
Policy Number:	G18
Relevant Delegation:	Not Applicable
Adoption Details:	22 February 2016
Last Review Details:	25 November 2019

POLICY OBJECTIVE:

To set out a process for identifying the reporting program to the Shire of York Council.

POLICY SCOPE:

This policy applies to all aspects of the Shire's operations.

POLICY STATEMENT:**INTRODUCTION**

The Shire of York operates under a range of statutes, many of which set out reporting requirements to key agencies. Some specify minimum internal reporting requirement to the Council, primarily around financial management. In addition to any content, the Council will be interested in compliance performance. In addition, a number of policies adopted by Council require reporting to the Council on a regular basis. Finally, the Council may identify major projects or areas of activity where it wishes to be informed on progress, risks, actual against planned expenditure. The identification of the latter will be driven by the perceived significance of the project to the community, the size of the budget involved and/ or the risk environment.

It is important that the Council is informed on progress on a range of matters in a structured and timely way. It is also important that this reporting programme is consistent with the capacity of the organisation to deliver information.

This policy provides a mechanism for the Council to regularly review what is being reported to it and make decisions on the programme in a structured way. This reporting process would also assist in keeping the community informed on progress.

PRINCIPLES

- (a) Reporting on external compliance requirements, on internal monitoring requirements and progress of programs and projects is an essential tool in the Council being satisfied that delivery is occurring in a timely and consistent manner.
 - (b) The extent of reporting and the regularity of reporting will be determined in part by the capacity of the organisation to deliver the programme. The focus will be on matters which are perceived as of major significance to the community, the size of the budget involved and/ or the risk environment.
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PROVISIONS

1. GENERAL

- 1.1 The Chief Executive Officer will on an annual basis prepare a report to the Council setting out the following:
- external compliance reporting requirements.
 - statutory requirements for reporting to Council.
 - policy driven reporting requirements.
 - potential significant projects which the Council may wish to have a regular formal update on progress, risks and issues.
 - a recommended regular reporting period for each area, program or project (e.g. monthly, quarterly, six monthly or annually).
 - an indication of organisational capacity to deliver.
- 1.2 The Council will identify the nature and regularity of reporting required for each area/ category, program or project.
- 1.3 Irrespective of decisions made under Clause 1.2 the Council will be provided with a summary of the Council's compliance reporting to external agencies on an annual basis.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Not applicable.

Responsible Officer: Chief Executive Officer

Contact Officer: Chief Executive Officer

Relevant Legislation: Not applicable

Review History:

Date Review Adopted:	Resolution Number
Adopted – 22 February 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
Former Policy No:	G4.2
