

# Keeping registers and records-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
<b>Registers</b>					
Local law register	s31 LGA09 s14 LGR12	The local government must: <ul style="list-style-type: none"> <li>keep a register of its local laws</li> <li>make the register available for inspection at the local government's public office and displayed on its website.</li> </ul>	The register must contain, for each local law, the law's name, purpose and general effect.	Ongoing	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Roads map and register	s74 LGA09 s57 LGR12	The local government must: <ul style="list-style-type: none"> <li>prepare and keep updated a map of every road in its local government area and a register of the roads</li> <li>make the map and the register available to the public.</li> </ul>	The road register must identify: <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</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> </ul>	Ongoing	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Register of cost-recovery fees	s98 LGA09	The local government must: <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>	The register must state the type of cost-recovery fee and the provision of the legislation authorising the action for which the cost-recovery fee has been levied.	Ongoing	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>

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Asset register	s104 LGA09 s180 LGR12	The local government must prepare and keep an asset register.	The asset register must be current and record the local government's non-current physical assets.	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Delegations register	s260 LGA09  s305 LGR12	The CEO must: <ul style="list-style-type: none"> <li>keep a register of all delegations by the local government, mayor or chief executive officer</li> <li>make the register must be available to the public.</li> </ul>	The register must include: <ul style="list-style-type: none"> <li>the name or title of the person, or the name of the committee, to whom powers are delegated</li> <li>a description of the powers delegated and provisions under a Local Government Act permitting or requiring the exercise of the power</li> <li>if the delegation was by the local government—a summary of the resolution, including date and number of the resolution and a summary of any conditions to which the delegation is subject.</li> </ul>	Ongoing	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Registers of interests	ss289 - 297 LGR12  Schedule 5 LGR12	The CEO must maintain a register of interests of: <ul style="list-style-type: none"> <li>each councillor</li> <li>senior executive employees</li> <li>a person related to a councillor or senior executive employee.</li> </ul> The register of interests of a councillor must be available to the public at the local government's public office and on its website. The mayor must keep a register of interests of: <ul style="list-style-type: none"> <li>the CEO</li> <li>a person related to the CEO.</li> </ul>	The registers must contain the financial and non-financial interests as prescribed by Schedule 4 of LGR12. A councillor, the CEO or a senior executive employee must ensure that their register and the register of any related person is updated within 30 days after the person knows that the register is not up to date. The copy of the register of interests of a councillor available for public inspection must include a change to the register no later than 5 business days after the change is made.	Ongoing	Officer: ..... Current: Yes <input type="checkbox"/> No <input type="checkbox"/>

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<b>Records</b>					
Record of the taking of declaration of office	s169(4) LGA09	The CEO must keep a record of the taking of declaration of office.		Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Record of declaration of material personal interest	s172(9) LGA09	A declaration of a material personal interest must be included in the meeting minutes and on the local government's website.	The record in the minutes must include: <ul style="list-style-type: none"> <li>the name of the councillor</li> <li>the nature of the material personal interest or possible material personal interest</li> <li>whether the councillor took part in the meeting or was in the chamber during the meeting under an approval from the Minister.</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Record of declaration of conflict of interest	s173(8) LGA09	A declaration of a conflict of interest must be included in the meeting minutes and on the local government's website.	The record in the minutes must include <ul style="list-style-type: none"> <li>the name of the councillor</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 they voted</li> <li>how the majority of councillors who were entitled to vote at the meeting voted.</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>
Record of written complaints about councillor conduct	s181A LGA09	The CEO must: <ul style="list-style-type: none"> <li>keep a record of all written complaints received about councillor conduct or performance</li> <li>ensure the public may inspect, at the local government's public office or on its website, the part of the record that relates to outcomes of written complaints.</li> </ul>	The record must include: <ul style="list-style-type: none"> <li>all written complaints received by the CEO</li> <li>the outcome of the complaint, including any disciplinary action or other action taken.</li> </ul>	Ongoing	Officer ..... Completed : Yes <input type="checkbox"/> No <input type="checkbox"/>

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Land record	s154 LGR12	The local government must keep a land record detailing specific information about each parcel of rateable land.	<p>The land record must contain:</p> <ul style="list-style-type: none"> <li>the 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 Land Valuation Act</li> <li>information about rates or charges levied as specified in s154(2)(d) LGA09.</li> </ul>	Ongoing	<p>Officer .....</p> <p>Completed : Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Record of financial management risks and control measures	s164 LGR12	The local government must keep a record of risks to which local government operations are exposed to the extent they relate to financial management.	<p>The record must include:</p> <ul style="list-style-type: none"> <li>operational risks related to financial management</li> <li>control measures adopted to manage the risks.</li> </ul> <p>The local government must keep with the record, each of the following its:</p> <ul style="list-style-type: none"> <li>community grants policy</li> <li>entertainment and hospitality policy</li> <li>advertising spending policy</li> <li>procurement policy.</li> </ul>	Ongoing	<p>Officer .....</p> <p>Completed : Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Record of administrative action complaints	s306 LGR12	The local government must keep a record of all administrative action complaints.	<p>The local government must also ensure:</p> <ul style="list-style-type: none"> <li>internal reports are occasionally provided to senior management about the operation of the complaints management process</li> <li>mechanisms are in place to identify, analyse and respond to complaint trends and monitor effectiveness of the process.</li> </ul>	Ongoing	<p>Officer .....</p> <p>Completed : Yes <input type="checkbox"/> No <input type="checkbox"/></p>