

 <small>Kaipara Te Oraoanaki</small> KAIPARA DISTRICT <small>The Oceans The Harbours</small>	Title of Policy	Legislative Compliance Policy		
	Sponsor	Sue Davidson Glennis Christie	Authorised/Adopted by	Audit and Risk Committee
	Written By	Sue Davidson Shelley Paniera	Date Adopted	21-April-2016 10 April 2021
	Type of Policy	Finance	Review Date	10 April 2024 30-April-2019
	File Reference	2304.15	Date	6-April-2016

1 Background

There are many pieces of legislation which impact on Council in its function as a local government organisation.

2 Objective

The scope of this policy is to document and assist Council in ensuring that compliance with relevant statutes and regulations occurs while undertaking the necessary functions and duties of Local Government. It outlines how Council will meet compliance and what actions will be taken if non-compliance is identified.

3 Procedure

To meet compliance Council will;

- ~~Establish and maintain a List of Key Legislation~~
- ~~Once Twice~~ a year engage with senior staff regarding awareness of obligations and endeavours in the performance of Council functions.
- Key staff will be asked to sign a statement listing any non-compliances, if any, that their group is aware through an internal audit process.
- Engage General Legal Counsel on matters arising in day to day management of Council duties when necessary and any new legislative requirements.
- ~~Seek legal advice on Statutory Planning Documents, including but not limited to Council's District Plan Long Term Plan, Annual Plan and Rates Resolutions.~~
- Advise the Audit and Risk Committee of any areas of non-compliance or exposure to risk from breaches or claims identified, as soon as practical

Should non-compliance be identified;

- The non-compliance will need to be brought to the activity manager's attention (if they are not already aware of this).
- Discussion to activity managers General Manager to occur. The General Manager may request a report be written by the activity manager of the noncompliance issue. This may be undertaken at the time of analysis.
- Analysis of the non-compliance to be undertaken by the activity manager
- Rectification through system changes or training will take place
- Report to the Audit and Risk Committee of the non-compliant activity and the steps taken to address this.

Notes

~~Some legislation may cover several activity areas for which responsibility falls on different staff. In these circumstances, staff members with primary responsibility for this activity will need to ensure legislative compliance.~~