

CGP016 – Legislative Compliance

1. Intention

To ensure that the Shire of Waroona complies with legislative requirements and has appropriate processes and procedures to ensure such compliances occur.

The desired objective is to formally support the achievement of 95+% legislative compliance within the relevant timeframes.

Commented [KP1]: Ash - where has this target been set, and by whom?

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

Commented [AN2R1]: Not sure. I believe it would stem from best practice taking into account that some errors are inevitable.

3. Statement

Council recognises that it has a clear responsibility to ensure that the organisation complies with the relevant legislative requirements that are applicable to Shire of Waroona.

The Shire shall have in place suitable processes and procedures to ensure that legislative requirements are both complied with, and that these are completed within the relevant timeframes. Such structures, procedures and processes are to be integrated into the everyday running of the organisation.

These structures, procedures and processes aim to:

1. Develop and maintain a system for identifying the relevant legislative requirements that apply to the Council's and Shire's activities;
2. Assign responsibilities to respective employees for adherence with legislative requirements that are administered by their position or their section, and that appropriate compliance with the regulatory obligations are fully implemented within the organisation;
3. Provide sufficient induction and training for appropriate elected members, employees, volunteers and other relevant people where appropriate, with regard to any legislative requirements that may affect them, or that they have to deal with;
4. Provide employees with the resources to identify, and remain up-to-date with, new legislation or amendments that may occur;
5. Establish a mechanism for identifying any non-compliance, to rectify such non-compliance, and to appropriately record and report any non-compliance;
6. Ensure that where areas of major non-compliance occur, that such matters are reported to the Chief Executive Officer, and where appropriate the Shire's Auditor, and the Finance and Audit Committee; and
7. Establish processes for dealing with new legislative compliance items, or where there are changes to legislative compliance items.

4. Legislative and Strategic Context

The *Local Government Act 1995* and the associated subsidiary legislation provide the broad framework within which this policy operates.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP016				
Contact Officer	Corporate Planning & Governance Officer				
Related Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996				
Related Shire Documents	Nil				
Risk Rating	High	Review Frequency	Annually	Next Review	May 2024
Date Adopted	28/10/2014				OCM14/10/127

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
22/08/2023	Amended Contact Officer title and some minor text.	OCM23/08/101
Previous Policies		
CORP022 – Legislative Compliance 1.41 – Legislative Compliance		