

Privacy Act 1988 (Cth)
 Privacy Amendment (Private Sector) Act 2000 (Cth)
 The Auditor General Act 1997
 The Corporations Act 2001
 The Australian Securities and investments Commission Act 2001
 The Copyright Act 1968
 Crimes Act 1914 (particularly sections 70 and 76)
 Criminal Code Act 1995
 Cybercrime Act 2001
 The Data Availability and Transparency Act 2022
 Data-matching Program (Assistance and Tax) Act 1990
 A New Tax System (GST Tax) Act 1999
 The Taxation Administration Act 1953
 The Ombudsman Act 1976
 Evidence Act 1995
 The Electronic Transactions Act 1999
 The Archives Act 1983
 The National Anti-Corruption Commission Act 2022
 Freedom of Information Act 1982
 The Australian Information Commission Act 2010
 The Spam Act 2003
 Intellectual Property Laws Amendment Act 2015

Objective Summary	Application to NJL Head Office & Sites	Relevant NJL internal policies
<ul style="list-style-type: none"> To promote the protection of the privacy of the individuals; To recognise that the protection of the privacy of the individuals is balanced with the interest of entities in carrying out their functions or activities; To promote the basis for nationally consistent regulation of privacy and the handling of personal information. 	<p>Personal information about individuals (including employees and business associates) is held in HR system, O365 SharePoint and finance departments.</p> <p>Personal information is the information that identifies a person such as a person’s name or address, person’s photos, credit history information, bank account details.</p> <p>To ensure the organisation meets legislative and regulatory requirements</p>	<ul style="list-style-type: none"> NJL Privacy Policy NJL Information Security Policy. NJL Data Classification Policy NJL HR Policy

<p>Australian Human Rights Commission Act 1986</p> <p>Age Discrimination Act 2004</p> <p>Disability Discrimination Act 1992</p> <p>Modern Slavery Act 2018</p> <p>Racial Discrimination Act 1975</p> <p>Sex Discrimination Act 1984</p> <p>Work Health and Safety Act 2011 (Cth)</p> <p>Work Health and Safety Act 2012 (Tas)</p> <p>Work Health and Safety Act 2011 (QLD)</p> <p>Work Health and Safety Regulation 2011 (QLD)</p> <p>Fair Work Act 2009 (Cth)</p> <p>Fair Work Regulations (Cth)</p> <p>Workplace Gender Equality Act 2012</p> <p>Anti-Discrimination Act 1998 (TAS)</p> <p>Human Rights Act 2019 (QLD)</p> <p>Anti-Discrimination Act 1991 (QLD)</p>
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<ul style="list-style-type: none"> Protecting works and other people against harm to their health, safety and welfare through the elimination of minimising of risks arising from work; Providing for fair and effective workplace representation, consultation, co-operation and issue resolution in relation to work, health and safety. 	<p>NJL is committed to a no compromise approach to providing a safe workplace for its employees, contractors, visitors and participants</p>	<ul style="list-style-type: none"> Workplace health and safety policy. Activity Risk Assessment Tool Employee Wellbeing Policy Anti-Discrimination

<p>Child Protection Act 1999 (Qld)</p> <p>Working with Children (Risk Management and Screening) Act 2000 (QLD)</p> <p>Children, Young Persons and their Families Act 1997 (Tas)</p> <p>Registration to Work With Vulnerable People Act 2013 (Tas.)</p>
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<ul style="list-style-type: none"> To reduce the risk of harm to children by creating an open environment and to allow children to report their concerns to any staff member 	<p>NJL has a zero-tolerance approach to child abuse in all forms. We have created a child safety and wellbeing-based culture based on the 10 National Principles for Child Safe Organisations. The principles are embedded in every aspect of our organisation to uphold our responsibilities to children</p>	<ul style="list-style-type: none"> Child Safe Handbook Activity Risk Assessment Tool Onboarding Process

<ul style="list-style-type: none"> • To risk assess all activities to ensure the extra layer of vulnerability is considered when children and young people are participating • To ensure all staff are able to obtain a clear criminal check and their working with vulnerable people check 		
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<p>Social Security Act 1991</p> <p>Social Security (Administration) Act 1999</p> <p>Public Governance, Performance and Accountability Act 2013, including Public Governance Performance and Accountability Rule 2014, Section 10 (the Fraud Rule)</p> <p>Public Interest Disclosure Act 2013</p> <p>The Commonwealth Fraud Control Framework</p>		
Objective Summary	Application to NJL Head Office & Sites	Relevant NJL internal policies
<ul style="list-style-type: none"> • To ensure that we have all the correct information provided to us by participants registered in the Employment Services System • To ensure that NJL have correct governance systems including accountability, program performance and accountability 	<p>NJL are committed to ensuring their governance and systems are in place for the not-for-profit as the foundation stone for delivering a quality product.</p> <p>NJL have a zero tolerance to fraud. All programs are assessed through DESE Random Rolling Samples and through internal compliance systems. NJL are committed to training our staff in servicing with quality.</p>	<ul style="list-style-type: none"> • NJL follow all Department of Employment and Education Government Policies

<p>Long Service Leave (State Employees) Act 1994 (TAS)</p> <p>Industrial Relations Act 2016 (QLD)</p> <p>Student Assistance Act 1973</p> <p>Public Service Regulations 1999</p> <p>Public Service Act 1999</p>		
Objective Summary	Application to NJL Head Office & Sites	Relevant NJL internal policies
<ul style="list-style-type: none"> • To pay granted at an interval of an employee's working life, as an employee becomes entitled to such pay after a specified period of continuous service or employment. 	<p>NJL pay Long Service leave as per the national Employment Standards.</p>	<p>Letter of offer</p>

Revision History

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VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
1.1	28/11/2022	IS Support Officer	Updated Classification to 'Sensitive'
2	08/05/2024	Document Control officer	Annual review – no changes required
2.1	03/07/2024	External Consultant	Document reference number change
3	02/12/2024	NJL Board	revised current list of legislation.