Planning, financial management and accountability-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**  |
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| **Planning and accountability documents**  |
| Five year corporate plan | s104 LGA09ss165-166 LGR12 | The local government must prepare and adopt a five year corporate plan.It must adopt the corporate plan in sufficient time to allow a budget and annual operational plan consistent with the corporate plan to be adopted for the 1st financial year that is covered by the plan. | The corporate plan must :* outline the strategic direction of the local government
* state performance indicators for measuring progress in achieving the local government’s vision
* outline the objectives of each commercial business unit and the nature and extent of the significant business activity conducted by each commercial business unit.
 | Every five years | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Long-term asset management plan  | s104 LGA09ss167-168 LGR12 | The local government must prepare and adopt a long-term asset management plan (AMP) for a period of at least 10 years.The AMP outlines the local government’s policies and strategies for ensuring sustainable management of assets and infrastructure during the period of the plan. | The long-term asset management plan must: * provide strategies to make sure sustainable management of local government assets and infrastructure
* state the estimated capital expenditure for renewing, upgrading and extending the assets for the period of the plan
* be part of, and consistent with, the long-term financial forecast.
 | Every 10 years | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Annual operational plan | s104 LGA09ss174-175 LGR12 | The local government:* must prepare and adopt an annual operational plan consistent with its budget
* may, but need not, adopt the annual operation plan at the same time it adopts its budget.
 | The operational plan must state how the local government will: * progress implementation of the five year corporate plan during the period of the operational plan
* manage operational risks

It must also include an annual performance plan for each commercial business unit. | Annual | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Report on operational plan | s174 LGR12 | The CEO must present the local government with a written assessment of the local government’s progress toward implementing its annual operational plan. | The CEO must present a report on progress at regular intervals of not more than three months. | Four reports per year. Minimum three month interval. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Annual report | s104 and s201 LGA09ss182 - 190 LGR12 | The local government must:* Prepare an annual report for each financial year, and
* Adopt this report within one month after the Auditor-General signs off on the audit of council's general purpose financial statements.
* The annual report must be published on the council's website within two weeks of adoption.
 | Refer to Annual Report checklist. | Within one month of Auditor-General sign off of the council’s general purpose financial statements.  | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Review and report on the progress of the operational plan and corporate plan | s104 LGA09s190 LGR12 | The local government must undertake an annual review and deliver a report on implementation of the annual operational plan and corporate plan. |  | To be included in annual report. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| **Financial management documents**  |
| Annual budget | s104 LGA09ss169-170 LGR12 | The local government must prepare a budget (on an accrual basis) for its operating fund for each financial year.The budget must be consistent with the local government’s:* five year corporate plan
* annual operational plan.
 | The budget must include all elements as set out in s169 LGR12. | Must be adopted after 31 May and before 1 August.  | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Long-term financial forecast | s104 LGA09s171 LGR12 | The local government must:* prepare a financial forecast covering a period of at least 10 years
* review the forecast annually.
 | The long-term financial forecast must contain, for each year during the period of the forecast, a forecast of income, expenditure and the value of assets, liabilities and equity.  | Must be adopted after 31 May and before 1 August.  | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Revenue statement | s104 LGA09s172 LGR12 | The local government must:* prepare a revenue statement each financial year
* include the revenue statement in the annual budget (s169 LGR 2012).
 | The revenue statement must include information for the financial year covering:* lists and descriptions of rating categories
* special rates and charges for any joint government activity
* criteria for deciding the amount of cost-recovery fees
* criteria for deciding the amount of charges for goods and services supplied by any business activity conducted by the local government
* an outline and explanation of the measures adopted for raising revenue including rates and charges to be levied and concessions for rates and charges to be granted
* whether the local government has made a resolution limiting an increase to rates and charges.
 | Must be adopted in annual budget. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| General purpose financial statement  | s104 LGA09s176 and s177 LGR12s212 LGR12 | The local government must prepare a general purpose financial statement for each financial year. | The general purpose financial statement must be prepared in compliance with the following documents published by the Australian Accounting Standards Board: * Australian Accounting Standards
* Statements of Accounting Concepts
* Interpretations
* Framework for the Preparation and Presentation of Financial Statements.
 | Within four months after the end of the financial year. ie by the 31 October it must be signed by the Auditor-General. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Current year financial sustainability statement | s176 and s178 LGR12 | The local government must prepare a current year financial sustainability statement. | The current year financial sustainability statement must state the relevant measures of financial sustainability for the financial year to which the statement relates. | Within four months after the end of the financial year. ie by the 31 October it must be signed by the Auditor-General. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Long-term financial sustainability statement  | s176 and s178 LGR12 | The local government must prepare a long-term financial sustainability statement. | The long-term financial sustainability statement must state:* the relevant measures of financial sustainability for the nine years following the year the statement relates to
* an explanation of the local government’s financial management strategy that is consistent with the long-term financial forecast.
 | Within four months after the end of the financial year. ie by the 31 October it must be signed by the Auditor-General. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Presentation of Auditor-General’s observation report by mayor  | s213 LGR12 | If the Auditor-General gives the mayor a copy of the Auditor-General’s observation report, the report must be presented to the full Council. | The Mayor must present a copy of the Auditor-General’s observation report at the next ordinary meeting of the local government after receiving the report.  | Meeting following receipt of report. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Community financial report | s179 LGR2 | The local government must prepare a community financial report for each financial year. | The report must:* contain a summary and analysis of the local government’s financial performance and position
* be consistent with the general purpose financial statement
* include the relevant measures of financial sustainability (as in the budget)
* be written in a way that can be easily understood by the community.
 | To be included in annual report.  | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Financial report  | s204 LGR12 | The local government must prepare a financial report.The CEO must present the financial report to a meeting of the local government at least once a month. | The financial report must state progress that has been made in relation to the local government’s budget for the period of the financial year as near as practicable to the end of the month before the meeting is held. | At least once a month. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Statement of estimated financial position  | s205 LGR12 | The CEO must present the local government’s annual budget meeting with a statement of estimated financial position. | The statement of estimated financial position is a document stating the financial operations and financial position of the local government for the previous financial year. | At the meeting to adopt annual budget. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Notice local government has paid notional GST | s215 LGR12 | The local government must give notice to the Director-General, Department of Infrastructure, Local Government and Planning, about payment of GST.  | The local government must give the Director-General written notice stating it has paid notional GST for the previous financial year. | By 15 September  | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| **Public access to relevant financial and planning documents** |
| Public access to relevant financial and planning documents | s199 LGR12 | The local government must allow the public to inspect particular local government documents:* at the local government’s public office
* on the local government’s website.

Copies of these documents must also be available for purchase. | Documents that must be available to the public:* five year corporate plan
* annual budget
* general purpose financial statement
* community financial report
* annual report
* investment policy
* debt policy
* community grants policy
* procurement policy.
 | Ongoing, following adoption | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| **Audit—internal**  |
| Establish internal audit function | s105 LGA09s207 LGR12 | All local governments must establish an efficient and effective internal audit function. | Each financial year, the local government must: * prepare an internal audit plan
* carry out an internal audit
* prepare a progress report for the internal audit
* assess compliance with the internal audit plan.
 | For each financial year | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| Establish audit committee | s105 LGA09ss208 - 211 LGR12 | Each 'large' local government must establish an audit committee.A large local government is a local government with a remuneration category of three or higher. | The role of the audit committee is to monitor and review the:* integrity of financial documents
* internal audit function
* effectiveness and objectivity of the local government’s internal auditors.

The committee must give a written report to the local government about the matters reviewed and its recommendations as soon as practicable after each meeting of the committee.The CEO must present the committee’s report to the next meeting of the local government.  | The audit committee must meet at least twice each financial year. | Officer …………………………..Completed : Yes [ ]  No [ ]   |
| **Loan borrowings** |
| Borrowings application lodgement with the department | s34 of *Statutory Bodies Financial Arrangements Act 1982*  | All local government borrowings must be approved by the Director-General, Department of Infrastructure, Local Government and Planning under delegation from the Treasurer. |  | Annual - department will advise date at the start of each financial year. |  Officer ……………..…………………..Completed : Yes [ ]  No [ ]   |
| Drawing down approved borrowings |  | All approved borrowings must be drawn down from the Queensland Treasury Corporation in the financial year approved. |  | Annual by 30 June |  Officer …………………………..Completed : Yes [ ]  No [ ]   |