

# GENERAL COMPLIANCE CHECKLIST MAY 2025

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Bush Fire Control - Dual Officers Appointment	1/05/2025	Annual	Advise surrounding Shires of Dual FCO appointments following BFB AGM	No
Governance	Bush Fire Control Officers Appointment	1/05/2025	Annual	Determine to allow information to be included with annual fire break/prevention notice	No
Governance	Integrated Planning Review	31/05/2025	Quarterly	Quarterly review due this month if not already completed - Corporate Plan	N/A
Governance	Delegation Manual Review	31/05/2025	Annual	Annual Review (ensure agenda item includes 'Absolute Majority')	Yes
CEO	Equal Employment Management Plan review	May	Annual	Review Equal Employment Management Plan and forward copy to Director of Equal Opportunity	No
EMFS	Analysis of Standpipe Water	May	Annual	Analysis of Standpipe Water Income and Expenditure for Council	Yes
EMFS	Letters to tenants regarding Shire Housing Rental increases	April May		After Fees & Charges adopted	Yes
EMW	Road Construction & Maintenance Review	01/05/25	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise DCEO of invoices required for MRD and private works recovery - complete report to CEO/Council	Yes
EMW	Traffic Signs (Stock in Depot) May – June	1/06/2025			Yes
EMW	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
EMCS	Kulin Child Care Centre Fees & Charges	May		Determine fee structure to be included with Fees & Charges	Yes
OHS	Administration Building Monthly Inspection	31/05/2025		Jayde	Yes
EHO	Transfer Station - DWER Annual License Fee		Annual	EHO to apply online to obtain a license fee invoice from DWER	Yes