

GENERAL AND FINANCIAL COMPLIANCE CHECKLIST AUGUST 2026

Reporting Area	Task	Frequency	Detail	Status Comment
CEO/Council	Budget Adoption by 31 August 2026	Annual	Annual budget to be adopted by the 31 August each year	Completed
EMGR	Copy of budget to DLG	Annual	Copy of budget required to be provided to Department of Local Government 30 days from adoption	To be confirmed
CEO	Bush Fire Control – Dual Officers Appointment	Annual	Advise neighbouring Shires of dual FCO appointments by the Shire of Kulin and seek confirmation of approval for dual FCOs in other Shires - <i>Bush Fires Act 1954</i> – section 40	Correspondence sent
CEO	Bush Fire Control Officers Appointment	Annual	Determine Bush Fire Control officers and appointment by Council – <i>Bush Fires Act 1954</i> , section 38	Completed
CEO	Annual Financial Returns	Annual	Annual Financial returns to be submitted by Councillors and CEO and acknowledgements issued	Completed
CEO/EMFS	DFES ESL Return - Acquittal	Annual	DFES Form 8 due 31 August 2026	Completed
EMW	Transport	Annual	Regional Road Group Funding submission – annual submission for road projects to be lodged with Main Roads WA by July/August	Completed
CEO	Bush Fire AGM	Annual	AGM held 31 March 2026. Bush Fire Brigades meeting held 10 September 2026 meeting	Completed
EMW	Cemetery Maintenance	Annual	Works crew to spray and tidy all 3 cemeteries	Completed
EMW	RAV ratings	Annual	Advertise RAV ratings for harvest season	Completed
EMW	R2R Annual Report to Auditors	Annual	Prepare annual report on R2R and submit to auditors for confirmation	Submitted
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
EHO	Water licences – water reuse licences	Annual	Renew licences for oval watering and re-use	To be confirmed