

Q209

COMPLIANCE REGISTER

<i>Item</i>	<i>Key Requirements</i>	<i>Responsibility</i>	<i>Last Check</i>	<i>Action required</i>	<i>Due Date</i>	<i>Completed</i>
Governance	Constitution Governance Policies Board Review	Board of Management Board of Management Board of Management	April 2017 February 2017 November 2016	Currently under review Development of new policy Annual Review Individuals	Nov 2017 March 2017	March 2017
Service or funding agreements	DCSI Carer Support Carers SA	Chief Executive Officer Chief Executive Officer Chief Executive Officer	June 2016 June 2016 July 2016	Review, sign & submit Review, sign & submit Review, sign & submit	June 2017 June 2017 July 2017	April 2017
Financial reporting and audit	ACNC Audit Report Financial Audit Report	External Accountant External Auditor	August 2016 July 2016	Submit ACNC Portal Financial Audit / Review	Aug 2017 July 2017	
Tax returns	NA	NA	NA	NA	NA	
ATO Requirements	Quarterly BAS	External Accountant	March 2017	Submit BAS	June 2017	March 2017
Superannuation	Monthly submission	Payroll / Admin Officer	March 2017	Submit super	April 2017	March 2017
Insurance Cover	Renew insurance	Billing Officer	October 2016	Renew Insurances	Sept 2017	
Work Health & Safety (WH&S)	Safety audits conducted & completed quarterly	People & Culture Manager	January 2017	Conduct safety checks	April 2017	Jan 2017

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Attendant Care Industry Association	Renew Membership	Billing Officer	June 2016	Renew membership	June 2017	
SACOSS Membership	Renew Membership	Billing Officer	June 2016	Renew Membership	June 2017	
Australian Human Resource Institute	Renew Membership	Billing Officer	June 2016	Renew Membership	June 2017	
NDS National Disability Services	Renew Membership	Billing Officer	June 2016	Renew Membership	June 2017	
AFDO	Renew Membership	Billing Officer	June 2016	Renew Membership	June 2017	