

Circular No. 09-27
Date 8 July 2009
Doc ID. A177265

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STRATEGIC TASK GUIDE 2009/2010

The Strategic Tasks Guide for Councils has been updated and the new version is attached.

Updates have been made to:

- Legislative requirements for the reporting of dog attacks
- Reminder of the legislative requirements following the 2008 local government elections.

The guide includes key deadlines for strategic management tasks for all general purpose councils in NSW, but is not limited to these statutory requirements. The document reflects the financial year 2009/2010.

The Strategic Tasks Guide is also available on the Department's website at www.dlg.nsw.gov.au and will be updated on a regular basis.



Ross Woodward
Acting Director General

Strategic Tasks Guide 2009-2010

	July 09	August 09	September 09	October 09	November 09	December 09	January 10	Feb-10	March 10	April 10	May 10	June 10	
Finance Policy	Responsible Accounting Officer (RAO) should report material budget variances from the budget at the following Council meeting (LGGR cl 202(b))												
	RAO to prepare a written report monthly for Council on money invested under s.625												
	1 Financial Reports to be audited within 4 mths (s.416(1))	1 Rates levied by service of rates and charges notice (s.546)				7 Last day for Audited Financial Statements, ABS return & FDR to be lodged	5 Last day for audited reports to be presented to the public						GST Certificate to be presented to Council for lodgement to DLG
						7 Last day for lodgement of Statement of Compliance data return							31 Last day to submit GST Certificate to DLG
					31 Last day for second quarter rates instalment notice to be sent (s.562)	28 Last day to give notice for presentation of audited Financial Reports (s.562)			28 Last day for RAO to submit budget review to Council (LGGR cl.203(1))		GST Certificate to be presented to Council for lodgement to DLG by 31 May (Council Circular 05/26)	31 Last day for RAO to submit budget review to Council (LGGR cl.203(1))	
			30 Roads and Bridges Data Return due (Grants Commission)			30 Second quarter rates instalment due (s.562)		28 Notional income for newly rateable Crown Land to be lodged on SV2 form	28 Third quarterly rates instalment due (s.562)			31 Fourth quarterly rates instalment due (s.562)	30 Last day for Council to object to the inclusion of parcel of land to be vested in public bodies (s.600(6))
	31 First quarterly rates instalment due (s.562)			31 ALGA's electronic lodgement of National Local Road Data System Data Return (Grants Commission)	30 Last day for electronic lodgement of Grants Commission General Data Return		31 Last day for third quarter rates instalment notice to be sent (s.562)			30 Last day for fourth quarter rates instalment notice to be sent (s.562)	31 Last day to request Valuer General to provide estimate of increase/decrease in value of rateable land for supplementary valuations (s.513)	30 Roads, bridges, footpaths and drainage to be valued at fair value	
31 Last day for making rates (s.533)	31 Last day for RAO to submit budget review to Council (LGGR cl.203(1))			31 Council's financial reports should be completed (s.416(1)) and forwarded to Director General & ABS (s.417(5))	30 Last day for RAO to submit budget review to Council (LGGR cl.203(1))		31 List of ledger balances to be prepared for 6 monthly inspection 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)		30 Last day for Valuer General to provide increase/decrease in values of rateable land (s.513(2))	
Governance				1 Closing date for Pensioner Concession subsidies claims			Summary of Affairs to Government Printer for Gazette Publication (printed 18 Dec) (s.14(1)(b)) FOI Act 1989					1 Last day for Draft Management Plan to go on exhibition for at least 28 days	
		31 Council to have reviewed its adopted Code of Conduct (s440(7)) and delegations (s380)				30 Last day for Council to adopt a the policy on payment of expenses and provisions of facilities for Mayors & Councillors for 2009/10 (s252) and to include this policy in Council's Annual Report (s428)						Summary of Affairs to Government Printer for Gazette Publication (printed 25 June) (s.14(1)(b)) FOI Act 1989	
		Council to have redetermined its organisational structure (s333)		30 Financial returns on weeds grants to Dept of Primary Industries (admin.weeds@dpi.nsw.gov.au)		30 Annual Report to be furnished to the Minister (s.428(3)). *					30 Noxious weeds grant application to Dept of Primary Industry with regional weeds plan (admin.weeds@ dpi.nsw.gov.au)		
		31 Quarterly review of Management Plan due to Council (s.407(1))	30 Lodge completed Pecuniary Interest returns (s.449 (3))			30 Quarterly review of Management Plan due to Council (s.407(1))			28 Quarterly review of Management Plan due to Council (s.407(1))			31 Quarterly review of Management Plan due to Council (s.407(1))	30 General Manager to report to Council on contractual conditions of senior staff (s.339)
Companion Animals	All registration fees receipted during the month must be entered onto the Companion Animals Register in that month. Registration fees must be remitted to the DLG as detailed on monthly invoices issued by DLG.												
	Councils are required to report any dog attacks they are made aware of to the DLG within 72 hours via the Companion Animal Register												
	Regular reconciliation of the Companion Animals Register payments is to be completed												
			30 Survey of Council seizures of cats & dogs due to DLG										
Annual	Council's Statement of Affairs can be published separately or in Annual Report (s.14(2) FOI Act 1989)												
	GM to report to Council on Code of Conduct complaints in accordance with 12.33 of the Model Code of Conduct												
	Training plan required under Local Government (State) Award following consultation with the Consultative committee												
	Prepare or review Companion Animal Management Plan												
	Councils are encouraged to prepare, implement and review a professional development plan for councillors												
Review of General Manager's performance													
Local Government Directory - Councils should notify the Department of any senior staff or address changes via email to enable updating of the directory - email dl@dlg.nsw.gov.au													
Council Circulars are normally emailed to Council. Please advise the Department of any change of Council email address. Council Circulars can be downloaded from the Department homepage: www.dlg.nsw.gov.au													
All sections refer to the Local Government Act 1993 unless stated otherwise. FOI = Freedom of Information Act 1989. LGGR = Local Government (General) Regulation 2005													
* Financial reports, Statement of the Environment Report, Access & Equity (s428(2)(b) & (j)), LGGR cl.217(1) & (1)(d)(i)), DLG Social and Community Planning & Reporting Guidelines and companion are to be included in Council's Annual Report													