COUNCIL POLICY

CGP016 – Legislative Compliance

1. Intention

To ensure that the Shire of Waroona complies with legislative requirements and has appropriate processes and procedures to meet its legal obligations.

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

2. Scope

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

3. Statement

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

The Shire shall establish suitable policies, management practices and procedures to ensure that legislative requirements are both complied with and completed within statutory timeframes. Such processes and procedures are to be integrated into all day-to-day business operations.

These structures, processes and procedures aim to:

1. Develop and maintain a system for identifying the relevant legislative requirements that apply to Council and Shire activities;

2. Assign responsibilities to the relevant employees for ensuring compliance with legislative requirements applicable to their roles or sections, and ensure that regulatory obligations are fully implemented across the organisation;

3. Provide adequate legislative compliance inductions and training for Elected Members, employees, volunteers and all other relevant officers where required;

4. Provide employees with the resources to identify, apply, and remain up-to-date with new applicable legislation or amendments as they occur;

5. Establish systems to identify, rectify, record and report non-compliances;

6. Ensure that major non-compliances are reported to the Chief Executive Officer, and if required, the Shire's Auditor and/or the Audit, Risk and Improvement Committee; and

7. Annually review compliance requirements in accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996*.

4. Legislative and Strategic Context

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

All current versions of legislation applicable to local government are accessible through the Western Australian Legislation website at www.legilsation.wa.gov.au.

5. Review

This policy is to be reviewed annually.

6. Associated Documents

Nil

7. Document Control

Division	Corporate & Governance		
Policy Number	CGP016		
Contact Officer	Senior Governance Officer		
Related Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996		
Related Shire Documents	Nil		
File Number	GO.15 - GOVERNANCE - COUNCIL		
Risk Rating	High	Review Frequency	Annually
Next Review	June 26	Date Adopted	28/10/2014
OCM Number	OCM14/10/127		

8. Previous Policy No's.

Policy No.	Title
CORP022 1.41	Legislative Compliance Legislative Compliance

9. Amendments

Date	Details of Amendment	Reference	Record Number
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	
25/06/2024	Reviewed without Amendment	OCM24/06/090	
24/06/2025	Reviewed with amendments to text.	OCM25/06/090	GO.15, CM.7
22/09/2026	Reviewed with minor amendments to text	OCM26/09/124	GO.15, CM.7