Council's Annual Regulatory Compliance Checklist - 2018/19				* Grey = when an Item is to be actioned. * Orange = Item has been actioned.											
Item	**Staff Member responsible**	**Legislation**	**Requirement**	**July**	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**
Strategic Plan	General Manager	Local Government Act 1993 s66	reviewed every 4 years (2019)												
Annual Plan adopted	General Manager	Local Government Act 1993 s71	by 31 August												
Annual Report adopted	General Manager	Local Government Act 1993 s72	at AGM												
Annual General Meeting held	General Manager	Local Government Act 1993 s72B	no later than 15 December												
Annual budget estimates adopted	Accountant	Local Government Act 1993 s82	between 1 June and 31 August												
Budget Review	Accountant		half yearly at 31 Dec - to February Council Meeting												
Financial statements to Tasmanian Audit Office	Accountant	Local Government Act s84 Audit Office 2000 s17	1 July - 14 August												
Long-term financial management plan (including Sustainability Indicators)	Accountant	Local Government Act 1993 s70	reviewed every 4 years												
Financial management strategy	Accountant	Local Government Act 1993 s70A	reviewed every 4 years												
Long-term strategic asset management plan (including Sustainability Indicators)	Accountant	Local Government Act 1993 s70B	reviewed every 4 years												
Asset management strategy	Accountant	Local Government Act 1993 s70D	reviewed every 4 years												
Asset management policy	Accountant	Local Government Act 1993 s70C	reviewed every 4 years												
Rates and charges set	Accountant	Local Government Act 1993 s90	Between 1 June and 31 August												
Rates & Charges Resolutions forwarded to LG Director and advertised in Examiner	Executive Officer	Local Government Act 1993	Within 21 days after being set												
Create annual rates invoices	Finance Officer	Local Government Act 1993	By 31 Aug												
Supplementary valuations processed	Finance Officer		as required												
Annual adjustment factors processed	Finance Officer		every 2 years												
Fees and Charges set	Accountant	Local Government Act 1993 s205													

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Superannuation and Taxation obligations met	Finance Officer		monthly												
Quarterly Fire Levy returns submitted to the State Fire Commission	Finance Officer		14 Oct; 14 Jan; 14 April; 14 June												
Roads to Recovery reporting	General Manager		quarterly												
Mineral Resource returns to Mineral Resource Tasmania	Finance Officer		quarterly												
Planing advice provided to prospective applications	Strategic Planning & Development Manager	Land Use Planning & Approvals Act 1993	as required												
DAs assessed against current Planning Scheme	Strategic Planning & Development Manager	Land Use Planning & Approvals Act 1993	as required												
Building audit requirements met	Strategic Planning & Development Manager	Building Control Act 2016	as required												
Model Code of Conduct for Elected Members adopted	Executive Officer	Local Government Act 1993 s28T	within 3 months of an amendment												
Staff educated and trained in ethical conduct	General Manager	Integrity Commission Act 2009 s32	annually												
Register maintained for interests declared by Elected Members at council meetings	Executive Officer	Local Government Act 1993 s48 & 54	updated as required												
Register maintained for interests declared by members of Special Committees at Special Committee meetings	Executive Officer	Local Government Act 1993 s48A & 54	Reminder in Oct & Mar; updated as required												
Pecuniary interest of community members of Special Committees waviered	Executive Officer	Local Government Act 1993 s48A & 54	December												
Register of Interests declared by employees and General Manager maintained	Executive Officer	Local Government Act 1993 s55	Reminder in Oct & Mar; updated as required												
Public Interest Disclosures processed	Executive Officer	Public Interest Disclosure Act 2002	as required												
Public Interest Disclosure Procedure review	Executive Officer	Public Interest Disclosure Act 2002	every 4 years (2020)												

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Right to Information applications processed	Executive Officer	Right to Information Act 2009	Response within 20 days of accepting application												
Dog Registrations	Strategic Planning & Development Manager	Dog Control Act 2000 s15	By 1 July												
Dog infringement notices issued	Strategic Planning & Development Manager	Dog Control Act 2000 s15													
Aerodrome and obstacle limitations surface inspection	Works & Airport Manager	CASA Regulations	November												
Aerodrome lighting inspection	Works & Airport Manager	CASA Regulations	November												
Recreational Water Sampling Program	Environmental Health Officer	Public Health Act 1997	Dec - March												
Private Water Supply Registrations	Environmental Health Officer	Public Health Act 1997	August												
Warm Water Supply Registrations	Environmental Health Officer	Public Health Act 1997	August												
Waste Quantity Report	Works & Airport Manager	Environment Protection Agency (EPA) regulations	August												
Bore Monitoring Report	Works & Airport Manager	Environment Protection Agency (EPA) regulations	June and December												
Food Premises Registrations	Environmental Health Officer	Food Act	August												
Related Party Disclosure forms completed	Executive Officer		June												