

Shire of Ngaanyatjarraku - Legislative Compliance Calendar

Compliance Action	Compliance Requirement	Section / Ref	Compliance Frequency	Position Title Officer Responsible for Action Compliance
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
Business Activity Statement - submit to ATO	Australian Tax Office		Monthly	DCS
Corporate Business Plan - Qtrly update to council	Local Government Act 1995	5.56	Quarterly - April, July, October, January	DGS
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)	6 monthtly	DGS
Annual Activities				
Performance Review - CEO and staff	Local Government Act 1995	s5.38	Annual	CEO/DCS/DGS
Fire Break Notices - Local Public Notice	Bush Fires Act 1954	s33	Annual	DIS
ESL Reconciliation Report	FESA Authority of WA Act 1998	Part 6A Div 5	Monthly	DCS
Authorised Officers - Purchasing and Requisitions, review listings and processes. .	Local Government (Financial Management) Regs 1996	Reg.5	Annual	DGS
Delegated Authority - Review and confirm employees with delegated authority	Local Government Act 1995	s5.44	Annual	DGS
Maintain Complaints Register - regarding breaches of the Act.	Local Government Act 1995	s5.121(1)	Annual	DGS
Update Gift Register	Local Government Act 1995	s5.62(2) Reg.34B	Annual	DGS
Primary Returns - for all new designated employee's.	Local Government Act 1995	s.5.75	Annual or as required	DGS
Audit Regulation 17 Review.	Local Government Act 1995	Audit.Reg. 17(1)(c)	Triennial	DGS
Financial Management Regulation 5 Review.	Local Government Act 1995	FM.Reg.5	Triennial	DCS/DGS
Policy Manual - review policy	Local Government Act 1995		4 - yearly	DGS

Comments

Completed as required

Completed as required

Completed as required

To be actioned in June

CEO Review due June 2021, DCEO Review due August 2021, DGS due August 2021. DIS TBA
Awaiting response from DFES as Shire has no resources and is not the land manager

To be actioned as part of the CEO/Finance procedures

To be actioned as part of the review on CEO procedures

A complaints register is available. At present there are no entres.

Gift Register is on website, awaiting the adoption of the CoC - Employees to determine if any updates are required.
No new staff at this time

Moore Australia conducting a full Reg 17 review.

Moore Australia conducting a full FMR Reg 5 review.

Review completed in June 2020.

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Disability Access and Inclusion Plan Review	Disability Services Act 1993	s29(7)	5 - yearly	DCS
Record Keeping Plan - Review and submit to Records Commissioner	State Records Act 2000	s28	5 - yearly	DCS
January - Take Action				
Revaluation of Assets - Plant and Equipment	Local Government Act 1995	FM.Reg.17A(4)	5 - yearly	DIS
Revaluation of Assets - Land, Buildings and Infrastructure	Local Government Act 1995	FM.Reg.17A(4)	5 - yearly	DIS
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	DCS
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	DCS
April - Take Action				
Complete Compliance Audit Return - Action Plan	n/a	n/a	Annual	DCS
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

2015/16 Management Valuation adopted use of depreciated cost as the deemed fair value for plant and equipment.

2019/20 Management Valuation adopted use of depreciated cost as the deemed fair value for land & buildings (building and recreation asset types). 2017/18 FV Infrastructure undertaken.

Completed March 2021

Completed April 2021

The final draft of the SCP has been completed and will be going to Council for Adoption in May 2021

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May - Take Action				
Elected Members - Review Meeting Attendance Register	Local Government Act 1995	s.2.25	6 monthly	DGS
Fringe Benefit Tax Return	Australian Tax Office		Annual Due: 31 May	DCS
Audit Hazardous Substance/Chemical review	Occupational Safety and Health Act	s5.13	Annual Due: 31 May	DIS / EHO

Comments

To be actioned in May 2021

To be implemented as part of new WHS System