



# Policies, processes and other matters—statutory requirements checklist and calendar

## Local Government Act 2009 (LGA09) Local Government Regulation 2012 (LGR12)

Item	Legislative Reference	Requirement	Mandatory elements	Calendar Action	Status / Comments Responsible officer
<b>Policies</b>					
Guidelines for councillors asking for employee advice (Acceptable Request Guidelines)	S170A LGA09	The local government must, by resolution, adopt acceptable request guidelines.	The guidelines must detail: <ul style="list-style-type: none"> <li>the way a councillor may ask a local government employee for advice to help the councillor carry out their responsibilities</li> <li>reasonable limits on requests a councillor may make.</li> </ul>	Ongoing	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Investment policy	S191 LGR12	The local government must prepare and adopt an investment policy.	The policy must outline: <ul style="list-style-type: none"> <li>the local government's investment objectives and overall risk philosophy</li> <li>procedures for achieving the goals related to investment stated in the policy.</li> </ul>	Ongoing	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Debt policy	S192 LGR12	The local government must prepare and adopt a debt policy.	The debt policy must state for each financial year the: <ul style="list-style-type: none"> <li>new borrowings planned for the current financial year and next 9 financial years</li> </ul>	Annual – Financial Year	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>

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			<ul style="list-style-type: none"> <li>period over which the local government plans to repay existing and new borrowings.</li> </ul>		
Revenue policy	s193 LGR12	<p>The local government must:</p> <ul style="list-style-type: none"> <li>prepare and adopt a revenue policy</li> <li>review the policy annually and in sufficient time to allow an annual budget that is consistent with the policy to be adopted for the next financial year.</li> </ul>	<p>The revenue policy must outline the:</p> <ul style="list-style-type: none"> <li>principles for levying rates and charges, granting concessions for rates and charges, recovering overdue rates and charges and cost recovery methods</li> <li>purpose of concessions granted</li> <li>extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development</li> </ul>	Reviewed annually for each financial year	<p>Officer: .....</p> <p>Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Community grants policy	s195 LGR12	The local government must prepare and adopt a policy about local government grants to community organisations.	The community grants policy must include the criteria for a community organisation to be eligible for a grant.	Ongoing	<p>Officer: .....</p> <p>Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Entertainment and hospitality policy	s196 LGR12	The local government must prepare and adopt a policy about the local government's spending on entertainment and hospitality.		Ongoing	<p>Officer: .....</p> <p>Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Advertising	s197 LGR12	The local government must prepare and adopt a policy about the local government's spending on advertising.		Ongoing	<p>Officer: .....</p> <p>Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Procurement policy	s198 LGR12	<p>The local government must:</p> <ul style="list-style-type: none"> <li>prepare and adopt a procurement policy</li> <li>review the policy annually.</li> </ul>	The procurement policy must detail the principles, including the sound contracting principles, that the local government will apply in the financial year for purchasing goods and services.	Reviewed annually for each financial year	<p>Officer: .....</p> <p>Completed: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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Contract manual	s222 LGR12	Where a local government has adopted a strategic approach to a contract the local government must make and adopt a contract manual that sets out the procedures for how the local government is to carry out all contracts.	The manual must: <ul style="list-style-type: none"> <li>• apply sound contracting principles</li> <li>• be consistent with, and support, the achievement of the strategic direction stated in the local government’s 5-year corporate plan</li> <li>• if the local government has adopted a contracting plan—be consistent with the contracting plan</li> <li>• include a policy about how the local government is to deal with any non-current assets that have a value of less than the amount mentioned in s224(8) LGR12.</li> </ul>	Ongoing	Officer: ..... Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Expenses reimbursement policy	s250 LGR12	The local government must: <ul style="list-style-type: none"> <li>• adopt an expenses reimbursement policy</li> <li>• give public notice of the policy.</li> </ul>	The policy must provide for: <ul style="list-style-type: none"> <li>• payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities</li> <li>• provision of facilities for that purpose.</li> </ul>	Ongoing	Officer: ..... Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Meeting procedures	s150G LGA09	The local government must either: <ul style="list-style-type: none"> <li>• adopt model procedures issued by the Department’s chief executive for the conduct of meetings of a local government and its committees, or</li> </ul>	The meeting procedures must: <ul style="list-style-type: none"> <li>• not be inconsistent with the model procedures issued by the Department’s chief executive</li> <li>• state how the chairperson of a local government meeting may deal with a councillor’s unsuitable meeting conduct</li> </ul>	Ongoing	Officer: ..... Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>

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		<ul style="list-style-type: none"> <li>prepare and adopt other procedures for the conduct of its meetings and meetings of its committees</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>state how the suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor must be dealt with at a local government meeting.</li> </ul>		
Investigation policy	s150AE LGA09	The local government must adopt an investigation policy about how it deals with the suspected inappropriate conduct of councillors referred, by the Independent Assessor, to the local government to deal with.	<p>The policy must:</p> <ul style="list-style-type: none"> <li>include a procedure for investigating the suspected inappropriate conduct of councillors</li> <li>state the circumstances in which another entity may investigate the conduct</li> <li>be consistent with the principles of natural justice</li> <li>require councillors and persons who make complaints about councillors' conduct to be given notice about the outcome of investigations</li> </ul>	Ongoing	Officer: ..... Completed: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Processes</b>					
Local law making process	s29 LGA09	The local government may decide its own process for making a local law.	The local government must ensure that its local law making process is consistent with Chapter 3, Part 1 of the LGA09.	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Competitive neutrality complaints process	s48 LGA09 s44 LGR12	The local government must adopt a process for resolving competitive neutrality complaints.	<p>The local government must ensure the process deals with:</p> <ul style="list-style-type: none"> <li>resolving a matter before it becomes a complaint</li> <li>recording all complaints, decisions and recommendations.</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Administrative action complaints process	s268 LGA09 s306 LGR12	<p>The local government must adopt:</p> <ul style="list-style-type: none"> <li>a complaints management process that effectively manages complaints from their receipt to resolution</li> </ul>	<p>The complaints management process must:</p> <ul style="list-style-type: none"> <li>cover all administrative action complaints made to the local government</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>

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		<ul style="list-style-type: none"> <li>written policies and procedures supporting the complaints management process.</li> </ul>	<ul style="list-style-type: none"> <li>require the local government to quickly and efficiently respond to complaints in a fair and objective way</li> <li>include the criteria considered when assessing whether to investigate a complaint</li> <li>require the local government to inform an affected person of the local government's decision about the complaint and the reasons for the decision.</li> </ul>		
<b>Other matters</b>					
Performance appraisal of CEO	s12(4)(e) LGA09	The mayor must conduct a performance appraisal of the CEO at least annually	Process to be decided by the local government.	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Insurance	s107 LGA09  s214 LGR12	The local government must maintain public liability insurance and professional indemnity insurance.	The local government must maintain: <ul style="list-style-type: none"> <li>public liability insurance in the amount of \$30M</li> <li>professional indemnity insurance in the amount of \$10M.</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Organisational structure	s196 LGA09	The local government must, by resolution, adopt an organisational structure appropriate to the performance of the local government's responsibilities.	A panel, constituted by the mayor, CEO and either the chairperson of a local government committee or the deputy mayor, must be constituted to appoint a senior executive employee.  The CEO is responsible for appointing all other employees.	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>