

CALENDAR OF COMPLIANCE AND REPORTING REQUIREMENTS 2019-20

	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020	FEBRUARY 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	
FINANCE	1 Financial Statements to be audited within four (4) months (LGA s 416(1))	1 Rates levied by service of rates and charges notice (LGA s 562)			4 Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month	5 Last day for audited financial statements to be presented to the public (LGA s 418(2))		1 First day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished (LGA s 513)	1 Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request (LGA s 513(2))		4 Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month	1 Objections to the inclusion of land to be vested in public bodies must be served within two (2) months after the list is furnished (LGA s 600(6))	
	5 Proposed loan borrowings return to be submitted to TCorp	16 Expected first instalment of 2019-2020 Financial Assistance Grants		16 Request for extension to lodge financial statements to be submitted in writing to OLG (LGA s 416(2))	18 Expected second instalment of 2019-2020 Financial Assistance Grants		18 Expected third instalment of 2019-2020 Financial Assistance Grants		18 Expected fourth instalment of 2019-2020 Financial Assistance Grants				
				31 Second quarter rates instalment notices to be sent (LGA s 562)	28 Last day for notice of presentation of audited Financial Statements (LGA s 418(2))								
				31 Electronic lodgement of Grants Commission General Data Return	30 Second quarterly rates instalments due (LGA s 562)							31 Last day for Responsible Accounting Officer to submit quarterly budget review statement to council (LGGR cl 203(1))	
	31 GST Certificate to be submitted to OLG			31 Last day for financial statements to be audited (LGA s 416(1))	30 Lodgement of Australian Local Government Association's National Local Road Data System Return (Grants Commission)		31 Third quarter rates instalment notices to be sent (LGA s 562)	28 Last day for Responsible Accounting Officer to submit quarterly budget review statement to council (LGGR cl 203(1))		30 Fourth quarter rates instalment notices to be sent (LGA s 562)	31 Fourth quarterly rates instalment due (LGA s 562)		
	31 Last day for making rates (LGA s 533)	31 First quarterly rates instalments due (LGA s 562)	30 Roads and Bridges Data Return due (Grants Commission)	31 Audited financial statements & Financial Data Returns are to be lodged with OLG (LGA s 417(5))	30 Last day for Responsible Accounting Officer to submit quarterly budget review statement to council (LGGR cl 203(1))		31 Last day for council's ledgers to be balanced and a list balances to be prepared for six-monthly inspections by council's auditor (LGGR cl 228)	28 Third quarterly rates instalments due (LGA s 562)		30 Public bodies to provide Council with a list of parcels of land to which rate rebate applies (LGA s 600(5))	31 Last day for requests to Valuer General for estimates of changes in the value of land for which supplementary valuations are required to be furnished (LGA s 513)	30 Valuer General to provide estimates of changes in the value of land for which supplementary valuations are required within one (1) month of date of request (LGA s 513(2))	
Responsible Accounting Officer (RAO) must report any actual material budget variances from the budget each month to the next council meeting (LGGR cl 202(b))													
RAO to prepare a written report monthly for Council on money invested under LGA s 625													
GOVERNANCE	1 Reminder: written returns of interest due 30 September for councillors and designated persons who held office at 30 June (Model Code of Conduct - cl 4.21(b))			2 Closing date for Pensioner Concession subsidies claims		14 For councils that have not adopted the Model Meeting Code: deadline for all meetings of council and committees of council to be webcast							
				30 Annual Report of obligations under the Public Interest Disclosures Act 1994 to the Minister and the Ombudsman (s 31)		31 Report to council (11.1) and OLG (11.2) on complaint statistics (Model Code Procedures)						30 Operational Plan (2020-21) adopted and Long Term Financial Plan updated (LGA s 405(1))	
	31 Public interest disclosures report due to the NSW Ombudsman (Public Interest Disclosures Act 1994 s 6CA)		30 Lodge completed written returns of interest for councillors and designated persons (Model Code of Conduct cl 4.21(b)) General Manager to table returns at next council meeting (Model Code of Conduct cl 4.25)	30 Annual Report of obligations under the Government Information (Public Access) Act 2009 to the Minister and the Information Commissioner (s 125)	30 Notify Minister (via OLG) that Annual Report has been posted on Council's website (LGA s 428(5)) - Must include GIPA and PID annual reporting information	31 Delivery Program Progress reports provided to council at least every six (6) months (LGA s 404(5))	31 Public interest disclosures report due to the NSW Ombudsman (Public Interest Disclosures Act 1994 s 6CA)					30 Delivery Program Progress reports provided to council at least every six (6) months (LGA s 404(5))	
GRANT FUNDING	1 Low Cost Loan Initiative Reimbursement claim period opens (Initial Report or Progress Report due)	1 Low Cost Loan Initiative Reimbursement claim period opens (Liverpool City Council) (Initial Report due)		1 Low Cost Loan Initiative Interim Progress Report due	1 Low Cost Loan Initiative Interim Progress Report due (Liverpool City Council)			1 Low Cost Loan Initiative Reimbursement claim period opens (Initial Report or Progress Report due)	30 Un-tied Stronger Communities Fund (SCF) and the New Council Implementation Fund (NCIF) (1st round) acquittal reporting due		1 Low Cost Loan Initiative Interim Progress Report due		
	31 Six monthly New Council Round 1 Implementation Fund and Stronger Communities Fund reports due	31 Six monthly New Council Round 2 Implementation Fund and Stronger Communities Fund reports due				31 Tied SCF & NCIF (2nd round) unspent or uncommitted funds at 31 December 2019 must be returned to OLG by 31 March 2020	31 Six monthly New Council Round 1 Implementation Fund and Stronger Communities Fund reports due	28 Six monthly New Council Round 2 Implementation Fund and Stronger Communities Fund reports due	31 Tied SCF & NCIF (2nd round) unspent or uncommitted funds must be returned to OLG		30 Tied Stronger Communities Fund (SCF) and the New Council Implementation Fund (NCIF) (2nd round) acquittal reporting due		
COMPANION ANIMALS		31 Survey of seizures of cats and dogs 2018-19 due											
	All registration fees receipted during the month must be entered onto the Companion Animals Register within 7 days of receipt. 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, within 72 hours of being notified, on the Companion Animal Register.													
STAFF	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												
GENERAL	Local Government Directory - Councils should notify OLG (olg@olg.nsw.gov.au) of any senior staff or address changes via email to enable updating of the directory												
	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 OLG (olg@olg.nsw.gov.au) of any change of council email address. Council Circulars can be downloaded from OLG webpage at www.olg.nsw.gov.au												
OLG = Office of Local Government. LGA = Local Government Act 1993. LGGR = Local Government (General) Regulation 2005.													