

Council's Regulatory Compliance Checklist - 2018/19				* Grey = when an Item is to be actioned. * Orange = Item has been actioned.												Comments
Item	Staff Member responsible	Legislation	Requirement	July	August	September	October	November	December	January	February	March	April	May	June	
Strategic Plan (minimum 10 year)	General Manager	Local Government Act 1993 s66	reviewed every 4 years (2019)													Scheduled for Oct 2019
Annual Plan adopted	General Manager	Local Government Act	by 31 August													
Annual Plan sent to Directors of LG and PH	Executive Officer	Local Government Act 1993 s71 (3b)	asap after adoption													
Annual Report adopted	General Manager	Local Government Act	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													Scheduled for July 2019
Budget Review	Accountant		half yearly at 31 Dec - to February Council Meeting													
Financial statements to Tasmanian Audit Office	Finance Consultant	Local Government Act s84 Audit Office	1 July - 14 August													
Long-term financial management plan (including Sustainability)	Accountant	Local Government Act 1993 s70	reviewed every 4 years (2018)													
Financial management strategy	Accountant	Local Government Act 1993 s70A	reviewed every 4 years (2018)													
Long-term strategic asset management plan (including)	Accountant	Local Government Act 1993 s70B	reviewed every 4 years (2018)													
Asset management strategy	General Manager	Local Government Act 1993 s70D	reviewed every 4 years (2018)													
Asset management policy	General Manager	Local Government Act 1993 s70C	reviewed every 4 years (2018)													
Rates and charges set	General Manager	Local Government Act 1993 s90	Between 1 June and 31 August													Scheduled for July 2019
Rates & Charges Resolutions forwarded to LG Director and	Executive Officer	Local Government Act 1993	Within 21 days after being set													
Create annual rates invoices	Finance Officer	Local Government Act	By 31 Aug													
Supplementary valuations	Finance Officer		as required													

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Annual adjustment factors	Finance Officer		every 2 years (2019)													
Fees and Charges set	Accountant	Local Government Act 1993 s205														
Superannuation and Taxation obligations met	Finance Officer		monthly													
Quarterly Fire Levy returns submitted to the State Fire	Finance Officer		14 Oct; 14 Jan; 14 April; 14 June													
Roads to Recovery reporting	General Manager		quarterly													
Roads to Recovery annual report	General Manager		annually													
Mineral Resource returns to Mineral Resource Tasmania	Finance Officer		quarterly													
Planing advice provided to prospective applications	Strategic Planning & Development	Land Use Planning & Approvals Act 1993	quarterly													
DAs assessed against current Planning Scheme	Strategic Planning & Development	Land Use Planning & Approvals Act 1993	monthly													
Building audit requirements met	Strategic Planning & Development	Building Control Act 2016	as required													
Model Code of Conduct for Elected Members adopted	Executive Officer	Local Government Act 1993 s32	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	Executive Officer	Local Government Act 1993 s48 & 54	updated as required													
Register maintained for interests declared by members of Special Committees at Special Committee	Executive Officer	Local Government Act 1993 s48A & 54	Reminder in Oct & Mar; updated as required													
Pecuniary interest of community members of Special Committees	Executive Officer	Local Government Act 1993 s48A & 54	December													
Register of Pecuniary Interests declared by employees and General Manager maintained	Executive Officer	Local Government Act 1993 s55	Reminder in Oct & Mar; updated as required													

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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 (June 2020)													
Right to Information applications processed	Executive Officer	Right to Information Act 2009	Response within 20 days of accepting application													
Dog Registrations	Strategic Planning & Development	Dog Control Act 2000 s15	By 1 July													
Dog infringement notices issued	Strategic Planning & Development	Dog Control Act 2000 s15	August													
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)	August													
Bore Monitoring Report	Works & Airport Manager	Environment Protection Agency (EPA)	March and September													
Food Premises Registrations	Environmental Health Officer	Food Act	August													
Related Party Disclosure forms completed	Executive Officer		June													
Gift Register - reminder	Executive Officer	Local Government Act 1993 s29	May and November													
Compliance Checklist presented to Council	Executive Officer		July (commencing 2019)													