

# GENERAL COMPLIANCE CHECKLIST JULY 2025

Class	Task	Date	Frequency	Detail	Yes/No
CEO / EMCS	Disability Access and Inclusion Plan Review	1/07/2025	Annual	Review and report as required - Online report required - changes to plan to be forwarded within 2 months from EOY	Commenced
Governance/ MESS	Heads up - Financial Interests Return due August	1/07/2025	Annual	Councillors & Staff exercising delegation to lodge with the CEO a Primary Financial Interests Return within 3 months of commencement and an Annual Financial Interests Return by 31st August of each year. CEO to lodge with President.	Yes
Bushfire/Governance	Report to Council Minutes of FCO Committee meeting & appoint CFO's and Dual CFO's -	1/07/2025	Annual	Advertise CFO's and send letters concerning Dual FCO's - Finalise Bushfire Notice changes for rate season.	Yes - April
Bushfire/Governance	Fire Break Order/Fire Prevention Notice	1/07/2025	Annual	Publish in local publication and distribute to all property owners with Rates Notice.	Yes
EMFS	Financial Reporting Variances	1/07/2025	Annual	Resolve monthly financial reporting variance	Yes
Governance	Draft Budget Presentation	1/07/2025	Annual	Draft prepared - workshop or Forum on Budget	Yes
Governance	Public Interest Disclosure (PID) Annual Declaration	1/07/2025	Annual	Public Interest Disclosure (PID) Annual Declaration required Online. Advertise to Staff Public Interest Disclosure (PID) statement indicating Council processes re PID	N/A
Governance	Postal Elections	July	Biennial	Decision to conduct postal elections and appointment of electoral commissioner & returning officer	Yes
MESS	Update Councillor Training Register	July	Annual	Update Councillor Training Register on the Shire website - unpublish any training outside of the financial year.	Yes
EMW	Servicing of Bush Fire Radio's	1/10/2025	Annual	Contact BFCO's with radio's to see if all in working order	Yes
CEO	LEMC Reporting	31/07/2025	Annual	LEMC Reporting required in July - Online or email	No
CEO/EMW	RRG Federal Funding Blackspot Applications 2020/20	July	Annual	New submissions - copies must be submitted to MRWA Northam office by 31 July (digital submissions acceptable)	N/A
CEO/EMW	RRG State Blackspot & Regional Run-Off Road (if funding made available)	July	Annual	Submissions for new projects for 2020/20 funding plus revised subs for continuation of black spot funding for ongoing staged projects	N/A
CEO/EMW	R2R	31/07/2025	Quarterly	R2R Quarterly Report due	Yes
EMCS	Australia Day Awards	01/06/25	Annual	Nominations open end of July and close end of October	
EMFS	Related Party Declaration	31/07/2025	Annual	Prepare for Councillor and Executive staff for previous 12 months	Yes
EMFS	Rates Newsletter	31/07/2025	Annual	Compile newsletter to go out with rate notices, include Dog and Cat owner info	Yes
EMCGR	Insurance - Property, Vehicle & Electronic Equipment Changes	1/07/2025	Annual	Advise Insurer Of Property, Vehicle & Electronic Equipment Changes	No
MESS	Reimburse Members Travelling	1/07/2025	6 months	January – June 2025	Yes
MESS	Key to Kulin reimbursement		Quarterly	June 2025	Yes
EMFS	Early Rates Payment Draw	1/07/2025	Annual	Contact Kulin Community Bank to confirm Sponsorship of first prize in rates early payment draw and to organise flyer to be posted with rates notices.	Yes
EMFS	Complete Form A - ESL Annual Service levy Billing	31/07/2025	Annual	Annexure A Return to DFES due by end of month	Yes
EMW	Road Inspection for Councillors	August	Annual	From April 2025 Meeting - Councillors would like to find suitable date Aug/Sept for Road Inspection	No
EMW	Roadworks - Commence Annual Program	1/07/2025	Annual	Commence all program preparation as Budget finalised	Yes

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EMW	Road Construction & Maintenance Review	01/07/25	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	Fire extinguishers service	31/07/25	Biannual	Fire extinguishers servicing	Yes
EMW	Airconditioner filters	1/04/2025	6 months	Liaise with Building Mtce to clean filters in airconditioner	Yes
EMW	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
EMCS	CRC Reporting - MSC Report	July	6 monthly		No
EMCS	CRC Reporting - Statistical Report	July	6 monthly		No
EMCS	CRC Reporting - Health Check	July	Annual		No
EMCS	CRC Reporting - Certificates of Currency	July	Annual		No
TO	First Aid Kits	1/04/2022	Annual	Restock First Aid Kits	Yes
OHS	Administration Building Monthly Inspection	30/07/2025	Monthly	Taryn	Yes
EHO	AACR LANDFILL REPORT	1/07/2025	ANNUAL	Annual Return	
EHO	Re-licencing and invoicing of lodging houses	30/07/2025	Annual	lodging house invoices go out after end of financial year and when payments are confirmed new registration certificates are issued	Yes