

CALENDAR OF COMPLIANCE AND REPORTING REQUIREMENTS 2016/17

| | JULY 2016 | AUGUST 2016 | SEPTEMBER 2016 | OCTOBER 2016 | NOVEMBER 2016 | DECEMBER 2016 | JANUARY 2017 | FEBRUARY 2017 | MARCH 2017 | APRIL 2017 | MAY 2017 | JUNE 2017 |
|---|---|--|---|---|--|--|--|---|------------|--|---|--|
| 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). | | | 17 Second instalment of 2016-2017 Financial Assistance Grants. | 5 Last day for audited financial statements to be presented to the public. | | | | | 9 Federal Budget | |
| | 8 Proposed loan borrowings return to be submitted to OLG. | | | 17 Request for extension to lodge financial statements to be submitted in writing to OLG. | 17 LIRS claim period open for all projects approved for funding. | | | 16 Third instalment of 2016-2017 Financial Assistance Grants. | | | 16 LIRS claim period for all projects approved for funding. | |
| | | 16 Expected first instalment of 2016-2017 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 Fourth instalment of 2016-2017 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)). | 1 End of Term Report to be tabled at last meeting of outgoing Council | 10 2016 Local Government Elections (unless delayed) | 2 Closing date for Pensioner Concession subsidies claims. | | 1 Newly elected Councillors to lodge Pecuniary Interest Returns within 3 months of their election (s.449(1)) | | | | | | |
| | | | | | 30 Last day for adoption of Policy on payment of expenses and provisions of facilities for Mayors & Councillors for 2016/17 to be adopted (s.252). (Policy to be submitted to the OLG within 28 days of adoption). | | 31 Public interest disclosure report due to the NSW Ombudsman. (s.6CA of the Public Interest Disclosure Act 1994). | | | | | 30 Delivery Program Progress reports provided to Council at least every 6 months (s.404(5)). |
| | | | 30 General Manager to advise OLG and LGNSW the results of the election of Mayor (Sch 7 Cl 13 LGGR) | 30 Annual Report of obligations under the Public Interest Disclosures 1994 to the Minister and the Ombudsman (s.31). | 30 Notify the 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). | | | | | | 30 Operational Plan (2016-17) adopted and Long Term Financial Plan updated (s.405(1)). |
| | 30 Public interest disclosure report due to the NSW Ombudsman. (s.6CA of the Public Interest Disclosure Act 1994). | | 30 Lodge completed Pecuniary Interest returns for Councillors and designated persons. (s.449 (3)). General Manager table returns at next council meeting. (s.450A). | 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 General Manger to report to Council on contractual conditions of senior staff (s.339). |
| SWIMMING POOL | A council's Annual Report prepared under section 428 of the <i>Local Government Act 1993</i> is required to include: the number of swimming pool inspections made by councils under the <i>Swimming Pools Act 1992</i> of tourist and visitor accommodation; the number of inspections of premises with two or more dwellings; the number of inspections resulting in the issuing of a certificate of compliance; and the number of inspections resulting in the issuing of a certificate of non-compliance (CI 18BC Swimming Pools Regulation 2008). | | | | | | | | | | | |
| COMPANION ANIMALS | | 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. | | | | | | | | | | | |
| STAFF | Regular reconciliation of the Companion Animals Register payments is to be completed. | | | | | | | | | | | |
| | 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. | | | | | | | | | | | |
| GENERAL | Review of General Manager's and other Senior Staff performance; undertake contract renewal process subject to the terms of the relevant contract/s.(s339). | | | | | | | | | | | |
| | Elections: Requirements within 12 months after the elections: Amend Local Policy (s.165(4)); Re-determine Organisation Structure (s.333); Review delegations (s.380); Review Council adopted Code of Conduct (s.440(7)) | | | | | | | | | | | |
| | 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 . | | | | | | | | | | | |
| | Policy on payment of expenses and provisions of facilities for Mayors & Councillors to be sent to OLG 28 days after adoption (s.253(4)). | | | | | | | | | | | |
| 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 . | | | | | | | | | | | | |
| For new councils, some dates may have changed by Proclamation. | | | | | | | | | | | | |
| All sections refer to the <i>Local Government Act 1993</i> unless stated otherwise. | | | | | | | | | | | | |

