



Shire of Ngaanyatjaraku
ON A JOURNEY

AUDIT & RISK COMMITTEE MEETING

ATTACHMENTS

**Tjulyuru Cultural and Civic Centre
Warburton Community**

**29 June 2022
at
1.00 pm**

Shire of Ngaanyatjaraku - Legislative Compliance Calendar

Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Comments
Monthly Activities					
Monthly Financial Report Statement of financial activity reporting on the revenue and expenditure..	Local Government Act 1995	s.6.4 FM.Reg.34	Monthly	DCS	Completed as required
Business Activity Statement - submit to ATO	Australian Tax Office		Monthly	DCS	Completed as required
Corporate Business Plan - Qtrly update to council	Local Government Act 1995	5.56	Quarterly - April, July, October, January	DGS	Completed - January, April.
Financial Interests Register Remove Primary and Annual Returns of persons who are no longer Designated Employees.	Local Government Act 1995	s.5.88(3)(4)	Annual or as required	CEO	Completed as required
Annual Activities					
Performance Review - CEO and staff	Local Government Act 1995	s5.38	Annual	CEO/DCS/DGS/DIS	All staff reviews completed to date.
Fire Break Notices - Local Public Notice	Bush Fires Act 1954	s33	Annual	DIS	Awaiting response from DFES as Shire has no resources and is not the land manager
ESL Reconciliation Report	FESA Authority of WA Act 1998	Part 6A Div 5	Monthly	DCS	Not applicable monthly to NG, Annually October
Authorised Officers - Purchasing and Requisitions, review listings and processes. .	Local Government (Financial Management) Regs 1996	Reg.5	Annual	DCS	Currently being reviewed as part of the CEO/Finance procedures
Delegated Authority - Review and confirm employees with delegated authority	Local Government Act 1995	s5.44	Annual	DGS	Completed in June 2022.
Maintain Complaints Register - regarding breaches of the Act.	Local Government Act 1995	s5.121(1)	Annual	DGS	Completed as required.
Update Gift Register	Local Government Act 1995	s5.62(2) Reg.34B	Annual	DGS	Completed as required.
Primary Returns - for all new designated employee's.	Local Government Act 1995	s.5.75	Annual or as required	CEO / DGS	Completed as required.
Audit Regulation 17 Review.	Local Government Act 1995	Audit.Reg. 17(1)(c)	Triennial	DCS	Completed Dec 2021.
Financial Management Regulation 5 Review.	Local Government Act 1995	FM.Reg.5	Triennial	DCS	Completed Dec 2021.
Policy Manual - review policy	Local Government Act 1995		4 - yearly and as required	DGS	Completed June 2020.

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Disability Access and Inclusion Plan Review	Disability Services Act 1993	s29(7)	5 - yearly	DGS	Completed July 2021
Record Keeping Plan - Review and submit to Records Commissionser	State Records Act 2000	s28	5 - yearly	DGS	Completed November 2021.
January - Take Action					
Revaluation of Assets - Plant and Equipment	Local Government Act 1995	FM.Reg.17A(4)	5 - yearly	DCS / DIS	Not required, cost method now accepted.
Revaluation of Assets - Infrastructure	Local Government Act 1995	FM.Reg.17A(4)	5 - yearly	DCS / DIS	Completed 2017/18 Due 2022/23
Revaluation of Assets - Land, Buildings	Local Government Act 1995	FM.Reg.17A(4)	5 - yearly	DCS / DIS	Currently being undertaken
February - Take Action					
March - Take Action					
Compliance Audit Return (CAR) Complete the CAR for consideration via Audit Committee.	Local Government Act 1995	s.7.13(1)(i) Audit.Reg. 13, 14 and 15	Annual Due: 31 March	CEO	Completed in February 2022
Mid-Year Budget Review (MYBR) Between 1 January and 31 March in each financial year, a review of the annual budget is to be carried out.	Local Government Act 1995	FM Reg.33A(1) (2A) (2) (3)	Annual	CEO / DCS	Completed in March 2022
April - Take Action					
Complete Compliance Audit Return - Action Plan	n/a	n/a	Annual	DCS	no items to Action from review

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Strategic Community Plan - Review Review to be completed in April after community consultation, in order to inform Annual Budget.	Local Government Act 1995	s.5.56 Admin.Reg.19C	Biennial	DGS	Completed - Endorsed by Council, May 2021.
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May - Take Action					
Elected Members - Review Meeting Attendance Register	Local Government Act 1995	s.2.25	6 monthly	CEO / DGS	Completed as required.
Fringe Benefit Tax Return	Australian Tax Office		Annual Due: 31 May	DCS	Completed in May 2022
Audit Hazardous Substance/Chemical review	Occupational Safety and Health Act	s5.13	Annual Due: 31 May	DIS / EHO	To be implemented as part of new WHS System
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June - Take Action					
Elections - Council Report. Electoral Commission agreement to conduct the election required by: 80th day before Election Day	Local Government Act 1995	s.4.20(2)(3)(4) s.4.61(2)(4)	Biennial Next due 2021	DGS	Completed in 2021
Corporate Business Plan - Review prior to adoption of the Annual Budget	Local Government Act 1995		Annual Due: 30 June	DGS/CEO	Completed going to the June Council meeting for adoption.
Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Position Title Officer Responsible for Action Compliance	
July - Take Action					
Report on Elected Member Training	Local Government Act 1995	s.5.127	Annual Due: 31 July	DGS	Completed - Councillor training register posted on the Shire website
FOI Annual Statement	Freedom of Information Act 1992	s111(3)	Annual Due: 31 July	DGS	
Fees, Allowance and expenses - paid to elected members, is to be report by 14 July.	Local Government (Administration) Regulations 1996		Annual Due: 14 July	DGS	

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August - Take Action				
Elections - Statewide Public Notice Call for Nominations	Local Government Act 1995	s.4.47(1)	Biennial Next due 2021	DGS
Annual Returns - Elected Members and Designated Employees to provide an Annual Return by no later than 31 August	Local Government Act 1995	s.5.76(1)	Annual Due: 31 Aug	DGS
Annual Budget - for the next financial year.	Local Government Act 1995	s.6.2(1)	Annual Due: 31 Aug	DCS
Food Act and Public Health Act reporting - Enforcement agencies must report to the Dep't CEO on performance of functions under Acts.	Food Act 2008 Public Health Act 2016	s.121(1) s.22(1)	Annual Due: 31 Aug	DIS / EHO

Comments
Election process completed and 5 positions filled unopposed.