LEGISLATIVE COMPLIANCE POLICY

POLICY GOAL 5 To ensure leadership and effective, efficient accountable management

POLICY SUB GROUP 5.15 Corporate Management

VERSION 1

DATE ADOPTED Draft

PLANNED REVIEW DATE September 2021

Objectives
1. To ensure that Kempsey Shire Council complies with legislative requirements.
2. This Policy, and the principles set out in this Policy, aim to:
   a. Assist the Council in achieving the highest standards of governance,
   b. Prevent, and where necessary, identify and respond to breaches of laws, regulations, codes or organisational standards occurring in the organisation; and
   c. Promote a culture of compliance within the organisation.

Policy
1. Council shall have appropriate processes and structures to ensure that legislative requirements are achievable and are integrated into the everyday running of the Council.
2. These processes and structures will aim to:
   a. Develop and maintain a system for identifying the legislation that applies to Council’s activities.
   b. Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented in Council.
   c. Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that affect them.
   d. Provide people with the resources to identify and remain up to date with new legislation.
   e. Conduct audits to ensure that there is compliance.
   f. Establish a mechanism for reporting non-compliance.
g. Review accidents, incidents and other situations where there may be non-compliance.

h. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

i. Provide regular attestation to the Audit & Risk Committee, and via that Committee to Council, of the status of Council’s legislative compliance.

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**Policy implementation procedures, guidelines and documents**

**Reference No.**  
5.15.1 Legislative Compliance Procedure

**Related Kempsey Shire Council policies**

**Policy No.**  
3.9 Risk Management and Insurance Policy  
5.1 Behaviour of Councillors and Staff Policy  
5.5 Conditions of Employment Policy  
5.9 Procurement Policy