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## **STRATEGIC TASKS GUIDE 2010/11**

The Strategic Tasks Guide for Councils has been updated and the new version is attached to this Circular.

The Guide has been revised to incorporate the legislative requirements for the implementation of Integrated Planning and Reporting. Councils should review Circular to Councils 10-01 for Integrated Planning and Reporting transitional arrangements.

The Guide includes key deadlines for strategic management tasks for all general purpose councils in NSW, but is not limited to these statutory requirements. The document reflects the financial year 2010/2011.

The Strategic Tasks Guide is also available on the Division's website at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au) and will be updated on a regular basis.



**Ross Woodward**  
**Chief Executive, Local Government**  
**A Division of the Department of Premier and Cabinet**

### Strategic Tasks Guide 2010-2011

	July 10	August 10	September 10	October 10	November 10	December 10	January 11	February 11	March 11	April 11	May 11	June 11	
	Responsible Accounting Officer (RAO) should report material budget variances from the budget at the following Council meeting (LGGR cl 202(b))												
	RAO to prepare a written report monthly for Council on money invested under s.625												
Finance Policy	1 Financial Reports to be audited within 4 mths (s.416(1))	1 Rates levied by service of rates and charges notice (s.546)			7 Last day for Audited Financial Statements, ABS return & FDR to be lodged	5 Last day for audited reports to be presented to the public						GST Certificate to be presented to Council for lodgement to DLG	
					7 Last day for lodgement of Statement of Compliance data return								
				31 Last day for second quarter rates instalment notice to be sent (s.562)	28 Last day to give notice for presentation of audited Financial Reports (s.416(2))						GST Certificate to be presented to Council for lodgement to DLG by 31 May (Council Circular 05/26)	31 Last day to submit GST Certificate to DLG	
			30 Roads and Bridges Data Return due (Grants Commission)		30 Second quarter rates instalment due (s.562)				28 Last day for RAO to submit budget review to Council (LGGR cl.203(1))			31 Last day for RAO to submit budget review to Council (LGGR cl.203(1))	30 Last day for Council to object to the inclusion of parcel of land to be vested in public bodies (s.600(6))
		31 First quarterly rates instalment due (s.562)		31 ALGA's electronic lodgement of National Local Road Data System Data Return (Grants Commission)	30 Last day for electronic lodgement of Grants Commission General Data Return			31 Last day for third quarter rates instalment notice to be sent (s.562)	28 Third quarterly rates instalment due (s.562)		30 Last day for fourth quarter rates instalment notice to be sent (s.562)	31 Fourth quarterly rates instalment due (s.562)	
		31 Last day for making rates (s.533)		31 Council's financial reports should be completed (s.416(1)) and forwarded to Director General & ABS (s.417(5))	30 Last day for RAO to submit budget review to Council (LGGR cl.203(1))			31 List of ledger balances to be prepared for 6 monthly inspection by Auditor (LGGR cl.228)	28 Notional income for newly rateable Crown Land to be lodged on SV2 form		30 Public bodies to provide Council with a list of parcels of land to which rate rebate applies (s.600)	31 Last day to request Valuer General to provide estimate of increase/decrease in value of rateable land for supplementary valuations (s.513)	30 Last day for Valuer General to provide increase/decrease in values of rateable land (s.513(2))
Governance				1 Closing date for Pensioner Concession subsidies claims	30 Last day for Council to adopt a policy on payment of expenses and provisions of facilities for Mayors & Councillors for 2009/10 (s252) and to include this policy in Council's Annual Report (s428)							1 Last day for Draft Management Plan to go on exhibition for at least 28 days (IPR Group 3 Councils)	
		Reminder should be issued that completion of lodgement of Pecuniary Interest returns are due 30 September (s449(3))											
						Government Information (Public Access) Act 2009 annual reporting information to be included in Council's Annual report.							30 Last day for adoption of Management Plan (IPR Group 3 councils (s406))
		28 IPR Group 1 councils to have forwarded Community Strategic Plan to DLG		30 Financial returns on weeds grants to Dept of Primary Industries (admin.weeds@dpi.nsw.gov.au)		30 Annual Report to be furnished to the Minister (by submitting to the DLG) and posted on council's website(s.428(4)). *					30 Noxious weeds grant application to Dept of Primary Industry with regional weeds plan (admin.weeds@ dpi.nsw.gov.au)		30 IPR Group 2 councils Community Strategic Plan to be endorsed, Delivery Program and Operational Plan to be adopted. IPR Group 1 councils to adopt Operational Plan
		31 Quarterly report of Management Plan due to Council (s.407(1)) (IPR Group 2 & 3 Councils)	30 Lodge completed Pecuniary Interest returns (s.449 (3))		30 Quarterly report of Management Plan due to Council (s.407(1)) (IPR Group 2 & 3 Councils)	31 Progress reports on the Delivery Program to be provided to Council at least every 6 months s404(5) (IPR Group 1 councils)		28 Quarterly report of Management Plan due to Council (s.407(1)) (IPR Group 2 & 3 Councils)			31 Quarterly report of Management Plan due to Council (s.407(1)) (IPR Group 2 & 3 Councils)	30 General Manger to report to Council on contractual conditions of senior staff (s.339)	
Companion Animals	All registration fees received during the month must be entered onto the Companion Animals Register in that month. Registration fees must be remitted to the DLG as detailed on monthly invoices issued by DLG.												
	Councils are required to report any dog attacks they are made aware of to the DLG within 72 hours of being notified via the Companion Animal Register												
	Regular reconciliation of the Companion Animals Register payments is to be completed												
		30 Survey of Council seizures of cats & dogs due to DLG											
	General Manager to report to Council on Code of Conduct complaints in accordance with 12.33 of the Model Code of Conduct												
	Training plan required under Local Government (State) Award following consultation with the Consultative committee												
	Review of General Manager's performance (s338)												
	Local Government Directory - Councils should notify the Division of any senior staff or address changes via email to enable updating of the directory - email: dl@dlg.nsw.gov.au												
	Council must review its publication guide in the relation to the Government Information (Public Access) Act 2009 and adopt a new publication guide at intervals of not more than 12 months. An agency may update and amend its publication guide at any time												
	Council Circulars are emailed to Council. Please advise the Division of any change of Council email address. Council Circulars can be downloaded from the DLG webpage: www.dlg.nsw.gov.au												
	*Council's Annual Report must contain all the requirements outlined in Section 428 of the Act, cl 217 of the Regulations and Schedule 8 of the Act, that were in place prior to the commencement of the Local Government Amendment Planning and Reporting Act (2009). See Circular to Council 10-01 for Integrated Planning and Reporting transitional arrangements.												
	All sections refer to the Local Government Act 1993 unless stated otherwise.												