

Category and description	Legislation / Requirement	Obligation	Period covered	Date compliance checked	Notes	Documents	Responsible person	Due Date
1. CORPORATE GOVERNANCE								
MLi Constitution	-	-	Ongoing			MLi Constitution		
MLi Strategic Plan	-	-	Ongoing			MLi Strategic Plan		
ACNC Statement	Corporations Act 2001	ACNC Annual Information Statement	01-07-17 to 30-06-18					
Incorporation	NSW Associations Incorporation Act 2009	Annual Statement to Fair Trading	01-07-17 to 30-06-18					
Privacy	NSW Privacy and Personal Information Protection Act 1998							
Privacy	Privacy Act 1988							
Not-for-profit	Australian Charities and Not-for-profits Commission Act 2012							
Not-for-profit Advocacy	Not-for-profit Sector Freedom to Advocate Act 2013							
2. FINANCE AND TAXATION								
Tax	Income Tax Act 1986	Quarterly Business Activity Statement (BAS)						
Tax	NSW Payroll Tax Act 2007	PAYG Payment Summary – Individual non business for each employee	01-07-17 to 30-06-18					
Tax	NSW Payroll Tax Act 2007	PAYG Payment Summary Statement	01-07-17 to 30-06-18					
Financial Records	ATO	Maintain finance records for 7 years	Ongoing					
3. INSURANCE								
Workers Compensation		Annual payment of premium						
Public Liability		Annual payment of premium						
Professional Indemnity		Annual payment of premium						
General premises and content		Annual payment of premium						

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4. CONTRACTS AND AGREEMENTS								
Funding Agreement – Paddock Tree project (NSW Enviro Trust)	Program reporting	Financial acquittal including financial statement and auditor report						
Funding Agreement – Junee Shelterbelt project (NSW Enviro Trust)	Program reporting	6 monthly progress, activity and financial report						
5. WORKPLACE HEALTH SAFETY								
Employee WHS	NSW Work Health and Safety Act 2011							
Employee WHS	Work Health and Safety Act 2011							
Employee WHS	Safe Work Australia Act 2008							
Employee WHS	NSW Workers Compensation Act 1987							
WHS First aid equipment								
WHS Fire Safety Equipment								
6. HUMAN RESOURCES								
Superannuation	Superannuation Act 2005							
Anti-Discrimination	NSW Anti-Discrimination Act 1977							
Anti-Discrimination: Age	Age Discrimination Act 2004							
Anti-Discrimination: Disability	NSW Disability Inclusion Act 2014							
Anti-Discrimination: Gender	Sex Discrimination Act 1984							
Anti-Discrimination: Gender	Workplace Gender Equality Act 2012							
Anti-Discrimination: Race	Racial Discrimination Act 1975							
Fair Work Act	Fair Work Act 2009							
Paid Parental Leave	Paid Parental Leave Act 2010							