

	<b>LG535</b> <b>LEGISLATIVE COMPLIANCE</b>
<b>Key Focus Area</b> Leadership and Governance	<b>Responsible Directorate</b> Governance and People  <b>Council Delegation</b> Nil

## Purpose

The purpose of this policy is to outline the Town of Claremont's (**the Town**):

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

The Town will strive for legislative compliance by:

- Providing sufficient resources relative to the size and scale of the Town's operations.
- 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 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			
<b>Business Unit:</b>	Governance		
<b>Legislation:</b>	Local Government Act 1995 and all associated Regulations Various legislation		
<b>Organisational:</b>	Compliance Management Calendar Code of Conduct Australian Standard AS 19600-2015: Compliance Management Systems - Guidelines LG533 - Risk Management Policy Integrated Risk Management Framework		
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2022
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
1.	Adopted	16 February 2021	020/21