

# Local government website publication-statutory requirements checklist and calendar

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

Item	Legislative reference	Mandatory elements	Calendar action	Status / Comments responsible officer
<b>Financial management documents</b>				
5 year corporate plan	s199 LGR12	The local government must allow the public to: <ul style="list-style-type: none"> <li>inspect the corporate plan at the local government's public office and on the local government's website</li> <li>purchase copies of the corporate plan from the local government.</li> </ul>	The current corporate plan must be available at all times	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual budget	s199 LGR12	The local government must allow the public to: <ul style="list-style-type: none"> <li>inspect the budget at the local government's public office and on the local government's website</li> <li>purchase copies of the budget from the local government.</li> </ul>	The current budget must be available at all times	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Notice of discretionary funds for councillors	s202 LGR12	The local government must ensure a notice about discretionary funds is: <ul style="list-style-type: none"> <li>published on the local government's website</li> <li>displayed in a conspicuous place in the local government's public office.</li> </ul>	Within 20 business days of adopting the budget	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
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): <ul style="list-style-type: none"> <li>publish the relevant details of the contract on the local government's website</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>

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		<ul style="list-style-type: none"> <li>display the relevant details of the contract in a conspicuous place in the local government's public office.</li> </ul>		
Annual report	ss182 - 199 LGR12	The local government must, within 2 weeks of adopting the annual report, allow the public to: <ul style="list-style-type: none"> <li>inspect the annual report at the local government's public office and on the local government's website</li> <li>purchase copies of the annual report from the local government.</li> </ul>	The current annual report must be available at all times within 2 weeks of adoption	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Policy documents</b>				
Investment policy	s199 LGR12	The local government must allow the public to: <ul style="list-style-type: none"> <li>inspect the policy at the local government's public office and on the local government's website</li> <li>purchase copies of the policy from the local government.</li> </ul>	The current policy must be available at all times	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Debt policy	s199 LGR12	The local government must allow the public to: <ul style="list-style-type: none"> <li>inspect the policy at the local government's public office and on the local government's website</li> <li>purchase copies of the policy from the local government.</li> </ul>	The current policy must be available at all times	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Community grants policy	s199 LGR12	The local government must allow the public to: <ul style="list-style-type: none"> <li>inspect the policy at the local government's public office and on the local government's website</li> <li>purchase copies of the policy from the local government.</li> </ul>	The current policy must be available at all times	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Procurement policy	s199 LGR12	The local government must allow the public to: <ul style="list-style-type: none"> <li>inspect the policy at the local government's public office and on the local government's website</li> <li>purchase copies of the policy from the local government.</li> </ul>	The current policy must be available at all times	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Expenses reimbursement policy	s251 LGR12	The local government must allow the public to: <ul style="list-style-type: none"> <li>inspect the policy at the local government's public office and on the local government's website</li> <li>purchase copies of the policy from the local government.</li> </ul>	The current policy must be available at all times	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>

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<b>Councillors and meetings</b>				
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: <ul style="list-style-type: none"> <li>published in a newspaper circulating generally in the local government's area and on the local government's website</li> <li>displayed in a conspicuous place in its public office.</li> </ul>	At least once in each year	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Council minutes	s272 LGR12	The local government must ensure a copy of the minutes of each meeting: <ul style="list-style-type: none"> <li>is available for inspection by the public at the local government's public office and on the local government's website</li> <li>once confirmed, is available for purchase from the local government.</li> </ul>	Must be available for inspection within 10 calendar days after the meeting	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
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: <ul style="list-style-type: none"> <li>at the local government's public office</li> <li>on the local government's website.</li> </ul>	Ongoing –must include any change no later than 5 business days after the change is made	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Councillor material personal interest at a meeting	s172 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: <ul style="list-style-type: none"> <li>the name of the councillor who has the material personal interest, or possible material personal interest, in a matter</li> <li>the nature of the material personal interest, or possible material personal interest, as described by the councillor</li> <li>whether the councillor took part in the meeting, or was in the chamber during the meeting, under an approval granted by the Minister for Local Government.</li> </ul> <b>Note:</b> Publishing on the website as part of council's minutes	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>

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		is acceptable.		
Councillor conflict of interest at a meeting	s173 LGA09	<p>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:</p> <ul style="list-style-type: none"> <li>the name of the councillor who has the real or perceived conflict of interest</li> <li>the nature of the personal interest, as described by the councillor</li> <li>how the councillor dealt with the real or perceived conflict of interest</li> <li>if the councillor voted on the matter—how the councillor voted on the matter</li> <li>how the majority of persons who were entitled to vote at the meeting voted on the matter.</li> </ul> <p><b>Note:</b> Publishing on the website as part of council's minutes is acceptable.</p>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Record of outcomes of complaints on conduct and performance of councillors	s181A LGA09	<p>The chief executive officer must ensure, with respect to a 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:</p> <ul style="list-style-type: none"> <li>at the local government's public office or</li> <li>on the local government's website.</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Administrative complaints</b>				
Process for resolving administrative action complaints	s306 LGR12	<p>The local government must ensure that the public may inspect the complaints management process (including related policies and procedures):</p> <ul style="list-style-type: none"> <li>at the local government's public office</li> <li>on the local government's website</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>

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<b>Local law register</b>				
Local law register	s31 LGA09 s14 LGR12	The local government must publish a register of its local laws: <ul style="list-style-type: none"> <li>at the local government's public office</li> <li>on the local government's website</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Notices relating to specific processes (only as required)</b>				
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: <ul style="list-style-type: none"> <li>in the gazette</li> <li>on the local government's website.</li> </ul>	Within 1 month of making the local law	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Notice of approved inspection program	s134 LGA09	The local government must publish a notice about the approval of an inspection program: <ul style="list-style-type: none"> <li>in a newspaper that is circulating generally in the local government area</li> <li>on the local government's website.</li> </ul>	At least 14 but not more than 28 calendar days before the start of the program	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
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 14days after the office becomes vacant, invite nominations by written notice published: <ul style="list-style-type: none"> <li>in a newspaper that is circulating generally in the local government area</li> <li>on the local government's website.</li> </ul>	Within 14 calendar days of the vacancy	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>