

GENERAL COMPLIANCE CHECKLIST SEPTEMBER 2025

Class	Task	Date	Frequency	Detail	Yes/No
EMCS	Wreath for Anzac service Bush Races	Sept	Annual	Determine which Councillor or community member will be laying wreath	Yes
MESS/EMW	Bushfire Firebreak Inspections	1/09/2024	Annual	Firebreak / clean-up reminders to townsites properties. Remind residents to slash grass and clean up	Ranger
MESS	Elections	1/10/2024	Biennial	Take photo of new Council	October
MESS	Bushfire Firebreaks	1/09/2024	Annual	Send out firebreak reminder to rural property owners - Advertise in Update	Yes
MESS	Bushfire Permit To Burn Books	1/09/2024	Annual	Check stocks of Permit books	Yes
MESS	Bushfire Protective Clothing	1/09/2024	Annual	Check stocks of fire fighting protective clothing, advertise for orders	Yes
CEO/MESS	Bushfire Restricted Burning Period commencement	1/09/2024		Provides the power to vary the closure of the restricted burning period or the associated prescribed conditions by up to 14 days (or further periods of up to 14 days) and prescribes advertising requirements.	Yes
CEO	Transport R2R	September	Annual	Roads to Recovery Reporting. Annual report for R2R due (unaudited)	
EMFS	Audit Committee to Meet Quarterly	September	Quarterly	Include agenda for September Council Meeting	November
EMFS	Financial Statements - submit to Auditor	30/09/2024	Annual	Last date for submission to Auditor and selection of Audit date	Yes
EMFS/CEO/EMW	Local Government Road Assets & Expenditure Report	October	Annual	Complete and lodge return	October
EMFS	Cat Registration Tags	30/09/2024	Annual	Check sufficient tags of correct year - reorder	Yes
EMFS	Dog/Cat License Renewals due	30/09/2024	Annual	Licenses expire 31 October - reminders early in month for known late payers	Yes
EMFS	Preparation of Annual Report	30/10/2024	Annual	Draft front section of annual report in readiness for adoption when financial statements have been audited	November
EMFS	CBH Ex Gratia Rates	30/09/2024	Annual	Invoice CBH	Yes
EMW	Commodity Route Submissions	31/10/2024	Annual	Submit MCA's for Jobs by year for RRG Technical Committee assessment	Yes
EMW	Check town blocks for wild oats	30/09/2024	Annual	Send notice to clean up as required	Ranger
EMW	Check public toilets prior to KBR	15/09/2024	Annual	Anything need replacing - toilet seats, hand towel dispenser etc	Yes
EMW	Road Construction & Maintenance Review	01/09/24	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	Basketball Backboards	30/09/2024	Annual	General mtce, CRC on backboards prior to basketball	BMO
EMW	Varley Airstrip	30/11/2024	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
Tech	Administration Building Monthly Inspection	30/09/2024	Monthly	Fiona	Yes
Tech	Kerbside Rubbish Collection	30/09/2024	Annual	Advertise and organise collection	Yes
Tech	Occupational Health Safety Meeting	31/09/2024	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Yes
EHO	Food Act - Annual report on testing	28/10/2024	Annual	Annual report on food sampling testing	Yes