



Legislative Compliance Programme Procedure

Procedure Number

CHC-PG-0047

Version Nos:

3

1. Purpose

This Procedure outlines the process for the West Coast District Health Board (WCDHB) to ensure that there are systems established and maintained for the monitoring of the WCDHB compliance with relevant legislation, that relates to the execution of its statutory functions and duties.

2. Application

This Procedure is to be followed by all staff/Board/Committee members throughout the WCDHB.

3. Definitions

For the purposes of this Procedure:

Relevant Legislation means the Acts, Regulations and other legal obligations as set out in the Appendix to this Procedure, which will be amended from time to time.

4. Responsibilities

For the purposes of this Procedure:

the **Chief Executive Officer** is required to:

- oversee all aspects of this Procedure.

The **Risk and Quality Manager** is required to:

- identify relevant legislation with which the WCDHB/CHC is required to comply; and
- provide operational interpretations of the relevant legislation; and
- develop compliance systems; and
- monitor and report on compliance.

All Staff Members are required to:

- ensure they abide by the requirements of this Procedure.

5. Resources Required

This Procedure requires:

- WCDHB Legislative Compliance Register

6. Process

- 1.00 The Board of the WCDHB has the overall responsibility for good governance.
- 1.01 The Chief Executive Officer is responsible for the management of all operational affairs of the WCDHB and for all the functions, duties and powers delegated.
- 1.02 There are many pieces of legislation, which impact on WCDHB activities and imply a risk if the performance of the WCDHB or the behaviour of its staff/Board/Committee members is inconsistent with the intention of relevant legislation.



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- 1.03 The Chief Executive Officer will delegate to the Risk and Quality Manager the responsibility to:
- i) identify relevant legislation with which the WCDHB is required to comply; and
 - ii) provide operational interpretations of the relevant legislation; and
 - iii) develop compliance systems; and
 - iv) monitor and report on compliance.
- 1.04 The Risk and Quality Manager will establish and maintain a register of the relevant legislation with which the WCDHB must comply. This register will include the:
- i) names of the relevant legislation identified in the Appendix to this Procedure;
 - ii) specific elements within the identified relevant legislation that have specific compliance requirements for the WCDHB;
 - iii) risks and/or consequences of failure by WCDHB to comply;
 - iv) implications for the management and operation of the WCDHB;
 - v) staff member(s) responsible for each piece of relevant legislation;
 - vi) reporting requirements.
- 1.05 The Risk and Quality Manager will report regularly to the Board (via the Chief Executive Officer on legislative compliance activities.
- 1.06 The addition of new relevant legislation to the register must first be reported to an Executive Management Team meeting, and then to the next ordinary meeting of the WCDHB Board.
- 1.07 All concerns about the WCDHB's undue exposure to risk or the WCDHB's ability to comply with any relevant legislation must be reported to the Chief Executive Officer as soon as it becomes known and then by the Chief Executive Officer to the Board of the WCDHB, via the Chairperson. It may also be necessary to inform the Ministry of Health and/or other Government agencies.
- 1.08 Every instance of a failure to comply with relevant legislation is to be investigated and the subsequent report will include a statement of the action taken, or action that is proposed to be taken, to either reduce or eliminate any present or future critical breach of any relevant legislation.

7. Precautions And Considerations

- ➔ Advice and recommendations on purchasing wheelchairs is to be obtained from the Occupational Therapy Department prior to orders being placed.
- ➔ All wheelchairs are required to undergo an annual maintenance check
- ➔ All wheelchairs are to be kept in a clean condition

8. References

There are no references associated with this Procedure.



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9. Related Documents

WCDHB Risk Management Procedure

WCDHB Provision Of Insurance Procedure

Revision History	Version:	3
	Developed By:	Risk and Quality Manager
	Authorised By:	Chief Executive Officer
	Date Authorised:	November 2000
	Date Last Reviewed:	January 2007
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