**Council Annual Report Checklist**

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| **Description** | **Reference** | **Included?** |
| Within 5 months after the end of (financial) year, prepare a report as to council’s achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed. | *Local Government Act 1993* (Act) s 428(1) available [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | Yes 🞐 | No 🞐 |
| The annual report of the year in which an ordinary election of councillors is held, must contain council’s achievements in implementing the community strategic plan over the previous four years. | Act s 428(2) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | Yes 🞐 | No 🞐 |
| The annual report must be prepared and endorsed in accordance with Integrated Planning and Reporting Guidelines (IP&R) including councils progress in achieving the quadruple bottom line in the Delivery Program (DP) and Operational Plan (OP) and include information on the delivery of the service reviews council has committed to undertake, the results of those reviews and any changes made to levels of service. | Act ss 428(3), 428 (4)(b) & Essential Element 5.2, 5.3 – IP&R Guidelines [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | Yes 🞐 | No 🞐 |
| Must contain a copy of the council’s audited financial reports prepared in accordance with the *Local Government Code of Accounting Practice and Financial Reporting* (may be an attachment). | Act s 428(4)(a) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | Yes 🞐 | No 🞐 |
| Must contain a statement detailing the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue. | Act s 428(4)(c) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | Yes 🞐 | No 🞐 |
| Must contain a statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery withing the meaning of the *Modern Slavery Act 2018* | Act s 428(4)(d) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | Yes 🞐 | No 🞐 |
| Copy of the council’s annual report must be posted on the council’s website and be provided to the Minister for Local Government (via OLG). This can be done by emailing link of the Annual Report to olg@olg.nsw.gov.au. | Act s 428(5) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | Yes 🞐 | No 🞐 |
| Include particulars of any environmental upgrade agreement entered into by the council. | Act s 54P(1) available [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030%23sec.54P) | Yes 🞐 | No 🞐 |

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| **Description** | **Reference** | **Included?** |
| Report on activities funded via a special rate variation of general income including:* reporting requirements set out in the Instrument of Approval
* projects or activities funded from the variation
* outcomes achieved as a result of the project or activities.
 | Special Rate Variation Guidelines\* 7.1 [here](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf)  | Yes 🞐 | No 🞐 |
| Amount of rates and charges written off during the year. | *Local Government (General) Regulation 2021* (Reg), s 132 [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Information about induction training and ongoing professional development:* the names of any mayor or councillors who completed any induction training course, induction refresher course or supplementary induction course during the year,
* the names of any mayor or councillors who participated in any ongoing professional development program during the year,
* the number of seminars, circulars and other activities delivered as part of the ongoing professional development program during the year.
 | Reg s 186 [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460%23sec.186) | Yes 🞐 | No 🞐 |
| Details, (including purpose) of overseas visits by councillors, council staff or other persons representing council (including visits sponsored by other organisations). | Reg s 217(1)(a) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Total cost during the year of the payment of expenses of, and the provision of facilities to councillors in relation to their civic functions (this amount must equal the reported amount in the financial statements).Identify separate details on the total cost of:* provision of dedicated office equipment allocated to councillors
* telephone calls made by councillors
* attendance of councillors at conferences and seminars
* the provision of induction training and professional development for mayor and other councillors
* other training of councillors and provision of skill development
* interstate visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses
* overseas visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses
* expenses of any spouse, partner or other person who accompanied a councillor in the performance of his or her civic functions, being expenses

payable in accordance with the Guidelines for the payment of expenses and the provision of facilities for the mayor and councillors* expenses involved in the provision of care for a child of, or an immediate family member of a councillor.
 | Reg s 217(1)(a1)(i), (ii), (iii), (iiia), (iv), (v), (vi), (vii), (viii) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Details of each contract awarded (other than employment contracts & contracts less than $150,000) including:* name of contractor
* nature of goods or services supplied
* total amount payable.
 | Reg s 217(1)(a2)(i), (ii) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Summary of the amounts incurred by the council in relation to legal proceedings including:* amounts incurred by council in relation to proceedings taken by or against council including out of court settlements (other than those which are not be disclosed)
* summary of the state of the progress of each legal proceeding and (if finalised) the result
 | Reg s 217(1)(a3) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Include resolutions made concerning work carried out on private land, including:* details or a summary of any resolutions made under section; and
* details or summary of any work carried out, where the charge is less than the approved fee, the proposed fee to be charged and the total amount subsidised by council
 | Reg s 217(1)(a4) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217)&Act s 67, 67(2)(b),67(3) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030%23sec.67) | Yes 🞐 | No 🞐 |
| Total amount contributed or otherwise granted to financially assist others. | Reg s 217(1)(a5) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) &Act s 356 [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030%23sec.356) | Yes 🞐 | No 🞐 |
| Statement of all external bodies that exercised functions delegated by council. | Reg s 217(1)(a6) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which council held a controlling interest. | Reg s 217(1)(a7) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or no incorporated) in which the council participated during the year. | Reg s 217(1)(a8) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Statement of activities undertaken to implement its Equal Employment Opportunities (EEO) management plan. | Reg s 217(1)(a9) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |

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| **Description** | **Reference** | **Included?** |
| Statement of the total remuneration package of the general manager including:* total value of the salary component of the package
* total amount of any bonus, performance or other payments that do not form part of the salary component
* total amount payable by way of the employer’s contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor
* total value of any non-cash benefits for which the general manager may elect under the package
* total amount payable by way of fringe benefits tax for any such non-cash benefits.
 | Reg s 217(1)(b)(i), (ii), (iii), (iv), (v) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Statement of the total remuneration packages of all senior staff members (other than general manager), expressed as the total (not of the individual members) including:* total value of salary components of their packages
* total amount of any bonus, performance or other payments that do not form part of salary components of their packages
* total amount payable by the council by way of the employer’s contribution or salary sacrifice to any superannuation scheme to which any of them may be a contributor
* total value of any non-cash benefits for which any of them may elect under the package
* total amount payable by way of fringe benefits tax for any such non-cash benefits.
 | Reg s 217(1)(c)(i), (ii), (iii), (iv), (v) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Statement of total number of persons who performed paid work on ***the date determined (this date will be notified via a Council Circular after 1 July)***, including, in separate statements, total number of:* persons employed by the council on a permanent full-time, permanent part-time or casual basis or under a fixed-term contract
* persons employed by the council as senior staff members,
* persons engaged by the council, under a contract or other arrangement with the person’s employer, wholly or principally for the labour of the person
* persons supplied to the council, under a contract or other arrangement with the person’s employer, as an apprentice or trainee
 | Reg s 217 (1)(d)(i),(ii),(iii),(iv) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| **Description** | **Reference** | **Included?** |
| A statement detailing the stormwater management services provided (*if an annual charge is levied*). | Reg s 217(1)(e) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| A statement detailing the coastal protection services provided (*if an annual charge is levied*). | Reg s 217(1)(e1) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | Yes 🞐 | No 🞐 |
| Detailed statement, prepared in accordance with such guidelines as may be issued by the Secretary from time to time, of the council’s activities during the year in relation to enforcing, and ensuring compliance with, the provisions of the *Companion Animals Act 1988* (CA Act) and the *Companion Animal Regulation 2018,* including:* lodgement of pound data collection returns with OLG
* lodgement of data about dog attacks with OLG, if no known attacks in the year a nil return is required in annual statement
* amount of funding spent on companion animal management and activities
* community education programs carried out and strategies the council has in place to promote and assist the desexing of dogs and cats
* strategies in place for complying with the requirement under s 64 of the CA Act to seek alternatives to euthanasia for unclaimed animals
* off leash areas provided in the council area
* detailed information on how fund money was used for managing and controlling companion animals in their area.
 | Reg s 217(1)(f) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217)Guideline on the exercise of functions under the Companion Animals Act [here](https://www.olg.nsw.gov.au/wp-content/uploads/2020/06/Guideline-on-the-Exercise-of-Functions-Under-the-Companion-Animals-Act-October-2015-Under-Review.pdf) | Yes 🞐 | No 🞐 |
| Report on all capital works projects is considered best practice | OLG Capital Expenditure Guidelines [here](https://www.olg.nsw.gov.au/councils/council-finances/capital-expenditure/) | Yes 🞐 | No 🞐 |
| Councils considered to be ‘human service agencies’ under the *Carers Recognition Act 2010* (CR Act) (provide services directed at carers and/or people being cared for by carers) must report on compliance with the CR Act for the reporting period.  | *Carers Recognition Act 2010*, s 8(2) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-2010-020#sec.8) | Yes 🞐 | No 🞐 |
| Information on the implementation of council’s Disability Inclusion Action Plan and give a copy to the Minister for Disability Services | *Disability Inclusion Act 2014*, s 13(1) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-2014-041#sec.13) | Yes 🞐 | No 🞐 |
| Particulars of compliance with and effect of planning agreements in force during the year. | *Environmental Planning & Assessment Act 1979*,s 7.5(5) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1979-203#sec.7.5) | Yes 🞐 | No 🞐 |
| Disclosure of how development contributions and development levies have been used or expended under each contributions plan | *Environment Planning and Assessment Regulation 2021(EPA Reg) cl 218A(1)* [*here*](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0759#sec.218) | Yes 🞐 | No 🞐 |
| **Description** | **Reference** | **Included?** |
| Details for projects for which contributions or levies have been used must contain:* project identification number and description
* the kind of public amenity or public service the project relates
* amount of monetary contributions or levies used or expended on project
* percentage of project cost funded by contributions or levies
* amounts expended that have been temporarily borrowed from money to be expended for another purpose under the same or another contributions plan
* value of the land and material public benefit other than money or land
* whether the project is complete
 | EPA Reg 218A(2)(a),(b),(c),(d),(e),(f),(g) [*here*](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0759#sec.218) | Yes 🞐 | No 🞐 |
| 1. Total value of all contributions and levies received during the year
2. Total value of all contributions and levies expended during the year
 | EPA Reg 218A(3)(a), (b) [*here*](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0759#sec.218) | Yes 🞐 | No 🞐 |
| Recovery and threat abatement plans - Councils identified in a plan as responsible for implementation of measures included in the plan, must report on actions taken to implement those measures as to the state of the environment in its area.  | *Fisheries Management Act 1994*, s220ZT (2) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1994-038#sec.220ZT) | Yes 🞐 | No 🞐 |
| Details of inspections of private swimming pools. Include the number of inspections that:* were of tourist and visitor accommodation.
* were of premises with more than 2 dwellings.
* resulted in issuance a certificate of compliance under s22D of the SP Act
* resulted in issuance a certificate of non-compliance under cl 21 SP Reg.
 | *Swimming Pools Act 1992* (SP Act), s 22F(2) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1992-049#sec.22F)*Swimming Pools Regulation 2018* (SP Reg) cl 23 [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2018-0503#sec.23) | Yes 🞐 | No 🞐 |
| Information included on government information public access activity. | *Government Information (Public Access) Act 2009*, s 125(1) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-2009-052#sec.125)*Government Information (Public Access) Regulation 2018*, cl 8, [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2018-0510#sec.8)Schedule 2 [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2018-0510#sch.2) | Yes 🞐 | No 🞐 |

**Other annual reporting**

Councils must comply with other compliance and reporting requirements during the year. These are captured in OLG’s Calendar of Compliance and Reporting Requirements publication. The calendar is published annually on OLG’s website [here](https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-reporting-calendar-compliance/)

Councils should address all statutory requirements. Should a requirement not be applicable, a nil response should be identified.