

# GENERAL AND FINANCIAL COMPLIANCE CHECKLIST JULY 2026

| Reporting Area | Task                                                                      | Frequency | Detail                                                                                                                                                                                     | Status Comment             |
|----------------|---------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| CEO/EMCS       | Disability Access and Inclusion Plan Review                               | Annual    | Review and report as required, online report required, changes to plan to be forwarded within 2 months from EOY – section 29(2) <i>Disability Services Act 1993</i>                        | Actioned                   |
| CEO            | Firebreak Order/Fire Prevention Notice                                    | Annual    | For consideration and adoption by Council at August Ordinary Council Meeting and publication and distribution – section 33 <i>Bush Fires Act 1954</i>                                      | Actioned                   |
| EMGR           | Councillor Training Register                                              | Annual    | Update and publish Councillor Training Register on the Shire website                                                                                                                       | Actioned                   |
| CEO            | LEMAC Reporting                                                           | Annual    | LEMAC Reporting required                                                                                                                                                                   | Currently being completed  |
| CEO/EMW        | Fuel Facility Audit                                                       | Annual    | Fuel Facility Audit – determine if required                                                                                                                                                | In progress                |
| CEO/EMW        | RRG Federal Funding Blackspot applications                                | Annual    | New submissions, submit to MRWA Northam by 31 July                                                                                                                                         | Complete                   |
| CEO/EMW        | RRG State Blackspot and Regional run-off road (if funding made available) | Annual    | Submissions for new projects for funding plus revised subs for continuation of black spot funding for ongoing staged projects                                                              | Completed                  |
| CEO/EMW        | R2R                                                                       | Quarterly | R2R Quarterly report due                                                                                                                                                                   | Completed                  |
| EMFS           | Related Party Declarations                                                | Annual    | Prepare for Councillor and Executive staff for previous 12 months – due 31 August 2026                                                                                                     | Actioned                   |
| EMFS           | Rates Newsletter                                                          | Annual    | Compile newsletter to send out with rates notices and cat and dog owner information                                                                                                        | Complete                   |
| EMFS           | Reimburse members travelling                                              | 6 monthly | Completed in June 2026                                                                                                                                                                     | Complete                   |
| EMFS           | Early Rates Repayment Draw                                                | Annual    | Contact Kulin Community Bank to confirm sponsorship of first prize in rates early payment draw and organise flyer to be posted with rates notice                                           | Complete                   |
| EMGR           | Insurance – property, vehicle and electronic equipment change             | Annual    | Advise insurer of property, vehicle and electronic equipment changes                                                                                                                       | Ongoing                    |
| EMFS           | Complete Form A – ESL Annual Service levy billing                         | Annual    | Annexure A return to DFES - due by end of month                                                                                                                                            | In progress for completion |
| EMW            | Varley Airstrip                                                           | Monthly   | Confirm strip remains in good condition                                                                                                                                                    | Ongoing                    |
| EMW            | Road construction and maintenance review                                  | Monthly   | Review previous month road construction and maintenance – complete recoups, MRD line marking requests, MRD Form 8 etc as required, invoices for MRD and private works recovery as required | Ongoing                    |