

COUNCIL POLICY LG535

LEGISLATIVE COMPLIANCE

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this policy is to outline Council's:

1. Commitment to complying with all legislative requirements contained within the *Local Government Act 1995*, corresponding Local Government Regulations and other legislation applicable to all areas of its operations.
2. Support for the development of systems and processes to assist with legislative compliance and the creation of a compliance culture.

Policy

Council is committed to ensuring legislative compliance by the Town of Claremont (**Town**) and will provide sufficient resources relative to the size and scale of the Town's operations.

Council provides the following guidelines to assist the organisation in achieving legislative compliance:

- Ensuring at least an annual review of the Compliance Management Calendar to ensure the key legislative provisions are current.
- Periodic refining of the Compliance Management Calendar to ensure it accurately records the employee or business unit who is responsible for compliance and the measures undertaken to achieve compliance.
- Integration of compliance requirements into day-to-day operations.
- Encouraging and supporting a culture of compliance and continuous improvement.
- Providing induction and ongoing education and training to ensure employees understand their compliance obligations.
- Providing employees with the resources, training and development programs to identify and remain up to date with new legislation.
- Periodic internal auditing of compliance activities.
- Regular reporting on key compliance obligations and compliance activities to the management team, executive team, committees and Council.
- Establishing a mechanism for reporting non-compliance.
- Creating and improving processes to detect non-compliance.
- Identifying and where possible remedying instances of non-compliance.
- Reviewing instances of non-compliance to assess how the systems of compliance can be improved.

Document Control Box			
Legislation:	Local Government Act 1995 and associated Regulations Various legislation		
Organisational:	Compliance Management Calendar Code of Conduct Australian Standard AS 19600-2015: Compliance Management Systems - Guidelines LG533 - Risk Management Policy Integrated Risk Management Framework		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	16 February 2021	020/21
2.	Modified	25 June 2024	88/24