



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

St 6k	MONITORING LEGAL COMPLIANCE
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Applies to:
Specific responsibility:

Version:
Date approved: 5 Aug 2014

Policy context: This policy relates to	
Standards or other external requirements	NDIS Practice Standards
Legislation or other requirements	Disability Services Act
Contractual obligations	National Disability Insurance Agency

POLICY STATEMENT

Jumbunna operates within the requirements of the legislation and legal regulations. Jumbunna is committed to complying with all applicable laws and requires that all staff and Management Committee members act within the law at all times in the course of their duties for the organisation.

The Management Committee delegates the responsibility for monitoring legal compliance to the General Manager.

PROCEDURES

Legal compliance register

The General Manager will maintain a register of the relevant specific legislation and other legal requirements that Jumbunna is subject to. The register will identify the legal requirements that Jumbunna 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 Jumbunna document with the information about the requirement
- a link to the current Jumbunna policy or other document demonstrating compliance checking procedures
- completion of compliance assessment.

The General Manager will be responsible for reporting any breach of procedure related to legal requirements and overseeing any investigation.

The General Manager will determine whether specific auditing of compliance in particular areas is required.

The General Manager will report to the Management Committee on the completion of compliance checking and on any breaches of legal requirements.

Staff responsibilities

All staff 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	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Monitoring Legal Compliance	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2025
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 28 July 2022.		