

GENERAL COMPLIANCE CHECKLIST DECEMBER 2025

Reporting Area	Task	Date	Frequency	Detail	Yes/No
Governance	Annual Report adoption	1/10/2025	Annual	Give local public notice of the availability of the Annual Report as soon as practical after the Report is accepted by Council	Yes
Governance	Annual Report & Electors Meeting	1/10/2025	Annual	Provide local public notice of availability of annual report and date of Elector's meeting	Yes
Governance	Electors Meeting	1/10/2025	Annual	Annual Electors Meeting to be held within 56 days of acceptance of the Annual Report by Council.	Yes
Governance	Annual Financial Report and Audit Report	1/10/2025	Annual	Send Audit Report to Department of Local Government within 30 days of receiving Audit Report. And provide on Council's website	Yes
Governance	IntPlan - Corporate Business Plan Quarterly Report	31/08/2025	6 montly	Review CPB actions and report to Council meeting (March 2026)	In Progress
Governance	Annual Report - if not adopted previously	31/12/2025	Annual	Annual Report required to be accepted by Council (absolute majority) prior to 31 December and contains information prescribed	Yes
Governance	Ordinary Council Meeting Dates	1/02/2025			Yes
CEO	LEMAC Meeting - June Dec	31/12/2025	Twice Year	LEMAC Meeting	No
Governance/CEO	Audit Committee to Meet Quarterly	December	Quarterly	Include agenda for December Council Meeting	Yes
EMFS	Grants Commission - report	Nov	Annual	Grants Commission Statistical report due 31 Jan	Yes
EMFS/MESS	Reserve Price of Vacant Land Report	April	Biannual	Agenda item April & October each year to adopt the Reserve Price of Vacant Land Report	Yes
EMW	Vegetation Control	1/12/2025		Spray road side suckers – Dec – Feb	Yes
EMW	Bush Races Stickers Update - Feb	1/02/2025	Annual		Yes
EMW	Varley Airstrip	30/11/2025	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
OHS	Administration Building Monthly Inspection	30/11/2025	Monthly	Trish	
TO	Occupational Health Safety Meeting	31/12/25	Quarterly	Occ Health Safety Committee meeting - review all incidents accidents and commence 1/2 yearly inspections - make recommendations for Budget. Report applicable accidents to Worksafe.	Yes
MESS	Carpet cleaning	1/12/2025	Annual		Yes
CRC	Australia Day Function planning	31/12/2025	Annual	Early preparation of Australia Day function & early advertising - selection of Council events etc. - report to Council	Yes
SPM	Swimming Pool Water Sampling	1/12/2025	Oct>Apr	due once a month in opening season	Yes
EHO	Create and order waste and recycling calendar	15-Dec	Annual		Yes
EHO	Swimming Pool and Spa Inspections	12-Dec	4Yearly	Inspect private swimming pools and spas once every 4 years - next is 2025	Yes