

CALENDAR OF COMPLIANCE AND REPORTING REQUIREMENTS 2020-21

	JULY 2020	AUGUST 2020	SEPTEMBER 2020	OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020	JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	
FINANCE	1 Financial Statements to be audited within five (5) months [LGA s416(1); LGRReg cl 413G]	7 Proposed loan borrowings return to be submitted to TCorp	1 Last day for rates to be levied by service of rates and charges notice [LGA s562(4); LGRReg cl 413(2)]		4 Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month		4 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 s513]	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)]	
		17 Expected first instalment of 2020-21 Financial Assistance Grants			16 Request for extension to lodge financial statements to be submitted in writing to OLG [LGA s416(2); Code pgA-6]			15 Expected third instalment of 2020-21 Financial Assistance Grants			17 Expected fourth instalment of 2020-21 Financial Assistance Grants		
					16 Expected second instalment of 2020-21 Financial Assistance Grants								
					30 Second quarterly rates instalments due [LGA s562(3)(b)]								
					30 Lodgement of ALGA's National Local Road Data System Return (Grants Commission)							31 Last day for Responsible Accounting Officer to submit quarterly budget review statement to council [LGRReg cl 203(1)]	
				30 Last due date for rates instalments (single instalment or first quarterly) [LGA s562(3); LGRReg cl 413(1)]	31 Second quarter rates instalment notices to be sent [LGA s 562(5)]	30 Last day for Responsible Accounting Officer to submit quarterly budget review statement to council [LGRReg cl 203(1)]		31 Third quarter rates instalment notices to be sent [LGA s562(5)]	28 Last day for Responsible Accounting Officer to submit quarterly budget review statement to council [LGRReg cl 203(1)]		30 Fourth quarter rates instalment notices to be sent [LGA s562(5)]	31 Fourth quarterly rates instalment due [LGA s562(3)(b)]	
	31 GST Certificate to be submitted to OLG [Commonwealth Constitution s114]	31 Last day for making rates [LGA s533; LGRReg cl 413(2)]	30 Electronic lodgement of Grants Commission Roads and Bridges Data Return due	31 Electronic lodgement of Grants Commission General Data Return due	30 Last day for financial statements to be audited [LGA s416(1); LGRReg cl 413G] and lodged with Financial Data Returns [LGA s417(5); Code pgA-5]		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 [LGRReg cl 228]	28 Third quarterly rates instalments due [LGA s562(3)(b)]		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 s513]	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 s513(2)]	
Responsible Accounting Officer (RAO) must report any actual material budget variances from the budget each month to the next council meeting [LGRReg cl 202(b)] RAO to prepare a written report monthly for Council on money invested under LGA s625													
GOVERNANCE	1 Reminder: written returns of interest due 30 September for councillors and designated persons who held office at 30 June [MCC cl 4.21(b)]		4 Last day to determine the number of councillors [LGA s224]	2 Closing date for Pensioner Concession subsidies claims									
							31 Notify the Minister (electronically to OLG with an emailed link) that Annual Report has been posted on Council's website - Must include GIPA and PIDA annual reporting information [LGA s 428(5); LGRReg cl 413H]						
	30 Public Interest Disclosures Report due to the NSW Ombudsman [PIDA s6CA]		26 Last day for councils to divide their area into wards, abolish all wards, alter ward boundaries or change ward names [LGRReg cl 277A]	30 Annual Report of obligations under PIDA to the Minister and the Ombudsman [PIDA s31]			31 Report to council [MCCP cl 11.1] and OLG [MCCP cl 11.2] on complaint statistics					30 Delivery Program Progress reports provided to council at least every six (6) months [LGA s404(5)]	
31 Last day for adopting Operational Plan 2020-21 and updating Long Term Financial Plan updated [LGA s405(1); LGRReg cl 413F]		30 Lodge completed written returns of interest for councillors and designated persons [MCC cl 4.21(b)]. General Manager to table returns at next council meeting [MCC cl 4.25]	30 Annual Report of obligations under GIPA to the Minister and the Information Commissioner [GIPA s125]			31 Delivery Program Progress reports provided to council at least every six (6) months [LGA s 404(5)]	30 Public Interest Disclosure Report due to the NSW Ombudsman [PIDA s6CA]					30 Last day for adopting Operational Plan 2021-22 and updating Long Term Financial Plan updated [LGA s 405(1)]	
GRANT FUNDING	1 From 1 July 2020, Councils to submit new FSER for assessment of eligibility for Quarter 1, 2020-21 on an ongoing needs basis	14 JRA - Quarter 1, 2020-21 financial year claims due (for payments made in July 2020)	14 JRA - Quarter 1, 2020-21 financial year claims due (for payments made in August 2020)	14 JRA - Quarter 1, 2020-21 financial year claims due (for payments made in September 2020)	1 Low Cost Loan Initiative Interim Progress Report due		10 Progress Reporting due - Disaster Recovery Funding - Commonwealth Government - Councils affected by Bushfire	1 Low Cost Loan Initiative Reimbursement claim period opens (Initial Report or Progress Report due)				1 Low Cost Loan Initiative Interim Progress Report due	
	1 Low Cost Loan Initiative Reimbursement claim period opens (Initial Report or Progress Report due)												
	14 JRA - Quarter 4, 2019-20 financial year claims due (for payments made in June 2020)	31 Six monthly New Council Implementation Fund and Stronger Communities Fund (Round 1 & 2) reports due for Varied Agreements						31 Six monthly New Council Implementation Fund and Stronger Communities Fund (Round 1 & 2) reports due for Varied Agreements					
COMPANION ANIMALS	31 Rehoming Organisations' Annual Reports due				13 Survey of seizures of cats and dogs 2019-20 due to be lodged								
All registration fees received 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 contracts/												
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 website at www.olg.nsw.gov.au OLG = Office of Local Government. LGA = Local Government Act 1993. LGRReg = Local Government (General) Regulation 2005. Code = Local Government Code of Accounting Practice and Financial Reporting, Update No. 28, March 2020. PIDA = Public Interests Disclosures Act 1994. MCC = Model Code of Conduct for Local Councils in NSW, 2018. MCCP = Procedures for the Administration of The Model Code of Conduct for Local Councils in NSW, 2018. GIPA = Government Information (Public Access) Act 2009. FSER = Financial Stimulus Eligibility Return. JRA = Job Retention Allowance.												