

1.0 INTRODUCTION

The purpose of this policy is to outline Council's commitment to effective, organisation-wide compliance principles and commitment to ensuring its obligations are met.

2.0 POLICY STATEMENT

This policy applies to all employees.

3.0 POLICY OBJECTIVES

- 1) Council is committed to conducting its business and operations in accordance with its obligations of legislation, standards, codes and policies, whilst acknowledging that effective management of, and compliance with, these obligations is necessary.
- 2) Compliance obligations are identified and assessed by each business unit of Council where staff have the expertise and knowledge of the obligations required to carry out their duties.

4.0 POLICY PRINCIPLES

Responsibilities

- All staff have the responsibility to carry out their duties in a way that ensures Council complies with all laws that apply to local governments, however the Executive Leadership Team has overall accountability of compliance obligations in their area of responsibility.
- The Executive Leadership Team will provide adequate training and instruction is provided to staff ensuring the obligations for their responsibilities are identified and met.
- Any actual or suspected non-compliance, whether deliberate or inadvertent breaches, must be reported as they occur.

Reporting

- Actual or suspected non-compliance should be reported to the Supervisor, Manager or Executive Leadership Team to address and ensure necessary steps are taken to comply.
- In some instances, non-compliance may occur where it is not practical or is not an effective, efficient or economical use of public resources. Where non-compliance cannot be achieved, it should be reported to a member of the Executive Leadership Team and recorded. Records should include strategies to mitigate exposure.
- Appropriate actions must be taken to ensure an adequate understanding of obligations and where necessary, expert advice is sought to guide management actions.

- Council's level of compliance will be assessed by the Executive Leadership Team by completing an annual assurance to the Audit and Risk Committee Chair at the end of each financial year.

5.0 REFERENCES/ASSOCIATED DOCUMENTS

Local Government Act 2009