

GENERAL COMPLIANCE CHECKLIST MARCH 2025

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Budget submissions from Councillors	1/03/2024	Annual	Invite Budget submissions from Councillors	Yes
Governance	Bushfire Restricted Burning Period ends	15/03/2024	Annual	Provides the power to vary the closure of the restricted burning period or the associated prescribed conditions by up to 14 days	Yes
Governance	Landowners to be advised of requirement for a 3-metre firebreak		Annual	Shire will be enforcing this in 2025 - send letter and local notice	Yes
Governance	Policy Manual Review	April	Annual	Consider changing review date to April to alleviate June agenda	No
Governance/ CEO	Audit Committee to Meet 3 Time Year (June Dec After Audit with Auditor)	March	Quarterly	Include agenda for March Council Meeting	Yes
CEO	Annual Performance Review	April		Agenda Item	Yes
CEO/EMGR	Compliance Audit Return	1/02/2024		Due 31 March	Yes
EMGR	Budget Review - required between 1 January to 28 February. Submit by 31 March	1/01/2024	Annual	The review must be submitted to the council within 30 days and the review and the determination (council's decision on the review) submitted to the Department within 30 days.	Yes
EMGR	Budget submissions from public	1/03/2024	Annual	Invite Budget submissions from public - advertise in Update. Due 31 March to go into Corporate Business Plan	No
EMGR	Annual Building Inspections	31/03/2024	Annual	Arrange for April properties inspection	Yes
EMFS	Fuel Facility	March	Annual	Review Fuel Facility Fee's & Charges and provide an update on the price	Yes
EMFS	ICT Disaster Recovery Plan	March	Annual	Review and Testing of ICT Disaster Recovery Plan	April / May
TO	Flu Vaccines for Staff	31/03/2024	Annual	Book through LGIS for annual flu injections	Yes
TO/EMW	Spraying of Council buildings	31/03/2024	Bi annual	Memorial Hall, Hostel Camp Kulin, Public Toilets, Playground, Holt Rock Depot	Yes
EMW	Roads Inspection	1/03/2024	Annual	Arrange for April roads inspection for Budget input	Yes
EMW	Road Construction & Maintenance Review	01/03/24	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise EMFS of invoices required for MRD and private works recovery - complete report to CEO/Council	Yes
EMW	Planting of trees along Kulin West Road at Proudview Estate	01/03/25	Once off	List of species provided by Jean Sloan - on Foop's pin up board.	Commenced
EMW	Spray caltrop golf course	Summer rain			Yes
EMW	Occupational Health Safety Review	31/03/24	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Yes
EMW	Occupational Health Safety Co-ordination	31/03/24	Annual	Audit completion of hazardous substance/chemical review for each building/storage location to be completed for OHS meeting next month	Yes
EMW	Varley Airstrip	30/11/2024	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
OHS	Administration Building Monthly Inspection	31/03/2024	Monthly	Trish	Yes
EMCS	Wreath for Anzac Day service April 25th	April	Annual	Purchase wreaths and determine who representing Council Kulin and Holt Rock Services	Yes
EMCS	Phone Book completed and ready for distribution	31/03/24	Annual		Yes
EHO	Health Fees & Charges Review	31/03/2024	Annual	EHO Review fees and charges for Gazette or inclusion in Shire Annual review next month	Yes