

## CHECKLIST FOR MANAGEMENT PLANS

Name of council: \_\_\_\_\_

Includes requirements in the Local Government Act and General Regulation.

Act/General Reg

1. Covers councils activities for at least next 3 years	s402(a)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Contains following statements with respect to council's activities for period to which it relates:</b>			
2. Principal activities that the council proposes to conduct	s403(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Objectives and performance targets for each principal activity	s403(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Means by which council proposes to achieve these targets	s403(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Manner in which council proposes to assess its performance in respect of each of its principal activities	s403(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Statement of principal activities includes following:  <ul style="list-style-type: none"> <li>❖ Capital works projects to be carried out by council (check consistent with annual capital works program – Module 3)</li> <li>❖ Services to be provided by council</li> <li>❖ Asset replacement programs to be implemented by council (check consistent with asset management plan – Module 3)</li> <li>❖ Sales of assets to be conducted by council</li> <li>❖ Activities of a business or commercial nature to be undertaken by council</li> <li>❖ Human resource activities to be undertaken by council (check consistent with human resources plan and reported on in annual report – Module 5)</li> <li>❖ Programs to be undertaken by council to implement its EEO management plan</li> </ul>	s403(2)		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Checked <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Checked <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Checked <input type="checkbox"/>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
7. Statement of principal activities includes following: <ul style="list-style-type: none"> <li>❖ Activities to properly manage, develop, protect, restore, enhance and conserve the environment in a manner that is consistent with and promotes the principles of ecologically sustainable development</li> </ul>	s403(2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>8. When preparing the environmental protection activities part of draft management plan (as per 7 above), council must do following:</p> <ul style="list-style-type: none"> <li>❖ Apply the principles of ecologically sustainable development</li> <li>❖ Consider its most recent comprehensive state of the environment report (or subsequent supplementary report)</li> <li>❖ Consult the community (including environmental groups)</li> <li>❖ Involve the community (including environmental groups) in the development of environmental management strategies</li> </ul>	cl 199(1)		
	cl 199(1)(a)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 199(1)(b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 199(1)(c)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 199(1)(d)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>9. Activities in response to, and to address priorities identified in the council's comprehensive state of environment report (or subsequent supplementary report – or other relevant reports)</p>	s403(2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>10. Council activity relating to the management of:</p> <p>(a) stormwater</p> <p>(b) coast and estuaries</p> <p>(c) sewage</p> <p>(d) waste</p>	cl 198(1)		
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>11. Following particulars in relation to proposed activities in 10 as are relevant to the council's area:</p> <p>a. relevant characteristics of area, catchment or region in which activity to be conducted with reference to:</p> <p>i. commercial pressures</p> <p>ii. problems or issues identified in relation to the proposed activity in the council's state of the environment reports</p>			
	cl 198(2)(a)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 198(2)(a)(i)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 198(2)(a)(ii)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>b. council's evaluation of possible methods of dealing with those pressures, problems and issues</p>	cl 198(2)(b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>c. council's membership (or proposed membership) of any bodies relating to the proposed activity, including any significant variation in the way the activity is proposed to be carried out from any recommendation of such a body (and reasons for variation)</p>	cl 198(2)(c)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>d. action to be taken jointly with other councils or bodies, including any significant variation in the way the activity is proposed to be carried out from any recommendation of such a council or body (and reasons for variation)</p>	cl 198(2)(d)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>e. any significant variation in the council's plan from any guidelines or directions issued by the DG (and reasons for variation)</p>	cl 198(2)(e)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p>12. Where council proposes to levy an annual charge for stormwater management services, a statement that includes particulars of:</p> <p>a. the stormwater management services that are to be funded by the annual charge</p> <p>b. the stormwater management services that are to be funded from other sources other than the annual charge</p> <p>c. any stormwater management services that are to be funded from the annual charge and from other sources noting the proportion funded from other sources</p> <p>d. the council's proposed expenditure for the provision of stormwater management services</p> <p>e. where the land is subject to a catchment action plan must indicate that this has been considered.</p>	s403(1) cl 200A cl 200A(2)(a)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 200A(2)(b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 200A(2)(c)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 200A(2)(d)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 200A(4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>13. Where council proposes to levy an annual charge for stormwater management services on land for which a relevant charge (as defined in the Reg) has been, or is to be levied to fund works or activities that have as their primary purpose the provision of stormwater management services, statement must include particulars of:</p> <p>a. the activities to be funded by the relevant charge</p> <p>b. how those activities differ from those funded by the annual charge for stormwater management services</p> <p>c. the activities that are jointly funded by the relevant charge and the annual charge for stormwater management services, noting the proportion.</p>	cl 200A(3)  cl 200A(3)(a)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 200A(3)(b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 200A(3)(c)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>14. Statement with respect to proposed council activity relating to access and equity activities to meet the needs of residents in the council's area. Includes:</p> <p>❖ Access and equity initiatives priorities drawn from the council's community or social plan (and other optional sources)</p>	s403(1) cl 200(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	cl 200(2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Includes council's revenue policy for the next year	s402(b)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Contains following statements with respect to council's revenue policy for next year:</b>			
16. Detailed estimate of the council's income and expenditure	s404(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. General estimate of council's income and expenditure for the second and subsequent years for which the plan is prepared	s404(4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>18. Each ordinary rate and each special rate proposed to be levied. Includes following particulars:</p> <p>❖ The ad valorem amount of the rate</p> <p>❖ Estimated yield of the rate</p>	s404(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	s404(2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>

<ul style="list-style-type: none"> <li>❖ In case of a special rate, purpose for which the rate is to be levied</li> <li>❖ Categories or sub-categories of land in respect of which the council proposes to levy the rate</li> <li>❖ Whether the rate is to have a base amount. If so, <ul style="list-style-type: none"> <li>○ The amount in dollars of the base amount</li> <li>○ The percentage of total amount payable or category/sub-category of ordinary rate that the base amount will produce</li> </ul> </li> </ul>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Each charge proposed to be levied. Includes following particulars: <ul style="list-style-type: none"> <li>❖ Amount or rate per unit of the charge</li> <li>❖ Differing amounts for the charge, if relevant</li> <li>❖ Minimum amount or amounts of the charge, if relevant</li> <li>❖ Estimated yield of the charge</li> </ul>	s404(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	s404(3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. Types of fees proposed to be charged and if a fee to which Division 3 of Part 10 of Chapter 15 applies (council fees for non-business activities), the amount of each fee  (Need not include information which could confer a commercial advantage on a competitor of the council) (Check for archiving or retrieval fees and similar)	s404(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Checked <input type="checkbox"/>	
21. Council's proposed pricing methodology for determining the prices of goods and the approved fees under Division 2 of Part 10 of Chapter 15 (council fees for business activities) for services provided by it, being an avoidable costs pricing methodology determined by the council in accordance with guidelines issues by the DG  (Need not include information which could confer a commercial advantage on a competitor of the council)	s404(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Amounts of any proposed borrowings (other than internal borrowings) and <ul style="list-style-type: none"> <li>❖ Sources from which they are proposed to be borrowed</li> <li>❖ Means by which they are proposed to be secured</li> </ul>	s404(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Council has followed the following process for consulting on the draft management plan:</b>			
23. Public notice given. Provides for the following: <ul style="list-style-type: none"> <li>❖ Period of exhibition not less than 28 days</li> </ul>	s405(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	s405(2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

❖ Notice specifies that submissions may be made to the council at any time during the period of public exhibition	s405(3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Was exhibited in accordance with its notice	s405(4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
❖ Maps available at its office (or other place as determined) maps which show the areas to which each category and sub-category of the ordinary and special rate applies	s405(5)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Council has followed the following process for adopting the management plan:</b>			
24. Management plan adopted before the end of the year (June 30)	s406(1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25. Submissions made concerning the draft plan have been considered	s406(2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Council has followed the following process for implementing the management plan:</b>			
26. General Manager has reported within 2 months after the end of each quarter as to extent to which performance targets set by council's current management plan have been achieved during that quarter.  (Check against questions in Module 1 asking about how council promotes its management plan)	s407(1)	Yes <input type="checkbox"/>  Checked <input type="checkbox"/>	No <input type="checkbox"/>

Updated January 2009