

GENERAL COMPLIANCE CHECKLIST JUNE 2025

Class	Task	Date	Frequency	Detail	Yes/No
Governance	Elections	1/06/2025	Biannual	Calculate dates for various activities associated with Election	Yes
Governance	Varley Progress Association Cropping Lease	30/06/2030		Lease of 230ha expires 30 June 2030 - to be reviewed 6 months prior	N/A
EMCGR	Risk Management Report	30/06/2025	Annual	Risk Management report to Council	No
EMCGR	Annual Report CCC	31/07/2025	Annual	Prepare Annual CCC report on any reports made in past financial year - Due July On-line options - watch for email	No
MESS	Elected members remuneration fees & allowances on Website	30/06/2025	Annual	As per LG Admin Regs from 1 July 2020 - published by 14 July each year	Yes
MESS	Update Records Management Disaster Plan	April	As required	Submit to State Records by Sept	N/A
CEO/MESS	RoeROC & Roe Regional Environmental Health Scheme	30/06/2025		MOU's 1 July 2025 - 30 June 2028	No
Governance/EMCGR	Audit Committee to Meet Quarterly	June	Quarterly	Include agenda for June Council Meeting	No
CEO/MESS	LEMC Meeting - June Dec	30/06/2025	Twice Year	LEMC Meeting	30 July
EMCGR	Delegation Review	01/06/25	Annual	CEO to confirm in writing to employees Delegations approved by Council for each year	Yes
CEO/WM	RRG Direct Grant Payments	July	Annual	Councils to provide Certificate of Completion for financial year plus tax invoice without GST	
EMCGR	Report Staffing changes and Wages Review for Budget	30/06/2025	Annual	Report staffing changes and complete Salaries and Wages projections incorporating changes to Council for consideration in Budget	
EMCGR	Prepare Budget in AAS27 Format for August meeting	1/07/2025	Annual		In Progress
EMFS	Reserve Fund Budgeted Transfers	1/06/2025	Annual	Transfer before 30 June	Yes
EMFS	Private Works charges	1/06/2025	Annual	Check revenue against expenses for each private works carried out to review estimation process (and that accounts have been sent for each job!)	Yes
Finance	Petty Cash & Other Advances Recoup	30/06/2025	Annual	Recoup prior to closing off Accounts to ensure all expenditure is included in Accounts and avoid accruals	Yes
MESS	Workers Compensation Wages Declaration	1/03/2025	Annual	Remind Staff when completing declaration of wages paid, exclude wages paid for workers compensation	Yes
Finance	DrumMuster	1/06/2025	Annual	Submit annual DrumMuster Reimbursement Claim	
Finance	Check Recurrent Debtors		6 months		Yes
Finance	Rate Notices	1/02/2025	Annual	Check stock of rate notices for next year - reprint as required. Revise information on reverse, update as necessary before ordering.	Yes
EMW	Road Construction & Maintenance Review	01/06/25	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	
EMW	Occupational Health Safety Meeting	31/06/2025	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	
EMW	Smoke Alarms	June	Annual	GEHA Houses - require RCD testing and smoke alarm testing annually by electrician - use Mullan Electrics	
EMW	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	

GENERAL COMPLIANCE CHECKLIST JUNE 2025

EMCS	Conduct staff performance reviews and report to CEO	30/06/2025	Annual	Childcare & CRC	Yes CRC KCCC - scheduled
EMCS	Kulin CCC Annual Service Fee	1/06/2025	Annual	Fee to be paid to Dept. Local Government & Communities. Due 1 July each year.	Yes
Tech	Administration Building Monthly Inspection	30/06/2025	Monthly	Jayde	
FRC	Final EOY Stocktake	30/06/2025	Annual	Report to EMFS	Yes
EHO	Transfer Station - DWER Annual License Fee		Annual	EHO to forward license fee invoice to Shire's finance officer seeking payment by mid July	Yes