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

| **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) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428)Local Government (General) Regulation (Reg) 2021 s 217 [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) & 397J [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.397J) | Yes 🞐 | No 🞐 |
| The Annual Performance Statement must be prepared in accordance with Integrated Planning and Reporting Guidelines (IP&R). | Act ss 406(2), 428(3) & 428(4)(b) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428)Reg s 217 [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) & 397J [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.397J) | 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) [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 JO in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the JO 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 JO 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 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 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) & Reg s 397J [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.397J) | Yes 🞐 | No 🞐 |
| Must publish an attestation statement indicating whether, during the preceding financial year, the JO’s audit, risk and improvement committee, risk management framework and internal audit function complied with the requirements prescribed in the Regulation. | *Local Government (General) Regulation 2021* (Reg) s 216B [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.216B) & Reg s 216T [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.216T)(Act s 428(4)(b)) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.428) | 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). | Regs 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 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 s 217(1)(a1)(i), (ii), (iii), (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 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 s 217(1)(a3) [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0460#sec.217) | 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#sec.356) | Yes 🞐 | No 🞐 |
| Statement of all external bodies that exercised functions delegated by the JO. | 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 the JO 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 JO 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 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 🞐 |
| 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 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, 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, 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 ***Wednesday, 4 December 2024***, including, in separate statements, total number of:* persons employed by the JO on a permanent full-time, permanent part-time or casual basis or under a fixed-term contract
* persons employed by the JO as senior staff members,
* persons engaged by the JO, under a contract or other arrangement with the person’s employer, wholly or principally for the labour of the person
* persons supplied to the JO, 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 🞐 |
| 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 🞐 |
| Information included on government information public access activity. | *Government Information (Public Access) Act 2009*, s125(1) [here](https://legislation.nsw.gov.au/view/html/inforce/current/act-2009-052#sec.125)*Government Information (Public Access) Regulation 2018*, cl 8, Schedule 2 [here](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2018-0510#sec.8) | 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 [here](https://www.olg.nsw.gov.au/councils/policy-and-legislation/guidelines-and-policy-information-resources-for-councils/council-reporting-calendar-compliance/)

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