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MONITORING LEGAL COMPLIANCE POLICY

Policy Statement

Enhanced Lifestyles (EL) and Lifestyle Assistance and Accommodation Service (LAAS) operates within the requirements of the legislation and legal regulations of the Corporations Act 2001, Equal Opportunity Act 2010, and Fair Work Act 2009. Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service is committed to complying with all applicable laws and requires that all employees and Board members act within the law at all times in the course of their duties for the organisation.

The Boards delegates the responsibility for monitoring legal compliance to the Executive Office.

The document complies with NDIS 2018, standard 2.1 Governance and Operational Management, 2.2 Risk Management, and ACIS 2013, 2.1 Governance and Operational Management, section 4.1 Safe Working Environment. This document is readily available to all clients and employees of Enhanced Lifestyles including the Board of Management.

Policy context: This policy relates to

Legislation or other requirements

Associations Incorporation Act (SA) 1985 Act
Equal Opportunity Act 2010
Fair Work Act 2009

Responsibility

The Chief Executive Officer will maintain a register of the relevant specific legislation and other legal requirements that Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service is subject to. The register will identify the legal requirements that Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service is subject to, and document for each:

- the name of the Act or regulation
- the body administering the requirement
- the actual requirement or link to Enhanced Lifestyles and Lifestyle Assistance and Accommodation Service document with the information about the requirement
- a link to the current Enhanced Lifestyles and Lifestyle Assistance and

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Accommodation Service policy or other document demonstrating compliance checking procedures

- completion of compliance assessment.

The Chief Executive Officer will be responsible for reporting any breach of procedure related to legal requirements and overseeing any investigation.

The Chief Executive Officer will determine whether specific auditing of compliance in particular areas is required.

The Chief Executive Officer will report to the Board on the completion of compliance checking and on any breaches of legal requirements.

Employee responsibilities

All employees will:

- ensure that they are aware of any legal requirements that apply to their areas of work and that they comply with them
- report any breaches of legal requirement
- where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of a breach occurring.

Documentation

Documents related to this policy	
Forms, record keeping or other organisational documents	Document Control Register