



# LEGISLATIVE COMPLIANCE POLICY

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Responsible Department: Executive  
Responsible Section: Governance and Integrity  
Responsible Officer: Manager Governance and Integrity  
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## Policy Statement

Walgett Shire Council (Council) is committed to compliance with all statutory and common law requirements relating to the operations and governance of the Council.

Council maintains the highest standards of diligence in all areas of public accountability, through its policies, in meeting its legal obligations and in the promotion of a compliance culture. In particular, Council recognises its obligations to its stakeholders, staff and the wider community to provide a safe environment, a culture that promotes equity and an administration that adopts the highest standards of probity, transparency and accountability in all its operations.

As a Local Government Authority, Council has an obligation to ensure compliance with its legislative requirements. Both the community and Council's workforce have high expectations that Council will adhere to all applicable legislation. Council is committed to taking all appropriate measures to meet these expectations and maintain public trust.

The Legislative Compliance Policy (the Policy), along with the principles it is designed to promote a culture of compliance and support Council in achieving the highest standards of governance. Through this approach, Council seeks to reinforce accountability, transparency, and integrity in all its operations.

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## Definitions

Term	Meaning
<b>Codes</b>	Mandatory industry codes and voluntary industry codes with which the Council chooses and/or is required to comply.
<b>Compliance</b>	Ensuring that the requirements of laws, regulations, industry codes and Council standards are met.
<b>Compliance culture</b>	The promotion of a positive attitude to compliance within the Council.
<b>Compliance failure</b>	A breach, of applicable laws, regulations, codes and Council standards.
<b>Legislation</b>	This term encompasses all Acts of the Commonwealth and NSW Parliament, including any regulations, guidelines, standards, or other documents created under such Acts. It also includes any international

	treaties or conventions to which the Australian Government is a signatory.
<b>Council officer</b>	Includes Councillors, the General Manager, Council staff, contractors, volunteers, or any other person acting under the authority of the Council.
<b>Council standards</b>	Any codes of ethics, codes of conduct, policies, directives, procedures and charters that Council may deem to be appropriate standards for its day-to-day operations.

**1. Introduction**

- 1.1. Walgett Shire Council recognises its obligation to comply with all applicable legislation, standards, and regulatory requirements in its operations. Compliance is essential for maintaining public trust and accountability.
- 1.2. The Policy establishes a framework to promote a culture of compliance, ensuring that Council meets its legal obligations and operates with integrity, diligence, and transparency.
- 1.3. By adhering to the principles outlined in the Policy, Council seeks to mitigate legal and operational risks, foster continuous improvement, and maintain the highest standards of governance.

**2. Application**

- 2.1. The Policy applies to all Councillors and Council staff, volunteers or contractors, collectively known as Council officers.

**3. General Principles**

- 3.1. Council is committed to compliance across all areas of its operations.
- 3.2. Council will allocate sufficient resources to ensure the effective implementation, maintenance, and improvement of its legislative compliance program.
- 3.3. Council officers are responsible for understanding and complying with relevant laws, regulations, codes, and standards applicable to their duties.
- 3.4. The General Manager will ensure that Council integrates compliance requirements into its day-to-day operating procedures as appropriate.
- 3.5. Council will maintain a Legislative Compliance Register in conjunction with its Risk Register to document and track compliance obligations and breaches.
- 3.6. Council will investigate, rectify, and report compliance failures and conduct regular audits to identify opportunities for improvement.
- 3.7. Compliance awareness will be promoted among staff, contractors, and relevant third parties through training and communication initiatives.

**4. Roles and Responsibilities**

- 4.1. Councillors and Committee Members are responsible for being aware of and abiding by legislation applicable to their roles.
- 4.2. The General Manager must ensure that clear and unambiguous compliance directions are provided and that legal obligations are identified for each activity under their purview.
- 4.3. The General Manager must have systems in place to ensure all Council officers are informed, briefed, and trained on key legal requirements relevant to their duties.

4.4. The General Manager shall ensure that staff, contractors and volunteers seek and comply with legislative requirements relevant to their roles

## **5. Legislative Compliance Procedures**

5.1. The General Manager will develop and implement directives and procedures to ensure that Council remains legislatively compliant, with Council officers being kept informed of all relevant legislative changes.

5.2. Legislative compliance procedures will include mechanisms for tracking legislative changes, notifying relevant Council officers, and ensuring that all Council actions comply with current legislation.

## **6. Related Policy/Procedure**

6.1. Code of Conduct

6.2. Local Government Act 1993

6.3. Local Government (General) Regulation 2021

6.4. Good Conduct and Administrative Practice - Guidelines for State and Local Government

### **History**

<b>Minute Number</b>	<b>Meeting Date</b>	<b>Description of Change</b>