

GENERAL AND FINANCIAL COMPLIANCE CHECKLIST APRIL 2026

Reporting Area	Task	Frequency	Detail	Status Comment
EMGR	Budget Submissions from Councillors	Annual	Invite budget submissions from Councillors and review	Completed
EMW	Road to Recovery Budget Inclusions	Annual	Identify Road to Recovery projects for inclusion in draft Budget – <i>Roads to Recovery Act 2000</i>	Complete
EMW	Road to Recovery Projects	Annual	Prepare submissions for RRG- list of projects due July – <i>Roads to Recovery Act 2000</i>	Ongoing
CEO	Staff Performance Reviews	Annual	Administration staff, EMFS and Managers	To be completed by end of May 2026
EMFS	Interim Audit	Annual	Confirm Interim Audit	Booked – May 2026
EMFS	Fuel Facility Audit	Annual	Annual Fuel Facility Audit	Ongoing
EMFS	Review of portable and attractive asset register	Annual	Annual review	To be completed by mid-June 2026
EMFS	Review of standpipe water access fees	Annual	Report to Council if figures reach \$40-\$50k	Completed
EMGR	Rent, Fees & Charges Review	Annual	Fees and charges are to be reviewed at least annually. If fees and charges are set after the budget is struck, advertising is required before implementing – <i>Local Government Act 1995</i> (s6.16& s.6.17) and <i>Financial Management Regulations 5(2)(b)</i>	Underway
EMW	Spray caltrop golf course	Summer rain	As required	Completed
EMW	Varley Airstrip	Monthly	Confirm strip remains in good condition	Completed
EMW	Road Construction and Maintenance Review	Monthly	Review previous month road construction and maintenance. Complete recoups, MRD line marking request MRD Formm 8 etc as required. Advise EMFS of invoices required for MRD and private works recovery – complete reports to CEO/Council	Ongoing