

Legislative Compliance Policy

1 Purpose

Coffs Harbour City Council (**Council**) in accordance with community expectations, principles of good corporate governance and public administration has an obligation to comply with its legislative requirements and obligations.

The purpose of this policy is for Council to be able to provide a reasonable level of assurance that its legislative and other compliance obligations are being met.

As a key element in its risk management framework, Council will ensure processes for identifying, evaluating, assigning and monitoring compliance with existing, new and amended legislation and other compliance obligations to ensure on-going compliance.

2 Scope

This policy applies to all Councillors and Council officials and covers all areas of Council's operations.

3 Policy

This policy details Council's commitment to establish a compliance framework which promotes a culture of compliance within Council through endorsement at all levels to:

- Uphold Council's core visions and values
- Ensure appropriate resources are allocated to develop, implement, maintain and improve the compliance framework
- Ensure there is a process to identify, assess, assign and report on Council's compliance obligations
- Ensure all levels of leadership convey a clear and consistent message to Council Officials that Council is committed to upholding its compliance obligations
- Ensure Council Officials are informed and trained in the legislative obligations that affect them
- Establish a mechanism for recording and reporting non-compliance or near misses
- Commit to the notification of breaches to all relevant stakeholders

4 Key Responsibilities for Compliance

5 Definitions

Compliance: means meeting all obligations Council is required to comply with. This includes legislation, internal policy, industry codes, contractual obligations, court judgements, permits and licences from statutory authorities.

Council Official: includes permanent, temporary or casual employees, volunteers, contractors or consultants, working in a full-time or part-time capacity within the council.

Legislation: includes any Act or Regulation, rule, code, circular, practice note and the like that applies to the Council's functions and activities conducted by staff in the performance of their duties.

Non-compliance: refers to an act or omission which causes Council to fail to meet a legislation compliance obligation.

6 References

- AS ISO 19600:2015 Compliance Management Systems – Guidelines

7 Details of Approval and revision

Approval date: 6/12/2018

Responsible Section: Governance Services

Superseded policies/procedures: n/a

Next review date: 31/08/2018

Table of amendments

Amendment	Authoriser	Approval ref	Date