

GENERAL MANAGER'S REPORT

8th February 2005

GM2	CORPORATE GOVERNANCE
FILE: * AVB	{ Folio No. * }

SUMMARY:

To present to Council a Corporate Governance manual that incorporates all Councils good governance procedures.



It is important that Council is accountable and transparent with its customers. Accountability and transparency supports good decision making and strengthens local democracy.

Council has developed a number of processes and procedures that supports good governance and complies with legislative requirements regarding conduct and reporting mechanisms. Generally Council enhances statutory requirement through the development of more stringent or informative practices.

These practices, procedures and requirements are contained in many individual documents and are not easily accessible to our customers. The purpose of this manual is to bring the subject matter of those many documents together under one umbrella. The manual contains information on how to access individual documentation. ([Appendix A Part 1, Part 2, Part 3](#))

The manual outlines: -

- How Council is governed and administered
- Legislative provisions regarding reporting to the community
- Our responsibilities under the Code of Conduct
- Roles and relationships between Councillors, staff and the community
- How we communicate with our customers

REPORT IMPLICATIONS:

- *Environmental*

Nil

- *Social*

The manual will allow members of the public to identify the steps that Council is taking to be accountable and transparent with its customers.

- *Economic (Financial)*

Nil

- *Policy or Statutory*

Nil

- *General Manager's Review*

Nil

RECOMMENDATION:

1. That Council endorse the Corporate Governance Manual
2. That the manual be displayed in Council's offices and be available to the public free of charge
3. That the manual be included in the documents displayed on the Internet.

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Allan Burgess
GENERAL MANAGER