

# Local government compliance checklist

## Policies, Processes, Registers, Records and other matters

This document lists policies, processes and records that local governments must have in place to comply with the requirements of the [Local Government Act 2009](#) (LGA) and [Local Government Regulation 2012](#) (LGR). Note that some requirements differ for Brisbane City Council, in accordance with the [City of Brisbane Act 2010](#) and [City of Brisbane Regulation 2012](#).

This information is a guide only. Whilst every effort has been made to include all relevant policies, processes, registers, records and other matters local governments must have in place, it is essential councils satisfy themselves that they have met all legislative requirements and have all necessary arrangements in place.

Item	Requirement	Mandatory elements	When	Status
<b>Policies</b>				
<b>Acceptable request guidelines</b> s170A(7) LGA	<ul style="list-style-type: none"> <li>Adopt acceptable request guidelines (by resolution)</li> </ul>	<ul style="list-style-type: none"> <li>How a councillor may ask for information (including a document) or advice to help them carry out their responsibilities</li> <li>Place reasonable limits on requests a councillor may make</li> </ul>	Ongoing	Officer ..... Current: Yes / No
<b>Guidelines for administrative support staff</b> s170AA LGA s171A COBA	<ul style="list-style-type: none"> <li>CEO may make guidelines about the provision of administrative support by local government employees to a councillor</li> </ul>	<ul style="list-style-type: none"> <li>When a councillor may be provided with support</li> <li>How and when a councillor can give a direction to a local government employee in relation to administrative support</li> <li>State that councillors can only give directions to a local government employee if it relates directly to administrative support provided by the employee under the guidelines</li> </ul>	Ongoing	Officer ..... Current: Yes / No
<b>Community grants policy</b> s195 LGR	<ul style="list-style-type: none"> <li>Adopt a policy about local government grants</li> </ul>	<ul style="list-style-type: none"> <li>The criteria for a community organisation to be eligible for a grant</li> </ul>	Ongoing	Officer ..... Current: Yes / No
<b>Entertainment and hospitality policy</b> s196 LGR	<ul style="list-style-type: none"> <li>Adopt a policy about council spending on entertainment and hospitality</li> </ul>	<ul style="list-style-type: none"> <li>A local government may spend money on entertainment/hospitality only in a way that is consistent with its entertainment /hospitality policy</li> </ul>	Ongoing	Officer ..... Current: Yes / No
<b>Advertising spending policy</b> s197 LGR	<ul style="list-style-type: none"> <li>Adopt an advertising spending policy about local government spending on advertising</li> </ul>	<ul style="list-style-type: none"> <li>The local government may spend money on advertising only in a way that is consistent with the policy:               <ul style="list-style-type: none"> <li>to provide information or education to the public</li> </ul> </li> </ul>	Ongoing	Officer ..... Current: Yes / No

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Item	Requirement	Mandatory elements	When	Status
		<ul style="list-style-type: none"> <li>the information or education is provided in the public interest</li> </ul>		
<b>Expenses reimbursement policy</b> <b>s249-251 LGR</b>	<ul style="list-style-type: none"> <li>Adopt an expenses reimbursement policy</li> <li>Publish a public notice of the policy</li> <li>Amend by resolution at any time</li> </ul>	<ul style="list-style-type: none"> <li>Payment of reasonable expenses incurred by councillors for discharging their duties that will be reimbursed</li> <li>Provision of facilities that will be provided for councillors to fulfil their duties</li> </ul>	Ongoing	Officer ..... Current: Yes / No
<b>Investment policy</b> <b>s191 LGR</b>	<ul style="list-style-type: none"> <li>Adopt an investment policy</li> </ul>	<ul style="list-style-type: none"> <li>Council'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 / No
<b>Debt policy</b> <b>s192 LGR</b>	<ul style="list-style-type: none"> <li>Adopt a debt policy for the financial year</li> <li>Review annually for each financial year</li> </ul>	<ul style="list-style-type: none"> <li>New borrowings planned for the current financial year and next nine financial years</li> <li>Period over which the council plans to repay existing and new borrowings</li> </ul>	Annually	Officer ..... Completed: Yes / No
<b>Revenue policy</b> <b>s193 LGR</b>	<ul style="list-style-type: none"> <li>Adopt a revenue policy for the financial year</li> <li>Review annually in enough time before annual budget</li> </ul>	<ul style="list-style-type: none"> <li>The policy must state the principles the local government intends to apply for:               <ul style="list-style-type: none"> <li>levying rates charges,</li> <li>granting concessions for rates and charges,</li> <li>recovering overdue rates and charges and</li> <li>cost recovery methods</li> </ul> </li> <li>If the local government intends to grant concessions, the 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> <li>May state guidelines for preparing the local government's revenue statement</li> </ul>	Annually	Officer ..... Completed: Yes / No
<b>Procurement policy</b> <b>s198 LGR</b>	<ul style="list-style-type: none"> <li>Adopt a procurement policy</li> <li>Review annually for each financial year</li> </ul>	<ul style="list-style-type: none"> <li>Must include the details of the principles, including the sound contracting principles, that council will apply for purchasing goods and services</li> </ul>	Annually	Officer ..... Completed: Yes / No
<b>Contract manual</b> <b>s222 LGR</b>	<ul style="list-style-type: none"> <li>A local government must make and adopt a contract manual</li> </ul>	<ul style="list-style-type: none"> <li>The contract manual must:               <ul style="list-style-type: none"> <li>Apply sound contracting principles</li> <li>Be consistent with and support the strategic direction of the five-year corporate plan</li> <li>Be consistent with council's contract plan if the council has adopted one</li> <li>A policy about how to deal with non-current assets with a value of less than \$5,000 for plant and</li> </ul> </li> </ul>	Ongoing	Officer ..... Completed: Yes / No

Item	Requirement	Mandatory elements	When	Status
		equipment or less than \$10,000 for other non-current assets (s 224(8) LGR)		
Model Meeting Procedures s150F-150G LGA	<ul style="list-style-type: none"> <li>Adopt the Model Meeting Procedures OR</li> <li>Adopt other procedures consistent with the Model Meeting Procedures (e.g. Standing Orders)</li> </ul>	<ul style="list-style-type: none"> <li>The meeting procedures must be consistent with the Model Meeting Procedures made by the chief executive of the department including: <ul style="list-style-type: none"> <li>Process for how the chairperson may deal with a councillor's unsuitable meeting conduct</li> <li>Process for how the councillors may deal with the chairperson's unsuitable meeting conduct</li> <li>Procedure for how a suspected conduct breach of a councillor referred by the Independent Assessor will be dealt with at a meeting</li> <li>Procedure for Prescribed Conflict of Interest</li> <li>Procedure for Declared Conflict</li> <li>Procedure for reporting a suspected conflict of interest</li> <li>Procedure to deal with a loss of quorum</li> <li>Recording prescribed and declarable conflicts of interest</li> <li>Procedure for closing meetings to the public</li> </ul> </li> </ul>	Ongoing	Officer ..... Completed: Yes / No
Investigation policy s150AE LGA	<ul style="list-style-type: none"> <li>Adopt an investigation policy by local government resolution</li> </ul>	<ul style="list-style-type: none"> <li>The policy must provide how to deal with a suspected conduct breach referred to the local government by the Independent Assessor including: <ul style="list-style-type: none"> <li>Procedure for investigating suspected conduct breaches referred by the Independent Assessor</li> <li>State when another entity may investigate</li> <li>Be consistent with natural justice principle: <ul style="list-style-type: none"> <li>give the councillor information about the suspected conduct</li> <li>give the councillor preliminary findings of the investigation before the investigation report is prepared</li> <li>allow the councillor to give evidence/written submission about the suspected conduct and preliminary findings</li> <li>must consider any evidence/written submission</li> </ul> </li> </ul> </li> </ul>	Ongoing	Officer ..... Completed: Yes / No

Item	Requirement	Mandatory elements	When	Status
		<p>given by the councillor and include it in the investigation report</p> <ul style="list-style-type: none"> <li>Require the local government to prepare a report about each investigation and that must be made available to public (with redactions)</li> <li>Require the local government to give notices to councillors, complainants and the OIA about the outcome of investigations</li> <li>Procedure about when the local government may decide not to start, or to discontinue, an investigation under section 150AEA LGA and give the councillor and complainant a notice if an investigation is not started/discontinued (these decisions must be recorded in the councillor conduct register).</li> <li>The decision of the investigation, any orders made under s150AH must be recorded in the councillor conduct register</li> </ul>		
<b>Processes</b>				
Local law-making s29 LGA	<ul style="list-style-type: none"> <li>A local government may decide its own process for making its local laws by local government resolution</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the local law making process is consistent with LGA (local laws chapter 3, part 1)</li> <li>The local government must: <ul style="list-style-type: none"> <li>Ensure local laws are drafted to comply with the Parliamentary Council guidelines for local laws and subordinate laws</li> <li>Amend or repeal existing local laws that are inconsistent with new local laws</li> <li>Carry out community consultation prior to making a local law (except interim or model local laws)</li> <li>Conduct a state interest check and consult with relevant government entities (including local laws that incorporate a model local law)</li> <li>Let the public know that a local law has been made and publish a notice in the gazette and on the local government website within 1 month</li> </ul> </li> </ul>	Ongoing	<p>Officer .....</p> <p>Completed: Yes / No</p>

Item	Requirement	Mandatory elements	When	Status
		<ul style="list-style-type: none"> <li>Keep a local law register that the public may inspect</li> <li>A local government MUST NOT make a local law about network connections or election advertising (s35 -36 LGA).</li> <li>Give the Minister a copy of the local law and the gazette notice within 14 days of the publishing of the notice</li> </ul>		
<b>Apply the Competitive Neutrality Principal</b> <b>S43 - 48 LGA, Chapter 3 Division 4 Subdivision 1 and 2LGR</b>	<ul style="list-style-type: none"> <li>Adopt a process for business reform including competitive neutrality</li> </ul>	<ul style="list-style-type: none"> <li>The local government must: <ul style="list-style-type: none"> <li>Apply the competitive neutrality principal where relevant</li> <li>Adopt a process for resolving competitive neutrality complaints</li> </ul> </li> </ul>		
<b>Administrative action complaints process</b> <b>s268 LGA, s306 LGR</b>	<ul style="list-style-type: none"> <li>Adopt a process that manages all administrative action complaints from their receipt to resolution</li> </ul>	<ul style="list-style-type: none"> <li>The local government must: <ul style="list-style-type: none"> <li>Adopt a written complaints management process with written policies and procedures to support the process:</li> <li>must cover all administrative action complaints</li> <li>respond to complaints quickly and efficiently in a fair and objective way</li> <li>criteria that will be considered when assessing whether to investigate a complaint</li> <li>will inform an affected person of the decision and the reasons for the decision</li> </ul> </li> <li>How all complaints, decisions and recommendations will be recorded: <ul style="list-style-type: none"> <li>record and ensure the public may inspect the complaints management process at the public office and the website of the local government</li> <li>ensure internal reports are provided to management</li> <li>identify, analyse, and respond to trends</li> <li>monitor the complaints management process</li> </ul> </li> </ul>	Ongoing	Officer ..... Completed: Yes / No
<b>Registers</b>				
<b>Local law register</b> <b>s31 LGA</b> <b>s14 LGR</b>	<ul style="list-style-type: none"> <li>Keep a register of local laws</li> <li>Make the register available for inspection at the local government's public office</li> </ul>	<ul style="list-style-type: none"> <li>Name of each local law</li> <li>Its purpose and general effect</li> </ul>	Ongoing	Officer ..... Completed: Yes / No

Item	Requirement	Mandatory elements	When	Status
	and displayed on its website			
<b>Roads map and register</b> <b>s74 LGA</b> <b>s57 LGR</b>	<ul style="list-style-type: none"> <li>Prepare and keep updated a map of every road in the local government area and a register of the roads</li> <li>Make the map and the register available to the public</li> </ul>	<ul style="list-style-type: none"> <li>The roads and map register must include: <ul style="list-style-type: none"> <li>The category of every road</li> <li>The level of every road that has a fixed level</li> <li>The length of every road in kilometres/metres</li> <li>If the road is formed, gravelled pavement or sealed pavement – the length and width of the formed, gravelled pavement or sealed pavement part</li> <li>Public inspection of the road and map register and obtain a copy of the register or a certificate about the category and levels of the roads</li> </ul> </li> </ul>	Ongoing	Officer ..... Completed: Yes / No
<b>Register of cost recovery fees</b> <b>s98 LGA</b>	<ul style="list-style-type: none"> <li>Keep a register of all cost-recovery fees</li> <li>Make the register available to the public</li> </ul>	<ul style="list-style-type: none"> <li>The type of cost-recovery fee</li> <li>The provision of the legislation authorising the action for which the cost-recovery fee has been levied (s97(2) LGA)</li> </ul>	Ongoing	Officer ..... Completed: Yes / No
<b>Asset register</b> <b>s104(5)(b) LGA</b> <b>s180 LGR</b>	<ul style="list-style-type: none"> <li>The financial management system established by the local government must require the local government to:</li> <li>Prepare and keep an up-to-date asset register</li> </ul>	<ul style="list-style-type: none"> <li>The Asset Register must include: <ul style="list-style-type: none"> <li>All non-current physical assets</li> </ul> </li> </ul>	Ongoing	Officer ..... Completed: Yes / No
<b>Councillor conduct register</b> <b>s150DX-s150DY LGA</b>	<ul style="list-style-type: none"> <li>A local government must keep an up-to-date councillor conduct register about: <ul style="list-style-type: none"> <li>orders made about unsuitable meeting conduct including the chairperson and councillors</li> <li>decisions not to start, or to discontinue, investigations of suspected conduct breaches by councillors referred by the Office of the Independent Assessor (OIA) (s150AEA, LGA)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The content of the register must include decisions about: <ul style="list-style-type: none"> <li>An order by a chairperson of a local government meeting against a councillor for unsuitable meeting conduct</li> <li>An order by the local government against the chairperson for unsuitable meeting conduct</li> <li>A decision/orders by local government about suspected conduct breach of a councillor referred by the OIA</li> <li>A decision by the local government not to start or discontinue an investigation referred by the OIA</li> <li>A decision/orders about misconduct or related conduct breach of a councillor by the CCT</li> </ul> </li> </ul>	Ongoing	Officer ..... Completed: Yes / No

Item	Requirement	Mandatory elements	When	Status
	<ul style="list-style-type: none"> <li>decisions about suspected conduct breaches referred by the OIA to the local government by the</li> <li>decisions of the Councillor Conduct Tribunal (CCT) about misconduct or a conduct breach</li> <li>decisions of the OIA to take no further action</li> </ul>	<ul style="list-style-type: none"> <li>All decisions about complaints must include:               <ul style="list-style-type: none"> <li>a summary of the decision and reasons for the decision</li> <li>name of the councillor if the local government or the CCT decided the councillor engaged in misconduct, or related conduct breach, or the councillor agrees to have their name included</li> <li>date of the decision</li> </ul> </li> </ul>		
<b>Registers of interests of councillors, councillor advisors, chief executive officers and related persons</b>  <b>S201A, 201B and 201C LGA</b>  <b>s290 LGR, Schedule 5 and 5A LGR</b>  <b>S198A, S198B and 198C COBA</b>	<ul style="list-style-type: none"> <li>A local government must keep an up-to-date register of interests:               <ul style="list-style-type: none"> <li>A councillor, CEO, councillor advisor or senior executive employee must prepare a register of interests within 30 days of election or appointment</li> <li>update the register of interests within 30 days of any changes to their interests</li> <li>Prepare an annual return for registers of interest within 30 days of end of the financial year (30 July)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The particulars required to be recorded in the register of interests are provided in schedule 5 and 5A of the LGR:               <ul style="list-style-type: none"> <li>Financial and non-financial interests of a councillor, CEO, councillor advisor or senior executive employee and their related persons (spouse, a person totally or substantially dependant on the councillor, CEO, advisor or senior executive employee, and are their child or a person whose affairs are so closely connected that a benefit derived by the person could flow to the officer).</li> </ul> </li> </ul>	Ongoing - kept until 10 years after councillor's term or a CEO , Advisor, or senior executive employee's appointment ends	Officer .....  Completed: Yes / No
<b>Other records</b>				
<b>Record of the taking of declaration of office</b>  <b>s169(4) LGA s254 LGR</b>	<ul style="list-style-type: none"> <li>The CEO must keep a record of the taking of a councillor's declaration of office</li> </ul>	<ul style="list-style-type: none"> <li>Councillor's name</li> <li>Confirmation that councillor took declaration within 30 days after being appointed or elected</li> </ul>	Within 30 days of being appointed or elected	Officer .....  Completed: Yes / No
<b>Records about conflicts of interest at meetings</b>  <b>s150FA LGA</b>	<ul style="list-style-type: none"> <li>Record in the minutes:               <ul style="list-style-type: none"> <li>any conflicts of interest declared at the meeting including conflicts councillors have declared in ordinary</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The information that must be recorded:               <ul style="list-style-type: none"> <li>Councillor name</li> <li>Particulars of the conflict of interest and how it relates to the councillor</li> <li>Whether the councillor leaves the meeting and when (before or after vote)</li> </ul> </li> </ul>	Ongoing	Officer .....  Completed: Yes / No

Item	Requirement	Mandatory elements	When	Status
	<ul style="list-style-type: none"> <li>business or other matters</li> <li>○ suspected conflicts of other councillors raised at the meeting</li> <li>○ any decisions by the eligible councillors</li> </ul>	<ul style="list-style-type: none"> <li>○ If the councillor decides to stay, how each eligible councillor voted and the reasons for the final decision of all councillors and any conditions applied</li> <li>○ If the councillor participated in deciding the matter or was present under an approval from the Minister</li> </ul>		
Record of directions given to the CEO s170(5) LGA	<ul style="list-style-type: none"> <li>CEO must keep a record of each direction given to them by the mayor, and it must be made available to the local government</li> </ul>	<ul style="list-style-type: none"> <li>The mayor may give a direction to the CEO. However, this must not be given if: <ul style="list-style-type: none"> <li>○ it is inconsistent with a resolution</li> <li>○ it relates to the appointment of a local government employee</li> <li>○ it relates to disciplinary action by the CEO in relation to a local government employee (s197 LGA)</li> <li>○ it would result in the CEO contravening a provision of an Act</li> </ul> </li> <li>No councillor or mayor may give direction to an employee except about administration support (s170AA LGA)</li> </ul> <p>Contravention of these provisions is misconduct</p>	Ongoing	<p>Officer .....</p> <p>Completed: Yes / No</p>
Land record s154 LGR	<ul style="list-style-type: none"> <li>A local government must keep a land record detailing specific information about each parcel of rateable land. The public may inspect the land record (s155 LGR)</li> </ul>	<ul style="list-style-type: none"> <li>The record must include: <ul style="list-style-type: none"> <li>○ Name and postal address of the owner</li> <li>○ A description of the land, including its location and size</li> <li>○ Its value and the day of effect of the relevant valuation under the <i>Land Valuation Act 2010</i></li> <li>○ Information about rates or charges levied as specified in s92 LGA and s154 LGR</li> </ul> </li> </ul>	Ongoing	<p>Officer .....</p> <p>Completed: Yes / No</p>
Record of financial management risks and control measures s164 LGR	<ul style="list-style-type: none"> <li>A local government must keep a record of risks to which local government operations are exposed, to the extent they relate to financial management</li> </ul>	<ul style="list-style-type: none"> <li>The local government must: <ul style="list-style-type: none"> <li>○ Keep along with the record a copy of the community grants policy, entertainment and hospitality policy, advertising spending policy, and procurement policy</li> <li>○ Operational risks related to financial management</li> <li>○ Control measures adopted to manage the risks</li> </ul> </li> </ul>	Ongoing	<p>Officer .....</p> <p>Completed: Yes / No</p>
Other matters				
CEO performance appraisal	<ul style="list-style-type: none"> <li>Mayor must conduct a CEO performance appraisal at least annually</li> </ul>	<ul style="list-style-type: none"> <li>The annual review must be conducted in a way that is decided by the local government</li> </ul>	At least annually	Officer .....



Item	Requirement	Mandatory elements	When	Status
s12(4)(d) LGA				Completed: Yes / No
Insurance s107 LGA s214 LGR	<ul style="list-style-type: none"> <li>Maintain public liability insurance for \$30 million and professional indemnity insurance for \$10 million</li> </ul>	<ul style="list-style-type: none"> <li>The local government may enter into a contract of insurance with Work Cover Queensland or other insurers to cover its councillors</li> </ul>	Ongoing	Officer: ..... Completed: Yes / No
Organisational structure s196 LGA	<ul style="list-style-type: none"> <li>Adopt an organisational structure (by resolution) allowing council to meet its responsibilities, noting that the CEO is responsible for appointing employees</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	Ongoing	Officer: ..... Completed: Yes / No

## Documents that must be published

Item	Requirement	When	Status
Public access must be available to particular local government documents s199 LGR	<ul style="list-style-type: none"> <li>The local government documents include: <ul style="list-style-type: none"> <li>Five-year corporate plan</li> <li>Annual budget</li> <li>General purpose financial statement</li> <li>Community financial report</li> <li>Annual report</li> <li>Investment policy</li> <li>Debt policy</li> <li>Community grants policy</li> <li>Procurement policy</li> </ul> </li> <li>The documents must be: <ul style="list-style-type: none"> <li>On website</li> <li>Available at public office</li> <li>Available for purchase</li> </ul> </li> </ul>	Always	Officer: ..... Current: Yes / No
Local law register s31 LGA s14 LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Available at public office</li> </ul>	Always	Officer: ..... Current: Yes / No
Councillor conduct register s150DX-150DZ LGA	<ul style="list-style-type: none"> <li>On website</li> <li>Available at public office</li> <li>Available for purchase</li> </ul>	Always	Officer: ..... Current: Yes / No
Process for resolving administrative action complaints s306 LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Available at public office</li> <li>Include related policies and procedures</li> </ul>	Always	Officer: ..... Current: Yes / No
Investigation policy s150AE(4) LGA	<ul style="list-style-type: none"> <li>On website</li> </ul>	Always	Officer: ..... Current: Yes / No
Registers of interests of councillors s295 LGR	<ul style="list-style-type: none"> <li>On website (councillors only, not including registers for related persons)</li> </ul>	Extract of current registers always	Officer: .....

Item	Requirement	When	Status
	<ul style="list-style-type: none"> <li>Available at public office (councillors only, not including registers for related persons)</li> </ul>	available on website, updated within five business days after CEO notified of any change, and records of all current registers of interests available at public office until 10 years after councillor leaves office	Current: Yes / No
Expenses reimbursement policy s251 LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Available at public office</li> <li>Available for purchase</li> </ul>	Always, updated as soon as practicable after adopted or amended	Officer: ..... Current: Yes / No
Council and committee minutes s254F LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Available at public office</li> <li>Available for purchase once confirmed</li> <li>Include any reports not published with agenda</li> </ul>	Advisory Committees may be exempt from keeping minutes.	Officer: ..... Current: Yes / No

## Notices

Item	Requirement	When	Status
Notice of the days and times of all ordinary and committee meetings S254B LGR	<ul style="list-style-type: none"> <li>On website and in other ways the local government considers appropriate</li> <li>Displayed in a conspicuous place at public office</li> </ul>	At least once in each year, and re-notified if days and times change	Officer: ..... Current: Yes / No
Meeting agendas S254D LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Available at public office</li> <li>Includes any reports or documents unless confidential documents</li> <li>For both full council and committee meetings</li> </ul>	Agendas and all reports and documents – published within one business day after the agenda is made available to councillors or committee members Late reports and documents – as soon as practicable after being sent to councillors	Officer: ..... Current: Yes / No
Notice of discretionary funds budgeted for each financial year s201B LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Displayed in a conspicuous place at public office</li> </ul>	Within 20 business days of adopting the budget	Officer: ..... Current: Yes / No
Notice of allocation of discretionary funding s202 LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Displayed in a conspicuous place at public office</li> </ul>	Within seven business days after the CEO is notified	Officer: ..... Current: Yes / No

Item	Requirement	When	Status
	<ul style="list-style-type: none"> <li>Publish a notice for each time new discretionary funding is allocated</li> </ul>		
Notice containing details of any contracts worth \$200,000 or more s237 LGR	<ul style="list-style-type: none"> <li>On website</li> <li>Displayed in a conspicuous place at public office</li> </ul>	As soon as practicable after entering into contract, for at least 12 months	Officer: ..... Current: Yes / No
Notice of making a local law s29B LGA	<ul style="list-style-type: none"> <li>In gazette</li> <li>On website</li> </ul>	Within one month of making the local law	Officer: ..... Current: Yes / No
Notice of closing roads s69 LGA	<ul style="list-style-type: none"> <li>Published in any way council considers appropriate (including on the website for example)</li> </ul>	As required	Officer: ..... Current: Yes / No
Notice of approved inspection program s134(6) LGA	<ul style="list-style-type: none"> <li>On website and in other ways the local government considers appropriate</li> </ul>	At least 14 but not more than 28 calendar days before the start of the program	Officer: ..... Completed: Yes / No / NA
Invitation to fill councillor vacancy in final 12 months of term s166B(5) LGA	<ul style="list-style-type: none"> <li>On website, and advertised in other ways the CEO considers appropriate</li> <li>Does not apply if vacancy must be filled by a party appointee</li> </ul>	Within 14 calendar days of the vacancy	Officer: ..... Completed: Yes / No / NA
If directed, publish Minister remedial actions s116(5) LGA	<ul style="list-style-type: none"> <li>In a newspaper circulation in the local government area</li> <li>On website</li> </ul>	As directed by the Minister	Officer: ..... Completed: Yes / No / NA
Notice of legal proceedings to an owner of rateable land s239 LGA	<ul style="list-style-type: none"> <li>If owner is known to be absent from the state, serve a document on an owner's agent in the State</li> <li>Owner's current address - if uncertain about the owner's address, publish a notice that contains a copy of the document on the website</li> <li>Publish a notice, that contains a summary of the document, in a newspaper circulating generally throughout Queensland and in the government Gazette</li> </ul>	As required	Officer: ..... Completed: Yes / No / NA

## For more information

Visit [housing.qld.gov.au/local-government](https://housing.qld.gov.au/local-government), click the link below to log into LG Central, phone 07 3452 7148 during office hours, or email [LGDCapability@dsdilgp.qld.gov.au](mailto:LGDCapability@dsdilgp.qld.gov.au).

