

Calendar of Compliance & Reporting Requirements 2023-24

July 2023

Aug 2023

Sept 2023

Oct 2023

Finance

Financial statements to be audited within four months [LGA s416(1)]

7 Proposed borrowing return to be submitted to TCorp

31 Last day for making rates [LGA s533]

1 Last day for rates to be levied by service of rates notice [LGA s562(4)]

31 First quarter rates or single installment due [LGA s562]

6 Application for Payment of Pensioner subsidy due

17 Request for extension to lodge financial statements due in writing to OLG [LGA s416(2), Code]

31 Financial Statements to be audited [LGAs416(1), Code] and lodged to OLG [LGA s417(5)] with Financial Data Return (FDR)

31 Second quarter rates installment notices to be sent [LGA s562(5)]

Governance

30 Public Interest Disclosures Report due to NSW Ombudsman (PIDA s6CA)

Reminder: written returns of interest due 30 Sept for councillors and designated persons who held office at 30 June [MCC cl4.21(b)]

13 Last day to determine the number of councillors [LGA s224]

30 Written returns of interest due for councillors and designated persons who held office at 30 June [MCC cl4.21(b)] to be lodged. GM to table returns at next Council meeting [MCC cl 4.25]

5 Last day for councils to divide their area into wards, abolish all wards, alter ward boundaries or change ward names [LG Reg s277A]

30 Annual Report of obligations under PIDA due to the Minister and the Ombudsman [PIDA s31]

30 Annual Report of obligations under GIPA due to the Minister and the Information Commissioner [GIPA s125]

Grants

Low-cost loan initiative reimbursement claim period opens – initial report or progress report due

Local Government Recovery Grants – AGRN 1012, 1025,1030/34 & \$2M, HIC Companion Animals Grants (\$375K) – YTD reporting due

Local Government Recovery Grants – AGRN 1012, 1025,1030/34 – YTD reporting due

Companion Animals

31 Rehoming Organisations Annual reports due

31 Survey of seizures of cats and dogs 2022-23 due

Other

11 Compulsorily Land Acquisition return due

16 Expected first installment of 2023-24 Financial Assistance Grants

31 Grants Commission roads, bridges & general return due

Calendar of Compliance & Reporting Requirements 2023-24

Nov 2023

Dec 2023

Jan 2024

Feb 2024

Finance

30 Second quarter rates instalment due [LGA s562(3)(b)]

30 Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to finance@olg.nsw.gov.au

5 Last day for financial statements to be presented to the public [LGA 418(2)]

31 Last day for council's ledgers to be balanced and a list of balances to be prepared for six-monthly inspections by council's auditor [LG Reg cl 228]

30 Third quarter rates instalment notices to be sent [LGA s562(5)]

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]

28 Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to finance@olg.nsw.gov.au

28 Third quarter rates instalment due [LGA s562(3)(b)]

Governance

30 Annual report is to be placed on council's website and notify the Minister (electronically to OLG with web link) [LGA s428] [Annual Report Checklist is available on the OLG website]

30 Model Code of Conduct Complaints Statistics to be reported to Council [MCC 11.1]. Collection form due to OLG

31 Delivery Program progress report to be presented to council [IP&R G/L Essential Element 4.9]

30 Public Interest Disclosure Report due to the NSW Ombudsman [PIDA s6CA]

Grants

1 Low-cost loan initiative interim progress report due

4 Local Infrastructure Renewal Scheme (LIRS) portal opens for claims for the month

LIRS progress/final report due

Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 and HIC \$2M, HIC Companion Animals Grants (\$375K) - YTD Reporting due

1 Low-cost loan initiative reimbursement claim period opens (Initial report or Progress report due)

Companion Animals

Other

16 Expected second installment of 2023-24 Financial Assistance Grants

30 ALGA Return of National Local Road Data return due

16 Expected third installment of 2023-24 Financial Assistance Grants

Calendar of Compliance & Reporting Requirements 2023-24

Mar 2024

April 2024

May 2024

June 2024

Finance

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))

30 Public bodies to provide Council with a list of parcels of land to which rate rebate applies [LGA s 600(5)]

30 Fourth quarter rates instalment notices to be sent [LGA s562(5)]

30 Income Adjustments for Newly Rateable Crown Land due

31 Last day for RAO to submit quarterly budget review statement to council [LG Reg cl 203(1)]. Councils are requested to send a copy of the QBRS to finance@olg.nsw.gov.au

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]

31 Fourth quarterly rates instalment due [LGA s562(3)(b)]

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))

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)]

Governance

30 Last day for adopting Operational Plan 2023-24 and updating Long Term Financial Plan updated [LGA s 405(1)]

30 Delivery Program Progress reports provided to council at least every six (6) months

Grants

Local Government Recovery Grants – AGRN 1012, 1025, 1030/34 - YTD Reporting due

1 Low-cost Loan Initiative Interim Progress Report due

4 Local Infrastructure Renewals Scheme (LIRS) portal opens for claims for the month

LIRS Progress/Final Report Due

Companion Animals

Other

16 Expected third installment of 2023-24 Financial Assistance Grants

Calendar of Compliance & Reporting Requirements 2023-24

Finance

The Responsible Accounting Officer (RAO) must report any material variances from its estimated income or expenditure, to the next meeting of council [LG Reg cl 202(b)]

The Responsible Accounting Officer (RAO) must prepare a monthly report for Council on money invested under LGA s 625

Councils to notify OLG throughout the year when loans are drawn down (LG Reg cl 230)

Governance

Councils can apply to the Minister to dispense the need for a by-election for any casual vacancies that occur in the last 18 months of the term [LGA s 294]

Review of General Manager's and other Senior Staff performance; undertake contract renewal process subject to the terms of the relevant contract/s

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

Companion Animals

Councils are required to report any dog attacks they are made aware of within 72 hours of being notified via the Companion Animal Register

Regular reconciliation of the Companion Animal Register payments is to be completed

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.

Other

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.

LG Reg = Local Government (General) Regulation 2005

Code = Local Government Code of Accounting Practice and Financial Reporting

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

IP&R G/L = Integrated Planning and Reporting Guidelines Sept 2021