

## AL8. SERVICE MANAGEMENT - COMPLIANCE

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

### Background and Purpose

The IAC's Ability Links policies articulate our aims, goals and philosophies in providing services for people with disability, their families and their carers. They explain how the Illawarra Aboriginal Corporation works with its staff, carers and other agencies to ensure that people with disability, their families and their carers are afforded the best and most appropriate care and that we meet all of the requirements of Family and Community Services - Ageing Disability and Home Care.

### 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 clients, their families and their carers.

### 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 a client, their family and their carer
- ensure that records pertaining to a client 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 ADHC
- ensure that all staff and key personnel have current police checks that reflect their suitability to work with clients, their families and their carers
- 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 clients, their families and their carers

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### COMPLIANCE

*This policy complies with:*

- Disability Services Act 1993
- National Standards for Disability Services
- Community Care Common Standards

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### REFERENCES

*This policy should be read with:*

- National Standards for Disability Services- Standard 6– Service Management
- Community Care Common Standards - Standard 1 - Effective Management - 1.2 Regulatory Compliance