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**POLICY AND PROCEDURE:**  
**PP No:**  
**DATE:**

**Legislation**  
**PP063.3**  
**11<sup>th</sup> September 2014**

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# Contents

- Introduction..... 3**
- Policy ..... 3**
- Purpose..... 3**
- Authorisation ..... 3**
- Procedures..... 4**
- Responsibility ..... 4**
- Related Documents ..... 4**
- Appendix A..... 5**

## Introduction

As a Registered Training Organisation (RTO), MACE is obliged to comply with relevant Commonwealth, state or territory legislation and regulatory requirements.

## Policy

MACE must ensure that all RTO staff, trainers, assessors and independent contractors are aware of the legislative and regulatory requirements in relation to their duties.

MACE must ensure that all current and potential students are aware of the legislative and regulatory requirements in relation to their participation in vocational education and training.

## Purpose

The purpose of this policy and its procedures is to ensure MACE complies with all relevant State and Commonwealth legislation as a Registered Training Organisation as well as meet the relevant requirements of Commonwealth and/or State legislation.

MACE will provide all RTO staff, trainers, assessors and independent contractors with information about those requirements that may significantly affect their duties.

MACE will provide all current and potential students with information about those requirements that may significantly affect their participation in education and training.

## Authorisation

*Chief Executive Officer*  
MACE Incorporated

## Procedures

The Compliance Officer will:

- check the 'Victorian Legislation and Parliamentary' Documents website [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au) under 'Summary of new versions lodged to this website for the Week' every Friday for weekly updates on all new versions lodged to the website for the week ending that Friday.
- check the Australian Government ComLaw website [www.comlaw.gov.au/WhatsNew](http://www.comlaw.gov.au/WhatsNew) every month for all recent publications
- update list of Legislations in Appendix A and save copy of legislation in [X:\Policies and Procedures\Legislation](#)
- advise relevant staff of any changes pertaining to their area at the weekly staff meetings
- Subscribe to the following newsletters, forums, e-alerts etc.:
  - skills@work
  - RTO KnowledgeBank / RTO Update / Velocityworks
  - Workforce Blueprint
  - VRQA eNews
  - IBSA News
  - ASQA Issues Group (LinkedIn)
  - Velg National RTO Network Group (LinkedIn)
  - RTO Best Practice Network Group (LinkedIn)
  - RTO Compliance Group (LinkedIn)

## Responsibility

It is the responsibility of the Chief Executive Officer to ensure that all RTO staff, trainers, assessors, independent contractors and current and potential students are aware of this policy and its procedures.

## Related Documents

- Copies of Legislations as listed in *Appendix A* can be found in [X:\Policies and Procedures\Legislation](#)

## Appendix A

LEGISLATION	STATE/FEDERAL	YEAR
<b><i>Australian Consumer Law</i></b>		
Competition and Consumer Act	Commonwealth	2010
<b><i>Children's Services</i></b>		
Education and Care Services National Law Act	Victoria	2010
Crimes Act	Victoria	1958
Children, Youth and Families Act	Victoria	2005
Working with Children Act	Victoria	2005
<b><i>Copyright</i></b>		
Copyright Act	Commonwealth	1968
Copyright Amendment (Digital Agenda) Act	Commonwealth	2000
<b><i>Disability, Discrimination &amp; Equal Opportunity</i></b>		
Disability Discrimination Act	Commonwealth	1992
Disability Services Act	Commonwealth	1986
Sex Discrimination Act	Commonwealth	1984
Sex Discrimination Amendment Act	Commonwealth	1991
Disability Services Act	Victoria	1991
Disability Act	Victoria	2006
Equal Employment Opportunity (Commonwealth Authorities) Act	Commonwealth	1987
Equal Opportunity Act	Victoria	2010
Health Services Act	Victoria	1988
Human Rights and Equal Opportunity Commission Act	Commonwealth	1986
Intellectually Disabled Persons' Services Act	Victoria	1986
<b><i>Finance, Taxation</i></b>		
A New Tax System (Australian Business Number Act)	Commonwealth	1999
A New Tax System (Fringe Benefits Reporting)	Commonwealth	1999
A New Tax System (Goods & Services Tax Administration)	Commonwealth	1999
A New Tax System (Goods & Services Tax)	Commonwealth	1999
Audit Act	Victoria	1994
Credit Act	Victoria	1984
State Taxation Acts Amendments Act	Victoria	2010
Financial Management Act	Victoria	1994
Fringe Benefits Tax Act	Commonwealth	1986
Payroll Tax Act	Victoria	2007
Public Sector Management and Employment Act	Victoria	1998
State Superannuation Act	Victoria	1988

Superannuation (Public Sector) Act	Victoria	1992
Superannuation Contributions Tax Imposition Act	Commonwealth	1972
<b>Information, Privacy</b>		
Australian Privacy Principles (APP)	Commonwealth	2014
Freedom of Information Act	Victoria	1982
Health Records Act	Victoria	2001
Information Privacy Act	Victoria	2000
Privacy Act	Commonwealth	1988
Privacy Amendment (Enhancing Privacy Protection) Act	Commonwealth	2012
Public Records Act	Victoria	1973
<b>Occupational Health &amp; Safety</b>		
Occupational Health & Safety Act	Victoria	2004
<b>VET/Traineeships &amp; Apprenticeships</b>		
Education and Training Reform Act	Victoria	2006
<b>Workplace Relations</b>		
Accident Compensation Act	Victoria	1985
Building Act	Victoria	1993
Industrial Relations (Consequential Provisions) Act	Commonwealth	1988
Protected Disclosure Act	Victoria	2012
Workers Compensation Act	Victoria	1958
Fair Work (Registered Organisations) Act	Commonwealth	2009