

GENERAL COMPLIANCE CHECKLIST NOVEMBER 2025

Reporting Area	Task	Date	Frequency	Detail	Yes/No
Governance	IntPlan - Corporate Business Plan Quarterly Report	31/08/2025		Annual Review of CPB actions and report to Council meeting	Yes
Governance	Meeting Dates advertisement	1/11/2025	Annual	Advertise Ordinary Council and Committee (open to public) meeting dates for next 12 months	Yes
Governance	Remembrance Day	11/11/2025	Annual	Flags to be flown at half mast from 10.30am to 11.02am and then at the top of the mast for the remainder of the day. One Minute Silence observed at 11am	Yes
Governance	Letter to new elected members	01/11/25	Annual	Acknowledgement of Primary Return	Yes
Governance	Electoral Material	30/11/25	Biannual	Destroy election material from election 4 years prior	No
Governance	Honour Board in Chambers	30/11/25	Biannual	Update names on honour board (Eyerite Signs - Albany)	No
EMFS	Auditor Committee meeting with Auditor	30/11/2025	Annual	Organise meeting with Auditor	Yes
EMFS	Annual Financial Statements - extension request if required	30/11/2025	Annual	Apply to Department of Local Government for Extension to 31 December deadline for accepting the Annual Financial Statements if required	NA
EMFS/CSO	Annual Councillors & Staff Xmas Function	Nov	Annual	Organise Xmas party - dates, invites, bookings, catering, decorations etc.	Yes
EMCS	CRC Annual Report to DRD for CRC Expenditure	1/11/2025	Annual	CRC Reporting Requirement	Yes
EMCS	Seniors Xmas Party	1/11/2025	Annual	Prepare and advertise for annual seniors xmas lunch - in conjunction with FRC. Ensure Councillor Representative attends	Yes
EMW	Road Construction & Maintenance Review	01/11/25	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	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
EMW/CEO	Grants Commission Road Report - commence	31/12/25	Annual	WA Local Government Grants Commission Road Information Return due end December	NA
EMW/CEO	WALGA Local Road Group project Report -	30/11/25	Annual	Submit WALGA Local Road project Information Return due end November	Yes
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
OHS	Administration Building Monthly Inspection	30/11/2025	Monthly	Jayde	Yes
EMW	Spray caltrop golf course	Summer rain		As required	Yes
EMW	Rubbish Collection	15/11/2025	Annual	Check rubbish pick up dates over festive season with contractor and advertise change if required	Yes
EMW	Transfer Station	30/11/2025	Annual	Confirm and advertise Christmas Opening Hours	Yes
TO	Occupational Health Safety Review	30/11/25	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget	Yes

Reporting Area	Task	Date	Frequency	Detail	Yes/No
TO	Bushfire Prohibited Burning Period commences	1/11/2025	Annual		Yes
TO	Duress Alarm SIM renewal	10/11/25	Annual	SIM in duress alarms have a \$40 charge that must be renewed yearly. Site for renewal: https://www.personalalarms.net.au/product/1-year-telstra-sim-renewal/	Yes
FRC	Monthly Stock on Hand		Monthly	Report to DCEO	Yes
FRC	Seniors Xmas Party	1/11/2025	Annual	Prepare and advertise for annual seniors xmas lunch - in conjunction with CRC	Yes
EHO	Swimming Pool and Spa Inspections	12/12/2025	4 Yearly	Inspect private swimming pools and Spas once every 4 years - next due 2025	Yes