022-23 Quarter 3 Report - 26/04/2023
GC18	Financial reporting (quarterly statements 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).	Reports presented to the Council in accordance with section 97(1) of the Local Government Act 2020	YES	Dates of reports: 2021-22 Quarter 4 Report - 28/09/2022 2022-23 Quarter 1 Report - 26/10/2022 2022-23 Quarter 2 Report - 22/02/2023 2022-23 Quarter 3 Report - 26/04/2023
GC19	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	YES	Dates of presentation of reports: Reported quarterly via Audit and Risk Management Committee minutes 28/09/2022 , 14/12/2022, 26/04/2023, 28/06/2023

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GC20	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)	Performance reports prepared and presented	YES	Dates of presentation of reports: 2021/22 Performance Report 28/09/2022 2022/23 YTD (6 months) Performance information included in 2022/23 Quarter 2 Budget Report 22/02/2023
GC21	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)	Presented at a meeting of the Council in accordance with section 100 of the Act	YES	Date considered; 26/10/2022 Ordinary Council Meeting.
GC22	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)	Code of conduct reviewed and adopted in accordance with section 139 of the Act	YES	Date of review : 17/02/2021
GC23	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))	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	Date of review: 28/09/2022
GC24	Meeting procedures (Governance Rules under section 60 of the Act governing the conduct of meetings of Council and delegated committees)	Governance Rules adopted in accordance with section 60 of the Act	YES	Date adopted: 28/09/2022

Certification of the governance and management checklist

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

Matin Gill
Chief Executive Officer
Date: 27 September 2023
Queenscliff

Councillor Isabelle Tolhurst
Mayor
Date: 27 September 2023
Queenscliff