



Circular Details	Circular No 22-28 / 27 September 2022 / A832250
Previous Circular	21-16 Annual Report and Annual Performance Statement Checklists
Who should read this	Councillors / General Managers / All council staff / Joint Organisations/Executive Officers
Contact	Performance Team / (02) 44284100 olg@olg.nsw.gov.au
Action required	Council and Joint Organisations to Implement

Annual Report and Annual Performance Statement Checklists

What's new or changing

- The annual report checklist has been updated for councils.
- The annual performance statement checklist has been updated for Joint Organisations (JOs)

What this will mean for your council

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

Key points

- Under the Act, councils must prepare an annual report and JOs an annual performance statement within five months after the end of the financial year.
- Councils and JOs 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 require. Councils and JOs should 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.
- JOs should ensure they report as to their progress in implementing strategies and plans for delivering strategic regional priorities.

Where to go for further information

- The annual report and annual performance statement checklists are available on OLG's website at <https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-annual-reporting-requirements/>

Mel Hawyes
Deputy Secretary
Crownlands and Local Government

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 20 770 707 468