

CDNI Care Pty Ltd

Legislation Register

CDNI Care Pty Ltd recognises that quality service delivery relies on good compliance practices. It is committed to maintaining compliance with all relevant regulatory, legislative and contractual requirements.

Human Resources	Legislative or Contractual Reference	CDNI Care Pty Ltd document reference	Monitoring mechanism
Police Checks	NDIS Quality & Safeguarding Commission Practice Standards NDIS Practice Standards—Worker Screening Rules 2018 Various funding body service agreements	Human Resources Management Policy Staffing Policies and Forms Worker records Position descriptions	Quarterly compliance reports Internal audit External audit
Working with Children Checks	New South Wales Children and Young Persons (Care and Protection) Act 1998 Various funding body service agreements	Human Resources Management Policy Staffing Policies and Forms Worker records Position descriptions	Quarterly compliance reports Internal audit External audit Professional Development

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Payroll compliance	Fair Work Act 2009 National Employment Standards (NES) Modern Award – Social, Community, Home Care and Disability Services Industry Award 2010, Nurses Award 2010. Individual Employment Contracts	Work Health and Safety Policy Human Resources Management Policy Privacy and Dignity Policy Feedback and Complaints Management Policy	Payroll report Internal audit External audit
Privacy	Privacy Act 1988 (Cth) Privacy Amendment Act 2014 (Australian Privacy Principles) Health Records Act 2001 (VIC) Data and Privacy Protection Act 2014 (VIC) Privacy and Personal Information Protection Act 1998 (NSW) Health Records and Information Privacy Act 2002 (NSW). NDIS Protection & Disclosure of Info Rules 2018	Privacy and Dignity Policy Promoting and Protecting Rights Policy	Incidents and Complaints records and reports Internal Audit External audit
Human Resources	Legislative or Contractual Reference	CDNI Care Pty Ltd document reference	Monitoring mechanism

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Equal Employment Opportunity (EEO)	Equal Employment Opportunity (Commonwealth Authorities) Act 1987 Equal Opportunity for Women in the Workplace Amendment Act 1999 Workplace Gender Equality Act 2012	Work Health and Safety Policy Human Resources Management Policy	Internal audit External audit
Discrimination & Harassment	Disability Discrimination Act 1992 Sex Discrimination Act 1984 NDIS Code of Conduct Rules May 2018	Work Health and Safety Policy Feedback and Complaints Management Policy	Internal audit External audit Incidents and Complaints records and reports
Parental Leave	Paid Parental Leave Act 2010	Human Resources Management Policy	Payroll system
Staff Qualifications	NDIS Quality & Safeguarding Commission Practice Standards	Human Resources Management Policy	Internal audit External audit
Finance	Legislative or Contractual Reference	CDNI Care Pty Ltd document reference	Monitoring mechanism

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Australian Tax Office	Goods and Services (GST) Act 1999 PAYG (Withholding) Act 1999	Tax Returns BAS Statement Service Agreement	Monthly BAS statement Annual payment summary return
State Governments	Payroll Tax Workers Compensation	Tax Returns	Annual returns supporting NFP status Annual returns confirming wages and salaries paid
Service Pricing	NDIS Price Guide	Schedule of Fees	Internal Audit External audit
Information Systems	Legislative or Contractual Reference	CDNI Care Pty Ltd document reference	Monitoring mechanism
IT Systems Usage	Privacy Act 1988 (Cth) Privacy Amendment Act 2014 (Australian Privacy Principles) Health Records Act 2001(VIC) Data and Privacy Protection Act 2014 (VIC) Charter of Human Rights and Responsibilities Act 2006 Freedom of Information Act 1982	Privacy and Dignity Policy	Management Supervision Internal Audit

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Quality & Governance	Legislative or Contractual Reference	CDNI Care Pty Ltd document reference	Monitoring mechanism
Complaints management	NDIS Quality & Safeguarding Commission Practice Standards NDIS Complaints Management & Resolution Rules May 2018	Feedback and Complaints Management Policy Quality and Continuous Improvement Policy Incident Management and Reporting Policy Choice Advocacy and Control Policy Promoting and Protecting Rights Policy Feedback and Complaints Form	Agenda of team meetings Yearly performance reviews of management staff Internal audit Complaints and Grievances Register Monthly Quality Report Continuous Improvement Plan
Certification maintenance	Certification to NDIS Practice Standards mandatory accreditation requirements Various provider agreements NDIS Provider Definition Rule 2018 NDIS Provider Registration & Practice Standards Rules 2018	Quality and Continuous Improvement Policy	Internal Audit Schedule External audit certification

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<p>Records Management</p>	<p>Health Records and Information Privacy Act 2002 (NSW) Privacy Acts, State and Federal Tax Act Applicable contractual conditions NDIS Terms of Business</p>	<p>Privacy and Confidentiality Policy and Procedure Records and Information Management Policy and Procedure</p>	<p>Internal Audit Schedule External audit certification</p>
<p>Quality Management System</p>	<p>NDIS Quality & Safeguarding Commission Practice Standards NDIS Quality Indicators Guidelines 2018 NDIS Quality & Safeguards Commission & Other Measures Act 2017</p>	<p>Quality and Continuous Improvement Policy Continuous Improvement Register</p>	<p>Internal Audit Schedule External audit certification</p>
<p>Governance</p>	<p>NDIS Quality & Safeguarding Commission Practice Standards NDIA Terms of Business Corporations Act 2001 (Cth)</p>	<p>Delegation of Authority Organisational Chart Strategic Plan & Business Plan Risk Register Compliance Register Conflict Register</p>	<p>Internal Audit Schedule External audit certification Company Registration Financial Audit/Report</p>

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Work Health and Safety	Legislative or Contractual Reference	CDNI Care Pty Ltd document reference	Monitoring mechanism
Work Health and Safety (generally)	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 WorkCover New South Wales http://www.workcover.nsw.gov.au	Risk Management Policy Business Continuity Plan Risk Register COVID-19 Pandemic Management Policy Incident Management and Reporting Policy Work Health and Safety Policy Certificates of Insurance- professional indemnity, public liability and WorkCover	WHS Risk Assessment & Committee Minutes Internal audit Incident Reporting
Emergency Preparedness	AS 3745- 1995 Emergency control organisation and procedures for buildings Vulnerable People Register Building Code of Australia requirements for fire risk management	Business Continuity Plan Risk Register COVID-19 Pandemic Management Policy Incident Management and Reporting Policy Work Health and Safety Policy	Yearly drills

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Incident Management	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 WorkCover New South Wales http://www.workcover.nsw.gov.au NDIS Incident Management & Reporting Rules May 2018	Incident Management Policy and Procedure Incident Report Form Incident Register Notifiable/Mandatory Reporting Incidents	Internal audit Incident Reporting External Audit
Service Delivery	Legislative or Contractual Reference	CDNI Care Pty Ltd document reference	Monitoring mechanism

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Human Rights	Australian Human Rights Commission Act 1986 Disability Discrimination Act 1992 Age Discrimination Act 2004 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Australian Consumer Law	Choice Advocacy and Control Policy Promoting and Protecting Rights Policy Provision of Supports Policy Client Support Plan Worker Declarations	Quality Monthly Report HR Monthly report Incident reporting system Internal audit External Audit
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<p>NDIS, other funders</p>	<p>Service and provider agreements Disability Services Act 1983 (Cth) The Disability Services Act 2006 (VIC) and The Disability Amendment Act 2012 Disability Regulations 2007 The Disability Amendment Act 2012 Disability Services Act 1983 (Cth) National Disability Insurance Scheme Act 2013 (Cth) Carers Recognition Act 2010 Guardianship Act 1987 (NSW) Guardianship and Administration Act 1986 (VIC) Community Services (Complaints, Reviews and Monitoring) Act 1993 Anti-Discrimination Act 1977 (NSW) Powers of Attorney Act 2003 (NSW) NSW Trustee and Guardian Act 2009 (NSW) Disability Discrimination Act 1992 (Commonwealth) Disability Services Act 1986 (Commonwealth) Home and Community Care Act 1985 (Commonwealth) Children and Young Persons (Care and Protection Act) 1998 (NSW)</p>	<p>Quality & Occupational Health and Safety Management System.</p>	<p>Participate in annual reviews with external reviewers Submit reports as required by contract - Quarterly, half yearly, annually Monthly CC operations report</p>	
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<p>Assistance with medications</p>	<p>Poisons and Therapeutic Goods Act 1966 (NSW) Poisons and Therapeutic Goods Regulation 2008 (NSW) Drugs, Poisons and Controlled Substances Regulation 2006 (VIC)</p>	<p>Medication Management Policy and Procedure Infection Control Policy and Procedure</p>	<p>Incident Reporting Reports Internal Audits External Audit</p>
<p>Restrictive Interventions</p>	<p>Disability Act 2006 (Vic) Department of Health and Human Services' Restrictive Intervention Data System (RIDS) Behaviour Support Plan Toolkit, Department of Human Services, Victoria NDIS Restrictive Practices & Behaviour Support Rules 2018</p>	<p>Positive Behaviour Support and Restrictive Practices Policy Client Charter Choice Advocacy and Control Policy Privacy and Dignity Policy and Procedure Feedback and Complaints Management Policy</p>	<p>Restrictive Interventions Reporting (RIDS) Authorised Program Officer</p>

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