

GENERAL AND FINANCIAL COMPLIANCE CHECKLIST JUNE 2026

Reporting Area	Task	Frequency	Detail	Status Comment
EMGR	Risk Management Report to Council	Annual		On-going
EMGR	Elected Members Remuneration and Allowances to be published	Annual	<i>Local Government (Administration) Regulations 1996</i> (publication by 14 July 2026 each year?)	Yes
EMGR	Update Records Management Disaster Plan	Annual	Submit to Department of State Records by September	On-going
CEO	RoeROC & Roe Regional Environmental Health Scheme		MOU's 1 July 2025 – 30 June 2028	Completed
CEO	LEMC Meeting	Twice yearly	LEMC Meeting – Emergency Management Act 2005, Part 3, Division 1, Clause 38	On-going- compliant
EMGR	Delegation Review	Annual	CEO to confirm in writing to employees delegations approved by Council for each year – <i>Local Government Act 1995</i> , sections 5.18 and 5.46	Complete
CEO/EMW	RRG Direct Grant Payments	Annual	Councils to provide Certificate of Completion for financial year plus tax invoice without GST	Complete
EMGR	Report Staffing Changes and Wages review for Budget	Annual	Reporting staffing changes and complete Salaries and Wages projection incorporating changes to Council for consideration in budget	Complete
EMGR	CPI Update	Annual	Advise Managers of CPI estimates to use for budget programmes and carry over projects for budget calculations	Complete
EMFS	Private Works charges	Annual	Check revenue against expenses for each private works carried out to review estimation process and accounts have been sent	Complete
EMGR	Draft Budget to Council	Annual	Presented at July 2026 Ordinary Council meeting	Complete
EMGR	Prepare Budget in AAS27 Format for August meeting	Annual		Complete
EMFS	Reserve Fund Budgeted Transfers	Annual	Transfer before 30 June	Complete
EMCS	Kulin CCC Annual Service Fee	Annual	Childcare and CRC	Complete
EHO	Transfer Station – DWER Annual Licence Fee	Annual	EHO to forward licence fee invoice to Shire finance officer seeking payment by mid July	Complete
EMW	Varley Airstrip	Monthly	Confirm strip remains in good condition	Ongoing
EMW	Annual Aggregate – Bitumen Tenders	Annual	Prepare tenders for annual aggregate and bitumen requirements	Complete
EMW	Plant Replacement Program	Annual	Prepare tenders for plant replacement program	Complete