



Community Annual Report Policy

Date policy was adopted by Council:	25 March 2009
Resolution number:	105/09
Previous Policy review date:	June 2013
Next Policy review date:	February 2016
Reference number:	C0916002

1 OUTCOMES:

To provide the community with a timely and comprehensive annual report.

2 POLICY:

That a Community Annual Report for Queanbeyan City Council be prepared and distributed within one month after the statutory deadline for lodgement of the statutory Annual Report to the Department of Local Government.

3 DEFINITIONS

Statutory Deadline – Section 428 (1) of Local Government Act 1993 (NSW)

Statutory Annual Report – as prescribed in Section 428 (2) and (3) of Local Government Act 1993 (NSW)

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Section 428 – Local Government Act 1993 (NSW)

Clause 217 – Local Government (General) regulation 2005 (NSW)

5 CONTENT:


1. Each calendar year within one month of the statutory deadline for the Statutory Annual Report to the Department of Local Government that a summary of the Annual Report be prepared to be distributed to all households in the Queanbeyan City Local Government area. Community Annual Report may be included in November-December issue of City Life to reduce production and distribution costs.
2. The preparation/distribution of a Community Annual Report be a Policy of the Queanbeyan City Council and such a Community Report be distributed
3. The Annual Report cannot be submitted in accordance with Section 428 of the *Local Government Act* to the Department of Local Government, that the Council be immediately notified.

6 PERFORMANCE INDICATOR

That the deadline specified in this policy is achieved.

POLICY:-	
Policy No:	
Policy Title:	Community Annual Report
Date Policy was adopted by Council:	25 March 2009
Resolution Number:	101/09
Previous Policy Review Date:	12 June 2013
Next Policy Review Date:	February 2016
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	Nil
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference inTRIM: Procedure	Nil
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	Group Manager Internal Business
Committees (if any) consulted in the development of the Draft Policy:	Nil
Responsibility for Implementation:	Group Manager City Governance
Responsibility for Review of Policy:	Group Manager City Governance

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Theme No. 1
Delivery Program Title:	City Governance
Operational Plan:	Program No. 190

Senior Authorising Officer	Position General Manager	Signature/Date  25 March 2009
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
New	2 August 2006	434	Nom - Pangallo
Reconfirmed	25 March 2009	101/09	Item 16/7

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
12 June 2013	Corporate Planner (Acting)	Ricky Tozer