

# GENERAL AND FINANCIAL COMPLIANCE CHECKLIST FEBRUARY 2026

Reporting Area	Task	Frequency	Detail	Status Comment
Governance	Local Government Convention	Annual	Convention to be held 16-18 September 2026 in Perth. Council to determine delegates. Staff will book accommodation.	Ongoing
Governance	Annual Electors Meeting	Annual	Annual Electors Meeting held 5 February 2026. Minutes published and received at Ordinary Council Meeting of 18 February 2026.	Completed
Governance/CEO	Compliance Audit Return	Annual	In 2026, the Compliance Audit Return is not due to the Department of Local Government by 31 March 2026. Due to legislative change, the timeframe is extended until 30 September 2026. The return will be submitted to a future Ordinary Council meeting.	For noting
Governance/CEO	Prohibited & Restricted Burning periods – extensions	Annual	If extensions are being considered to prohibited period, then the restricted period also needs extending.	No action needed
EMGR	2025/2026 Budget Review	Annual	Report submitted to Council at Ordinary Council Meeting of 18 March 2026	Completed
EMGR	Insurance	Annual	LGIS Annual Review	Completed
EMW	Vegetation Control	Quarterly	Spray road side suckers – December to February	Ongoing
EMW	Building Gutter Cleaning	Annual	Commence gutter cleaning of all Shire buildings, 2-3 week programme before winter	Completed
EMW	Road Construction and Maintenance Review	Monthly	Review previous month road construction and maintenance. Complete recoups, MRD line marking requests, MRD Form 8 etc as required. Advised EMFS of invoices required for MRD and private works recovery – complete report to CEO/Council	Ongoing
EMW	Review of Occupational Health and Safety Legislation – risks register	Annual	Review legislation in relation to risks register (completed for relevant quarter)	Completed for quarter
EMW	Spray caltrop golf course	Summer rain	As required	Completed
EMW	Varley airstrip	Monthly	Confirm strip remains in good condition – checked February 2026	Completed