

Circular Details	Circular No 19-28 / 05 November 2019 / A663364
Previous Circular	18-28
Who should read this	Councillors / General Managers / All council staff / Specific business areas / Joint Organisations / Executive Officers
Contact	Performance Team / (02) 44284100
Action required	Council and Joint Organisation to Implement

Annual Report and Annual Performance Statement Checklists

What's new or changing

- The annual report checklist for councils has been updated to include the reporting requirement on councillor professional development training.
- An annual performance statement checklist has been drafted for joint organisations.

What this will mean for your council and joint organisation

- Councils can use the annual report checklist and joint organisations can use the annual performance statement checklist to ensure that all the information required under the *Local Government Act 1993* (the Act), the *Local Government (General) Regulation 2005* and other relevant legislation and guidelines is in their annual report and annual performance statement.

Key points

- Under the Act, councils must prepare an annual report and joint organisations an annual performance statement within five months after the end of the year.
- Councils and joint organisations must upload a copy of the annual report to their website and provide a copy to the Minister for Local Government and such other persons and bodies as regulations apply. Councils and joint organisations can notify the Minister by providing a URL link to the Office of Local Government (OLG) (olg@olg.nsw.gov.au).
- Councils should ensure they report performance against targets, outcomes, efficiency and cost effectiveness over time.
- Joint organisations should ensure they report as to their progress in implementing its strategies and plans for delivering its strategic regional priorities.
- While joint organisations are not required to produce an annual performance statement for the first year of operations, they may elect to do so.

Where to go for further information

- The annual report and annual performance statement checklists are available on OLG's website at www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/framework/reporting.



Tim Hurst
Deputy Secretary
Local Government, Planning and Policy

Office of Local Government
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209
E olg@olg.nsw.gov.au W www.olg.nsw.gov.au ABN 44 913 630 046