**Joint Organisations (JO) Annual Performance Statement Checklist**

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| **Description** | **Reference** | **Included?** |
| Within 5 months after the end of (financial) year, prepare an Annual Performance Statement as to the JO achievements in implementing its strategic regional priorities and the effectiveness of the principal activities undertaken in achieving the priorities. | *Local Government Act 1993* (Act) s 428(1) | Yes 🞐 | No 🞐 |
| The Annual Performance Statement must be prepared in accordance with Integrated Planning and Reporting Guidelines (IP&R). | Act s 428(3) | Yes 🞐 | No 🞐 |
| Must contain a copy of the JO audited financial reports prepared in accordance with the *JO Supplement to* *Local Government Code of Accounting Practice and Financial Reporting -* (may be an attachment). | Act s 428(4)(a) | Yes 🞐 | No 🞐 |
| Must contain other information as the IP&R Guidelines or the regulations may require. | Act s 428(4)(b) | Yes 🞐 | No 🞐 |
| Copy of the JO Annual Performance Statement must be posted on the JO website and be provided to the Minister for Local Government (via OLG). This can be done by notifying OLG of a URL link. | Act s 428(5) | Yes 🞐 | No 🞐 |
| Details, including purpose of overseas visits by board members, Executive Officer or other persons representing the JO (including visits sponsored by other organisations). | *Local Government (General) Regulation 2005* (Reg) cl 217(1)(a) | Yes 🞐 | No 🞐 |
| Total cost during the year of the payment of expenses of, and the provision of facilities to board members in relation to their functions.Identify separate details on the total cost of:* provision of dedicated office equipment allocated to board members
* telephone calls made by board members
* attendance of board members at conferences and seminars
* interstate visits by board members, including transport, accommodation and other out-of-pocket travelling expenses
* overseas visits by board members, including transport, accommodation and other out-of-pocket travelling expenses
* expenses of any spouse, partner or other person who accompanied a board member 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 board members
* expenses involved in the provision of care for a child of, or an immediate family member of, a board member.
 | Reg cl 217(1)(a1)(i), (ii), (iii), (v), (vi), (vii), (viii) | 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 cl 217(1)(a2)(i), (ii) | Yes 🞐 | No 🞐 |
| Summary of the amounts incurred by the JO in relation to legal proceedings including:* amounts incurred by JO in relation to proceedings taken by or against the JO (including out of court settlements)
* summary of the state of the progress of each legal proceeding and (if finalised) the result.
 | Reg cl 217(1)(a3) | Yes 🞐 | No 🞐 |
| Total amount contributed or otherwise granted to financially assist others. | Reg cl 217(1)(a5) &Act s 356 | Yes 🞐 | No 🞐 |
| Statement of all external bodies that exercised functions delegated by the JO. | Reg cl 217(1)(a6) | Yes 🞐 | No 🞐 |
| Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which the JO held a controlling interest. | Reg cl 217(1)(a7) | Yes 🞐 | No 🞐 |
| Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies (whether or no incorporated) in which the JO participated during the year. | Reg cl 217(1)(a8) | Yes 🞐 | No 🞐 |
| Statement of activities undertaken to implement its EEO management plan. | Reg cl 217(1)(a9) | Yes 🞐 | No 🞐 |
| Statement of the total remuneration package of the Executive Officer 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 Executive Officer may be a contributor
* total value of any non-cash benefits for which the Executive Officer may elect under the package
* total amount payable by way of fringe benefits tax for any such non-cash benefits.
 | Reg cl 217(1)(b)(i), (ii), (iii), (iv), (v) | Yes 🞐 | No 🞐 |
| Statement of the total remuneration packages of all senior staff members, 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 JO by way of the employer’s contribution or salary sacrifice to any superannuation scheme to which any of the 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, cl 217(1)(c)(i), (ii), (iii), (iv), (v) | Yes 🞐 | No 🞐 |
| Report on certain proposed capital works projects where a capital expenditure review has been submitted. | OLG Capital Expenditure Guidelines\* | Yes 🞐 | No 🞐 |
| Information included on government information public access activity. | *Government Information (Public Access) Act 2009*, s 125(1)*Government Information (Public Access) Regulation 2018*, cl 8 , Schedule 2 | Yes 🞐 | No 🞐 |
| Information included on public interest disclosure activity. | *Public Interest Disclosures Act 1994*, s 31*Public Interest Disclosures Regulation 2011*, cl 4 | Yes 🞐 | No 🞐 |

**Other annual reporting**

JOs are reminded, that should they undertake services delegated to them by member councils, the additional reporting requirements are outlined in the Council Annual Report Checklist available on the OLG website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au). JOs must comply with other compliance and reporting requirements during the year. These are captured in the JO Calendar of Compliance and Reporting Requirements publication. The calendar is published annually on the OLG website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

\*Guidelines are available on OLG’s website.