

# Legislative Compliance Reporting Register - Status at 30 June 2022



Legislative Compliance Reporting Register - Status at 30 June 2022											2021-2022
Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	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)	<a href="#">Government Information (Public Access) Act 2009</a>	<a href="#">s 25</a>	N/A	N/A	Council	Business Systems & Technology	Annually	Ongoing	<a href="#">OP 5.6.5.1 2021-2022 council weblink (DM980277)</a>
Access to Information	Contributions Plans	Councils must keep certain records available for public inspection (contributions plans)	<a href="#">Government Information (Public Access) Act 2009</a>		Environmental Planning and Assessment Regulation 2000	cl 37, 38		Business Systems & Technology	Annually	Ongoing	<a href="#">council webpage</a>
Access to Information	DA/CDC Report	Council to keep certain records available for public inspection (DA/CDC)	<a href="#">Government Information (Public Access) Act 2009</a>		Environmental Planning and Assessment Regulation 2000	cl 268		Business Systems & Technology	Annually	Ongoing	<a href="#">council webpage</a>
Access to Information	GIPA Annual Report	GIPA Annual Report information to be included in Council's Annual Report *OLG Calendar item	<a href="#">Government Information (Public Access) Act 2009</a>	<a href="#">s 125(1)</a>	N/A	N/A	Council	Business Systems & Technology	Annually	30-Nov	<a href="#">Refer Appendix 4 of Council's Annual Report</a>
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	<a href="#">Government Information (Public Access) Act 2009</a>	<a href="#">s 125</a>	N/A	N/A	OLG	Business Systems & Technology	Annually	30 October	E2021/96745
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	<a href="#">Government Information (Public Access) Act 2009</a>	<a href="#">s 21</a>	N/A	N/A	Other	Business Systems & Technology	Annually	30 June	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.	<a href="#">Government Information (Public Access) Act 2009</a>	<a href="#">s 6(5)</a>	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.	<a href="#">Privacy and Personal Information Protection Act 1998</a>	<a href="#">s 33</a>	Privacy and Personal Information Protection Regulation 2019, Privacy Code of Practice for Local Government	<a href="#">s 6</a>	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	<a href="#">Protection of the Environment Operations Act 1997</a>	<a href="#">s 308</a>	N/A	N/A	Public	Resource Recovery	Annually	Ongoing	<a href="#">Link to website and Annual Water Contamination Report 2020-2021 - E2021/134992, EPL 12600 Water Monitoring Myocum Quarry E2022/6811, EPL 13127 E2022/6789</a>
Access to Information	Development Application Advertising	Public notice requirements in advertising of DAs	<a href="#">Environmental Planning and Assessment Act 1979</a>	<a href="#">Sch 1 cl 8</a>	Environmental Planning and Assessment Regulations			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	<a href="#">Local Government Act 1993</a>		Local Government (General) Regulation 2021	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	<a href="#">Local Government Act 1993</a>		Local Government (General) Regulation 2021	cl 203(1)	Council	Finance	Annually	30 November	<a href="#">25/11/2021 Agenda</a>

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
Budget	Quarterly Budget Review 2	QBRS reported to Council by 28 Feb  *OLG Calendar item	<a href="#">Local Government Act 1993</a>		Local Government (General) Regulation 2021	cl 203(1)	Council	Finance	Annually	28 February	<a href="#">24/02/2022 Council Agenda</a>
Budget	Quarterly Budget Review 3	QBRS reported to Council by 31 May  *OLG Calendar item	<a href="#">Local Government Act 1993</a>		Local Government (General) Regulation 2021	cl 203(1)	Council	Finance	Annually	31 May	<a href="#">26/05/2022 Council Agenda</a>
Budget	Quarterly Budget Review 4	QBRS reported to Council by 31 Aug  *OLG Calendar item	<a href="#">Local Government Act 1993</a>		Local Government (General) Regulation 2021	cl 203(1)	Council	Finance	Annually	31 August	<a href="#">26/08/2021 Agenda</a>
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	<a href="#">Cemeteries and Crematoria Act 2013</a>	<a href="#">Part 5</a>			NSW Cemeteries and Crematoria	Open Space and Facilities	Annually	30 September	2020-2021 E2021/134010
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 Ceremonies held: 2 on 16/11/2021, 26/01/2022, 05/04/2022, 14/06/2022
Cleaning	Graffiti Removal Work Register	Maintain a register of graffiti removal work	<a href="#">Graffiti Control Act 2008</a>	<a href="#">s 13</a>	N/A	N/A		Works	Annually	Ongoing	CRM entries made for monthly check. Additional entries: 25/03/2022, 12/04/2022
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	<a href="#">Companion Animals Act 1998</a>		Companion Animals Regulation 2018	<a href="#">cl 31(3)</a>	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	<a href="#">Companion Animals Act 1998</a>		N/A	N/A		Business Support & Community Enforcement	Annually	31 August	E2021/98429

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
Companion animals control	Rehoming animals	The <i>Companion Animals Act 1998</i> prescribes the actions that local councils must take when seeking to rehome a companion animal that has been seized or surrendered. - The need for councils to give written notice to at least 2 rehoming organisations that the animal is available for rehoming and will remain available for at least 7 days from the date the notice is given. - The need to take reasonable steps to advertise on a webpage or through a social media platform that the animal is available for rehoming. - New record-keeping requirements in relation to the identification of animals either rehomed or destroyed, and in the case of animals that are destroyed, the actions a council took to rehome that animal.	<u>Companion Animals Act 1998</u>	<a href="#">s64B</a>	N/A	N/A	Public	Business Support & Community Enforcement	Annually	30 June	N/A - Byron Shire Council does not rehome animals
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	E2021/121051
Conduct	Delegations	Council must review all its delegations during the first 12 months of each term of office  *OLG Calendar item	<u>Local Government Act 1993</u>				Council	Corporate Services	Within 12 months of Ordinary Council Elections	Mid September	<a href="#">Meeting Minutes 23/06/2022, refer resolution 22-311</a>
Conduct	Disclosures of Interest	Councillors political donations to be disclosed on councils' website (via link to Electoral Commission site)	<u>Local Government Act 1993</u>	<a href="#">s 328A</a>				Corporate Services	NA	Ongoing	<a href="#">Link to website</a>
Conduct	Disclosures of Interest	Lodge completed written returns of interest for Councillors and designated persons who held office at 30 June. General Manager to table returns at first Council meeting after 30 September (in accordance with Code of Conduct)  *OLG Calendar item	<u>Local Government Act 1993</u>	<a href="#">s 440</a>	Model Code of Conduct	cl 4.21(b)	Council	Corporate Services	Annually	30 September	<a href="#">14/10/2021 Council Meeting minutes refer pg 4</a>
Conduct	Disclosures of Interest	Councillor's written returns of interest to be lodged within three months of being declared elected (MCC cl 4.21(a)). General Manager to table returns at next council meeting (MCC cl 4.25)  *OLG Calendar item	<u>Local Government Act 1993</u>	<a href="#">s 440AAB</a>	N/A	N/A	Council	Corporate Services	4 yearly	Within 3 months of election	<a href="#">14/04/2022 Council Meeting minutes refer pg 5</a>
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>	<a href="#">ss 10, 11</a>	Independent Commission Against Corruption Regulation 2017	N/A	ICAC	General Manager	Each incident	As required	Report sent 27/10/2021
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>	<a href="#">s 440AA</a>	Local Government (General) Regulation 2021	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>	<a href="#">s 27(1)</a>	Local Government (General) Regulation 2021	cl 217(1)(a2)	Other	Corporate Services	Annually	Ongoing	<a href="#">Register of contracts online</a>

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
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	<a href="#">s23(d), s76, 4c</a>	Carbon Farming (Capture and Combustion of Methane in Landfill Gas from Legacy Waste) Methodology Determination 2012		Clean Energy Regulator	Resource Recovery	Audit schedule	15 February	Offset Report (refer to item below) has been prepared by GHD consultants, and is currently being externally audited
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)  <u>Environmental Protection Licence 6057 - Myocum Landfill</u>	Carbon Credits (Carbon Farming Initiative) Act 2011	<a href="#">s12, s23, s75-76, s192</a>	Carbon Farming (Capture and Combustion of Methane in Landfill Gas from Legacy Waste) Methodology Determination 2012		Clean Energy Regulator	Resource Recovery	Min. 6 mths and Max. 2 yrs	Final due date 31 March 2022	E2022/85136 - Myocum Offset report
Control of companion animals	Animal Registration	All registration fees receipted 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 Induction	Oath of Office	A councillor must take an oath of office or make an affirmation of office at or before the first meeting of the council after the councillor is elected	<u>Local Government Act 1993</u>	<a href="#">s 233A(1)</a>	N/A	N/A	Other	Corporate Services	4 yearly	First Council meeting after election	<a href="#">Oath taken at Extraordinary Meeting held 03/02/2022. Resolution 22-014</a>
Councillor Support	Councillor Induction	Induction and/or refresher training for the Mayor and all newly elected and returning councillors is to be completed  *OLG Calendar item	N/A	N/A	Local Government (General) Regulation 2021	cl 183(1), 183(3), 184(1)	Other	Corporate Services	4 yearly following election	30 June	General induction sessions held 17-19/01/2022 Detailed workshop sessions on the development of the Delivery Program were held on 18&21/02/2022. Weekly OLG webinars commenced in February.
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>	<a href="#">s 241</a>	N/A	N/A	Council	Corporate Services	Annually	30 June	<a href="#">Adopted Resolution 22-222 on 26/05/2022</a>

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
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	<a href="#">Part 3</a>			Council, Dept PIE	Environmental & Economic Planning	7 years	30 June	N/A
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 ( <a href="https://www.byron.nsw.gov.au/Services/Building-development/Development-applications/Variations-to-development-standards">https://www.byron.nsw.gov.au/Services/Building-development/Development-applications/Variations-to-development-standards</a> ); 2. Report of all variations approved (including under delegation) submitted through the NSW Planning Portal ( <a href="https://www.planningportal.nsw.gov.au/reporting/online-submission-planning-data">https://www.planningportal.nsw.gov.au/reporting/online-submission-planning-data</a> ) 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			<a href="#">Planning Circular PS20-002</a>		Council, Dept of Planning	Sustainable Development	Quarterly	March, June, September and December	Jul-Sept 2021 E2021/101984, Oct-Dec 2021 E2021/123032, Jan-Mar 2022 E2022/37786, Apr-Jun 2022 E2022/37786
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.	<a href="#">Disability Inclusion Act 2014</a>	<a href="#">s12</a>	<a href="#">Disability Inclusion Regulation 2014</a>		Department of Communities and Justice	Social & Cultural Planning	Updated as required	Updated as required	<a href="#">DIAP 2022-2026, adopted 30/06/2022, resolution 22-330</a>
DIAP	Disability Inclusion Action Plan - Consultation	Council must consult with people with disability in development of their DIAP	<a href="#">Disability Inclusion Act 2014</a>	<a href="#">s12</a>	<a href="#">Disability Inclusion Regulation 2014</a>		Department of Communities and Justice	Social & Cultural Planning	4 yearly	30 June	eg E2021/127400
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.	<a href="#">Disability Inclusion Act 2014</a>	<a href="#">s13</a>	<a href="#">Disability Inclusion Regulation 2014</a>		Department of Communities and Justice	Social & Cultural Planning	Annually	31 December	<a href="#">Link to Annual Report - refer pg 90</a>
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.	<a href="#">Disability Inclusion Act 2014</a>	<a href="#">s14</a>	<a href="#">Disability Inclusion Regulation 2014</a>		Department of Communities and Justice	Social & Cultural Planning	4 yearly	30 June	Reviewed and adopted 30/06/2022 resolution 22-330

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
Disaster Recovery	Disaster Recovery Funding	Progress Reporting due – Disaster Recovery Funding – Commonwealth Government – Councils affected by Bushfire  *OLG Calendar item	N/A	N/A	N/A	N/A	Commonwealth Government	Social & Cultural Planning		10 January	E2022/71142
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	<a href="#">Part 3, Div 1, Section 25</a>	Public Health Regulation 2012	Part5, Div 2		Utilities	Annually	Not applicable	Annual report is being prepared as at 30/06/2022. Finalisation proposed for mid-September
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	<a href="#">s 345</a>	Local Government (General) Regulation 2021	cl 217(1)(a9)	Public	People & Culture	Annually	30 June	<a href="#">Link to Annual Report - refer pg 53</a>
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 the Environment Operations Act 1997  Contaminated Land Management Act 1997	<a href="#">s148 and 151</a>  <a href="#">s60</a>			NSW EPA	All	For each notifiable incident	Immediately after becoming aware	4 incidents self reported to NSW EPA: - July 2021 E2021/96113 (Authority register 116.2021.1.1) - August 2021 E2021/128186 (116.2021.2.1) - October 2021 E2021/128315 (116.2021.3.1) - May 2022 E2022/48963 (116.2022.6.1)
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 the Environment Operations Act 1997	<a href="#">s88</a>	Protection of the Environment Operations (Waste) Regulation 2014	c22	NSW EPA	Resource Recovery	Monthly	By 16th of following month	Jul 2021 - Dec 2021 E2022/6961-66  Jan 2022 - June 2022 E2022/85145-50
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 the Environment Operations Act 1997	<a href="#">s88</a>	Protection of the Environment Operations (Waste) Regulation 2014	c10A, c23-24, c33	NSW EPA	Resource Recovery	Semiannual	June & December each year	June 2021 E2022/6736-41 December 2021 E2022/6748-51 June 2022 E2022/85130-33

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
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 the Environment Operations Act 1997	<a href="#">s148, s153A-153F</a>	Protection of the Environment Operations (General) Regulation 2021	c133	NSW EPA	Utilities	Annually		- Myocum Quarry test completed 21/06/2022 (E2022/79731) - Ocean Shores STP tested July 2021 (via actual reportable incident E2021/96113) - Remaining STPs testing currently underway
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 the Environment Operations Act 1997	<a href="#">s88</a>	Protection of the Environment Operations (Waste) Regulation 2014	s14-15, s18, s30	NSW EPA	Resource Recovery	Monthly	Maximum of two years from date of acceptance	Data for operational purpose deductions is entered via NSW EPA 'WaRRP' portal <a href="https://warrp.epa.nsw.gov.au/Default.aspx">https://warrp.epa.nsw.gov.au/Default.aspx</a>
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>	<a href="#">s63</a>	N/A	N/A	Other	Utilities	Annually	30 June	E2022/44696
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>	<a href="#">s63</a>	N/A	N/A	Other	Utilities	Annually	30 June	E2022/43199
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>	<a href="#">s63</a>	N/A	N/A	Other	Utilities	Annually	30 June	E2022/47382
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>	<a href="#">s63</a>	N/A	N/A	Other	Utilities	Annually	30 June	E2022/48881
Financial data	Audited Financial Statements	Audited financial statements & Financial Data Returns are to be lodged with OLG	<u>Local Government Act 1993</u>	<a href="#">s 416(1), s 417(5)</a>	Local Government (General) Regulation 2021 Code of Accounting Practice and Financial Reporting pg A-5	cl 413G	OLG	Finance	Annually	31 October	Proof of receipt from OLG E2021/133435
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>	<a href="#">s 418(2)</a>	Local Government (General) Regulation 2021	cl 418(2)	Public	Finance	Annually	Firs week in December	<u>Resolution 21-434 - reported to Council 28/10/2021</u>
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 2021	cl 228(2)(a)	Auditors	Finance	Annually	31 January	This task is completed by Auditors

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
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 2021	cl 230	TCORP	Finance	Annually	Early July	E2021/89158
Financial data	Loans Drawn Down	Notify OLG throughout the year when loans are drawn down  *OLG Calendar item			Local Government (General) Regulation 2021	cl 230	OLG	Finance	Annually	As required	Notification occurred per regulation. See E2022/61458
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>	<a href="#">s 9.32, table to Part 2 of Sch 5, Part 8 cl 17</a>	Environmental Planning and Assessment Regulations		Council	Sustainable Development		As required	Nil
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					Sustainable Development	Annually to 30	End July	E2021/130042
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. *See E2021/63272 for information	Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)	<a href="#">ss 6(2), 34, 38</a>	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>	<a href="#">s 613</a>	N/A	N/A	Grant Commission	Finance	Annually	31 October	E2021/131444
GST Reporting	GST Certificate	GST Certificate to be submitted to OLG - 31 July  *OLG Calendar item	<u>Commonwealth Constitution</u>	<a href="#">s 114</a>	N/A	N/A	OLG	Finance	Annually	31 July	E2021/97207
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>	<a href="#">s 625</a>	Local Government (General) Regulation 2021	cl 212	Council	Finance	Monthly	Each Ordinary Meeting date	Council agendas online



Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
IP&R	Annual Report	Annual report is to be prepared and placed on council's website and notify the Minister (electronically to OLG with an emailed link). [LGA s 428] (see Annual Report Checklist on OLG website for inclusions)  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 428(5)</a> <a href="#">s 428(1 &amp; 2)</a> <a href="#">s 428(4)(a)</a> <a href="#">s 54P(1)</a> <a href="#">s 67(3)</a>	Local Government (General) Regulation 2021	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	<a href="#">Link to document on website</a>
IP&R	Community Strategic Plan	Community Strategic Plan reviewed and updated  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 402</a>	IP&R Guidelines		Council	Corporate Services	4 yearly	30 June following election	<a href="#">Endorsed by Council 30/06/2022 Res 22-335. Link to Ordinary Meeting minutes</a>
IP&R	Delivery Program	Delivery Program reviewed and updated  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 404</a>	IP&R Guidelines		Council	Corporate Services	4 yearly	30 June following election	<a href="#">Endorsed by Council 30/06/2022 Res 22-332. Link to Ordinary Meeting minutes</a>
IP&R	Operational Plan	Operational Plan reviewed and updated  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 405</a>	IP&R Guidelines		Council	Corporate Services	Annually	30 June following election	<a href="#">Endorsed by Council 30/06/2022 Res 22-332. Link to Ordinary Meeting minutes</a>
IP&R	Resourcing Strategy	Resourcing Strategy reviewed and updated  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 403</a>	IP&R Guidelines		Council	Corporate Services	4 yearly	30 June following election	<a href="#">Endorsed by Council 30/06/2022 Res 22-329. Link to Ordinary Meeting minutes</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)	<a href="#">Local Government Act 1993</a>	<a href="#">s 403</a>	IP&R Guidelines		Council	Assets & Major Projects	10 years	30 June following election	<a href="#">Endorsed by Council 30/06/2022 Res 22-329. Link to Ordinary Meeting minutes</a>
IP&R - Resourcing Strategy	Long Term Financial Plan	Long Term Financial Plan (10yrs) as part of IP&R Resourcing Strategy (10 years)	<a href="#">Local Government Act 1993</a>	<a href="#">s 403</a>	IP&R Guidelines		Council	Finance	4 yearly	30 June following election	<a href="#">Endorsed by Council 30/06/2022 Res 22-329. Link to Ordinary Meeting minutes</a>
IP&R - Resourcing Strategy	Workforce Management Strategy	Workforce Management Strategy (4yrs) as part of IP&R Resourcing Strategy (10 years)	<a href="#">Local Government Act 1993</a> / IP&R Guidelines	<a href="#">s 403</a>	IP&R Guidelines			People & Culture	4 yearly	30 June following election	<a href="#">Endorsed by Council 30/06/2022 Res 22-329. Link to Ordinary Meeting minutes</a>
Land value	Estimates of changes in value of land	Requests to Valuer General for estimates of changes in value of land for which supplementary valuations are required to be furnished by 31 May  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 513(1)</a>	N/A	N/A	Valuer General	Finance	Annually	31 May	Not required

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
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>	<a href="#">s 403(2)</a>	<u>Local Government (State) Award 2017</u>	cl 31(iii)(a)		People & Culture	Annually	N/A	E2021/97113
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>	<a href="#">s 296AA</a>	N/A	N/A	Council	Corporate Services	4 yearly	18 months before next election	N/A
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>	<a href="#">s 296(3)(b)</a>	N/A	N/A	Other	Corporate Services	4 yearly	15 months before next election	N/A
LG Elections	Non-residential Roll	Councils to provide non-residential roll to electoral office prior to election	<u>Local Government Act 1993</u>	<a href="#">s 303</a>			Other	Corporate Services	4 yearly	Due after 26 Jul 2021	E2021/131683
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 <u>Concurrence Classification A</u> .			Liquid Trade Waste Regulation Guidelines	E2019/80269  Page 14	Other	Utilities	Annually	Not applicable	E2021/112466
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>	<a href="#">s 165(4)</a>	N/A	N/A	Other	Sustainable Development	4 yearly	Within 12 months of election	Not yet due
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	E2021/131414
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	<a href="#">10.13</a>	Environmental Planning and Assessment Regulation 2000			Sustainable Development	Ongoing	Ongoing	Authority Register (reg no. 49) maintained
Native Title	Notice of Native Title Managers	Notice of native title manager to be given to Minister	Crown Land Management Act 2016	<a href="#">s8.8</a>	N/A	N/A	Minister for Lands and Water		Annually	31 October	E2021/109764
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>	<a href="#">s 333</a>	N/A	N/A		People & Culture	Within 12 months of Ordinary Council Elections	Within 12 months of election	<a href="#">Structure reviewed 28/04/2022 (Res 22-161). Link to Meeting minutes</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 August or September Council meeting  *OLG Calendar item	<u>Local Government Act 1993</u>	<a href="#">s 404(5)</a>	N/A	N/A		Corporate Services	Annually	30 September	26/08/2021 Minutes
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>	<a href="#">s 404(5)</a>	N/A	N/A	Council	Corporate Services	Quarterly	31 March	<a href="#">Reported to Council 24/02/2022 (Res 22-041). Link to Meeting minutes</a>

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
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	<a href="#">s 428(2)</a>	N/A	N/A	OLG	Corporate Services	Annually	30 November	<a href="#">25/11/2021 Minutes</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	<a href="#">Local Government Act 1993</a>	<a href="#">s 405(1)</a>	N/A	N/A	Council	Finance	Annually	30 June	<a href="#">Endorsed by Council 30/06/2022 Res 22-329. Link to Ordinary Meeting minutes</a>
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.	<a href="#">Pesticides Act 1999</a>		Pesticides Regulation 2017	cls 40-44	EPA and public	Open Space and Facilities	Ongoing	Ongoing	<a href="#">Pesticide information on website</a>
Policies	Expenses and Facilities Policy	Policy on payment of expenses and provisions of facilities for Mayors & Councillors to be adopted  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 252</a>	N/A	N/A	Council	Corporate Services	4 yearly	Mid September	<a href="#">Adopted 23/06/2022 following public exhibition (Res 22-316). Link to Meeting Minutes</a>
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.	<a href="#">Local Government Act 1993</a>	<a href="#">ss 328A, 328B and 375A</a>				Sustainable Development	Ongoing	Ongoing	<a href="#">Council Meeting minutes and Council link to Electoral Office for political donations register</a>
Property Acquisition	Land Acquisition Return	Annual data collection on property acquisition activity under the Land Acquisition (Just Terms Compensation) Act 1991 (JTA), due in July.  In accordance with NSW Property Acquisition Standards (#5b), NSW Acquiring Authorities (including local councils) must report as required to the Centre for Property Acquisition (CPA) on acquisition activity for the nominated financial year.  *OLG Calendar item	<a href="#">Land Acquisition (Just Terms Compensation) Act 1991</a>		N/A	N/A	Centre for Property Acquisition	Works	Annually	End July	Sent 30/08/2022 E2022/83448
Public Interest Disclosures	Public Interest Disclosures 1	PID first half yearly report lodged with the NSW Ombudsman  *OLG Calendar item	<a href="#">Public Interest Disclosures Act</a>	<a href="#">s 6CA</a>	N/A	N/A	NSW Ombudsman	Legal Counsel	Annually	30 July	Report sent 15/07/2021
Public Interest Disclosures	Public Interest Disclosures 2	PID second half yearly report lodged with the NSW Ombudsman  *OLG Calendar item	<a href="#">Public Interest Disclosures Act</a>	<a href="#">s 6CA</a>	N/A	N/A	NSW Ombudsman	Legal Counsel	Annually	31 January	Report sent 18/01/2022
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	<a href="#">Public Interest Disclosures Act</a>	<a href="#">s 31</a>	N/A	N/A	OLG	Legal Counsel	Annually	31 October	<a href="#">Appendix 1 of Annual Report</a>
Public Land	Public Land Register	Keep a register of all land owned or managed by Council	<a href="#">Local Government Act 1993</a>	<a href="#">s53</a>				Open Space and Facilities	Ongoing	Ongoing	Public Land Register in Authority
Rates Installments	Making of the Rate	Last day for making rates - 31 July  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 533</a>	Local Government (General) Regulation 2021	cl 413l(2)		Finance	Annually	31 July	<a href="#">Council Meeting 24/06/2021 Resolution 21-197</a>
Rates Installments	Rates Instalments 1	Single or first quarterly rates instalment notice to be sent 31 July (due by 31 August)  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 562(5), s 562(3)(b)</a>	N/A	N/A	Public	Finance	Annually	31 August	Posted 15/07/2021

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
Rates Installments	Rates Instalments 2	Second quarterly rates instalment notice to be sent 31 October (due by 30 November)  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 562(5), s 562(3)(b)</a>	N/A	N/A	Public	Finance	Annually	31 October	Posted 21/10/2021
Rates Installments	Rates Instalments 3	Third quarterly rates instalment notice to be sent 31 January (Due 28 February)  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 562(5), s 562(3)(b)</a>	N/A	N/A	Public	Finance	Annually	31 January	Posted 20/01/2022
Rates Installments	Rates Instalments 4	Fourth quarterly rates instalment notice to be sent 30 April (due 31 May)  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 562(5), s 562(3)(b)</a>	N/A	N/A	Public	Finance	Annually	30 April	Posted 22/04/2022
Rates Installments	Service of rates and charges	Rates levied by service of rates and charges notice by 1 August  *OLG Calendar item	<a href="#">Local Government Act 1993</a>	<a href="#">s 562(4)</a>	Local Government (General) Regulation 2021	cl 413(2)		Finance	Annually	1 August	Complete 15/07/2021
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	<a href="#">s58</a>			NSW LLS	Resource Recovery	Annually	31 August	E2022/6839
Roads	Naming of roads	Naming of roads - submission to Geographical Names Board for approval and registration	Roads Act 1993	<a href="#">Part 10 Div 4 Sec 162 (3)</a>	Roads Regulation 2018	Part 2 Div 1 Sec (7)		Works		As required	Gazettals in NSW Government Gazettes (Local Government) or (Roads and Transport) dated: 14/01/2022 - 4 roads 24/06/2022 - 9 roads
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	E2022/7964
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	<a href="#">Local Government Act 1993</a>	<a href="#">s 338</a>	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 <b>annual return</b> 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 the Environment Operations Act 1997	<a href="#">s42-88, s66</a>	Protection of the Environment Operations (Waste) Regulation 2014	s26-28, s31-33, s36-37	NSW EPA	Resource Recovery	Annually	2 October	E2021/113964

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
Statement of Compliance	Environmental Protection Licence 6057 - Myocum Landfill	<p>Environmental Protection Licence 6057: Licensees are required to submit an <b>annual return</b> 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.</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 6057 - Myocum Landfill Anniversary date: 3 September</p>	Protection of the Environment Operations Act 1997	<a href="#">s42-88, s66</a>	Protection of the Environment Operations (Waste) Regulation 2014	s26-28, s31- 33, s36-37	NSW EPA	Resource Recovery	Annually	1 November	E2021/108767
Statement of Compliance	Environmental Protection Licence 12600 - Myocum Quarry	<p>Environmental Protection Licence 12600: Licensees are required to submit an <b>annual return</b> 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 the Environment Operations Act 1997	<a href="#">s42-88, s66</a>			NSW EPA	Works & Resource Recovery	Annually	31 December	E2022/6579
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	<a href="#">s68 s396, s501, s504- 508</a>			Office of Local Government	Resource Recovery	Annually	1 July	<a href="#">Refer Council Fees and Charges 2021- 2022</a>

Report			Legislation		Regulations		Requirement				2021-2022
Regulatory/ Compliance Function	Report	Reporting Detail	Act	Reference	Regulations	Reference	Where do we report to?	Responsible Council Department	Frequency	Due date	Evidence of compliance / Action Plan for non- compliance
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 (NSW) Act 1994, Waste Avoidance and Resource Recovery Act 2001	<a href="#">s7, s14 (NEPC Act)</a> , <a href="#">s12 (WARR Act)</a>	National Environment Protection Measures		NSW EPA	Resource Recovery	Annually	31 August	E2022/6978
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			Utilities	Annually	October	E2021/123716
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.	<a href="#">Work Health Safety Act 2011 (Cth)</a>	<a href="#">ss 35-38</a>			SafeWork NSW	All	For each notifiable incident	Immediately after becoming aware	Nil incidents to 31/12/2021. 1 incident between 01/01/2022 and 30/06/2022