

A2. REGULATORY COMPLIANCE

Content:	Illawarra Aboriginal Corporation Policies and Procedures
Version:	1.0
Section:	Home Care
Applies To:	Board, Management and Staff of all IAC Home Care Services
Date:	May 2014 (Review May 2017)

Background and Purpose

The IAC's Home Care policies articulate our aims, goals and philosophies in caring for our Elders. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that our Elders are afforded the best and most appropriate care and that we meet all of the requirements of the Department of Social Services.

Principle

The Illawarra Aboriginal Corporation recognises and understands that it needs to have systems in place to identify and ensure compliance with funded program guidelines, relevant legislation, regulatory requirements and professional standards.

The IAC is committed to identifying and complying with all relevant legislation and requirements to ensure the safety and quality of service afforded to our Elders.

Our Commitment

The IAC will:

- identify and comply with all relevant legislation and requirements including, but not limited to, police checks, equal opportunity employment, anti discrimination, sexual harassment, occupational health & safety and flexible & supportive work practices
- collect and maintain all available information, documents and records about an Elder
- ensure that records pertaining to an Elder and their family are maintained in a safe and secure manner for the time specified in the relevant legislation
- ensure that we meet reporting standards and guidelines of the Department of Social Services
- ensure that all staff and key personnel have current police checks that reflect their suitability to work with Elders
- ensure that staff and key personnel are not discriminated against for previous convictions where they can demonstrate their suitability and where the IAC can ensure that it protects our Elders

COMPLIANCE

This policy complies with:

- The Aged Care Act 1997
- Community Care Common Standards
- Home Care Package Program Guidelines

REFERENCES

This policy should be read with:

- Community Care Common Standards - Standard 1 - Effective Management - 1.2 Regulatory Compliance
- All Governance policies
- All Human Resources policies