

# GENERAL COMPLIANCE CHECKLIST OCTOBER 2025

Reporting Area	Task	Date	Frequency	Detail	Yes/No
Governance	Council Committees Review	1/11/2025	Biennial	Review terms of reference and committee composition biennially - and after new elections	Yes
Governance	Elections	1/11/2025	Biennial	Appointment of Committees, review delegations to committees, advertise election results, code of conduct	Yes
Governance	Review Elected Members Induction Manual	30/10/2025	Biennial	Ensure Induction Manual is updated with policy, Regs and compliance items	
Governance	Financial Interests declaration	1/10/2025	Biennial	New Councillors to lodge with the CEO a Primary Financial Interests Return within 3 months of appointment/election	Yes
Governance	Election of President	1/09/2025	Biennial	Election of President, Deputy President, Committee Delegates and Council representatives following the election	Yes
Governance	Gifts Register - reminder	30/10/2025	Twice yearly	Send reminder to staff and members to Update Gifts register with new entries, includes election gifts and notifiable gifts 10 days after knowledge of receiving. (Oct April)	Yes
Governance	Complete and Bind Minutes for Previous Year	30/10/2025	Biannual	Bind Minutes as required	No
Governance	Elected Members Training	30/11/2025	Biannual	Investigate and organise training as required	No
Governance	Meeting Dates Next Year	31/10/2025	Annual	Council resolution to set meeting dates / times for next year	Yes
EMFS	Dog License Renewals due	31/10/2025	Annual	Licenses expire 31 October - reminders early in month for know late payers	Yes
EMFS	Broadcasting/Retransmission Apparatus Licence	31/10/2025	Annual	Check TV licence has been paid (expires 09/11/2023)	Yes
EMFS	Rates Outstanding 3 years	1/10/2025	Annual	Commence process for property sale for 3 years outstanding rates	Yes
Bushfire / TO	Update Contact Lists	1/11/2025	Annual	Update contact lists and review DFES, CFO and LEMC information for summer season	Yes
Bushfire / TO	Bushfire Training - Walkthrough	1/11/2025	Annual	Desktop training of staff in Harvest Ban, txt msg alerts, standpipe on/off, emergency calls, Fire reports, and updated brigade & FCO changes	Yes
Bushfire / TO	Bushfire Firebreak Inspection	1/10/2025	Annual	Arrange for firebreaks inspection after 31 October	Yes
EMFS	Key to Kulin reimbursement		Quarterly	Can hold off until December to allow for summer sport	Yes
EMW	Cape Tulip & Stinkweed Oct	1/10/2025	Annual	Check and spray as required	No
EMW	Spraying of Council buildings	31/03/2025	Bi annual	FRC, Pool, Pingaring Golf Club, Pingaring Fire Station, Emergency Services Building, Shire Office, Medical Centre, Kulin Depot	Yes
EWM/EMFS	WALGA Roads Return to be Completed	31/08/2025	Annual	WALGA roads asset expenditure report to be completed by end of October	Yes
EWM/TO	Road Construction & Maintenance Review	01/10/2025	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
EWM/TO	Christmas decorations erection	1/12/2025	Annual	Check in with Red	No
EWM/Oval Mtce	Waste Water Recycling Scheme water samples		Monthly	Start-up test, beginning of month tests (no more than 4 weeks apart), keep record of residual chlorine and PH on Form	Yes
EMW	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
EWM/Building Mtce	Servicing Air Con units in buildings	October	Annual	Includes evap systems - office, medical, FRAC & daycare	Yes

Reporting Area	Task	Date	Frequency	Detail	Yes/No
OHS	Administration Building Monthly Inspection	31/10/2025	Monthly		Yes
EMCS	Register and Review Information for upcoming AGO Holiday Planner	1/10/2025	Annual	Review Kulin Shire information in current AGO Holiday Planner. Reminder will also be sent to the Shire from AGO Marketing Team	Yes
EMCS	Advertise Australia Day Awards locally	Update	Annual	Advertise Australia Day Awards in Update	Yes
EMCS	Australia Day Committee	1/10/2025	Annual	to meet prior to Council Meeting	No
SPM	Aquatic facility operations manual	1/10/2025	Annual	Annual review of operations manual required before opening	No
SPM	Swimming Pool Water Sampling		Oct - Apr	due once a month in opening season	Yes