



**LOCAL GOVERNMENT POLICY COMPLIANCE MATRIX - PRIORITISATION**

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**Mandatory** Required by LGA / LGR & Other Legislation  
**Priority 1** Recommended by Legislation that support good governance  
**Priority 2** Support good governance, decision making & staff/community  
**Priority 3** Nice to have  
 Version 1 - Endorsed by Joint Reference Group: 3 November 2022

Item	Comments	Impact	Priority	Justification	Council or CEO adoption	Template exists
<b>Policies &amp; Guidelines</b>						
<b>Department Compliance checklist</b>						
Meeting procedures	Department has a template, Including Standing Orders		Mandatory	ss150F-150G LGA		Yes
Investigation policy	Department has a template		Mandatory	s150AE LGA		Yes
Acceptable Request Guidelines		All Councillors All Staff	Mandatory	s170A(7) LGA		
Guidelines for administrative support staff	-170AA(1) - CEO may make guidelines - Highly recommended	Council officers who provide Admin Support - clear parameters for all to accept/adhere	Priority 1	s170AA LGA s171A COBA		Yes
Investment policy			Mandatory	s191 LGR		Yes
Debt policy	Annual adoption (with Budget)		Mandatory	s192 LGR		Yes
Revenue policy	Annual adoption (with Budget)		Mandatory	s193 LGR		Yes
Community grants policy			Mandatory	s195 LGR		Yes
Entertainment and hospitality policy			Mandatory	s196 LGR		Yes
Advertising spending policy			Mandatory	s197 LGR		Yes
Procurement policy	Annual review  Links to Asset management, Disposal, Credit cards		Mandatory	s198 LGR		
Contract manual	-sets out the procedures for how the local government is to carry out all contracts -to include a policy how council will deal with non-current assets - re s224(8)		Mandatory	s222 LGR		
Expenses reimbursement policy		Clear guidelines for Councillors, as approved by Council Transparency to Community	Mandatory	s249-251 LGR		
<b>Best Practice</b>						
Code of Conduct	A staff code of conduct is a mandatory requirement under the Public Sector Ethics Act 1994  Separate to Councillors Code of Conduct which is prescribed by the Minister. Councillors should be aware of this Code	Staff, expectations of behaviour	Mandatory	s15 of PSE Act 1994		
Purchasing/Credit Cards	Supports Procurement Policy	Manages Fraud	Priority 1			
Gifts and Benefits			Priority 1	LGA/LGR/Public Services Act 2009 Gifts and Benefits (Directive 22/09)		
Complaints (AAC)	Process required under legislation Best Practice to over an overarching Policy for Council oversight and endorsement	Clear policy position to community and stakeholders on dealing with complaints	Priority 1	s268 LGA, s306 LGR		



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Community Leasing (tenure over council owned and/or controlled land)	Links to Land Act 1994 Disposal of an Asset - EOI process	Clear policy position to community and stakeholders	Priority 2			
Managing Trust Land		Indigenous communities	Priority 2	Chp 3 Part 4 s81 LGA		
Information Privacy (Confidential Information)	Information Privacy Act 2009 Right to Information Act 2009 Ensure that personal information managed in accordance with acts Privacy Plan and/or Policy Collection Notice Privacy Statement	Community Lead/Oversight Agency - compliance	Priority 1	IPA 2009 Principles		
Instruments of Appointment (Process)	includes application forms, process, cards should be centralised - clear authorisation (delegation)  not a council required adopted policy, but CEO only - clear and formalised Also refer s125 +	The ability to rely on properly appointed authorised officers to enforce local laws is critical to a successful prosecution.	Priority 2	LGA 2009 S202		
Conflicts of Interest (staff)	This can be addressed through a staff code of conduct		Priority 2	Public Service Act 2008 S186		
Disposal of non-current assets	links to asset mangement?		Priority 2			
CCTV/Surveillance in Public Places			Priority 2			
Community Service Obligations	Will mostly apply to larger councils. Only apply to both councils that have business units under the national competition policy rules		Priority 2			
Enterprise Risk Management	Supported by a Framework/Register		Priority 2			
Motor Vehicle	Use of and allocation of council motor vehicles. Asset management	Elected members and staff	Priority 2			
Cybersecurity	Might not be a Policy, however a strategy and internal procedures of training, internal controls and system security should be a priority	Internal and external protection of information and systems	Priority 2			
Media	Staff and Councillors		Priority 2			
Social Media	Staff and Councillors		Priority 2			
Asset Management	Links to asset management plan		Priority 2			
Hardship/Exceptional Circumstances - waive	This could vary from council to Council. i.e. waiver of rates or some other waiver of an obligation to pay Council		Priority 3			



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Audit Committee	Under section 105(4) of the Local Government Act 2009, a large local government is required to establish an Audit Committee and in accordance with sections 210 and 211 of the Local Government Regulation 2012  Supporting Charter  Links to internal audit, which is a mandatory function	Council clear of role of audit committee (links to Risk?)  Clear role of audit to community and stakeholders	Priority 1	s105 LGA09 ss208 - 211 LGR12		
Internal Audit	Annual Review - Plan All local governments must establish an efficient and effective internal audit function.	Council clear of role of internal audit	Priority 1	s105 LGA09 s207 LGR12		
Caretaker	Related to the caretaker period prior to LG elections	Elected members, staff and community.	Priority 3			
Complaints involving corruption of the public official	Template available CCC website <a href="https://www.ccc.qld.gov.au/publications/template-section-48a-policy">https://www.ccc.qld.gov.au/publications/template-section-48a-policy</a>	Mandatory	Mandatory	CCA S48a		Yes
Conference & Seminar	Note: Councillors may be covered in their Expenses reimbursement policy	Expectations set for Staff Staff development	Priority 2			
Travel & Accommodation	Note: Councillors may be covered in their Expenses reimbursement policy	Expectations set for Staff	Priority 2			
Public Interest Disclosure (Policy Isn't mandatory, but a Management Program is)	& PID Management Plan/Program Qld Ombudsman - oversight agency may make standards - Public Interest Disclosure Standard No. 1/2019 Policy isn't specifically required - good practice?	The chief executive officer of a public sector entity must establish reasonable procedures - s28	Mandatory	Public Interest Disclosure Act 2010 s60		
Right to Information	Policy not necessary, legislation is clear. Have process on WWW		Priority 3	Right to Information Act 2009		
Administrative access to information	Information Privacy Act 2009 Right to Information Act 2009		Priority 2			
Records/Information Management	Management of corporate information, including private data, retention, disposal, security	Organisations and all customers	Priority 1			
Fraud & Corruption Control		Organisations and all customers	Priority 1	CCA 2001		
Lobbyist and Lobbyist activity	purpose of this policy is to assist Councillors and employees in complying with requirements of the Integrity Act 2009 as it pertains to Lobbyists and Lobbying Activity		Priority 2	Integrity Act 2009		



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Related Party Disclosure (CEO/Executive)	Under the Local Government Act 2009 and Local Government Regulation 2012, (the Acts) Council must produce annual financial statements that comply with Australian Accounting Standards		Priority 2	AASB 124		
Councillor Advisor - Position Description	more applicable to larger councils -LGR prescribes Councils and number allowed -Appoint by Cncl Resolution		Priority 1	s197A s197D LGA s277G LGR		Yes
Discretionary Funds	More applicable to larger councils Policy not a requirement, however provides clear intent on how funds would be distributed and legislation met if Councillors have discretion through budget (i.e. decisions not made by council but by individual councillors)	Transparency to Community	Priority 2	s109 LGA ss201A-202A LGR		
Email use/Internet use	Option to capture in fraud policy		Priority 1			
Naming of council owned or operated facilities		Community Expectations managed Guideline to assist Council for consistency	Priority 3			

**Processes**

Local law-making			Mandatory	s29 LGA		
Competitive neutrality complaints process	Policy? - not necessary, but is it good governance	LG must adopt	Mandatory	s48 LGA, s44 LGR	Council	
Administrative action complaints process	Policy? - not necessary, but is it good governance	LG must adopt	Mandatory	s268 LGA, s306 LGR	Council	

**Registers**

Local law register			Mandatory	s31 LGA s14 LGR		
Roads map and register	Need to define what this looks like		Mandatory	s74 LGA s57 LGR		
Register of cost recovery fees			Mandatory	s98 LGA		
Asset register			Mandatory	s104(5)(b) LGA s180 LGR		
Councillor conduct register	Supporting procedures/guides?		Mandatory	s150DX-s150DZ LGA		
Registers of interests of councillors, councillor advisors, chief executive officers and related persons	Ongoing, kept until 10 years after term or appointment ends		Mandatory	S201A, 201B and 201C LGA s290 LGR S198A, S198B and 198C COBA		
Disclosure Logs	Must be on WWW potential changes to legislation		Mandatory	RTI Act 2009 s78A & 78B		



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Publication Scheme	Must be on www - potential changes to legislation Refer Ministerial guidelines		Mandatory	RTI Act 2009 s21		
Risk Registers			Priority 1			
<b>Plans, Reporting &amp; Monitoring</b>						
Five year corporate plan	every 5 years		Mandatory	s104 LGA09 ss165-166 LGR12	Council	
Long-term asset management plan	every 10 years		Mandatory	s104 LGA09 ss167-168 LGR12	Council	
Annual operational plan	Annually		Mandatory	s104 LGA09 ss174-175 LGR12	Council	
Quarterly reports on AOP	Quarterly		Mandatory	s174 LGR12	Council	
Annual report	Annually Refer to Department of SDILGP Annual Report Compliance Checklist <a href="https://www.statedevelopment.qld.gov.au/_data/assets/pdf_file/0024/56553/annual-report-checklist.pdf">https://www.statedevelopment.qld.gov.au/_data/assets/pdf_file/0024/56553/annual-report-checklist.pdf</a>		Mandatory	s104 and s201 LGA09 ss182 - 190 LGR12	Council	
Business Continuity Plan			Priority 1			
<b>Guidelines - suggestions only, policies not required</b>						
Insurance			Priority 3			
Copyright			Priority 3			

*Refer to Annual Calendar for a list of tasks/actions that need to be completed through out the year*