

## Legislative Compliance Policy

The Town of Bassendean (Town) is committed to upholding its legal and regulatory obligations in alignment with its values, objectives, and community expectations. Through proactive measures, continual improvement, and collaboration, we ensure compliance with legislative requirements while fostering a culture of integrity and accountability.

### Objectives

1. To ensure a commitment to compliance is communicated widely to all employees and relevant interested parties in clear and convincing statements supported by action.
2. To meet regulatory and legislative requirements including a commitment to continual improvement of the Town's compliance management system.
3. To align with the Town's compliance obligations, governance and risk management framework, integrating legislative requirements into the Town's operations while considering compliance management practicalities and risk management practices.
4. To align with the Town's values, objectives and actions contained in the Council Plan.

### Scope

This policy applies to all Council Members, employees and relevant interested parties of the Town of Bassendean.

### Definitions

Definitions related to this policy are outlined in the following table:

Term	Definition
Compliance culture	Values, ethics, beliefs and conduct that exist through the Codes of Conduct of the Town and interact with the Town's control systems that are conducive to compliance.
Compliance risks	Likelihood of occurrence and the consequences of noncompliance with the Town's compliance obligations.
Conduct	Behaviours and practices that impact outcomes for customers, employees, suppliers, and the community.
Interested parties	Person or organisation that can affect, be affected by, or perceive itself to be affected by a decision or activity.
Non-compliance	Non-fulfilment of compliance obligations.

## **Policy statement**

The Town recognises the importance of compliance with legislative requirements to maintain trust and meet community expectations. This policy establishes processes and structures to integrate legislative obligations into our operations effectively. We aim to cultivate a compliance culture that empowers all Council Members, employees and relevant interested parties to fulfill their obligations while aligning with our strategic objectives and capabilities.

## **Responsibilities**

1. Council Members and employees have a responsibility to be aware of and abide by legislation applicable to their role.
2. The Town shall have systems in place to ensure that Council Members and employees are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their role, within its financial capacity to do so.

## **Management strategies and allocation of responsibilities and resources**

1. The Town will maintain a compliance calendar to set objectives, identify obligations, and assess compliance risks. Regular reviews will ensure the currency of the calendar, incorporating relevant legislation and updates.
2. The Office of the CEO will oversee the implementation of legislative obligations, ensuring clear lines of responsibility.
3. Directors will support the CEO in executing compliance obligations within their respective directorates.
4. Council Members and employees will receive ongoing training and resources to stay updated on relevant legislation.
5. The Corporate Management Committee (CMC) will review accidents, incidents, complaints, and audit reports to identify compliance gaps and facilitate improvements.

## **Compliance Obligations**

The compliance obligations affecting the Town arise from the legislative and regulatory contexts that it operates in, however obligations or risks can also arise from other factors such as the Council Plan that outlines the objectives of the community. The Town shall maintain awareness of regulatory and legislative requirements through various channels including:

1. utilisation of government websites for up-to-date legislation
2. membership of professional groups and attendance at industry forums
3. liaising with the Department of Local Government Industry Regulation and Safety (DLGIRS) and other regulators

4. advice from legal advisors, and
5. subscription to relevant information services and consultation with external and internal stakeholders.

## **Other compliance matters**

In addition to regulatory and legislative obligations, the Town will adhere to:

1. agreements with community groups or non-governmental organisations
2. agreements with public authorities and ratepayers
3. organisational requirements through local laws, policies and procedures
4. codes of practice
5. obligations arising from contractual arrangements with the Town, and
6. relevant organisational and industry standards.

A risk-based approach through the Town's risk management framework will ensure the effective management of compliance obligations.

## **Non-compliance**

In the event of nonconformity or noncompliance, the Town will take immediate action to control and correct the issue to:

1. ensure that employees report all instances of non-compliance to the relevant Manager. The Manager shall then evaluate and determine what corrective actions are to be implemented to prevent recurrence and report the matter to the CEO.
2. ensure that in cases where a Council Member becomes aware of non-compliance, they report the matter to the Office of the CEO, who will then determine the appropriate response regarding the matter.
3. investigate any reports of significant non-compliance through the Office of the CEO, and if necessary, report the non-compliance to the Council and/or the relevant government authority if required.
4. take corrective action through the documentation of all non-compliance and the corrective actions for review and improvement to be implemented through operational procedures and processes, including training.

## **Compliance and Review**

This policy will undergo regular review to ensure alignment with legislative requirements, industry standards, and best practices. Members and Workers will be informed of any updates through standard communication channels.

## Implementation

This policy will be disseminated to all Council Members, employees and relevant interested parties of the Town to ensure widespread understanding and adherence.

## Reference Information

- Shire of Toodyay Legislative Compliance Policy
- Local Government Regulatory Compliance Framework (DLGIRS) ([Local Government Compliance Framework | LGIRS](#))

## Legislation

- [Local Government Act 1995](#)
- [Local Government \(Audit\) Regulations 1996](#)
- [Work Health and Safety Act 2020](#)
- [Work Health and Safety \(General\) Regulations 2022](#)

## Associated Documents

- [Compliance Calendar](#)
- [Delegations Register](#)
- [Governance Framework](#)
- [Risk Management Framework](#)
- [Risk Management Policy](#)

<b>Document responsibilities:</b>			
<b>Owner:</b>	Council	<b>Owner Business Unit:</b>	Office of the CEO
<b>Inception date:</b>	OCM 2025-12-16/10 16/12/2025	<b>Decision maker:</b>	Council
<b>Review date:</b>	Annually with the Delegations Register	<b>Repeal and replace:</b>	
<b>Compliance requirements:</b>			
<b>Legislation</b>	<i>Local Government Act 1995  Local Government (Audit) Regulations 1996  Work Health and Safety Act 2020  Work Health and Safety (General) Regulations 2022</i>		