

Legislative Compliance Reporting Register



Report		Legislation	Regulations	Requirement				2020-2021 status			
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Where do we report to?	Responsible Council Department	Risk (complete if requirement not met)	Frequency	Due date	Evidence of compliance / Action plan for non-compliance
Access to Information	Access Disclosure Log	Maintain a register that records information about formal access applications (Disclosure Log)	Government Information (Public Access) Act 2009	s 25	N/A	N/A	Council	Business Systems & Technology	Annually	Ongoing	OP 5.6.5.1 2020-2021 council weblink (DM980277)
Access to Information	Contributions Plans	Councils must keep certain records available for public inspection (contributions plans)	Government Information (Public Access) Act 2009		Environmental Planning and Assessment Regulation 2000	cl 37, 38	Public	Business Systems & Technology	Annually	Ongoing	council webpage
Access to Information	DA/CDC Report	Council to keep certain records available for public inspection (DA/CDC)	Government Information (Public Access) Act 2009		Environmental Planning and Assessment Regulation 2000	cl 268	Public	Business Systems & Technology	Annually	Ongoing	council webpage
Access to Information	GIPA Annual Report	GIPA Annual Report information to be included in Council's Annual Report *OLG Calendar item	Government Information (Public Access) Act 2009	s 125(1)	N/A	N/A	Council	Business Systems & Technology	Annually	30-Nov	Refer Appendix 5 of Council's Annual Report
Access to Information	GIPA Annual Report	GIPA Annual Report to be lodged with the OLG (the Minister) and the Information Commissioner within 4 months of EOFY *OLG Calendar item	Government Information (Public Access) Act 2009	s 125(1)	N/A	N/A	OLG	Business Systems & Technology	Annually	31 October	E2020/69955
Access to Information	GIPA Information Guide	Council must review its publication information guide and adopt a new information guide at intervals of not more than 12 months *OLG Calendar item	Government Information (Public Access) Act 2009	s 21	N/A	N/A	Public	Business Systems & Technology	Annually	30 June	Latest version E2021/89297
Access to Information	Open Access Information	Mandatory proactive release of certain government information: Council must keep a record of the open access information (if any) that it does not make publicly available on the basis of an overriding public interest against disclosure. The record is to indicate only the general nature of the information concerned.	Government Information (Public Access) Act 2009	s 6(5)	N/A	N/A	Other	Business Systems & Technology	Annually	Ongoing	OP 5.2.1.4 and 5.6.5.1
Access to Information	Privacy Management Plan	Council must prepare and implement a Privacy Management Plan and provide a copy to the Privacy Commissioner each time it is amended.	Privacy and Personal Information Protection Act 1998	s 33	Privacy and Personal Information Protection Regulation 2019, Privacy Code of Practice for Local Government	s 6	Privacy Commissioner NSW	Business Systems & Technology	When amended	As required	E2020/5151
Access to Information	Environment Protection Licences	Maintain a public register regarding environment protection licences in accordance with section 308 of the POEO Act	Protection of the Environment Operations Act 1997	s 308	N/A	N/A	Public	Open Space & Resource Recovery	Annually	Ongoing	Link to website
Access to Information	Development Application Advertising	Public notice requirements in advertising of DAs	Environmental Planning and Assessment Act 1979	Sch 1 cl 8	Environmental Planning and Assessment Regulations		Public	Sustainable Development	Weekly	Per media contract weekly	Advertised weekly in Council Notices
Budget	Budget Variances	Responsible Accounting Officer (RAO) to report material budget variances from the budget to the following Council meeting *OLG Calendar item	Local Government Act 1993		Local Government (General) Regulation 2005	cl 202(b)	Council	Finance	Monthly	As required	Refer to QBRS items
Budget	Quarterly Budget Review 1	QBRS reported to Council by 30 November *OLG Calendar item	Local Government Act 1993		Local Government (General) Regulation 2005	cl 203(1)	Council	Finance	Annually	30 November	26/11/2020 Council Agenda
Budget	Quarterly Budget Review 2	QBRS reported to Council by 28 Feb *OLG Calendar item	Local Government Act 1993		Local Government (General) Regulation 2005	cl 203(1)	Council	Finance	Annually	28 February	25/02/21 Council Agenda
Budget	Quarterly Budget Review 3	QBRS reported to Council by 31 May *OLG Calendar item	Local Government Act 1993		Local Government (General) Regulation 2005	cl 203(1)	Council	Finance	Annually	31 May	13/05/21 Council Agenda
Budget	Quarterly Budget Review 4	QBRS reported to Council by 31 Aug *OLG Calendar item	Local Government Act 1993		Local Government (General) Regulation 2005	cl 203(1)	Council	Finance	Annually	31 August	27/08/20 Council Agenda

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Cemeteries and Crematoria	Cemeteries Activity Statement	Councils are required to provide Annual Operator Survey and NSW Cemeteries and Crematoria Register. Key statistics on cemeteries, including number of burials and ash placements for the financial year (1 July to 30 June). eg E2019/71122	Cemeteries and Crematoria Act 2013	Part 5			NSW Cemeteries and Crematoria	Open Space & Resource Recovery		Annually	30 September	2019-2020 E2020/54396
Children's Services	Children's Services Reporting	Legal obligations for approved providers, nominated supervisors and educators. Accreditation by Dept of Education, Office of Early Childhood reviews compliance with many requirements eg Location/premise. Educational Program and Practice. Incidents, injury, trauma and illness (Child Safe Standards incorporated). Minimum requirements for persons in day to day charge and nominated supervisors. Staffing arrangements. Educational Leader. Age and supervision requirements. Minimum number of Educators as per licensed capacity. <u>Staffing qualifications and more</u>	Education and Care Services National Law		Education and Care Services National Regulations 2018		NSW Department of Education, Office of Early Childhood	Social & Cultural Planning		TBA - approx only: Sandhills and Byron accreditation due end 2023; Brunswick Heads and Mullumbimby accreditation due end 2022	As required by NSW Department of Education	N/A
Citizenship	Citizenship Ceremonies	Provision relating to Council holding at least 4 Citizenship ceremonies per year. Reporting to Home Affairs on attendance			Australian Citizenship Regulation 2016 (Cth), Australian Citizenship Ceremonies Code		Other	Corporate Services		Annually	As required	OP 2.1.5.1 - Council was unable to hold ceremonies in the first part of the financial year due to COVID restrictions, instead the Department of Home Affairs conducted online ceremonies during that period. The measure for this activity was adjusted accordingly and Council held 3 ceremonies between January and June 2021
Cleaning	Graffiti Removal Work Register	Maintain a register of graffiti removal work	Graffiti Control Act 2008	s 13	N/A	N/A	Other	Works		Annually	Not applicable	19 requests made. Works registered in CRM system in Authority
Companion animals control	Dog attacks	Council is required to report on any dog attacks they are made aware of to the OLG within 72 hours of being notified via the Companion Animal Register *OLG Calendar item	Companion Animals Act 1998		Companion Animals Regulation 2018	cl 31(3)	OLG	Business Support & Community Enforcement		Within 72 hours of attack	As required	see Companion Animal Register
Companion animals control	Pound Data Report	Survey of seizures of cats and dogs due *OLG Calendar item	Companion Animals Act 1998		N/A	N/A	OLG	Business Support & Community Enforcement		Annually	31 August	Extension to 13/11/2020 per LG circular 20-35. Survey submitted 10/11/2020 E2020/90208
Concessions	Pensioner Concessions	Closing date for Pensioner Concession subsidies claims *OLG Calendar item	N/A	N/A	N/A	N/A	OLG	Finance		Annually	2 October	E2020/78765
Conduct	Delegations	Council must review all its delegations during the first 12 months of each term of office *OLG Calendar item	Local Government Act 1993				Council	Corporate Services		Within 12 months of Ordinary Council Elections	Mid September	N/A
Conduct	Disclosures of Interest	Councillors political donations to be disclosed on councils' website (via link to Electoral Commission site)	Local Government Act 1993	s 328A			SEO, Public	Corporate Services		NA	ongoing	Link to website
Conduct	Disclosures of Interest	Lodge completed Pecuniary Interest returns for Councillors & designated persons who held office at 30 June	Local Government Act 1993	s 440	N/A	N/A	Council	Corporate Services		Annually	30 September	15/10/2020 Council Meeting minutes refer pg 6
Conduct	Disclosures of Interest	Lodgment of Pecuniary Interest returns for newly elected Councillors *OLG Calendar item	Local Government Act 1993	s 440AAB	N/A	N/A	Council	Corporate Services		4 yearly	Within 3 months of election	N/A

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Conduct	Corrupt conduct suspected	Report suspected corrupt conduct to ICAC. Provisions relating to Council's responsibility to promote integrity and accountability of public administration by investigating, exposing and preventing corruption.	<u>Independent Commission Against Corruption Act 1988</u>	ss 10, 11	Independent Commission Against Corruption Regulation 2017	N/A	ICAC	General Manager		Each incident	As required	Report sent 18/11/2020
Conduct	Code of Conduct Complaints	Reporting Statistics on Code of Conduct Complaints about Councillors and the General Manager. Refer Procedures of the Administration of the Code of Conduct clauses 11.1 for reports to Council and cl11.2 for report to OLG on complaint statistics *OLG Calendar item	<u>Local Government Act 1993</u>	s 440AA	Local Government (General) Regulation 2005	N/A	Council and OLG	Legal Counsel		Annually	31 December	Reporting Register is E2016/34212
Contracts	Contracts Register	Maintain a register of contracts \$150,000 or more. Maintain register for website	<u>Government Information (Public Access) Act 2009</u>	s 27(1)	Local Government (General) Regulation 2005	cl 217(1)(a2)	Other	Corporate Services		Annually	Ongoing	Register of contracts online
Contracts	Environmental Protection Licence 6057 - Myocum Landfill	Council must provide an offsets report accompanied by a prescribed audit report prepared by a registered greenhouse and energy auditor - 3rd and final subsequent audit. Assurance on claim for carbon credits under the Carbon Farming Initiative / Emissions Reduction Fund Environmental Protection Licence 6057 - Myocum Landfill	Carbon Credits (Carbon Farming Initiative) Act 2011	s23(d), s76 4c	Carbon Farming (Capture and Combustion of Methane in Landfill Gas from Legacy Waste) Methodology Determination 2012		Clean Energy Regulator	Open Space & Resource Recovery		Audit schedule	15 February 2022	Next audit due December 2021
Contracts	Environmental Protection Licence 6057 - Myocum Landfill	Council must provide the Regulator an offsets report for a period that is expressed to be a reporting period for the project. An authorised representative can only apply for an abatement statement. The Myocum Landfill Gas Extraction project captures and combusts the landfill gas collected. Council has a Carbon Abatement Contract (CAC102122) with the Clean Energy Regulator which generates Carbon Credits to ANREU (AU1373) Environmental Protection Licence 6057 - Myocum Landfill	Carbon Credits (Carbon Farming Initiative) Act 2011	s12, s23, s75 76, s192	Carbon Farming (Capture and Combustion of Methane in Landfill Gas from Legacy Waste) Methodology Determination 2012		Clean Energy Regulator	Open Space & Resource Recovery		Min. 6 mths and Max. 2 yrs	Final due date 31 March 2022	E2021/91083
Control of companion animals	Animal Registration	All registration fees received during the month must be entered into the Companion Animals Register in that month, Registration fees must be remitted to the OLG as detailed on monthly invoices issued *OLG Calendar item	N/A	N/A	N/A	N/A	OLG	Business Support & Community Enforcement		Monthly	Monthly	see Companion Animal Register
Councillor Support	Councillor Remuneration	Each council must determine the level of fees for the remuneration of Councillors each year. This is based on the Annual Report and Determination of the Local Government Remuneration Tribunal.	<u>Local Government Act 1993</u>	s 241	N/A	N/A	Council	Corporate Services		Annually	30 June	Adopted Resolution 21-260 on 27/05/2021
Development Control	Local Strategic Planning Statement	Each council will prepare a local strategic planning statement (LSPS) which will set out the 20-year vision for land-use in the local area, the special character and values that are to be preserved and how change will be managed into the future. The statements will implement actions in the regional and district plans, and the council's own priorities in the community strategic plan it prepares under local government legislation. The statements will shape how the development controls in the local environmental plan (LEP) evolve over time to meet the community's needs, with the LEP the main tool to deliver the council and community's plan.	Environmental Planning and Assessment Act 1979	Part 3			Council, Dept PIE	Environmental & Economic Planning		7 years	30 June	N/A

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Development Control	SEPP 1 Variations	Report on SEPP 1 Variations as required by the NSW Department of Planning Circular. For reporting on exceptions to development standards for applications made under Clause 4.6 of the Standard Instrument LEP and Clause 6 of SEPP 1. SEPP 1 applies to development applications submitted under Byron Local Environmental Plan 1988. Clause 4.6 applies to development applications submitted under Byron LEP 2014. Requirements are to: 1. Maintain public register on Council's website (https://www.byron.nsw.gov.au/Services/Building-development/Development-applications/Variations-to-development-standards); 2. Report of all variations approved (including under delegation) submitted through the NSW Planning Portal (https://www.planningportal.nsw.gov.au/reporting/online-submission-planning-data) within four weeks of the end of each quarter; 3. A report of all variations approved under delegation from a council must be provided to a meeting of the council meeting at least once each quarter			Planning Circular PS20-002		Council, Dept of Planning	Sustainable Development		Quarterly	March, June, September and December	Jul 2020-Mar 2021 DM1162327 Apr-Jun 2021 E2021/86438
DIAP	Disability Inclusion Action Plan	Council must have a plan (a <i>disability inclusion action plan</i>) setting out the measures it intends to put in place (in connection with the exercise of its functions) so that people with disability can access general supports and services available in the community, and can participate fully in the community.	Disability Inclusion Act 2014	s12	Disability Inclusion Regulation 2014		Department of Communities and Justice	Social & Cultural Planning		Updated as required	Updated as required	Within Delivery Program 2017-2021
DIAP	Disability Inclusion Action Plan - Consultation	Council must consult with people with disability in development of their DIAP	Disability Inclusion Act 2014	s12	Disability Inclusion Regulation 2014		Department of Communities and Justice	Social & Cultural Planning		4 yearly		N/A
DIAP	Disability Inclusion Action Plan - Implementation Report	Council must, as soon as practicable after preparing its annual report, give the Minister a copy of the part of the annual report relating to the department's or council's report on the implementation of its disability inclusion action plan.	Disability Inclusion Act 2014	s13	Disability Inclusion Regulation 2014		Department of Communities and Justice	Social & Cultural Planning		Annually	31 December	Link to Annual Report - refer pg 88
DIAP	Disability Inclusion Action Plan - Review	A public authority must review its disability inclusion action plan before the end of each 4-year period after the day the authority is required to have the plan.	Disability Inclusion Act 2014	s14	Disability Inclusion Regulation 2014		Department of Communities and Justice	Social & Cultural Planning		4 yearly		N/A
Drinking Water	Drinking Water Management Plan Annual Report	The Public Health Act 2010 and the Public Health Regulation 2012 require drinking water suppliers to have and comply with a 'quality assurance program' (or drinking water management system). This requirement applies to water suppliers defined in the Act, including water utilities, private water suppliers and water carters. The DWMS must be internally reviewed by the water utility at least annually and a report provided to the local Public Health Unit (PHU)	Public Health Act 2010	Part 3, Div 1, Section 25	Public Health Regulation 2012	Part5, Div 2	Local Public Health Unit	Utilities		Annually	Not applicable	E2021/90636
EEO	EEO Management Plan	Councils must prepare and publish an EEO Management Plan. They must also report on implementation of the plan in their annual report.	Local Government Act 1993	s 345	Local Government (General) Regulation 2005	cl 217(1)(a9)	Public	People & Culture		Annually	30 June	Link to Annual Report (refer page 31)

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Environment Protection	Pollution Incident	Any pollution incident that meets the definition of 'causing or threatening material harm to the environment' must be reported. Incidents that involve the contamination of land or becoming aware of contamination of land, must be reported, if the contamination meets stated criteria.	Protection of Environment Operations Act 1997 Contaminated Land Management Act 1997	s148 and 151 s60			NSW EPA	All		For each notifiable incident	Immediately after becoming aware	5 incidents self reported to NSW EPA: - 17/12/2020 E2020/103236 C18599-2020, - 17/12/2020 E2020/103136 C18679-2020, - 24/12/2020 E2020/103564 C18939-2020 - 28/01/2021 E2021/28310 C01291-2021 - 29/03/2021 E2021/51485 C04606-2021
Environment Protection	Environment Protection Licences - 6057 Myocum Landfill and 13127 Byron Resource Recovery Centre	Monthly prepare waste tonnage data for waste levy contribution reporting in the NSW EPA Waste and Resource Recovery Portal. The POEO Act requires Council's licenced waste facilities to pay a contribution for each tonne of waste received at the facility. Referred to as the 'waste levy', the contribution aims to reduce the amount of waste being landfilled and promote recycling and resource recovery. EPL 6057 and EPL 13127	Protection of Environment Operations Act 1997	s88	Protection of the Environment Operations (Waste) Regulation 2014	c22	NSW EPA	Open Space & Resource Recovery		Monthly	By 16th of following month	(Via NSW EPA 'WaRRP' portal) https://warrp.epa.nsw.gov.au/Default.aspx CM9 FOLDER: F1756\010
Environment Protection	Environmental Protection Licence 6057 - Myocum Landfill	Biannually prepare data for a Volumetric Survey Report at Myocum Landfill facility. Volumetric surveys provide the EPA with information relating to the: rate at which available landfill capacity is being consumed; management of stockpiles of waste awaiting recycling or processing; functioning of the waste levy (levy) system. Environmental Protection Licence 6057 - Myocum Landfill	Protection of Environment Operations Act 1997	s88	Protection of the Environment Operations (Waste) Regulation 2014	c10A, c23-24, c33	NSW EPA	Open Space & Resource Recovery		Semiannual	June & December each year	To Dec 2020: E2021/91103 E2021/91104 E2021/91105 E2021/91108 E2021/91111 To Jun 2021 - not available until late July
Environment Protection	Pollution Incident Response Management Plan	Prepare and test a Pollution Incident Response Management Plan for each licence activity. Licensees are required to prepare pollution incident response management plans for each licensed activity, in accordance with the requirements set out in Part 5.7A of the POEO Act.	Protection of Environment Operations Act 1997	s148, s153A-153F	Protection of the Environment Operations (General) Regulation 2009	Part 3A	NSW EPA	Open Space & Resource Recovery		Annually		Adopted June 2021 for each Plant. On Council's website at https://www.byron.nsw.gov.au/Services/Water-sewer/Sewer/Pollution-Incident-Response
Environment Protection	Waste Levy Deduction	Monthly prepare Operational Purpose Deductions to claim a deduction from the waste levy for any waste the occupier uses. A scheduled waste facility may apply to the EPA for approval to use at the facility any waste received from off-site for the purpose of roads or other construction works.	Protection of Environment Operations Act 1997	s88	Protection of the Environment Operations (Waste) Regulation 2014	s14-15, s18, s30	NSW EPA	Open Space & Resource Recovery		Monthly	Maximum of two years from date of acceptance	Data for operational purpose deductions is entered via NSW EPA 'WaRRP' portal https://warrp.epa.nsw.gov.au/Default.aspx
Environment Protection	Environment Protection Licence 13266 - Brunswick Valley Sewerage Treatment Plant	Brunswick Valley Sewerage Treatment Plant EPL 13266 return to EPA. #E2019/44332 Annual Return to determine environmental management category and calculate annual licence administration fee. Anniversary date: 27 April	<u>Protection of the Environment Operations Act 1997</u>	s63	N/A	N/A	Other	Utilities		Annually	30-Jun	E2021/82603

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Environment Protection	Environment Protection Licence 2522 - Bangalow Sewerage Treatment Plant	Bangalow Sewerage Treatment Plant EPL 2522 return to EPA. #E2019/44076 Annual Return to determine environmental management category and calculate annual licence administration fee. Anniversary date: 27 April	<u>Protection of the Environment Operations Act 1997</u>	s63	N/A	N/A	Other	Utilities		Annually	30-Jun	E2021/82601
Environment Protection	Environment Protection Licence 3404 - Byron Bay Sewerage Treatment Plant	Byron Bay Sewerage Treatment Plant EPL 3404 return to EPA. #E2019/43953 Annual Return to determine environmental management category and calculate annual licence administration fee. Anniversary date: 27 April	<u>Protection of the Environment Operations Act 1997</u>	s63	N/A	N/A	Other	Utilities		Annually	Not applicable	E2021/82275
Environment Protection	Environment Protection Licence 784 - Ocean Shores Sewerage Treatment Plant	Ocean Shores Sewerage Treatment Plant EPL 784 return to EPA. #E2019/44857 Annual Return to determine environmental management category and calculate annual licence administration fee. Anniversary date: 27 April	<u>Protection of the Environment Operations Act 1997</u>	s63	N/A	N/A	Other	Utilities		Annually	Not applicable	E2021/83079
Financial data	Audited Financial Statements	Audited financial statements & Financial Data Returns are to be lodged with OLG	<u>Local Government Act 1993</u>	s 416(1), s 417(5)	Local Government (General) Regulation 2005 Code of Accounting Practice and Financial Reporting pg A-5	cl 413G	OLG	Finance		Annually	31 October	Proof of receipt from OLG E2020/103390
Financial data	Audited Financial Statements	Last day for Audited financial statements to be presented to the public *OLG Calendar item	<u>Local Government Act 1993</u>	s 418(2)	Local Government (General) Regulation 2005	cl 418(2)	Public	Finance		Annually	4 January	Resolution 20-549 reported to Council 22/10/2020
Financial data	Ledger Balances	Last day for council's ledgers to be balanced and a list balances to be prepared for six-monthly inspections by council's auditor *OLG Calendar item	<u>Local Government Act 1993</u>	N/A	Local Government (General) Regulation 2005	cl 228(2)(a)	Auditors	Finance		Annually	31 January	This task is completed by Auditors
Financial data	Proposed Loan Borrowings	Proposed Loan Borrowings Return to be submitted to TCORP *OLG Calendar item	N/A	N/A	Local Government (General) Regulation 2005	cl 230	TCORP	Finance		Annually	7 August 2020	E2020/64001
Fire safety	Fire Safety - Inadequate Provisions Report	Fire safety inspection report - if inadequate provisions for fire safety, council must table any report and recommendations it receives to the next meeting of council in order to determine whether it will exercise its powers to give a fire safety order	<u>Environmental Planning and Assessment Act 1979</u>	s 9.32, table to Part 2 of Sch 5, Part 8 cl 17	Environmental Planning and Assessment Regulations		Council	Sustainable Development			As required	N/A
Food Authority	Food Authority Report	Council must report to the Food Authority on it's enforcement actions in accordance with the Food Regulation Partnership requirements.	Food Act 2003				Food Authority	Sustainable Development		Annually	Following 30 June	E2021/3154
Foreign Affairs	Australian Foreign Relations Scheme	Councils are required to give a notice to the Minister for Foreign Affairs ('Minister') of any pre-existing or prospective arrangements with foreign entities, as well as any entry into non-core foreign arrangements (AFR Act, ss 34, 38). Councils are parties to foreign arrangements when they enter arrangements with foreign entities (AFR Act, s 6(2)), which are typically Sister City deals and similar cooperative arrangements.	Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)	ss 6(2), 34, 38	Australia's Foreign Relations (State and Territory Arrangements) Rules 2020 (Cth)	r 5(1)	Minister for Foreign Affairs	Legal Counsel		Ongoing	Ongoing	N/A
Grant data	Grants Commission General Data Return	Electronic lodgment of Grants Commission General Data Return *OLG Calendar item	<u>Local Government Act 1993</u>	s 613	N/A	N/A	Grant Commission	Finance		Annually	31 October	E2020/82974
GST Reporting	GST Certificate	GST Certificate to be submitted to OLG - 31 July *OLG Calendar item	<u>Commonwealth Constitution</u>	s 114	N/A	N/A	OLG	Finance		Annually	31 July	E2020/56737

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Investments	Investment Report	Responsible Accounting Officer (RAO) to prepare a written report monthly for Council on money invested under s 625 of the LG Act *OLG Calendar item	<u>Local Government Act 1993</u>	s 625	Local Government (General) Regulation 2005	cl 212	Council	Finance		Monthly	Each Ordinary Meeting date	Council agendas online
IP&R	Annual Report	Annual Report to be furnished to the Minister (by submitting to the Division of Local Government) and posted on Council's website *OLG Calendar item	<u>Local Government Act 1993</u>	s 428(5) s 428(1 & 2) s 428(4)(a) s 54P(1) s 67(3)	Local Government (General) Regulation 2005	8(2) 13(1) 18(4) 22f(2) 31 93G(1) 125(1) 132 217(1) (a) 217(1) (a1) 217(1) (a2) 217(1) (a3) 217(1) (a4) 217(1) (a5) 217(1) (a6) 217(1) (a7) 217(1) (a8) 217(1) (a9) 217(1) (b) 217(1) (c) 217(1) (e) 217(1) (e1) 217(1) (f) 220ZT(2) III	OLG	Corporate Services		Annually	30 November	Link to document on website
IP&R	Community Strategic Plan	Community Strategic Plan reviewed and updated *OLG Calendar item	Local Government Act 1993	s.402(5)	IP&R Guidelines		Council	Corporate Services		4 yearly	30 June following election	N/A
IP&R	Delivery Program	Delivery Program reviewed and updated *OLG Calendar item	Local Government Act 1993	s.404(1-4)	IP&R Guidelines		Council	Corporate Services		4 yearly	30 June following election	N/A
IP&R	Operational Plan	Operational Plan reviewed and updated *OLG Calendar item	<u>Local Government Act 1993</u>	s.405(1)	IP&R Guidelines		Council	Corporate Services		Annually	30 June	Link to document on website
IP&R	Resourcing Strategy	Resourcing Strategy reviewed and updated *OLG Calendar item	<u>Local Government Act 1993</u>	s.403	IP&R Guidelines		Council	Corporate Services		4 yearly	30 June following election	N/A
IP&R - Resourcing Strategy	Asset Management Strategy	Asset Management Planning (10yrs) as part of IP&R Resourcing Strategy (10 years) (Asset Management Policy, Asset Management Strategy and Asset Management Plan)	<u>Local Government Act 1993</u>	s.403(2)	IP&R Guidelines		Council	Assets & Major Projects		10 years	30 June	N/A
IP&R - Resourcing Strategy	Long Term Financial Plan	Long Term Financial Plan (10yrs) as part of IP&R Resourcing Strategy (10 years)	Local Government Act 1993	s 403(2)	IP&R Guidelines		Council	Finance		4 yearly	30-Jun	N/A
IP&R - Resourcing Strategy	Workforce Management Strategy	Workforce Management Strategy (4yrs) as part of IP&R Resourcing Strategy (10 years)	Local Government Act 1993 / IP&R Guidelines	s.403(2)	IP&R Guidelines		Other	People & Culture		4 yearly	30 June	N/A
Land value	Estimates of changes in value of land	Requests to Valuer General for estimates of changes in value of land for supplementary valuations by 31 May *OLG Calendar item	<u>Local Government Act 1993</u>	s 513(1)	N/A	N/A	Valuer General	Finance		Annually	31 May	Not required
Learning and development	Training Plan	Training plan required under the Local Govt (State) Award following consultation with the Consultative Committee. Action arising to be included in the Workforce Mgmt Plan & DP & OP, as appropriate *OLG Calendar item	<u>Local Government Act 1993</u>	s 403(2)	<u>Local Government (State) Award 2017</u>	cl 31(iii)(a)	Other	People & Culture		Annually	N/A	E2021/89847

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Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations		Where do we report to?	Responsible Council Department	Risk (complete if requirement not met)	Frequency	Due date	Evidence of compliance / Action plan for non-compliance
LG Elections	Elections arrangements	Last date for Councils to resolve who is conducting their next Ordinary Elections (18 months before next election)	<u>Local Government Act 1993</u>	s 296AA	N/A	N/A	Council	Corporate Services		4 yearly	18 months before next election	Res 19-385
LG Elections	Elections arrangements	Last date to enter into an arrangement with the NSW Electoral Commission for Council's next Ordinary Election (15 months before next election)	<u>Local Government Act 1993</u>	s 296(3)(b)	N/A	N/A	Other	Corporate Services		4 yearly	15 months before next election	Res 19-385, contract E2019/85334
LG Elections	Non-residential Roll	Councils to provide non-residential roll to electoral office prior to election	<u>Local Government Act 1993</u>	s 303			Other	Corporate Services		4 yearly	Due after 26 Jul 2021	N/A
LG Elections	Survey of Election Candidates	Ordinary Elections: Survey of Candidates and Councillors. Refer OLG Circular 16-40 and E2016/94569 *OLG Calendar item	<u>Local Government Act 1993</u>	s 429	Local Government (General) Regulation 2005	cl 391(6)	Office of Local Government	Corporate Services		4 yearly	30 November following election	N/A
Liquid trade waste	Liquid Trade Waste Annual Report	Liquid trade waste annual reporting by LWUs to DPI Water and EPA, detailing discharges approved with assumed concurrence. Bangalow STP, Byron STP, Brunswick Valley STP, Ocean Shores STP. eg E2019/15246 It is a condition of the authorisation for automatic assumed concurrence that Council must provide DPIE with a list of the liquid trade waste dischargers it has approved as Concurrence Classification A.			Liquid Trade Waste Regulation Guidelines	E2019/80269 Page 14	Other	Utilities		Annually	Not applicable	E2020/23748
Local approvals	Local Approvals Policy	Review of Local Approval Policies (other than a local policy adopted since the last general election) is automatically revoked at the expiration of 12 months after the declaration of the poll for that election. *OLG Calendar item	<u>Local Government Act 1993</u>	s 165(4)	N/A	N/A	Other	Sustainable Development		4 yearly	September 2022	E2018/114185
Local road data	ALGA National Local Road Data System Return	Lodgment of ALGA's National Local Road Data System Return (Grants Commission) *OLG Calendar item	<u>Local Government Act 1993</u>	N/A	N/A	N/A	NSW Local Government Grants Commission	Works		Annually	30 November	E2020/80059
Maintaining AFSS register and reminders	Annual Fire Safety Statements	For BCA building classes 1b to 9, councils to maintain register of annual fire safety statements and send reminder letters to owners.	Environmental Planning and Assessment Act 1979	s 157 10.13	Environmental Planning and Assessment Regulation 2000		Other	Sustainable Development		Ongoing	Ongoing	Authority Register maintained
Organisation structure	Senior Staff	Councils should notify the OLG of any senior staff or address changes via e-mail to enable updating of the directory *OLG Calendar item	N/A	N/A	N/A	N/A	OLG	Corporate Services		Annually	As required	N/A
Organisation structure	Organisation Structure	Re-determine organisation structure within 12 months after any Ordinary election of the Council *OLG Calendar item	<u>Local Government Act 1993</u>	s 333	N/A	N/A	Council	People & Culture		Within 12 months of Ordinary Council Elections	30 September	N/A
Performance and Reporting	Delivery Program Progress Report	Delivery Program progress report (2nd half of year) provided to Council at least every 6 months - presented to September Council meeting *OLG Calendar item	<u>Local Government Act 1993</u>	s 404(5)	N/A	N/A	Council, public	Corporate Services		Annually	30 September	27/08/2020 Agenda
Performance and Reporting	Delivery Program Progress Report	Delivery Program progress reports (1st half of year) provided to Council at least every 6 months - presented to March Council Meeting *OLG Calendar item	<u>Local Government Act 1993</u>	s 404(5)	N/A	N/A	Council	Corporate Services		Quarterly	30/03/2020	25/02/2021 Agenda
Performance and Reporting	End of Term Report	End of Term Report to be tabled at last meeting of outgoing Council - 31 Aug. Part of IP&R requirements *OLG Calendar item	Local Government Act 1993	s 428(2)	N/A	N/A	OLG	Corporate Services		Annually	31 August	N/A
Performance and Reporting	Long Term Financial Plan	Long Term Financial Plan must be updated as part of the development of the Operational Plan - 30 June *OLG Calendar item	<u>Local Government Act 1993</u>	s 405(1)	N/A	N/A	Council	Finance	Low	Annually	30 June	Incomplete - Action required: Finalisation of LTFP model from LG Solutions and documentation

Report			Legislation		Regulations		Requirement					2020-2021 status
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations		Where do we report to?	Responsible Council Department	Risk (complete if requirement not met)	Frequency	Due date	Evidence of compliance / Action plan for non-compliance
Pesticide use	Pesticide Use Notification Plan	Public authorities (including local councils) are required to prepare and finalise a pesticide use notification plan, notify the EPA of the plan's existence, and give public notice of any planned use of pesticides according to the plan when using pesticides on land owned by that authority.	Pesticides Act 1999		Pesticides Regulation 2017	cls 40-44	EPA and public	Open Space & Resource Recovery		Ongoing	Ongoing	Pesticide information on website
Policies	Expenses and Facilities Policy	Policy on payment of expenses and provisions of facilities for Mayors & Councillors to be adopted *OLG Calendar item	Local Government Act 1993	s 252	N/A	N/A	Council	Corporate Services		4 yearly	Mid September	Latest version (May 2020)
Political contributions	Votes on Planning Matters	Provisions relating to Councils requirement in terms of recording political donations and voting on planning matters. The GM is required to keep a register of Councillors' disclosures of political donations. If not complied with, GM to report to OLG. Council must also maintain a register recording the votes on planning matters.	Local Government Act 1993	ss 328A, 328B and 375A			OLG	Sustainable Development		Ongoing	Ongoing	Council Meeting minutes and Council link to Electoral Office for political donations register
Public Interest Disclosures	Public Interest Disclosures 1	PID first half yearly report lodged with the NSW Ombudsman *OLG Calendar item	Public Interest Disclosures Act	s 6CA	N/A	N/A	NSW Ombudsman	Legal Counsel		Annually	31 July	Report sent 03/08/2020
Public Interest Disclosures	Public Interest Disclosures 2	PID second half yearly report lodged with the NSW Ombudsman *OLG Calendar item	Public Interest Disclosures Act	s 6CA	N/A	N/A	NSW Ombudsman	Legal Counsel		Annually	31 January	0 incidents to report
Public Interest Disclosures	Public Interest Disclosures Annual Report	PID Annual Report of obligations to be lodged with the OLG (the Minister) and Ombudsman *OLG Calendar item	Public Interest Disclosures Act	s 31	N/A	N/A	OLG	Legal Counsel		Annually	31 October	E2020/58493
Public Land	Public Land Register	Keep a register of all land owned or managed by Council	Local Government Act 1993	s53			Other	Open Space & Resource Recovery		Ongoing	Ongoing	Public Land Register in Authority
Rates Installments	Making of the Rate	Last day for making rates - 31 July *OLG Calendar item	Local Government Act 1993	s 533			Other	Finance		Annually	31 August 2020 (extension for 2020)	Council Meeting 30/07/2020 Resolution 20-355
Rates Installments	Rates Instalments 1	2020-2021 Only: Per OLG Circulars 20-12 and 20-20 option to send first rate notice by 1 September (and due by 31 September) (Normally Single or first quarterly rates instalment notice to be sent 31 July (due by 31 August)) *OLG Calendar item	Local Government Act 1993	s 562(5), s 562(3)(b) Extra for 2020-21 s747B (COVID-19)	N/A	N/A	Public	Finance		Annually	31 July	Posted 20/08/2020
Rates Installments	Rates Instalments 2	Second quarterly rates instalment notice to be sent 31 October (due by 30 November) *OLG Calendar item	Local Government Act 1993	s 562(5), s 562(3)(b)	N/A	N/A	Public	Finance		Annually	31 October	Posted 22/10/2020
Rates Installments	Rates Instalments 3	Third quarterly rates instalment notice to be sent 31 January (Due 28 February) *OLG Calendar item	Local Government Act 1993	s 562(5), s 562(3)(b)	N/A	N/A	Public	Finance		Annually	31 January	Posted 27/01/2021
Rates Installments	Rates Instalments 4	Fourth quarterly rates instalment notice to be sent 30 April (due 31 May) *OLG Calendar item	Local Government Act 1993	s 562(5), s 562(3)(b)	N/A	N/A	Public	Finance		Annually	30 April	Posted 22/04/2021
Rates Installments	Service of rates and charges	Rates levied by service of rates and charges notice by 1 August *OLG Calendar item	Local Government Act 1993	s 546	Local Government (General) Regulation 2005	cl 413(2)	Other	Finance		Annually	1 September 2020 (extension for 2020 due to COVID 19)	Complete 20/08/20
Returns of interest	Annual Return of Land and Stock	Lot 1 Dingo Lane - Easement (Holding Ref No 109263194) Council is required to submit an annual return of land and stock to Local Land Services	Local Land Services Act 2013	s58			NSW LLS	Open Space & Resource Recovery	Low	Annually	31 August	E2021/68837 (report due 31/08/2020 - reported late 18/05/2021)

Report			Legislation		Regulations		Requirement					2020-2021 status
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations		Where do we report to?	Responsible Council Department	Risk (complete if requirement not met)	Frequency	Due date	Evidence of compliance / Action plan for non-compliance
Roads	Naming of roads	Naming of roads - submission to Geographical Names Board for approval and registration	Roads Act 1993	Part 10 Div 4 Sec 162 (3)	Roads Regulation 2018	Part 2 Div 1 Sec (7)	Geographical Names Board	Works				3 Gazettals in NSW Government Gazettes (Local Government) or (Roads and Transport) dated: 22/01/2021 19/03/2021 11/06/2021
Roads and bridges data	Roads and Bridges Data Return	Grants Commission Roads and Bridges Data Return due for electronic lodgement (eg E2019/67198 request for data) *OLG Calendar item	N/A	N/A	N/A	N/A	NSW Local Government Grants Commission	Assets & Major Projects		Annually	30 September	E2020/100181
Senior staff contracts	Performance Review of Senior Staff	Review of General Manager's and other senior staff performance, undertake contract renewal process subject to the terms of the relevant contract/s *OLG Calendar item	Local Government Act 1993	s 338	N/A	N/A	Council	People & Culture		Annually	As required	Reviews undertaken and saved to staff (confidential) personnel files
Statement of Compliance	Environmental Protection Licence 13127 - Resource Recovery	Environmental Protection Licence 13127: Licensees are required to submit an annual return to the EPA annually. The annual return includes a statement of compliance with the licence conditions and a report of the pollution monitoring of the pollutant loads generated by the activity undertaken at the premises. The EPA issues environment protection licences to Council under the POEO Act. Licence conditions relate to pollution prevention and monitoring, and cleaner production through recycling and reuse and the implementation of best practice. Licensees are required to publish pollution monitoring data that has been collected as a result of a licence condition. Environmental Protection Licence 13127 - Resource Recovery Anniversary date: 4 August	Protection of Environment Operations Act 1997	s42-88, s66	Protection of the Environment Operations (Waste) Regulation 2014	s26-28, s31-33, s36-37	NSW EPA	Open Space & Resource Recovery		Annually	2 October	E2020/78468
Statement of Compliance	Environmental Protection Licence 6057 - Myocum Landfill	Environmental Protection Licence 6057: Licensees are required to submit an annual return to the EPA annually. The annual return includes a statement of compliance with the licence conditions and a report of the pollution monitoring of the pollutant loads generated by the activity undertaken at the premises. Supplementary reports include two noise reports, twelve landfill gas reports, four surface water monitoring reports, four groundwater monitoring reports and four leachate monitoring reports. The EPA issues environment protection licences to Council under the POEO Act. Licence conditions relate to pollution prevention and monitoring, and cleaner production through recycling and reuse and the implementation of best practice. Licensees are required to publish pollution monitoring data that has been collected as a result of a licence condition. Environmental Protection Licence 6057 - Myocum Landfill Anniversary date: 3 September	Protection of Environment Operations Act 1997	s42-88, s66	Protection of the Environment Operations (Waste) Regulation 2014	s26-28, s31-33, s36-37	NSW EPA	Open Space & Resource Recovery		Annually	1 November	E2020/96757

Report			Legislation		Regulations		Requirement					2020-2021 status
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations		Where do we report to?	Responsible Council Department	Risk (complete if requirement not met)	Frequency	Due date	Evidence of compliance / Action plan for non-compliance
Statement of Compliance	Environmental Protection Licence 12600 - Myocum Quarry	<p>Environmental Protection Licence 12600: Licensees are required to submit an annual return to the EPA annually. The annual return includes a statement of compliance with the licence conditions and a report of the pollution monitoring of the pollutant loads generated by the activity undertaken at the premises. Supplementary reports include four surface water monitoring reports.</p> <p>The EPA issues environment protection licences to Council under the POEO Act. Licence conditions relate to pollution prevention and monitoring, and cleaner production through recycling and reuse and the implementation of best practice. Licensees are required to publish pollution monitoring data that has been collected as a result of a licence condition.</p> <p>Environmental Protection Licence 12600 - Myocum Quarry Anniversary date: 2 November</p>	Protection of Environment Operations Act 1997	s42-88, s66			NSW EPA	Works & Resource Recovery		Annually	31 December	E2020/101744
Waste strategy	Domestic Waste Annual Charge	<p>Council may make an annual charge for waste management services.</p> <p>Council levy an annual charge for the provision of domestic waste management services a) domestic rateable land and the waste facility.</p> <p>*OLG Calendar item</p>	Local Government Act 1993	s68 s396, s501, s504-508			OLG	Open Space & Resource Recovery		Annually	1 July	E2020/59727 Council web link
Waste strategy	Environment Protection Licences - 6057 Myocum Landfill and 13127 Byron Resource Recovery Centre	<p>Annually prepare data for the National Environment Protection Council (NEPC) to support reporting against the National Environment Protection Measures (NEPM). The Local Government Waste and Resource Recovery (WARR) survey collects data from all NSW local councils on their waste and recycling collection services. The annual survey provides a comprehensive dataset to inform stakeholders, EPA programs and legislative requirements.</p> <p>This report provides data about domestic waste and recycling in the Shire. Helps local councils and industry measure the success of programs and make evidence-based decisions about waste and recycling. It also helps the NSW Environment Protection Authority (EPA) monitor waste and recycling levels across the state.</p> <p>EPL 6057 and EPL 13127</p>	National Environment Protection Council Act 1994, Waste Avoidance and Resource Recovery Act 2001	s7, s14 (NEPC Act) s12 (WARR Act)	National Environment Protection Measures		NSW EPA	Open Space & Resource Recovery		Annually	31 August	E2021/3376
Water Utilities	Water Utility National Performance Annual Report	National performance reports benchmark the pricing and service quality of Australian water utilities. Indicators include water resource supply and usage, financial operations, bills and pricing, assets, water quality compliance and customer performance. Published annually and prepared independently by the Bureau, State and Territory governments, and the Water Services Association of Australia, the reports support commitments under the National Water Initiative			National Water Initiative		DPIE	Utilities		Annually	Not applicable	E2020/79906
Work Health and Safety	Workplace Health and Safety Incident	Any serious injury or illness, death or dangerous incident arising out of the conduct of the workplace, that meets the definitions of 'notifiable incident', must be reported.	<u>Work Health Safety Act 2011 (Cth)</u>	ss 35-38			SafeWork NSW	All		For each notifiable incident	Immediately after becoming aware	3 incidents: 24/09/2020, 15/05/2021, 27/05/2021