



## Legislative Compliance Policy

The operations of Barwon Grove Golf Club are subject to a wide range of legal requirements, embodied in legislation, regulations, licences, codes, guidelines, and similar binding instruments. These include (but are not limited to):

- Occupational Health and Safety legislation.
- Anti-discrimination legislation, including that relating to equal opportunity, racial vilification, and disability discrimination.
- Taxation legislation; and
- Privacy legislation.

This sets out Barwon Grove Golf Club's policy for compliance with the law and the governance structures, responsibilities and processes that have been established to give effect to that policy.

### Policy

Barwon Grove Golf Club is committed to the highest standards of integrity, fairness, and ethical conduct, including full compliance with all relevant legal requirements, and requires that all its Board members, employees, volunteers, and contractors acting on its behalf meet those same standards of integrity, fairness, and ethical behaviours, including compliance with any legal requirement. There is no circumstance under which it is acceptable for Barwon Grove Golf Club or any of its employees or contractors to knowingly and deliberately not comply with the law or to act unethically while performing or advancing Barwon Grove Golf Club's business.

### Responsibilities

#### 1. The Board will:

- Review and monitor the leadership and commitment given to legislative compliance
- Review compliance management objectives and plans for legislative compliance; and
- Monitor compliance performance by way of periodic management reports and assurances.

#### 2. The Secretary will:

- Prepare legislative compliance objectives and plans for review and consideration by the Board.
- Monitor performance against legislative compliance objectives and plans, and report to the Board on progress toward accomplishment of objectives.
- Oversee the performance of staff in these matters, including
  - conforming to and applying relevant requirements of the Law within the workplace.
  - ensuring that systems and procedures established to make the policy effective are operational.
  - ensuring that staff are trained and have the necessary knowledge and understanding to perform their duties in compliance with the policy and all relevant requirements of the law.



- reporting and investigating any incident or occurrence thought or known to constitute a breach of any legal requirement; and
- designing and implementing system enhancements to correct weaknesses that could result in a breach of such a requirement.
- Review and report annually to the Board on the effectiveness of the management systems established to deliver legislative compliance.
- Promote a culture of effective legislative compliance across the organisation; and

3. All staff, volunteers, and contractors, at all levels, will:

- Ensure that they are aware of any legal requirements that apply to their work activities and that they comply with them.
- Report all incidents of breaches of legal requirements; and
- Where appropriate, suggest ways in which practices, systems and procedures could be improved to reduce the likelihood of a breach occurring.

### **Processes**

- The Board will, at least once a year, feature as an agenda item the monitoring of compliance performance.
- Legislative compliance objectives and plans will be prepared by the Secretary, approved by the Board, and held on file.