Local government website publication—statutory requirements checklist and calendar

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

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<td><strong>Financial management documents</strong></td>
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| 5 year corporate plan               | s199 LGR12            | The local government must allow the public to:  
• inspect the corporate plan at the local government’s public office and on the local government’s website  
• purchase copies of the corporate plan from the local government.                                                                                                     | The current corporate plan must be available at all times                                                                                                                                                         | Officer            |                     |
|                                     |                       |                                                                                                                                                                                                                   |                                                                                                                                                                                                                  |                   |                     |
| Annual budget                       | s199 LGR12            | The local government must allow the public to:  
• inspect the budget at the local government’s public office and on the local government’s website  
• purchase copies of the budget from the local government.                                                                                                     | The current budget must be available at all times                                                                                                                                                                | Officer            |                     |
|                                     |                       |                                                                                                                                                                                                                   |                                                                                                                                                                                                                  |                   |                     |
| Notice of discretionary funds for councillors | s202 LGR12            | The local government must ensure a notice about discretionary funds is:  
• published on the local government’s website  
• displayed in a conspicuous place in the local government’s public office.                                                                                     | Within 20 business days of adopting the budget                                                                                                                                                                   | Officer            |                     |
| Item | Legislative Reference | Mandatory elements | Calendar Action | Status / Comments
|------|-----------------------|--------------------|----------------|------------------------|
| Publish details of contracts worth $200,000 or more | s237 LGR12 | The local government must, as soon as practicable after entering a contract worth $200,000 or more (exclusive of GST):  
- publish the relevant details of the contract on the local government’s website  
- display the relevant details of the contract in a conspicuous place in the local government’s public office. | Ongoing | Officer  
Completed: Yes □ No □ |
| Annual report | ss182 - 199 LGR12 | The local government must, within 2 weeks of adopting the annual report, allow the public to:  
- inspect the annual report at the local government’s public office and on the local government’s website  
- purchase copies of the annual report from the local government. | The current annual report must be available at all times within 2 weeks of adoption | Officer  
Completed: Yes □ No □ |
| Policy documents | | | | |
| Investment policy | s199 LGR12 | The local government must allow the public to:  
- inspect the policy at the local government’s public office and on the local government’s website  
- purchase copies of the policy from the local government. | The current policy must be available at all times | Officer  
Completed: Yes □ No □ |
| Debt policy | s199 LGR12 | The local government must allow the public to:  
- inspect the policy at the local government’s public office and on the local government’s website  
- purchase copies of the policy from the local government. | The current policy must be available at all times | Officer  
Completed: Yes □ No □ |
| Community grants policy | s199 LGR12 | The local government must allow the public to:  
- inspect the policy at the local government’s public office and on the local government’s website  
- purchase copies of the policy from the local government. | The current policy must be available at all times | Officer  
Completed: Yes □ No □ |
| Procurement policy | s199 LGR12 | The local government must allow the public to:  
- inspect the policy at the local government’s public office and on the local government’s website | The current policy must be available at all times | Officer  
Completed: Yes □ No □ |
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| Expenses reimbursement policy | s251 LGR12 | - purchase copies of the policy from the local government.  
- The local government must allow the public to:  
  - inspect the policy at the local government’s public office  
  - purchase copies of the policy from the local government. | The current policy must be available at all times | Officer  
…………………  
Completed : Yes ☐ No ☐ |
| Councillors and meetings | | | |
| Notice of meetings | s277 LGR12 | The local government must publish a notice of the days and times of its ordinary meetings and committee meetings. The notice must be:  
- published in a newspaper circulating generally in the local government’s area and on the local government’s website  
- displayed in a conspicuous place in its public office. | At least once in each year | Officer  
…………………  
Completed : Yes ☐ No ☐ |
| Council minutes | s272 LGR12 | The local government must ensure a copy of the minutes of each meeting:  
- is available for inspection by the public at the local government’s public office and on the local government’s website  
- once confirmed, is available for purchase from the local government. | Must be available for inspection within 10 calendar days after the meeting | Officer  
…………………  
Completed : Yes ☐ No ☐ |
| Register of interests of councillors | s295 LGR12 | The local government must ensure a copy of the register of interests of councillors may be inspected by the public:  
- at the local government’s public office  
- on the local government’s website. | Ongoing –must include any change no later than 5 business days after the change is made | Officer  
…………………  
Completed : Yes ☐ No ☐ |
| Councillor material personal interest at a meeting | s175J(1) LGA09 | The local government must ensure, where a councillor declares a material personal interest, that the following information is recorded in the minutes of the meeting, and on the local government’s website: | Ongoing | Officer  
…………………  
Completed : Yes ☐ No ☐ |
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| Councillor conflict of interest at a meeting | s175J(2) LGA09 | The local government must ensure, where a councillor declares a conflict of interest, that the following information is recorded in the minutes of the meeting, and on the local government’s website:  
• the name of the councillor who has the real or perceived conflict of interest  
• the nature of the personal interest, as described by the councillor  
• if the councillor’s personal interests arise because of the councillor’s relationship with, or receipt of a gift from, another person:—  
• the name of the other person  
• the nature of the relationship or value and date of receipt of the gift | Ongoing | Officer  
Completed : Yes □ No □ |
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|      |                       | • the nature of the other person’s interests in the matter  
|      |                       | • details about any decisions made by other councillors about participation of the councillor in the meeting, including the reasons for those decisions  
|      |                       | • if the councillor voted on the matter—how the councillor voted on the matter  
|      |                       | • how the majority of persons who were entitled to vote at the meeting voted on the matter.  
|      |                       | Note: Publishing on the website as part of council’s minutes is acceptable. |
| Record of outcomes of complaints on conduct and performance of councillors | s181A LGA09 | The chief executive officer must ensure, with respect to the requirement to keep records of complaints received about councillor conduct, that the public may inspect the part of the record that relates to outcomes of complaints:  
| | | • at the local government’s public office or  
| | | • on the local government’s website. |
| Administrative complaints | Process for resolving administrative action complaints | s306 LGR12 | The local government must ensure that the public may inspect the complaints management process (including related policies and procedures):  
| | | • at the local government’s public office  
| | | • on the local government’s website |
| Local law register | Local law register | s31 LGA09  
| | | s14 LGR12 | The local government must publish a register of its local laws:  
| | | • at the local government’s public office  
| | | • on the local government’s website |
| Notices relating to specific processes (only as required) | | | | |

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| Notice of making a local law                           | s29B LGA09            | The local government must let the public know that a local law has been made by the local government by publishing a notice of making the local law:  
• in the gazette  
• on the local government’s website. | Within 1 month of making the local law | Officer  
Completed : Yes No |
| Notice of closing roads                                | s69 LGA09             | The local government must publish notice of the closing of the road in the way that the local government considers appropriate (including on its website, for example). | As required | Officer  
Completed : Yes No |
| Notice of approved inspection program                  | s134 LGA09            | The local government must publish a notice about the approval of an inspection program:  
• in a newspaper that is circulating generally in the local government area  
• on the local government’s website. | At least 14 but not more than 28 calendar days before the start of the program | Officer  
Completed : Yes No |
| Invitation to fill a vacancy in the office of a councillor in the final 18 months of the local government term | s166 LGA09            | If the person who is to be appointed need not be a political party’s nominee, the chief executive officer must, within 14 days after the office becomes vacant, invite nominations by written notice published:  
• in a newspaper that is circulating generally in the local government area  
• on the local government’s website. | Within 14 calendar days of the vacancy | Officer  
Completed : Yes No |