

CALENDAR OF COMPLIANCE AND REPORTING REQUIREMENTS 2017/18

C O U N C I L R E F O R M	31	Six monthly New Council Implementation Fund and Stronger Communities Fund reports due.																				31	Six monthly New Council Implementation Fund and Stronger Communities Fund reports due.																			
C O M P A N I O N A N I M A L S	31	Survey of seizures of cats and dogs due.																																								
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 OLG as detailed on monthly invoices issued by OLG.																																										
Councils are required to report any dog attacks they are made aware of to the OLG within 72 hours of being notified via the Companion Animal Register.																																										
Regular reconciliation of the Companion Animals Register payments is to be completed.																																										
S T A F F	Training plan required under Local Government (State) Award following consultation with the Consultative committee. Actions arising from it should be included in Workforce Management Strategy and Delivery Program/Operational Plan, as appropriate.																																									
	Review of General Manager's and other Senior Staff performance; undertake contract renewal process subject to the terms of the relevant contract/s.(s339).																																									
G E N E R A L	Elections: Requirements within 12 months after the elections: Review Local Policy (s.165(4)); Re-determine Organisation Structure (s.333); Review delegations (s.380); Review Council adopted Code of Conduct (s.440(7)), and adoption of Policy on payment of expenses provisions of facilities for Mayors and Councillors																																									
	Elections: Councils administering their own elections – General Manager is to provide written report setting out the details of the election to the Minister for Local Government (CI 393A LGGR)																																									
	Local Government Directory - Councils should notify the OLG of any senior staff or address changes via email to enable updating of the directory - email: olg@olg.nsw.gov.au.																																									
	Council must review its publication guide in 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 OLG of any change of Council email address. Council Circulars can be downloaded from the OLG webpage: www.olg.nsw.gov.au.																																									
	All sections refer to the <i>Local Government Act 1993</i> unless stated otherwise.																																									