

GOVERNANCE SCHEDULE COUNCIL STATUTORY OBLIGATIONS

Statutory Obligations are imposed upon Council, Councillors and Council Officers under the Local Government Act 1989 (and various other acts)

RESPONSIBLE OFFICER	OBLIGATION	REQUIREMENTS	TIMELINE	LGA	OTHER ACTS
CEO	Performance Assessment	The CEO must review the performance of every other senior officer.	Annually	97A(2)	
CEO's Performance Review Committee / Executive Assistant	Performance Assessment	Council must review the performance of its CEO.	Annually	97A(1)	
Executive Officer	Audit Committee	Council must maintain an audit committee	Ongoing	s.139	
Executive Assistant	Reimbursement of Councillor expenses	A Council must reimburse a Councillor for expenses if the Councillor applies in writing and the expenses are bona fide.	Ongoing	s.75	
Executive Assistant	Assembly of Councillors	The CEO must keep a written record of all Councillors and members of Council staff attending, matters considered, any conflict of interest disclosures made and whether a Councillor, having disclosed a conflict of interest, leaves the assembly. The CEO must present the record to the next practicable ordinary meeting of Council.	Ongoing	s.80A	
Executive Assistant	Register of Interests	Primary Returns: A person who becomes a Councillor or Member of a Special Committee must submit a Primary Return to the CEO. Nominated Officer: must submit a primary return to the CEO. Ordinary Returns: Councillor, Member of Special Committee or Nominated Officer must submit an Ordinary Return to the CEO.	Councillor: 30 days after election or 7 days after oath of office. Committee Member: 30 days after membership. Nominated Officer: Within 30 days of becoming an Officer. Ordinary Returns By 9 February & 9 August	s.81	
Executive Assistant	Keeping Register of Interests	The CEO must keep a register of interests containing the last 3 returns required to be submitted by Councillors, Members of Special Committees and Officers.	Ongoing	s.81(9)	
Executive Assistant	Inspection of Register of Interests	The CEO must maintain a record of all persons who inspect the register of interests.	Ongoing	s.81 (13A)	
Executive Assistant	Removal of returns from Register	After a person ceases to be a Councillor, Member of a Special Committee or Nominated Officer, the CEO must remove all returns from the register.	As soon as practicable	s.81(16)	
Executive Assistant	Minutes	Council must keep minutes of each meeting of the Council.	Ongoing	s.93(1)	
Governance and Administration Coordinator	Special Committees	Council must keep a register of delegations to special committees.	Ongoing	s.87(1)	
Governance and Administration Coordinator	Minutes	The minutes must be submitted to the next appropriate Council meeting for confirmation.	Ongoing	s.93(2)	
Governance and Administration Coordinator	Delegations Register	The Council must keep a register of its delegations	Review within 12 months after a general election	s.98(4), (6)	
Governance and Administration Coordinator	Right to Inspect Documents	Council must ensure that a prescribed document is available for inspection.	Must be available at all reasonable times	s.222	
Governance and Administration Coordinator	Right to make Submission	Where a person is given a right to make a submission Council must publish a public notice specifying the matter, prescribed details, submission date and the right to be heard in person.	Council should provide not less than 28 days for submissions to be received	s.223	
Governance and Administration Coordinator	Register of Authorised Officers	Maintain a register that shows all people appointed as authorised officers.	Ongoing	s.224(1A)	

Governance and Administration Coordinator	Local Laws	Council must print copies and have available for inspection and purchase, copies of Council's Local Laws. Every incorporated document must also be available for inspection. Council must review any delegations to a special committee.	Ongoing	s.120
Governance and Administration Coordinator	Special Committees		Within 12 months after a general election	s.86(6)
Governance and Administration Coordinator	Special Committees	A meeting of a special committee must be held at a time and place determined by the special committee. The Chairperson of a special committee must arrange for minutes to be kept.	Ongoing	s.87(5)
Governance and Administration Coordinator	Minutes		Ongoing	s.93(3)
Governance and Administration Coordinator	Authorised Officers	Council must issue an identity card to each authorised officer.	Ongoing	s.224(2)
Governance and Administration Coordinator	Councillor Gifts, Gratuities and Favours In Kind Policy	Reviewed to ensure transparent decision making whilst maintaining efficiency in Council administration	Ongoing	
Governance and Administration Coordinator	Mayoral Election	The Council must elect a Councillor to be a Mayor. Refer to Council's relevant Local Law for procedure	After the fourth Saturday in October but not later than 30 November in each year	s.71
Governance and Administration Coordinator	Councillor & Mayoral Allowances	Council must review and determine the level of Councillor and Mayoral allowances.	6 months after a general election or by the next 30 June, whichever is later	s.74 (1)
Governance and Administration Coordinator	Councillor Support and Reimbursement of Expenses Policy	A Council must adopt and maintain a policy in relation to the reimbursement of expenses for Councillors and members of Council committees.	Ongoing	s.75B(1)
Governance and Administration Coordinator	Insurance	Council must take out and maintain insurances against public liability (\$30M) and professional liability (\$5M)	Ongoing	s.76
Governance and Administration Coordinator	Councillor Code of Conduct	Maintain a Councillor Code of Conduct. The Code must not be inconsistent with any Act or Regulations.	Review within 12 months of a general election	s.76C
Governance and Administration Coordinator	Conduct of Meetings	Council must maintain local laws governing the conduct of meetings of the Council and Special Committees	Ongoing	s.91(1)
Governance and Administration Coordinator	Election Period Policy	The Council must maintain an election period policy	Review not later than 12 months before each subsequent general election period	s.93B
Governance and Administration Coordinator	Local Laws	A local law must not be inconsistent with any Act or Regulation.	Ongoing	s.111
Governance and Administration Coordinator	Local Laws	Before making a local law Council must give notice in the government gazette and provide public notice.	Prior to making	s.119
Governance and Administration Coordinator	Local Laws	After a local law has been made a copy must be sent to the Minister.	After making	s.119(4)
Governance and Administration Coordinator	Council Plan	A copy of the Plan must be available for public inspection. A copy of the current Council Plan is published on Council's website		s.125(11)
Governance and Administration Coordinator	Annual Report	After submitting to Minister, must give public notice that the Annual Report can be inspected.	After submitting to Minister	s.133(2)
Governance and Administration Coordinator	Council Plan	Council must prepare and approve a Council Plan.	Within 6 months after a general election or by 30 June	s.125(1)
Governance and Administration Coordinator	Council Plan	The Council Plan must be available for public inspection	Ongoing	s.125(4)
Governance and Administration Coordinator	Council Plan	Council must submit a copy of the Plan to the Minister	30-June	s.125(5)
Governance and Administration Coordinator	Council Plan	Council must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan.	At least once every financial year	s.125(7)
Governance and Administration Coordinator	Council Plan	If Council makes an adjustment to the Plan the Council must advise the Minister.	Within 30 days of making the adjustment	s.125(10)
Governance and Administration Coordinator	Adoption of Budget	Council must submit a copy of the budget to the Minister	Within 28 days after adopting the budget or revised budget.	s.130(4)
Governance and Administration Coordinator	Annual Report	Council must prepare an Annual Report	Once every financial year	s.131(1)
Governance and Administration Coordinator	Annual Report	Must be submitted to the Minister.	By 30 September	s.133(1)

Governance and Administration Coordinator	Annual Report	Council must consider the Annual Report at a meeting of the Council.	As soon as practicable after sending the report to the Minister	s.134
Governance and Administration Coordinator	Restriction on power to lease land	Council may lease land for a maximum period of 50 years.	Public notice required 4 weeks before a lease is made.	s.190
Governance and Administration Coordinator	Restriction on power to lease land	Council must publish notice and receive submission under s.223 in certain circumstances.	Ongoing	s.190(3) (4)
Governance and Administration Coordinator	Quality & Cost Standards	Council must ensure that any quality or cost standards it adopts are available for public inspection.	Ongoing	s.208F
Governance and Administration Coordinator	Best Value Principles	Council must report to its community on what has been done to ensure that it has given effect to Best Value Principles.	At least once a year	s.208G
Human Resources Business Partner	Equal Opportunity Program	A Council with 40 or more members of Council staff must commence the development and implementation of an equal employment opportunity program on the day on which section 96 comes into operation.		clause 2 of Schedule 6
Human Resources Business Partner	Employment Principles	Council must establish employment processes.	Ongoing	s.94C
Human Resources Business Partner	Code of Conduct	The CEO must maintain a Code of Conduct for Council Staff.	Must be reviewed at least once a year.	s.95AA
Contracts and Procurement Coordinator	Procurement	Council must register any expressions of interest.	On-going	s.186(2)(a)
Contracts and Procurement Coordinator	Procurement Policy	A copy of the policy must be available for inspection by the public at Council's office and on Council's internet website.	Ongoing	s.186A(8)
Contracts and Procurement Coordinator	Procurement Policy	Council must comply with its Procurement Policy	Ongoing	s.186A(9)
Contracts and Procurement Coordinator	Procurement Policy	Council must maintain a procurement policy.	Ongoing	s.186A(1)
Contracts and Procurement Coordinator	Procurement Policy	Council must review the policy.	Annually	s.186A(7)
Manager Corporate Support	Restriction on power to sell land	Before selling or exchanging land Council must ensure that public notice of intention to do so is given. Council must also obtain a valuation of the land.	At least 4 weeks prior to sale/exchange of the land, valuation must be made not more than 6 months prior to the sale/ exchange.	s.189
Manager Corporate Support	Public Notice	Council must give public notice after preparing or revising a budget.	As soon as practicable	s.129(1)
Manager Corporate Support	Adoption of Budget	Council must give public notice of its decision to adopt a budget.	Promptly	s.130(2)
Manager Corporate Support	Strategic Resource Plan (SRP)	Council must review the SRP during the preparation of the Council Plan.	Must be adopted not later than 30 June each year	s.126(3)
Manager Corporate Support	SRP	A copy of the SRP must be available for inspection at Council's office. Note: Council must ensure that the current Strategic Resource Plan is published on Council's Internet Website.	Ongoing	s.126(4)
Manager Corporate Support	Budget	Council must prepare a budget.	Each financial year	s.127
Manager Corporate Support	Revised Budget	Council must prepare a revised budget if circumstances arise which cause a material change in the budget which affect financial operations of Council.	As soon as practicable	s.128
Manager Corporate Support	Adoption of Budget	Council must adopt the budget.	By 30 June each year	s.130(3)
Manager Corporate Support	Performance Statement	Council must submit the performance statement and financial statements to the auditor.	As soon as is reasonably practicable after each financial year	s.132(1)
Manager Corporate Support	Performance Statement	Council must submit the statement to its auditor for reporting on the audit.	After passing a resolution giving approval to the performance statement and financial statements	s.132(2)
Manager Corporate Support	Performance Statement	The auditor must prepare a report on the performance statement.		s.132(3)
Manager Corporate Support	Performance Statement	Council must ensure that the performance statement and financial statements, in their final form, after any changes have been made, are certified by 2 Councillors authorised by the Council.	After any changes recommended or agreed by the auditor have been made	s.132(5)

Manager Corporate Support	Performance Statement	The auditor must provide the Council and the Minister with a copy of the report on the performance statement.	As soon as is reasonable practicable (the auditor is required to report on the financial statements to the Council within 4 weeks and give a copy of the report to the Minister)	s.132(6)	
Manager Corporate Support	Sound Financial Management Budgeting & Reporting Framework	Council must implement the principles of sound financial management Council must establish and maintain a budgeting and reporting framework that is consistent with the principles of sound financial management.	Ongoing	s.136(1)	
Manager Corporate Support	Quarterly Statements	CEO must ensure that a statement comparing budgeted and actual revenue and expenditure is presented at an open Council meeting.	Ongoing	s.137	
Manager Corporate Support	Land Valuation	Council must publish public notice of a decision to change its system of valuation.	At least every 3 months	s.138	
Manager Corporate Support	Rates & Charges	Council must declare the amount it intends to raise by general rates, municipal charges, service rates and charges.	Promptly	s.157(2)	
Community Safety Coordinator	Domestic Animal Management Plan	Subject to subsection (1A), each Council must, in consultation with the Secretary, prepare a domestic animal management plan on 4 December 2021 and at the end of each period of 4 years after that day.	At least once every financial year declare by 30 June Ongoing	s.158(1)	Domestic Animals Act 1994 s.68A