

Our reference: DGBN24/118



17 April 2024

Mr Stephen Linnane
Chief Executive Officer
Hope Vale Aboriginal Shire Council
ceo@hopevale.qld.gov.au

Office of the
Director-General

Department of
**Housing, Local Government,
Planning and Public Works**

Dear Mr Linnane

I write regarding the commencement of the new council term and to alert you of your obligations as Chief Executive Officer and to the obligations of your councillors.

Notice of mandatory councillor training

All councillors must complete approved councillor training about the responsibilities of councillors. This requirement came into force in November 2023.

The approved councillor training that all councillors must complete is the Compliance (Mandatory) module of the LG Leaders Program, which covers the following three topics:

- 28. Code of Conduct
- 29. Registers of Interests
- 30. Conflicts of Interests.

This approved training must be completed in the period ending 6 months after the conclusion of the local government election. Hope Vale Aboriginal Shire Council councillors must complete the mandatory training modules by 28 September 2024. Serious penalties may apply for non-compliance including suspension and dismissal as outlined in sections 120 and 122 of the *Local Government Act 2009* (LGA). The Department of Housing, Local Government, Planning and Public Work's (the department) chief executive may extend the prescribed period if they are satisfied it would be appropriate in the circumstances.

To access the LG Leaders Program and complete the mandatory training, councillors must log in to [LG Central](#). The system will identify each councillor who starts the training and will record when the training has been completed.

More information about LG Central is provided later in this letter. New councillors or mayors will have received an email inviting them to set up a LG Central account. Returning councillors and mayors hold accounts already and will have received an email to remind them of their account details.

If councillors experience difficulties accessing LG Central or the LG Leaders Program, including the mandatory training modules, they should contact lqcentral@dsqlgp.qld.gov.au or 3452 7148.

This notice is issued in accordance with section 169A(5)(a) of the LGA and the *City of Brisbane Act 2010* (CoBA), section 254AA of the Local Government Regulation 2012 and section 242AA of the City of Brisbane Regulation 2012.

Inductions

At the start of each new council term, the department offers an induction to all mayors and councillors. Your council may have arranged a time and date with our departmental Regional Advisors for that induction to occur.

The topics explored in the department's induction are:

- Considering what it takes to be an LG Leader, and how to be effective in the role.
- Councillor obligations – registers of interests, conflicts of interest and the code of conduct.
- Councillors focus on strategic issues and plans; council staff deal with operational matters.
- Preparing for and attending council meetings.
- The obligations of a councillor.
- Using the LG Leaders Program to support councillors and council staff.

It will provide the opportunity to ask questions about key obligations and establish contact with Regional Advisors, who as always, will be available on an ongoing basis to provide support and assistance to mayors, councillors and council staff.

LG Central

[LG Central](#) houses much more than the LG Leaders program. It is the online local government knowledge centre that provides councillors, council staff and departmental staff with access to resources such as online training, policies, and procedures. The portal is designed to support councils and includes topics on governance, finance, and compliance to provide information on local laws, meeting procedures, reporting and much more. A reminder that if you have any issues accessing LG Central, please email lgcentral@dsdilgp.qld.gov.au.

Post-election checklist

The department has created a post-election checklist as a resource to assist councillors and councils with post-election processes. The checklist covers mandatory legislative requirements and administrative actions necessary during the initial period of a new council term. The post-election checklist can be accessed on [LG Central](#).

Registers of interest

Under section 201A(2) of the LGA and section 198A(2) of the CoBA, councillors must inform their CEO of interests that must be recorded in a register of interests for the councillor and a person who is related to the councillor, within **30 days** after the day the councillor's term starts. Councillor advisors must also comply with this requirement within 30 days after the advisor is appointed. Contravention of this section by a councillor is misconduct that may result in disciplinary action.

Election summary returns

All election participants must lodge an election summary return before **1 July 2024**. An election summary return is a return given after an election that summarises the total expenditure incurred by an election participant and total gifts and loans received or made by an election participant. If your councillors do not lodge their election summary return by the due date, they will be immediately removed from office. An election summary return must be lodged even if no electoral expenditure was incurred, and no gifts or loans were received.

Election summary returns can be lodged online via ECQ's [Electronic Disclosure System \(EDS\)](#). For more information, please see ECQ's [election summary returns factsheet](#) or contact ECQ by phone at 1300 881 665 or email at fad@ecq.qld.gov.au.

I look forward to working with you throughout the term.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'M. Cridland', is positioned above the printed name.

Mark Cridland
Director-General