

# GOVERNANCE AND MANAGEMENT CHECKLIST

*Golden Plains Shire Council is constituted under the Local Government Act 2020 to provide leadership for the good governance of the municipal district and the local community.*

Governance and Management Items	Assessment
<b>1. 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 <i>Local Government Act 2020</i> . Date of adoption: 23 February 2021
<b>2. Community Engagement Guidelines</b> (Guidelines to assist staff to determine when and how to engage with the community)	Incorporated into the Community Engagement Policy (Appendix 2 & 3). Date of adoption: 23 February 2021
<b>3. Financial Plan</b> (Plan under section 91 of the <i>Local Government Act 2020</i> outlining the financial and non-financial resources required for at least the next 10 financial years)	Adopted as part of the new Council Plan 2021-2025 on 29 June 2021, in accordance with section 91 of the <i>Local Government Act 2020</i> .
<b>4. Asset Plan</b> (Plan under section 92 of the <i>Local Government Act 2020</i> 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 <i>Local Government Act 2020</i> . Date of adoption: 28 June 2022
<b>5. Revenue and Rating Plan</b> (Plan under section 93 of the <i>Local Government Act 2020</i> setting out the rating structure of Council to levy rates and charges)	Adopted in accordance with section 93 of the <i>Local Government Act 2020</i> . Date of adoption: 28 June 2022
<b>6. Annual Budget</b> (Plan under section 94 of the <i>Local Government Act 2020</i> setting out the services to be provided and initiatives to be undertaken during the budget year and the funding and other resources required)	Adopted in accordance with section 94 of the <i>Local Government Act 2020</i> . Date of adoption: 25 June 2024
<b>7. Risk Policy</b> (Policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Incorporated into the Risk Management Framework 2020. Date of adoption: 23 July 2020
<b>8. Fraud Policy</b> (Policy outlining Council's commitment and approach to minimising the risk of fraud)	Date of adoption: 23 July 2020
<b>9. Municipal Emergency Management Plan</b> (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 60ADB of the <i>Emergency Management Act 2013</i> . Date of MEMPC meetings attended: 13 October 2023 and 17 May 2024
<b>10. Procurement Policy</b> (Policy under section 108 of the <i>Local Government Act 2020</i> 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 <i>Local Government Act 2020</i> . Date of adoption: 26 October 2021 Last updated: 28 March 2023

Governance and Management Items	Assessment
<p><b>11. Business Continuity Plan</b> (Plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)</p>	<p>Date of adoption: 1 July 2018 Last reviewed: June 2020</p>
<p><b>12. 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)</p>	<p>Date of adoption: 1 March 2024 Last reviewed: 10 April 2024</p>
<p><b>13. Complaints Policy</b> (Policy under section 107 of the Local Government Act 2020 outlining Council’s commitment and approach to managing complaints)</p>	<p>Developed in accordance with section 107 of the <i>Local Government Act 2020</i>. Date of adoption: 20 December 2021</p>
<p><b>14. Workforce Plan</b> (Plan outlining Council’s commitment and approach to planning the current and future workforce requirements of the organisation)</p>	<p>Established in accordance with section 46 of the <i>Local Government Act 2020</i>. Date of commencement of current plan: 8 August 2020</p>
<p><b>15. Financial Hardship Policy</b> (Policy outlining Council’s commitment and approach to assisting ratepayers experiencing financial hardship or difficulty paying their rates)</p>	<p>Date of commencement of current policy: 23 August 2022</p>
<p><b>16. Risk Management Framework</b> (Framework outlining Council’s approach to managing risks to the Council’s operations)</p>	<p>Date of adoption: 23 July 2020</p>
<p><b>17. Audit &amp; Risk Committee</b> (Advisory committee of Council under section 53 &amp; 54 of the <i>Local Government Act 2020</i> whose role is to oversee the integrity of a Council’s financial reporting, processes to manage risks to the Council’s operations and for compliance with applicable legal, ethical, and regulatory requirements)</p>	<p>Established in accordance with section 53 of the <i>Local Government Act 2020</i>. Date of establishment: 27 February 1997</p>
<p><b>18. 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)</p>	<p>Date of engagement of current provider: 11 September 2018</p>
<p><b>19. Performance Reporting Framework</b> (a set of indicators measuring financial and non- financial performance, including the performance indicators referred to in section 98 of the <i>Local Government Act 2020</i>)</p>	<p>Date of adoption: 1 July 2014</p>
<p><b>20. Council Plan Report</b> (Quarterly 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)</p>	<p>Date reports presented: 22 August 2023, 28 November 2023, 27 February 2024 and 28 May 2024</p>

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<p><b>21. Quarterly Budget Reports</b> (Quarterly reports to Council under section 97 of the <i>Local Government Act 2020</i>, comparing actual and budgeted results and an explanation of any material variations)</p>	<p>Statements presented to Council in accordance with section 97 of the <i>Local Government Act 2020</i>. 26 September 2023, 28 November 2023, 27 February 2024 and 28 May 2024</p>
<p><b>22. Risk Reporting</b> (Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)</p>	<p>Date Reports Presented: 12 September 2023, 11 November 2023, 13 February 2024 and 14 May 2024</p>
<p><b>23. Performance Reporting</b> (Six-monthly reports of indicators measuring results against financial and non-financial performance, including the performance indicators referred to in section 98 of the <i>Local Government Act 2020</i>)</p>	<p>Date of Report: 24 October 2023 and 27 February 2024</p>
<p><b>24. Annual Report</b> (Annual Report under sections 98 and 99 of the <i>Local Government Act 2020</i> containing a report of operations and audited financial and performance statements)</p>	<p>Presented at a meeting of the Council in accordance with section 100 of the <i>Local Government Act 2020</i> on 24 October 2023</p>
<p><b>25. Councillor Code of Conduct</b> (Code under section 139 of the <i>Local Government Act 2020</i>, setting out the standards of conduct to be followed by Councillors and other matters)</p>	<p>Reviewed and adopted in accordance with section 139 of the <i>Local Government Act 2020</i>. Date adopted: 23 February 2021</p>
<p><b>26. 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, in accordance with sections 11 and 47 of the <i>Local Government Act 2020</i>)</p>	<p>Reviewed in accordance with section 11(7) of the <i>Local Government Act 2020</i> and a register kept in accordance with sections 11(8) and 47(7) of the <i>Local Government Act 2020</i>, with register kept in accordance with Act. Council to CEO: 17 May 2024 and Council to Staff: 21 July 2023</p>
<p><b>27. Meeting procedures</b> (Governance rules under section 60 of the <i>Local Government Act 2020</i> governing the conduct of meetings of Council and delegated committees)</p>	<p>Governance Rules adopted in accordance with section 60 of the <i>Local Government Act 2020</i>. Date adopted: 28 March 2023</p>

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

**Shane Walden**  
Chief Executive Officer  
Dated: 22 October 2024

**Cr Brett Cunningham**  
Mayor  
Dated: 22 October 2024