

# GENERAL COMPLIANCE CHECKLIST JANUARY 2026

Reporting Area	Task	Date	Frequency	Detail	Yes/No
Governance	Gifts Register	01/01/26	Monthly	Update Gifts register with new entries, includes election gifts and notifiable gifts	NA
Governance	Financial Interests	01/01/26	Annual	Check to see all past Councillor's and Staff's Financial Interests declarations have been removed from the archive Register of Financial Interests after 5 years following their departure	No
Governance	Financial Interests declaration	01/01/26	Biannual	New Councillors to lodge with the CEO a Primary Financial Interests Return within 3 months of appointment/election	Yes
Governance	Records Archive	01/01/26	Annual	Review, archive and destroy non-permanent records	No
CEO	Legal Authorisations Review	01/01/26	Annual	Review and confirm authorised officers for legal matters eg Dog Act (to be gazetted) File Ref: 19.03	No
Governance	Compliance Audit Return	31/01/26	Annual	Commence process - Complete Compliance Audit Return - Submit to Council March – due in Sep 2026	No
CEO	Authorisations	31/01/26	Annual	Appointment of Authorised Officers for the purposes of the Dog Act 1976	No
CEO	LEMC and Shire Emergency Management Plans	31/01/26	Annual	Review LEMC and Shire Emergency Management Plans - and every 5 years	No
EMFS	Elected member fees		6 Monthly	Provide payment of Elected Member's sitting fees, allowances and reimbursement of expenses.	Yes
EMFS	Fair Value Calculations and Inclusion in reporting	31/01/26	Annual	Calculation of Fair Value and record in Accounts – Property& Infrastructure - as required	Yes
EMFS	Budget Review	31/01/26	Annual	Required between 1 January and 28 February, Present to Council prior to 31 March 2026	WIP
EMW	Vegetation Control	1/01/2026	Dec-Feb	Spray road side suckers – Dec – Feb	Yes
EMW	Standpipes	1/01/2026	Annual	Review 5 year anode replacement for rhino galv tanks - last done December 2018	No
EMW	Road Construction & Maintenance Review	1/01/2026	Monthly	Review previous month road construction and maintenance - complete recoups, MRD line marking requests, MRD Form 8 etc. as required - Advise EMFS of invoices required for MRD and private works recovery - complete report to CEO/Council	Yes
EMW	Christmas decorations removal	05/01/26	Annual	Liaise with Town Maintenance staff	Yes
EMW	Fire extinguishers service	31/01/26	Biannual	Fire extinguishers service	Yes
EMW	Spray caltrop golf course	Summer rain		As required	Yes
EMW	Varley Airstrip	30/11/2026	Monthly	Is the strip in good condition? Note last date it was checked and report.	Yes
EMCS	CRC Reporting - MSC Report	January	6 monthly	Due March	WIP
EMCS	CRC Reporting - Statistical Report	January	6 monthly	Due March	WIP
OHS	Administration Building Monthly Inspection	31/01/2026	Monthly	Annie	Yes
FRC	Monthly Stock on Hand		Monthly	Report to EMFS	Yes