

GOVERNANCE & MANAGEMENT CHECKLIST

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

Governance & Management Items	Assessment
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 Date of adoption: 23 July 2025 Known as the Community Engagement Policy and Procedure
Community Engagement Guidelines Guidelines to assist employees to determine when and how to engage with the community.	 Date of adoption: 23 July 2025 Council revised and adopted a Community Engagement Policy and Procedure, with the procedure outlining and guiding Councils engagement practices.
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 Date of adoption: 29 October 2025
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 Date Plan adopted: 29 October 2025 Known as the Asset Management Strategy
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 Date Plan adopted: 24 June 2026
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.	 Adopted in accordance with section 94 of the Act Date of adoption: 24 June 2026
Risk Policy Policy outlining Council's commitment and approach to minimising the risks to Council's operations.	 Policy Date of commencement of current policy: 22 May 2024 The Risk Policy is embedded within the Risk Management Manual (the Manual). The Manual has been revised and is to be presented at the Ordinary Council Meeting on 22 July 2026.
Fraud Policy Policy outlining Council's commitment and approach to minimising the risks to Council's operations.	 Policy Date of commencement of current policy: 28 August 2024 Administrative review approved by CEO on 23 January 2026.

Governance & Management Items	Assessment
Municipal Emergency Management Plan Council's participation in meetings of the Municipal Emergency Management Planning Committee (MEMPC).	 The Plan was developed by the WEMT through liaison with all the Emergency Agencies and is now ready for publication. It has been prepared in accordance with the Emergency Management Act 2013.
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 Date adopted: 27 August 2025
Business Continuity Plan Plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster.	 Plan Date of commencement of current plan: September 2024
Disaster Recovery Plan Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster.	 Plan Date of commencement of current plan: 3 September 2024 Council's ICT Disaster Recovery Plan and Procedure
Complaint Policy Policy under section 107 of the Act outlining Council's commitment and approach to managing complaints.	 Developed in accordance with section 107 of the Act Date of commencement of current policy: 26 July 2023 Known as the Complaints Handling Policy and Procedure
Workforce Plan Plan outlining Council's commitment and approach to planning the current and future workforce requirements of the organisation.	 Developed in accordance with section 46 of the Act Date of commencement of current plan: 20 October 2025
Payment of Rates and Charges Hardship Policy Policy outlining Council's commitment and approach to assisting ratepayers experiencing financial hardship or difficulty paying their rates.	 Policy Date of commencement of current policy: 28 June 2023 Known as the Debt Management, Relief and Hardship Policy The Debt Management, Relief and Hardship Policy has been revised and will be presented at the Ordinary Council Meeting on 22 July 2026.
Risk Management Framework Framework outlining Council's approach to managing risks to the Council's operations.	 Framework Date of commencement of current framework: 22 May 2024 Embedded in Council's Risk Management Manual. The Manual has been revised and is to be presented at the Ordinary Council Meeting on 22 July 2026.
Audit and Risk Committee Advisory committee of Council under section 53 and section 54 of the Local Government Act whose role is to monitor the compliance of Council policies and procedures, monitor Council's financial reporting, monitor and provide advice on risk management, and provide oversight on internal and external audit functions.	 Established in accordance with section 53 of the Act Date committee established: 09 February 2004

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Internal Audit Independent accounting professionals engaged by the Council to provide analysis and recommendations aimed at improving Council's governance, risk and management controls.	 Engaged Date of engagement of current provider: 30 June 2025
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.	 Framework Date of adoption of current framework: 22 May 2024 The Performance Reporting Framework has been revised and is to be presented at the Ordinary Council Meeting on 22 July 2026.
Council Plan Reporting 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.	 Report Date of report: 29 October 2025 28 January 2026 22 April 2026 Final Action Plan Year 1 report to be presented at the Ordinary Council Meeting on 22 July 2026.
Quarterly Budget Reports Quarterly reports presented to Council under section 97 of the Act, 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 Act Dates reports presented: 27 August 2025 24 September 2025 25 February 2026 27 May 2026 Financial and Non-Financial Quarterly Performance Report presented to Council and Audit and Risk Committee.
Risk Reports Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies.	 Reports Dates of reports: 27 August 2025 24 September 2025 25 February 2026 27 May 2026 Financial and Non-Financial Quarterly Performance Report presented to Council and Audit and Risk Committee.
Performance Reports Six-monthly reports of indicators measuring results against financial and non-financial performance including the performance indicators referred to in section 98 of the Act.	 Reports Dates of reports: 27 August 2025 24 September 2025 25 February 2026 27 May 2026 Financial and Non-Financial Quarterly Performance Report presented to Council and Audit and Risk Committee.

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Annual Report Annual report under sections 98, 99 and 100 of the Act 2020 to the community containing a report of operations and audited financial and performance statements.	 Annual Report presented at a meeting of Council in accordance with section 100 of the Act Date of presentation: 29 October 2025
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 Date reviewed and adopted: 26 October 2024 Known as the Model Councillor Code of Conduct
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.	 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): 25 February 2026
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 Date Governance Rules adopted: 25 March 2026

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

Tammy Smith
Chief Executive Officer
Date: ?? 2026

Cr Andrew McLean
Mayor
Date: ?? 2026