

<b>10.2</b>	<b>MONITORING LEGAL COMPLIANCE</b>
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<b>Applies to:</b> Staff, Management Committee
<b>Specific responsibility:</b> Management Committee, HECIS Co-Ordinator

<b>Version:</b> 1
<b>Date approved:</b> 5.8.14
<b>Next review date:</b> Aug 21

<b>Policy context:</b> This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

## POLICY STATEMENT

HECIS operates within the requirements of the legislation and legal regulations of the Associations Incorporations Act 2009 and the Australian Taxation Office. HECIS 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 HECIS Co-Ordinator.

## PROCEDURES

### Legal Compliance Register (Schedule)

The HECIS Co-Ordinator will maintain a register/schedule of the relevant specific legislation and other legal requirements that HECIS is subject to. The register will identify the legal requirements that HECIS 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 HECIS document with the information about the requirement
- A link to the current HECIS policy or other document demonstrating compliance checking procedures
- Completion of compliance assessment.

The HECIS Co-Ordinator will be responsible for reporting any breach of procedure related to legal requirements and overseeing any investigation.

The HECIS Co-Ordinator will determine whether specific auditing of compliance in particular areas is required.

The HECIS Co-Ordinator 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 will 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	Legal Compliance Register

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

### INDEXING

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	19.8.15	HECIS Co-Ordinator	Aug 2016
2	8.8.16	HECIS CoOrdinator	Aug 2017
3	16.8.17	HECIS CoOrdinator	Aug 2018
4	10.9.18	HECIS CoOrdinator	Aug 2019
5	17.9.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021