GENERAL AND FINANCIAL COMPLIANCE CHECKLIST OCTOBER 2026

Reporting Area	Task	Frequency	Detail	Status Comment
EMFS	Dog/Cat Licence Renewals due	Annual	Licences expire 31 October – send reminder notices	Completed
EMFS	Review rates outstanding over 3 years	Annual	Commence actions on property sales for 3 years of outstanding rates (nil)	Completed
EMFS	Office closure over Christmas	Annual	Advertise closure on website	In progress
EMW	Spraying of Council Buildings	Biannual	FRC, Pool, Pingaring Golf Club, Pingaring Fire Station, Emergency Services Building, Shire office, Medical Centre, Kulin Depot	Completed
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	Completed
EMW	Waste water recycling scheme water samples	Monthly	Start-up test, beginning of month tests (no more than 4 weeks apart), keep record of residual chlorine and PH on form	Completed
EMW	Servicing Air conditioners in buildings	Annual	Includes evaporation systems, office, medical, FRC and daycare	Ongoing
EMW	Cape Tulip	Quarterly	October - Check and spray as required	Completed
EMW	Stinkweed	Annual	Airstrip - September-October – check and spray as required	Completed
EMW/EMFS	WALGA Roads Return	Annual	WALGA roads asset expenditure report to be completed by end of November	In progress
EMW	Bushfire Firebreak Inspections	Annual	Firebreak/clean-up reminders to townsite properties. Remind residents to slash grass and clean up	In progress
EMGR	Elections & Council Committees Review	Biennial	Not applicable - non election year	N/A
EMGR	Review Elected Members Induction Manual	Biennial	Ensure induction manual is updated with policy, regulations and compliance items	To be completed December 2026