CALENDAR OF COMPLIANCE AND REPORTING REQUIREMENTS 2018-19

Office of Local Government

	JULY 2018	AUGUST 2018	SEPTEMBER 2018	OCTOBER 2018	NOVEMBER 2018	DECEMBER 2018	JANUARY 2019	FEBRUARY 2019	MARCH 2019	APRIL 2019	MAY 2019	JUNE 2019
FINANCE	1 Financial Statements to be audited within 4 months (s.416(1)).	1 Rates levied by service of rates and charges notice (s.562).			1 LIRS portal opens for claims, for the month	5 Last day for audited financial statements to be presented to the public.					1 LIRS portal opens for claims, for the month	
	6 Proposed loan borrowings return to be submitted to TCORP			17 Request for extension to lodge financial statements to be submitted in writing to OLG.	20 Expected second instalment of 2018-19 Financial Assistance Grants.			18 Expected third instalment of 2018-2019 Financial Assistance Grants.			7 Federal Budget	
		16 Expected first instalment of 2018-19 Financial Assistance Grants.			28 Last day for notice for presentation of audited Financial Reports (s.418(2)).			16 Income adjustment for newly rateable Crown Land to be lodged to OLG.			16 Expected fourth instalment of 2018-19 Financial Assistance Grants.	
				31 Second quarter rates instalment notice to be sent (s.562).	30 Second quarter rates instalment due (s.562).			28 Last day for RAO to submit QBRS review to Council (LGGR cl.203(1)).			31 Last day for RAO to submit QBRS review to Council (LGGR cl.203(1)).	
	31 GST Certificate to be submitted to OLG.			31 Lodgement of ALGA's National Local Road Data System Return (Grants Commission).	30 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 Fourth quarter rates instalment notice to be sent (s.562).	31 Fourth quarterly rates instalment due (s.562).	30 Objections to the inclusion of land to be vested in public bodies lodged (s.600(6)).
	31 Last day for making rates (s.533).	31 First quarterly rates instalment due (s.562).	30 Roads and Bridges Data Return due (Grants Commission).	31 Audited Financial Statements & FDR to be lodged with OLG (s.417(5)).	30 Last day for RAO to submit QBRS review to Council (LGGR cl.203(1)).		31 Ledger balances to be prepared for 6 monthly inspections by Auditor (LGGR cl.228).			30 Public bodies to provide Council with a list of parcels of land to which rate rebate applies (s.600).	31 Requests to Valuer General for estimates of changes in value of land for supplementary valuations (s.513).	30 Valuer General to provide increase /decrease in values of rateable land (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 s.625.											
GOVERNANCE	1 Reminder: lodgement of Pecuniary Interest returns due 30 September for Councillors and designated persons who held office at 30 June (s.449(3)).		30 Councils who held elections in Sept 17 to adopt a Policy on payment of expenses and provisions of facilities for Mayors & Councillors (s.252)(1).	2 Closing date for Pensioner Concession subsidies claims.								
			30 Councils who held elections in Sept 17 to re-determine organisation structure (s.333), review delegations (s.380), review Code of Conduct (s.440(7)).	30 Annual Report of obligations under the Public Interest Disclosures Act 1994 to the Minister and the Ombudsman (s.31).	30 Notify Minister (via OLG) that Annual Report has been posted on Council's website (s.428) – Must include GIPA and PID annual reporting information.	31 Report to Council (12.1) and the OLG (12.2) on complaint statistics (Model Code Procedures).	31 Public interest disclosures report due to the NSW Ombudsman. (s.6CA of the Public Interest Disclosures Act 1994).					30 Delivery Program Progress reports provided to Council at least every 6 months (s.404(5)).
	31 Public interest disclosures report due to the NSW Ombudsman. (s.6CA of the Public Interest Disclosures Act 1994).		30 Councils who held elections in Sept 17, all local policies concerning approvals and orders (exc. those made since 2017 election) will be automatically revoked 12mths after the declaration of the poll for the 2017 election (s.165 (4)).	30 Annual Report of obligations under the Government Information (Public Access) Act 2009 to the Minister and the Information Commissioner (s.125).		31 Delivery Program Progress reports provided to Council at least every 6 months (s.404(5)).						30 Operational Plan (2019-20) adopted and Long Term Financial Plan updated (s.405(1)).
			30 Lodge completed Pecuniary Interest returns for Councillors and designated persons. (s.449 (3)). General Manager table returns at next council meeting. (s.450A).									
NEW COUNCILS	31 Six monthly New Council Round 1 Implementation Fund and Stronger Communities Fund reports due.					22 Tied Stronger Communities Fund project plans due	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.	Tied Stronger Communities Fund (1st round) aquittal reporting due			
COMPANION ANIMALS		31 Survey of seizures of cats and dogs 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.(s339).											
GENERAL	Local Government Directory - Councils should notify the 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 Circulares can be downloaded from OLG webpage at www.olg.nsw.gov.au											
	All sections refer to the *Local Government Act 1993* unless stated otherwise.											