

		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule	Audit Score	Comments. If Action not completed, report on plan to rectify non-compliance	Completed
January - Take Action									
Jan		Manager Finance	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	s5.46(3)	Monthly			
Jan		Governance Advisor	Financial Interest Register - Review and remove returns of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Bi-monthly			
Jan		Manager Corporate Services	Authorised Officers - Purchasing & Requisitions - review listing and processes	Local Government (Financial Management) Regulations 1996	Reg.5	Annual			
Jan		Governance Advisor	Primary (Financial) Returns - Due 3-months from swearing-in of newly Elected members Due January - Mayor to sign CEO 's acknowledgement	Local Government Act 1995	s5.75	Biennial Election Year			
Jan		Governance Advisor	Compliance Audit Return - Commence Process with Financial Management, Audit, Risk & Compliance Committee Adopt at OCM March Due to DLGC by 31 March	Local Government Act 1995	s7.13(1)(i)	Annual			
Jan		Director Corporate and Community	Commence Audit of DLGC Annual Compliance Return	Local Government Act 1995	s7.13(1)(i)	Annual			
Jan		Director Corporate and Community	Commence Review of Financial Management Systems	Local Government (Financial Management) Regulations 1996	Reg.5(2)(c)	4-yearly			
Jan		Manager Corporate Services	Review and confirm designated employees, if any.	Local Government Act 1995	s5.37	Annual			
Jan		Governance Advisor	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	within 10 days of gift being received (ongoing)			
Jan		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly			
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments	
February - Take Action									
Feb		Manager Finance	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	s5.46(3)	Monthly			
Feb		Manager Corporate Services	Annual Electors Meeting - OCM Report on decisions made at Annual Electors meeting to be prepared for next OCM	Local Government Act 1995	s5.33	Annual			
Feb		Manager Corporate Services	Compliance Audit Return - OCM Report and Certification Due to DLGC - 31 March	Local Government Act 1995	s7.13(1)(i)	Annual			
Feb		Manager Finance	Issue rate instalment notices	Local Government Act 1995	s6.45(1)(a)	Bi-monthly			
Feb		Manager Corporate Services	Ward Boundary Review Required to be completed for 2016.	Local Government Act 1995	s2.2 Sch.2.2(6)	8-yearly			
Feb		Strategic Financial Advisor	Review of Annual Fees & Charges - required for consideration at OCM Due - April. Note: Fees cannot be higher than costs	Local Government Act 1995	s6.16 s6.17(3)	Annual			
Feb		Manager Finance	Mid year Budget Review - Email to annualbudget@dlgc.wa.gov.au	Local Government (Financial Management) Regulations 1996	33A	Annual			
Feb		Manager Human Resources	Audit completion of CEO & Staff Performance Review. Required completion by November	Local Government Act 1995	s5.38	Annual			
Feb		Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly/ongoing			
		Manager Information Services		State Records Act 2000	s28(5)	Every 5 years			
Feb		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly			
Feb		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly			
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments	
March - Take Action									
Mar		Chief Executive Officer	Audit completion of CEO & Staff Development Reviews	Local Government Act 1995	s5.38	Annual			
Mar		Manager Corporate Services	Delegation Register - Review - OCM Report Due - 30 June	Local Government Act 1995	s5.18 s5.46	Annual			
Mar		Manager Corporate Services	Authorised Officer Listing - Review Due - 30 June	Local Government Act 1995	s9.10 s9.29	Annual			
Mar		Manager Corporate Services	Legal Authorised Officer Listing - Review Due - 30 June	Local Government Act 1995	s9.29	Annual			
Mar		Manager Finance	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly			
Mar		Manager Corporate Services	Financial Interest Register - Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Bi-monthly			
Mar		Governance Advisor	Compliance Audit Return - OCM Report and Certification Due to DLGC - 31 March	Local Government Act 1995	s7.13(1)(i)	Annual			
Mar		Manager Finance	Budget Review Completed Due by 31 March - email to annualbudget@dlgc.wa.gov.au	Local Government (Financial Management) Regulations 1996	33A	Annual			
Mar		Manager Rangers, Compliance and Emergency Services	LEMC meeting to be held quarterly in accordance with Act	Emergency Management Act 2005		Quarterly (Mar, Jun, Sept, Dec)			
Mar		Manager Finance	Review appropriateness of the financial management systems and processes	Local Government (Financial Management) Regulations 1996	Reg. 5(2)(c)	2016			
Mar		Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly			
Mar		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly			
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments	
April - Take Action									

Apr		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly		
Apr		Strategic Financial Advisor	Fees & Charges - adopted by Budget - Local Public Notice required before fees & charges come into effect	Local Government Act 1995	s6.19	Annual		
Apr		Strategic Financial Advisor	Advertise the intention to impose differential rates. To be advertised no more than two months prior to the budget meeting.	Local Government Act 1995	S6.36(1)	Annual		
Apr		Strategic Financial Advisor	Fees & Charges Review - Prepare Draft for report to Council	Local Government Act 1995	6.16	Annual		
Apr	Administer Local Government Postal Elections	Manager Corporate Services	Confirm agreement for Electoral Commissioner to conduct the election	Local Government Act 1995	s4.20	Biennial		
Apr		Manager Rangers, Compliance and Emergency Services	Ensure that OWNERS of all impounded vehicles are identified and notified within 7 days	Local Government Act 1995	s3.40A (2)	Monthly/ongoing		
Apr		Executive Management Group	Review of Annual Fees & Charges - required for consideration at OCM	Local Government Act 1995	s6.16	Annual		
Apr		Director Corporate and Community	Review the Corporate Business Plan last adopted. This plan meets the requirement of the "Plan for the Future"	Local Government Act 1995	5.56	2 yearly		
Apr		Director Corporate and Community	Annual Review of the Corporate Business Plan. This plan meets the requirement of the "Plan for the Future"	Local Government Act 1995	5.56	Annual		
Apr		Manager Corporate Services	Decision to Conduct Postal Elections & Appointment of Electoral Commissioner as Returning Officer	Local Government Act 1995	s4.61 s4.20	Biennial		
Apr	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly		
		Manager Compliance, Rangers and Emergency Services	Meeting of Bush Fire Advisory Committee (BFAC)	Bush Fires Act 1954	s67	6 Monthly		
Apr		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly		
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments
May - Take Action								
May		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly		
May	Manage Internal Accountability	Manager Corporate Services	Financial Interest Register - Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Bi-monthly		
May		Strategic Financial Advisor	Fees & Charges Review - Prepare Draft for report to Financial Management, Audit, Risk & Compliance Committee	Local Government Act 1995	6.16	Annual		
May		Strategic Financial Advisor	Budget draft to Financial Management, Audit, Risk & Compliance Committee	Local Government Act 1995	6.2			
May		Manager Finance	Budget Review sent to DLGC Must be emailed to budgetreview@dlg.wa.gov.au	Local Government (Financial Management) Regulations 1996	S33A	Annual		
May	Manage Local Laws	Manager Corporate Services	Local Law Review	Local Government Act 1995	s3.16	8-yearly		
May		Manager Corporate Services	Delegation Review to June OCM	Local Government Act 1995	s.5.46	Annual		
May	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly		
May	Senior Employees	Governance Advisor	Review and confirm designated employees	Local Government Act 1995	s5.37	Annual		
May		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly		
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments
June - Take Action								
Jun		Manager Finance	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	5.46(3)	Monthly		
Jun		Manager Finance	Review of Financial Management Systems	Local Government (Financial Management) Regulations 1996	Reg 5(2)(c)	4-yearly		
Jun	Manage Internal Accountability	Manager Finance	Financial Interest Register - Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Bi-monthly		
Jun	Delegations and Authorisations	Manager Corporate Services	Delegation Register / Authorised Officer Listing - Review	Local Government Act 1995	s5.18 s5.46 s9.10 s9.29	Annual		
Jun		Strategic Financial Advisor	Budget to OMC for Adoption	Local Government Act 1995	6.2	Annual		
Jun		Strategic Financial Advisor	Fees & Charges Review - Council to adopt with Budget	Local Government Act 1995	6.16	Annual		
Jun		Strategic Financial Advisor	Statutory Advertising - Differential Rates	Local Government Act 1995	s6.36	Annual		
Jun	Manage Internal Accountability	Manager Corporate Services	Financial & Impartial Interest declaration requirements - Send reminder to Councillors and Staff	Local Government Act 1995	s5.70	Annual		
Jun	Manage Internal Accountability	Manager Corporate Services	Annual (Financial) Returns - Prepare Councillor & Staff Memos for distribution in July	Local Government Act 1995	s5.76	Annual		
Jun		Manager Corporate Services	Local Law Review - Receive Submissions from Advertising. Prepare Report to Council	Local Government Act 1995	s3.16(1)	8-yearly		
Jun		Manager Corporate Services	Compliance Audit Return - Report to ARG on update of progress with implementation of remedial Action	Local Government Act 1995	s7.13(1)(i)	Annual		
Jun	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly		
Jun		Manager Rangers, Compliance and Emergency Services	LEMC meeting to be held quarterly in accordance with Act	Emergency Management Act 2005		Quarterly (Mar, Jun, Sept, Dec)		
Jun		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly		
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments
July - Take Action								
Jul		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly		
Jul		Corporate Services & Program Manager	Local Law Review. Prepare Report to Council with proposed amendments for August	Local Government Act 1995	s3.16(1)	8-yearly		
Jul		Rates Officer	Ensure that the new financial year's rates are levied on the computer system after budget has been adopted. (Generation only)	Local Government Act 1995 Financial Management Regulations 1996	Part 6 & FM Regs 5	Annual		
Jul		Rates Officer	Issue rate notices	Local Government Act 1995 Financial Management Regulations 1996	s6.41(1)	Annual		
Jul		Manager Corporate Services	Annual (Financial) Returns - distributed to Councillors and designated staff for return Due - 31 August	Local Government Act 1995	s5.76	Annual		
Jul		Director Corporate and Community	Annual Budget Preparation - OCM Report to be adopted by 31 August	Local Government Act 1995	s6.2	Annual		

Jul	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly		
Jul		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly		
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments
August - Take Action								
Aug		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly		
Aug	Manage Internal Accountability	Manager Corporate Services	Annual (Financial) Returns - Due 31 August	Local Government Act 1995	s5.76	Annual		
Aug		Strategic Financial Advisor	Budget Document to be completed	Local Government Act 1995	6.2 (1)	Annual		
Aug		Strategic Financial Advisor	Copy of Budget to be provided to the Dept. of LGC within 30 days of adoption by Council. Email to annualbudget@dlgc.wa.gov.au	Local Government (Fin Mgt) Regs 1996	Reg 33	Annual		
Aug		Manager Corporate Services	Local Law Review. Prepare advert for proposed amendments for September	Local Government Act 1995	s3.16(1)	8-yearly		
Aug	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Statewide Public Notice - Close of enrolments (must occur between (70th & 56th day)	Local Government Act 1995	s4.39(2)	Biennial		
Aug	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Advertise to call for nominations - between 56th day and 45th day	Local Government Act 1995	s4.47(1)	Biennial		
Aug	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Close Electoral Rolls - 5pm (50th day)	Local Government Act 1995	s4.39(1)	Biennial		
Aug		Manager Communications/MH	Commence preparation of Annual Report Due - November OCM	Local Government Act 1995	s5.53	Annual		
Aug		Manager Corporate Services	Local Law Review - Receive Submissions from Advertising. Prepare Report to Council	Local Government Act 1995	s3.16(1)	8-yearly		
Aug	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly		
Aug		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly		
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments
September - Take Action								
Sep		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly		
Sep	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Nominations Open (8 day period) - (44th day) / 09 to (37th day) 4pm on / 13	Local Government Act 1995	s4.49(a)	Biennial		
Sep	Manage Internal Accountability	Manager Corporate Services	Disclosure of Gifts & Declaration of Interest requirements - Elections - Send reminder to Candidates & Councillors	Local Government (Electoral) Regulations 1996	Reg.30G	Biennial		
Sep	Administer Local Government Postal Elections	Manager Corporate Services	Complete Owners & Occupiers Roll - by (36th day) / 13	Local Government Act 1995	s4.41(1) s4.40(2)	Biennial		
Sep	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Electoral Officers Declarations - Sign and submit	Local Government (Electoral) Regulations 1996	Reg.7	Biennial		
Sep	Administer Local Government Postal Elections	Manager Corporate Services	Owners & Occupiers Electoral Roll - CEO to Certify before 36th day	Local Government Act 1995	s4.41	Biennial		
Sep	Administer Local Government Postal Elections	Manager Corporate Services	Complete Consolidated Roll - by (22nd day) / 13	Local Government (Electoral) Regulations 1997	Reg.18 [s4.23(1)]	Biennial		
Sep		Manager Finance	Financial report to be Submitted to Auditor	Local Government Act 1995	6.4 (3)	Annual		
Sep	Manage Internal Accountability	Manager Corporate Services	Financial Interest Register - Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Bi-monthly		
Sep		Manager Corporate Services	Commence Recruitment of External Member for ARG Committee	Local Government Act 1995	7.1A	Biennial		
Sep		Manager Corporate Services	Advertise Ordinary Council Meetings and Committee Meetings for the next 12 Months	Local Government (Administration) Regulations 1996	Reg 12 (1)	Annual		
Sep	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly		
Sep		Manager Rangers, Compliance and Emergency Services	LEMC meeting to be held quarterly in accordance with Act	Emergency Management Act 2005		Quarterly (Mar, Jun, Sept, Dec)		
Sep		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly		
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments
October - Take Action								
Oct		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly		
Oct		Rates Officer	Issue rate instalment notices	Local Government Act 1995	s6.45(1)(a)	Bi-monthly		
Oct	Manage Internal Accountability	Manager Corporate Services	Financial Interest Register - Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Bi-monthly		
Oct	Manage Council Meeting Process	Manager Corporate Services	Annual Meeting Schedule - Report to OCM to confirm (convene) meeting dates	Local Government Act 1995	s5.29	Annual		
Oct	Manage Council Meeting Process	Manager Corporate Services	Annual Electors Meeting - arrange Local Public Notice - at least 14-days	Local Government Act 1995	s5.29	Annual		
Oct		Manager Corporate Services	Local Law Review - Receive Submissions from Advertising. Prepare Report to Council	Local Government Act 1995	s3.16(1)	8-yearly		
Oct		Manager Corporate Services	Reminder Memo - Councillors - Pre-Election Period - regulations regarding Electoral Gifts - Seek Declarations	Local Government (Electoral) Regulations 1996	Reg.30B	Biennial		
Oct	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Last Day for Returning Officer to give Statewide notice of the election - (19th day)	Local Government Act 1995	s4.64(1)	Biennial		
Oct	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Hold local government election - usually 3rd Saturday in October	Local Government Act 1995	s4.7	Biennial		
Oct	Manage Internal Accountability	Manager Corporate Services	Primary (Financial) Returns - Election years seek from new Councillors	Local Government Act 1995	s5.75	Biennial		
Oct		Manager Corporate Services	Appointment of Committees - Absolute Majority required	Local Government Act 1995	s5.8	Biennial		
Oct		Manager Corporate Services	Committees - each Councillor to be on at least one committee	Local Government Act 1995	s5.10(2)	Biennial		
Oct		Manager Corporate Services	Review Delegations to Committees	Local Government Act 1996	s5.18	Annual		
Oct		Manager Corporate Services	CEO to Speak on Behalf of LG - If new Mayor seek written authority	Local Government Act 1995	s5.41(f)	Biennial		
Oct	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Send Election Report to Minister	Local Government Act 1995	s4.79	Biennial		
Oct	Administer Local Government Postal Elections	Returning Officer & Governance Advisor	Advertise Election Results	Local Government Act 1995	s4.77	Biennial		

Oct	Manage Council Meeting Process	Manager Corporate Services	Meeting Schedule Advertisement for forthcoming year	Local Government (Administration) Regulations 1996	Reg.12	Annual			
Oct	Manage Internal Accountability	Manager Human Resources/Governance Advisor	Code of Conduct - Review for OCM Report - After Election	Local Government Act 1995	s5.103	Biennial			
Oct	Manage Council Meeting Process	Manager Corporate Services	Annual Electors Meeting Notice - Local Public Notice - at least 14-days prior	Local Government Act 1995	s5.29	Annual			
Oct	Annual Report - Adoption	Manager Corporate Services	Adoption of Annual Report - Advertise Local Public Notice	Local Government Act 1995	s5.55	Annual			
Oct		Manager Finance	Annual Report and Auditors Report to be accepted by Council	Local Government Act 1995	5.54	Annual			
Oct		Chief Executive Officer	Audit completion of CEO & Staff Development Reviews	Local Government Act 1995	s5.38	Annual			
Oct	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly			
Oct		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly			
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule			Comments
November - Take Action									
Nov		Manager Corporate Services	Policy Manual and Management Policy & Procedures - Document Review - Workshops Aug/Sept. To be completed by end of November	Policy Manual		Biennial			
Nov		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly			
Nov		Rates Officer	Complete Form B - Schedule 5 - ESL End of month Reconciliation Report. Submit by 21st of each month.	Fire & Emergency Services Authority of WA Act 1998 FESA Manual of Operations - Section 5	Part 6A Div 5	Monthly			
Nov		Rates Officer	Issue rate instalment notices	Local Government Act 1995	s6.45(1)(a)	Bi-monthly			
Dec		Rates Officer	Submit deferred interest claim to the Office of State Revenue for rates and ESL deferred claims	Rates and Charges (Rebates and Deferrals) Act 1992	s16(1)	Annual			
Dec		Manager Finance	Budget Timetable			Annual			
Nov		Manager Corporate Services	Letter to NEW Elected Members acknowledging receipt of Primary Return	Local Government Act 1995	s5.75	Biennial			
Nov		Manager Corporate Services	All returns lodged under s5.75 or s5.76 and removed from register, to be kept for 5 years after officer ceased to be Council member or designated employee. Remove returns over 5 years	Local Government Act 1995	s5.88(4)	Annual			
Nov	Manage Council Meeting Process	Manager Corporate Services	Annual Electors Meeting Notice - Local Public Notice - at least 14-days prior	Local Government Act 1995	s5.29	Annual			
Nov	Annual Report - Adoption	Manager Corporate Services	Adoption of Annual Report - Advertise Local Public Notice	Local Government Act 1995	s5.55	Annual			
Nov	Manage Council Meeting Process	Manager Corporate Services	Meeting Schedule Advertisement for forthcoming year	Local Government (Administration) Regulations 1996	Reg.12	Annual			
Nov	Representatives on Standing, Advisory, Community and Local Government Committees	Manager Corporate Services	Item to November Ordinary Council meeting elected representatives on Committees	Local Government Act 1995		Biennial			
Nov	Annual Electors Meeting	Manager Corporate Services	Compile responses for Public Question Time at Annual Electors Meeting	Local Government Act 1995	s5.33	Annual			
Nov		Manager Corporate Services	Prepare Meeting Calendar for next calendar year.			Annual			
Nov		Director Corporate and Community	Annual Report - OCM Report	Local Government Act 1995	s5.53	Annual			
Nov		Director Corporate and Community	Annual Audit Report - OCM Report	Local Government Act 1995	s7.12A(3)	Annual			
Nov		Director Corporate and Community	(4) A local government is to — (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.	Local Government Act 1995	s7.12A(4)	Annual			
Nov		Manager Information Services	Destroy Electoral Material from election 4 years prior	Local Government (Election) Regulations & State Records Act GDA Guidelines	r.82(4)	Biennial			
Nov	Manage Council Meeting Process	Manager Corporate Services	Annual Electors Meeting - to be held within 56-days of adoption of Annual Report	Local Government Act 1995 & Policy 14-PL-001	s5.27	Annual			
Nov	Manage Council Meeting Process	Manager Corporate Services	Send copies of Annual Report to - - Health Department - DLG & RD - The Serial Section (Legal Documents) State Library			Annual			
Nov		Manager Corporate Services	Check Statutory Declaration Form that is being used across organisation	Oaths, Affidavits and Statutory Declarations Act 2005		Annual			
Nov	Manage Internal Accountability	Finance Officer - Creditors	List and analyse supplier's details in alphabetical order to detect duplicates			Quarterly - April, July, October, January			
Nov	Manage Internal Accountability	Finance Officer - Creditors	List and identify supplier's accounts with no activity for 18 months. Cull inactive accounts			Quarterly - April, July, October, January			
Nov		Manager Finance	After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.	Local Government (Financial Management) Regulations 1996	C51 (1)	Annual			

Nov		Manager Finance	A copy of the annual financial report of a local government is to be submitted to the Executive Director within 30 days of the receipt by the CEO of the auditor's report on that financial report. Email to annualreport@dlgc.wa.gov.au	Local Government (Financial Management) Regulations 1996	C51 (2)	Annual		
Nov		Manager Finance	A copy of the annual financial report is to be placed on the City's website			Annual		
Nov		Manager Finance	Commence WA Local Government Grants Commission Road Information Return Due December	Local Government Grants Act 1976	s12(4)	Annual		
Nov		Manager Finance	Australian Bureau of Statistics Information Return, complete and send to ABS.			Annual		
Nov		Director Corporate and Community	Policy Manual and Management Policy & Procedures - Document Review. To OMC November			Biennial		
Nov	Manage Employee Performance	Manager Human Resources	Commence Staff Development Reviews - Currency of PDs, Quals, Action Plan, etc. Completion by end of Nov	Local Government Act 1995	s5.38	Annual		
Nov	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly		
Nov		Executive Manager Organisational Development	Audit completion of CEO & Staff Development Reviews	Local Government Act 1995	s5.38	Annual		
Nov		Director Engineering	Commence preparation of submissions for Metropolitan Regional Road Group Projects by investigating candidate roads.			Annual		
Nov		Manager Asset Management	Submit WALGA Local Roads expenditure report - due end of November			Annual		
Nov		Director Engineering	Commence Preparation of Black Spot candidates	Main Roads Western Australia - Blackspot Roads Funding Guidelines		Annual		
		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly		

Nov		Manager Compliance, Rangers and Emergency Services	Meeting of Bush Fire Advisory Committee (BFAC)	Bush Fires Act 1954	s67	6 Monthly			
		Process Owner	Activity Description	Compliance Accountability List Ref	Section	Schedule		Comments	
December - Take Action									
Dec		Rates Officer	Complete Form B - Schedule 5 - ESL End of month Reconciliation Report. Submit by 21st of each month.	Fire & Emergency Services Authority of WA Act 1998 FESA Manual of Operations - Section 5	Part 6A Div 5	Monthly			
Dec		Rates Officer	Complete Exercise of Delegation for prior month Rate Payment agreements	Local Government Act 1995	S5.46(3)	Monthly			
Dec	Manage Internal Accountability	Manager Corporate Services	Financial Interest Register - Review and remove details of officers / elected members who are no longer relevant	Local Government Act 1995	s5.88(3)	Bi-monthly			
Dec		Manager Finance	Complete WA Local Government Grants Commission Road Information Return - by due date advised by Grants Commission	Local Government Grants Act 1978	s12(4)	Annual			
Dec		Manager Corporate Services	Annual Electors Meeting - Minutes to Dec OCM. Report on outcomes, if required to February (next OCM)	Local Government Act 1995	s5.33	Annual			
Dec		Manager Corporate Services	Advertise Office Closure on Website and in Local Papers	Local Government (Administration) Regulations 1996	s 5.25(1)6 Reg.12	Annual			
Dec		Manager Corporate Services	Compliance Audit Return - Commence Process Due to Financial Management, Audit & Risk Portfolio Meeting Late Feb / Early March Due to OCM March Due to DLGC by 31 March	Local Government Act 1995	s7.13(1)(i)	Annual			
Dec	Manage Council Meeting Process	Manager Corporate Services	Send copies of Annual Report to Health Department DLG & RD - The Serial Section (Legal Documents) State Library			Annual			
Dec		Manager Finance	Mid year Budget Review between 1 Jan - 31 March. To be submitted 30 days after Council determination. Email to budgetreview@dlgc-wa.gov.au	Local Government (Financial Management) Regulations 1996	33A	Annual			
Dec		Manager Health	Reminder - annual report due in February	Health Act 1911	S38	Annual			

Dec	Manage Internal Accountability	Manager Corporate Services	Update gift registers with new entries, includes election gifts and notifiable gifts	Local Government Act 1995 and Local Government (Administration) Regulations 1996	s5.62(2) Reg.34B	Monthly			
Dec		Manager Infrastructure and Design	Complete WALGA annual Road Expenditure Return - by due date advised by WALGA annually			Annual			
Dec		Manager Infrastructure and Design	Complete WA Local Government Grants Commission Road Information Return - by due date advised by Grants Commission	Local Government Grants Act 1978	s12(4)	Annual			
Dec		Director Planning	Review of Municipal Heritage Inventory	Heritage of Western Australia Act 1990	s45	5-yearly			
Dec		Manager Rangers, Compliance and Emergency Services	LEMAR meeting to be held quarterly in accordance with Act	Emergency Management Act 2005		Quarterly (Mar, Jun, Sept, Dec)			
Dec		Manager Corporate Services	Review PSC website https://publicsector.wa.gov.au/ and CCC website https://www.ccc.wa.gov.au/ for relevant info or training information for staff			Monthly			