Council policies and procedures for updating

The purpose of this list is to provide guidance to councils about the changes that may be required to their internal policies and procedures as a result of recent changes to local government legislation.

The *Local Government Compliance Checklist,* which lists the policies, processes and records that local governments must have in place to meet their regulatory compliance has also been updated to reflect the *Local Government (Empowering Councils) and Other Legislation Amendment Act 2026* and Local Government Legislation (Empowering Councils) Amendment Regulation 2025.

Disclaimer:
The policies and procedures listed in this document are provided as examples only. They do not represent an exhaustive or comprehensive list of all council policies, processes, or operational documents that may be affected by legislative changes. Each council must consider its own unique policy framework, governance arrangements, and local operational requirements when assessing the impact of any legislative amendments.

Local Government (Empowering Councils) and Other Legislation Amendment Act 2026

Theme	Amendment	Example policy and procedure impacted
Empowering councils	• Appointment of senior executive employees of a local government	• Recruitment policies and procedures
	• Appointment of senior contract employees at Brisbane City Council	• Recruitment policies and procedures
	• Access to quarry materials under section 143 of the *Local Government Act 2009*	• Local Government Worker processes and procedures
Empowering mayors	• Mayor is official spokesperson of council	• Media policies, delegation instruments[1]
	• Mayor is default chairperson of ordinary and special meetings, and committee meetings for which the mayor is appointed chairperson	• Meeting policies and procedures
Conflicts of interest framework	• New conflicts of interest framework based on material personal interests and conflicts of interest	• Meeting policies and procedures • Standing Orders
Register of interests framework	• Reporting periods for interests in councillors' registers of interests and extracts published on council websites.	• ROI procedures
Removing red tape	• General Ministerial approval for major policy decisions about Disaster Recovery Funding Arrangements during local government caretaker period. • Removal of duplication of requirements for annual report and councillor conduct register. • Removal of requirement to provide Minister with public benefit assessment report.	• Caretaker policies and procedures • Annual reporting systems and processes

[1] The Mayor under the Act retains the role as the official spokesperson of the council and should they wish, may act as the official spokesperson despite the delegation. For example – if the Mayor delegated the authority for a councillor to be the official spokesperson of a special committee, the Mayor could if they so wish, step in and speak on behalf of that committee.

Theme	Amendment	Example policy and procedure impacted
		• Public Benefit Assessment procedures and processes
	• Removal of conduct breaches from councillor conduct framework	• Investigation policy redundant post proclamation
Clarifying councillor remuneration, leaves of absence, vacation of office and eligibility	• Councillors entitled to remuneration from date their term starts or date appointed, until date term ends. • Councillor absent from council (with or without leave of absence) entitled to remuneration. • Leave of absence does not stop councillor participating in meeting nor limit councillor undertaking other responsibilities. • Automatic vacation from office if councillor is elected or appointed mayor. • Automatic removal from office on nomination as a candidate at State election.	• Payroll systems and processes
Promoting good governance and decision making	• Power for councillor to request information from CEO does not apply to a parliamentary proceeding (e.g. a submission to a committee, tabled paper) • Promote good governance and decision-making at BCC by making provisions about the disclosure of information.	• Acceptable Request Guidelines
Minor, administrative and/or technical amendments	• Allow BCC to adopt its budget before 1 August to align with other local governments	• Finance policies and procedures
	• Name of councillor who engages in unsuitable meeting conduct included in conduct register	• Conduct register processes and procedures
	• Councils to manage competitive neutrality complaints through their administrative action complaints process	• Administrative Actions Complaints policy and procedures
	• Local government employee pay day superannuation amendments to align with Commonwealth laws.	• Payroll systems and processes

Local Government Legislation (Empowering Councils) Amendment Regulation 2025

Theme	Amendment	Example policy and procedure impacted
Empowering local governments	• Disposal of a valuable non-current asset (e.g. land), other than by tender or auction if councils considers its in public interest	• Procurement policies and procedures
	• Local governments, other than BCC, may grant concessions to ratepayers due to cost of living in the area	• Financial Hardship policies and procedures
	• Increase contracting threshold (medium-sized ($21,000 or more) and large-sized ($280,000 or more)) and automatic indexation mechanism to allow threshold to increase annually with CPI	• Procurement policies and procedures
	• Local governments may change discount period for early payment of rates if there are extraordinary circumstances	• Rating policies and procedures
	• Removal of requirement to include an annual performance plan for each commercial business unit of a local government.	• Significant Business Activity policies and procedures
	• Removal of prohibition on councillors using discretionary funds in a local government election year (from 1 January to the conclusion of the election).	• Discretionary Funding policies and procedures
	• Removal of requirement to obtain a Ministerial exemption for local governments to not meet once in a month, if impractical to do so, e.g. disease outbreak, severe weather events.	• Meeting policies and procedures
Clarifying councillor remuneration	• Mayor's and deputy mayor's remuneration may only be decreased, by council resolution, by same proportion as all other councillors.	• Councillor Remuneration policy