

Policy Number:	ADM 3
Policy Type:	Administration Policy
Policy Name:	Council Performance Reporting
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

OBJECTIVE

To provide an effective information flow between Councillors and staff on the day-to-day activities of the Shire.

1. Financial

Monthly: The Operating Statement and Statement of Financial Position for each month and a statement setting out all other income and expenditure not included in the operating statement as well as an analysis of significant variations between year to date expenditure and income and the relevant budget provision shall be tabled at the next ordinary Council meeting after that month's operation, or failing that, within two months of the end of the reporting period as set out in Regulation 34(4)(a) of the Financial Management Regulations 1996.

Annually: The audited financial statements shall be tabled at the next Council meeting after the audited statements have been received.

2. Works and Services

The Mechanic/Supervisor's report shall be included in the next Council Information Report after that month's operation. This will include a summary of the previous month's activities, a proposed schedule of works for the forthcoming month and a report on the status of Council's Plant and Equipment.

3. Development Services

A monthly report shall be included in the Council Information Report.

4. Ranger Services

The report on Ranger's activities shall be included in the Council Information Report on an as needs basis.

5. Community Development

A monthly report on Community Development and Youth activities shall be included in the Council Information Report.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 26 August 1993
Reviewed	OM 25 January 2018