

MONTESSORI CHILDREN'S FOUNDATION AND ITS TRUSTS
MMICT, MICT AND MCFSF
LEGAL COMPLIANCE FRAMEWORK, 16th March, 2023

Category	Key Docs/Legn	Requirements	Responsibility	Latest Review /Report	Comments	Traffic Light (G/O/R)
Charities & Not for Profit Commission	Australian Charities & Not-for-profit Commission Act, 2012	Lodgement of AIS with ACNC for MCF, MMICT, MICT and MCFSF	CFO	2022 Annual Information Statements – due to be lodged by 31/01/2023. All lodged on 27/01/2023		XXXXXX
		Directors details			Current directors details all up to date	XXXXXX
		Constitution			New Constitution now uploaded	XXXXXX
Company Limited by Guarantee	Corporations Act	By ASIC – upate to directors' details	CEO/Board	Up to date directors details	Francis Jose has now been included as a director on the ASIC register – commencement date 25 th October, 2022	XXXXXX
Local Government	Local Government Act, 1993	Necessary approvals for continuing use of share houses for intended use	CEO	October,2020	CEO updated Board members on this matter	XXXXXX
Taxation & superannuation	Various Taxation Acts	Activity Statements	Treasurer	December 2022 quarter March, 2023 quarter	Due 28 th February, 2023 Lodged and paid 23 rd February, 2023 Due 30 th April, 2023	XXXXXXXXXX XXXXXX
		PAYG Tax		As at 31/12/2022	Due 28 th February, 2023 Paid 23/2/2023	XXXXXXXXXX
				As at 31/3/2023	Due 30 th April, 2023	XXXXXX
		Superannuation		December 2022 quarter March 2023 quarter	Paid on 16/1/2023 Due end April 2023	XXXXXXXXXX XXXXXX

Category	Key Docs/Legn	Requirements	Responsibility	Latest Review /Report	Comments	Traffic Light (G/O/R)
Taxation and superannuation	Update to STP2 – stage 2	Update employee details for the ATO	CFO		Updated February, 2023	XXXXXXXX —
WHS	The Work, Health & Safety Act 2011 and Regulation	CEO to bring any significant WHS matters to the immediate attention of the Board	CEO/ Board	Ongoing	<ul style="list-style-type: none"> All Directors to be aware of the requirements of the <i>WHS Act 2012</i> including responses to a Notifiable Incident occurring in the MCF workspace 	XXXXXX
Qld Blue Card	Working with Children (Risk Management and Screening Act) 2000	To ensure all Board members hold a current Qld Blue Card (or equivalent)	Company Secretary	September, 2022	- Completed	XXXXXXXX
Directors ID	9.1A Corporations Act (Cth)	To ensure all Board members hold a current Directors ID	Company Secretary	September, 2022	Was completed on receipt of all Board member directors ID numbers -	XXXXXXXX
Fundraising in NSW	NSW Fair Trad	To lodge report, including audited financial report within 6 months of the end of the financial year	CFO	-	Due 31 st January, 2022 - taken as lodged if relevant information is updated to ACNC website – completed 27/1/2023	XXXXXXXX —
Fundraising Qld	Qld Fair Trading	To lodge report, including audited financial report within 7 months of the end of the financial year, ie	CFO	-	1 st report due is for the year ended 30 th June, 2023	XXXXXXXX

Category	Key Docs/Legn	Requirements	Responsibility	Latest Review /Report	Comments	Traffic Light (G/O/R)
Workers Compensation	Workers Compensation Act 1987 Workplace Injury Management & Workers Compensation Act 1998 Workers Compensation Legislation Amendment Act 2000 and Regulation	Current Workers Compensation Policy	CEO/Treasurer	2022/23	Due to be lodged 31/08/2022 Due to be paid by 16/09/2022 Lodged 29 th July, 2022. Paid 25 th August, 2022.	XXXXXX
General Insurance	MMICT/MAF – Guild Insurance policies	Current Public Liability & various other policies	CEO/Treasurer	2022/2023	Due 15/11/2022 Paid 10/11/2022	XXXXXX
Insurance for Cairns Share Houses	QBE Insurance policies			2021/22 – 1. ending 15 Dec 2022 2. ending 15 Dec 2023	Monthly payment plan in place for all properties Monthly payment plan in place for all properties	XXXXXX XXXXXX
	Annual Fire Inspections/Statements	Reviews by relevant Fire Inspection compan7	CEO		Are currently up to date	XXXXXX
Fire Safety – 80 Martyn Street, Parramatta Park	Cairns Regional Council	Smoke Alarms A1 Safety Standard <hr/> Exit Signs and Emergency Lighting-A2 Fire Safety Standard <hr/> Fire Extinguisher Dry Chemical Powder <hr/> Exit Door Hardware	CEO	Operation monthly Battery Replacement on Low indication as per manufacturers requirements <hr/> 6 monthly <hr/> 6 monthly <hr/> Ongoing	Work conducted by Lewis Fire Protection on 13/2/2023 Currently up to date	XXXXXX

Category	Key Docs/Legn	Requirements	Responsibility	Latest Review	Comments	Traffic Light (G/O/R)
Pest Inspection – 80 Martyn Street, Parramatta Park	Cairns Regional Council	<ul style="list-style-type: none"> . Weekly visual inspections conducted by contract cleaners . Visual Inspections are carried out by trained staff when tenants check out and their rooms are cleaned. . Monthly Inspections conducted by Maintenance Manager . Yearly inspections carried out by registered Pest Control Agent 	CEO			XXXXXX
					Traffic Light System Up to date Work in progress Needs attention	XXXXXX XXXXXX XXXXXX