

Legislation Compliance Procedures

STEP 1 – Accessing Federal Legislation

No.	Who	Actions
1.1	All	<p>a) Details of Commonwealth legislation can be sourced through CommLaw Website: http://www.comlaw.gov.au/</p> <p>b) Click on relevant legislative document category from 'Top menu':</p> <ol style="list-style-type: none"> i. Acts ii. Legislative Instruments iii. Gazettes iv. Bills v. Other <p>b) Search using 'Filter' parameters or Click on Alpha character.</p>
2.1	All	<p>a) Details of State/Territory legislation can be sourced through</p> <ol style="list-style-type: none"> 1. Website: (e.g. New South Wales Government – NSW Legislation) http://www.legislation.nsw.gov.au/ <p>b) Click on 'Search' from 'Top menu'; this will present the search parameters.</p> <p>c) Click on 'Browse' to filter alphabetically. .</p>
3.1	Director	<p>a) Changes to legislation are monitored through subscription to the relevant Federal / State Law Publisher website.</p> <p>b) Subscribe to receive Notification of changes.</p> <p>c) Any changes that are identified are noted / printed.</p> <p>d) Check the legislation register to determine the resources or documents that include information about the legislation which may require updating. These may include:</p> <ol style="list-style-type: none"> a. Policies; b. Procedures; c. Forms; d. Training resources; e. Assessment resources; f. Marketing materials; g. Other business documentation; h. Other client documentation eg Student Handbook <p>e) Determine which legislation needs to be provided to staff and how this information will be best provided.</p> <p>f) Determine which legislation needs to be provided to clients and how this information will be best provided.</p>
4.1	Director	<p>a) Review the relevant resources or documents or modification requirements.</p> <p>b) Complete a 'Continuous Improvement Form' for implementation into continuous improvement of resources. (See Continuous Improvement procedures)</p> <p>c) Ensure information regarding legislative requirements is provided to staff.</p>