

### Purpose

The purpose of this Policy is to ensure that the Shire of Boddington (Shire) complies with legislative requirements.

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### Scope

This Policy applies to all Shire of Boddington Councillors and employees.

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### Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Legislative Compliance".
Senior Management	An employee who is responsible for a business unit of the Shire.

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### Policy Statement

The Shire will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Shire. These processes and structures will aim to:

- Develop and maintain a system for identifying the legislation that applies to the Shire's activities;
- Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented;
- Provide training for relevant employees and Council members in the legislative requirements that affect them;
- Provide people with the resources to identify and remain up to date with new legislation;
- Establish a mechanism for reporting non-compliance;
- Review situations where there may have been non-compliance; and
- Review audit reports, incident reports, complaints, and other information to assess how the systems of compliance can be improved.

The Shire is to have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

### Roles and Responsibilities

Council and Committee Members Have a responsibility to be aware of and abide by legislation applicable to their role.

Senior Management Should ensure that directions relating to compliance are clear, and that legal requirements which apply to each activity for which they are responsible for, are identified. Senior Management should have systems in place to ensure that all employees are given the opportunity to be kept fully informed, briefed, and/or trained about the key legal requirements relative to their work within the financial capacity to do so.

Employees Have the duty to seek information on legislative requirements applicable to their area of work, and to comply with the legislation. Employees are to report, through their supervisors to Senior

Management, any areas of non-compliance that they become aware of.

If appropriate, the Chief Executive Officer will, on receipt of advice of legislative amendments, advise Council on new or amended legislation.

All incidents and complaints of non-compliance are to be reviewed. Such reviews will assess compliance with legislation, standards, policies, and procedures that are applicable.

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<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 22 June 2023 (Resolution 72/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Local Government (Audit) Regulations 1996
<b>Related Documentation</b>	