

Governance Framework

Sunshine Coast Community

Local Government Act 2009

Council
(Elected Members)

Chief Executive Officer

CORPORATE GOALS & PATHWAYS
Outlined in:
Corporate Plan & Operational Plan, Budget Planning Scheme & Adopted Strategies & Plans
Advocacy & Partnerships Programs

DIAGRAM DESCRIPTION: Governance provides the structure through which council's vision and objectives are achieved within a context of competing and changing social, economic and environmental issues. Corporate Governance refers to the system by which council is directed and controlled within the local government environment. This diagram gives an overview of the Corporate Governance framework processes and practices to enable better decision making for Councillors, management and employees of the Sunshine Coast Council. (Oct 2020)

STRUCTURES

GOVERNANCE & CONTROL

ORGANISATIONAL FRAMEWORK
Structural elements set in place that provide good governance, democratic representation, ethical decision making, social inclusion and meaningful community engagement.

ACCOUNTABILITY FRAMEWORK
Functions, systems, services and activities that provide assurance of transparency, ethical behaviour and sustainable financial management of community assets and infrastructure.

FUNCTIONS & SYSTEMS

- ORGANISATIONAL STRUCTURE**
 - Mayor & Councillors
 - CEO
 - Group Executives
 - Managers & Leadership Group
 - Team Coordinators / Team Leaders / Supervisors
 - Employees
 - Contractors
 - Councillor Portfolio Structure
 - Volunteers
 - Boards
- MANAGEMENT & LEADERSHIP**
 - Executive Leadership Team
 - SCC Leadership Charter & Leadership Forum
 - Outstanding Organisation Framework
 - Role & Responsibility Clarity (including contracts HD's)
 - Corporate systems & processes
 - Community Engagement Approach & Strategy
 - Committees & Boards Toolkit & Charters
 - Strategic Policy Forums
 - Integrated Teams & Working Groups
- DECISION MAKING**
 - Statutory Meetings of Council (Ordinary, Special & Budget)
 - Delegations of Authority
 - Authorised Officers/Persons
 - Internal Audit Committee (Charter)

- REPORTING & MONITORING**
 - Financial Plans, Statements & reporting
 - Annual Report
 - Quarterly Progress Reporting
 - Performance Reporting Framework
 - Risk & Audit Reports
 - External Reporting Agencies & Obligations
 - Disclosures (Related Parties, Gifts & Benefits, Secondary employment, Public Interest)
 - Meeting Resolutions (Database)
 - Registers of Interest & Disclosures
- PERFORMANCE & CULTURE**
 - Councillor Code of Conduct
 - Employee Code of Conduct
 - Complaints Management Framework (AACMP)
 - Internal Audit
 - Project Management Framework
 - HR & People Strategy
 - Performance Management Framework
 - Certified Agreement
 - Organisational Values
 - Learning & Development Program
- RISK MANAGEMENT**
 - Risk Management Framework & Registers (including Fraud Risk Management)
 - Business Continuity Planning & Plans
 - Disaster Management Plan & Processes
 - Insurance Portfolio
 - Asset Register & Databases
- LEGISLATIVE & ORGANISATIONAL COMPLIANCE**
 - State & Federal Legislation
 - Local Laws
 - SCC Planning Scheme & Policies
 - SCC Policy Framework & Procedures
 - Councillor Policies & Protocols
 - Delegations of Authority
 - Instruments of Appointment
 - WH&S Safe plan
 - Industrial Agreements
 - SCC Compliance & Integrity Framework
- FINANCIAL MANAGEMENT & STEWARDSHIP**
 - Internal & External Audits
 - Accounting Manual & Financial Policies
 - Annual Budget
 - Long Term Asset Management Plans
 - Long Term Financial Forecasts
 - Financial Delegations & Limits
 - Procurement Policy
 - Contract Management System (Open Windows, Contract Register and Manual)
 - Ci Anywhere (T1 Financial)
- DATA & INFORMATION MANAGEMENT**
 - Right to Information & Information Privacy Application processes
 - Data, Information & Knowledge Security, Systems & Processes
 - DIS Governance & Policies
 - ICTS Roadmap & Architecture
 - Open Access Data Sources (GIS)