

Jurisdiction	Type e.g. NDIS Act	Obligation	Related Policy
Commonwealth	NDIS Act 2013	<p>An Act to establish the NDIS, and for related purposes.</p> <p>The NDIS Act sets out the requirements in relation to conditions of registration, record keeping requirements and under which circumstances the NDIA is required to be notified.</p> <p>The registration of a person as a registered NDIS provider is subject to the following conditions:</p> <p>(a) a condition that the person comply with all applicable requirements imposed by a law of the Commonwealth or a law of the State or Territory in which the person or entity operates as a registered NDIS provider;</p> <p>(b) a condition that the person comply with all applicable requirements of the NDIS Code of Conduct;</p> <p>(c) a condition that the person comply with all applicable standards and other requirements of the NDIS Practice Standards;</p> <p>(d) a condition that the person comply with all applicable requirements relating to record keeping prescribed by the National Disability Insurance Scheme rules for the purposes of section 73Q;</p> <p>(e) a condition that the person implement and maintain the applicable complaints management and resolution system in accordance with section 73W;</p> <p>(f) a condition that the person comply with all applicable requirements relating to complaints prescribed by the National Disability Insurance Scheme rules for the purposes of section 73X;</p> <p>(g) a condition that the person implement and maintain the applicable incident management system in accordance with section 73Y;</p> <p>(h) a condition that the person comply with all applicable requirements relating to reportable</p>	<ul style="list-style-type: none"> <li>• Compliance Register established</li> <li>• Process in place to ensure all staff read and sign the NDIS Code of Conduct</li> <li>• Policies, systems and processes established to comply with the NDIS Practice Standards</li> <li>• Record keeping procedures meet the NDIS rules</li> <li>• Complaints management process is compliant with the NDIS rules</li> <li>• Incident management policy and procedure established</li> <li>• Reportable incidents procedure</li> <li>• The Director is aware of the circumstances under which the NDIA needs to be notified e.g. insolvency</li> </ul>
Commonwealth	Registered Providers Terms of Business	Maintaining records. A Registered Provider must keep full and accurate accounts and financial records of the supports delivered to NDIS participants, along with records of service agreements. The accounts and financial records must be maintained on a regular basis and in such detail that the Agency is able to accurately ascertain the quantity, type and duration of support delivered. Financial records and accounts are to be retained by a Registered Provider for a period of no less than 5 years from the date of issue. In addition to these requirements, the retention of all records must also comply with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or Local Authority.	Financial Management Policy and Procedure
Commonwealth	Privacy Act (1988)	An Act to make provision to protect the privacy of individuals, and for related purposes	<ul style="list-style-type: none"> <li>• Information Management Policy</li> <li>• Privacy and Confidentiality Policy</li> </ul>
Commonwealth	Corporations Act 2001 (Cth)	An Act to make provision in relation to corporations and financial products and services, and for other purposes	• Financial Management Policy and Procedure
Commonwealth	Competition and Consumer Act 2010	An Act relating to competition, fair trading and consumer protection, and for other purposes	<ul style="list-style-type: none"> <li>• Conflicts of Interest Policy</li> <li>• Governance Policy and Procedure</li> </ul>
Commonwealth	Superannuation Guarantee (Administration) Act 1992 and Superannuation Guarantee Charge Act 1992	An Act relating to the establishment and administration of the Superannuation Guarantee Scheme.	• Financial Management Policy and Procedure
Commonwealth	Racial Discrimination Act 1975	An Act relating to the elimination of racial and other discrimination	<ul style="list-style-type: none"> <li>• Model of Support</li> <li>• Human Resource Management Policy and Procedure</li> <li>• Code of Conduct</li> </ul>
Commonwealth	Fair Work Act 2009 and Fair Work Rules	This Act set a national workplace relations framework, together with an obligation to provide a minimum level of working conditions for Australian workers	• Human Resource Management Policy and Procedure

Commonwealth	Workplace Gender Equality Act	An Act to promote and improve gender equality (including equal remuneration between women and men) in employment and support employers to remove barriers to the full and equal participation of women in the workforce	Gender equality is supported in the workplace and employees are equally remunerated for work performed, regardless of gender
Commonwealth	Disability Discrimination Act 1992	An Act relating to discrimination on the grounds of disability. This includes provisions relating to accommodation and access to premises	• Human Resource Management Policy and Procedure
Commonwealth	Age Discrimination Act 2004	An Act to eliminate discrimination against persons on the ground of age in the area of work	• Human Resource Management Policy and Procedure
Commonwealth	Taxation Administration Act 1953 and the Tax File Number Guidelines 1992	The Act establishes offences in relation to the handling of tax file numbers	• Human Resource Management Policy and Procedure
Commonwealth	Goods and Services Tax 1999	An Act implementing a goods and services tax and requiring the provider of taxable supplies to collect, charge and remit GST to the Australian Taxation Office.	• Financial Management Policy and Procedure
Commonwealth	Paid Parental Leave Act 2010	An Act to provide for the provision of paid parental leave.	• Human Resource Management Policy and Procedure
Commonwealth	Sex Discrimination Act 1984	An Act relating to discrimination on the basis of sex, gender, sexual preference, marital status, pregnancy, potential pregnancy or family responsibilities	• Human Resource Management Policy and Procedure • Code of Conduct