SUBMISSION 17

Catholic Social Services
Australia

Catholic Social Services Australia

A submission to the House of Representatives Economics Committee Inquiry into the Australian Charities and Not-for-Profit Commission Exposure Draft Bills.

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Table of Contents

A Introduction

Catholic Social Services Australia (CSSA) is the national peak organisation for Catholic social service agencies in Australia. It is a policy, advocacy and network support organisation for 67 members throughout Australia. Those agencies employ about 11,000 staff and deliver over $600 million worth of social services per annum. CSSA also advises Australia's Catholic Bishops on social service issues as required.

CSSA's members (**Appendix 1**) are mission-driven, not-for-profit (NFP) organisations which provide an extensive range of community services. Those services include Community Aged Care, Children's Services, Child Care, Disability Services, Drug and Alcohol Services, Emergency Relief, Employment Services, Family and Relationships Services, Financial Counselling, Foster Care, Gambling Counselling, Housing, Immigration and Refugee Settlement Services, Mental Health Services, Residential Care, School Counselling, Therapy Services, and Youth Services.

CSSA has been a firm advocate for NFP sector reform for many years. This is because its member network seeks to maximise resources dedicated to programs to assist disadvantaged and marginalised Australians and thereby reduce the diversion of administrative resources caused by duplicative reporting and unnecessarily complex contracting arrangements.

CSSA has contributed to previous Inquiries and reviews related to NFP reform and has engaged constructively in the current Government's NFP reform initiative in the hope that significant improvement in Australia's NFP regulatory framework can be achieved. This has included submissions in response to the 2011 Treasury paper on the Role of the ACNC Implementation Task Force and in response to the Exposure Draft *Australian Charities and Not-for-profits Commission Bill 2012* and the Treasury Consultation Paper: "Review of Not-for-profit Governance Arrangements".

This submission reflects the views of CSSA's network of member agencies regarding the Exposure Drafts of the *Australian Charities and Not-for-Profits Commission Bill 2012* (ACNC Bill) and the *Australian Charities and Not-for-Profit (Consequential and Transitional) Bill* released on 6 July 2012. It addresses the following matters:

1. Cutting red-tape by streamlining the regulatory framework;
2. Governance and reporting standards;
3. Public trust and confidence; and,
4. Disclosure of enforcement issues on the ACNC Register.

B Summary of Recommendations

CSSA recommends:

Recommendation a)
That the Explanatory Materials linked to an ACNC Bill set out the main elements of a Commonwealth plan to achieve COAG endorsement of a single, national regulator based on the "report once-use often" principle.

Recommendation b)
That the Bill makes clear that red-tape reduction and compliance streamlining are core objectives for the ACNC and its Commissioner. This should include reference to the intent and overall means by which other Commonwealth agencies would be required to comply with red-tape reduction objectives.

Recommendation c)
If the Commonwealth is not able to include a specific commitment in the proposed Bill to red tape reduction and compliance streamlining, tabling of the Bill in the parliament should be postponed until this can be achieved. In the interim, the ACNC Implementation Task Force could develop the operational basis for the educational, information and guidance functions of a future ACNC.

Recommendation d)
That basic guidance principles related to the development of governance and reporting standards be included in the ACNC Bill, possibly with a reference to the standards being set out in Regulations.

Recommendation e)
That the Explanatory Materials set out how the ACNC would propose to "maintain, protect and enhance public trust and confidence".

Recommendation f)
That the publication of ACNC directives, warnings and related correspondence not be placed on the ACNC website as proposed under Section 40-5(1) unless the recommendation below is implemented.

Recommendation g)
That a procedural fairness provision is made explicit in relation to obtaining an agency's response to warnings and directions before an adverse ruling is made public against the agency.

Recommendation h)
That a definition of 'serious enforcement issues" be made clear in the Exposure Draft.

Recommendation i)
That the ACNC Bill includes a clause for a review of the ACNC's operations to be undertaken within five years.

C Comments and Recommendations

The Exposure Drafts offer a number of improvements on the original Exposure Draft released in December 2011. We commend the Government for making these changes, which provide a better basis for an ACNC Bill. We also express concern that several key issues raised by CSSA, its members and other sector organisations during the consultation process have not been addressed.

The main matter of concern relates to red tape reduction. The CSSA network believes that a draft ACNC Bill must include a clear Commonwealth commitment to take action on red tape reduction before the Bill is tabled in the parliament. This matter is of such concern that, if such a commitment cannot be achieved in the near term, CSSA recommends postponement of the legislative process until a revised Bill is able to include such a commitment. In such circumstances, CSSA would welcome an opportunity to contribute to identifying an appropriate legislative solution. In the interim, the ACNC Implementation Task Force could productively focus attention on developing the education, information and guidance functions of an ACNC.

1) Cutting red-tape by streamlining the regulatory framework

Because CSSA has advocated for red tape reduction and simplified contracting measures for a decade, the absence of any tangible commitment by the Commonwealth to take action in these Exposure Drafts is a matter of serious concern. We have appreciated the lengthy consultation process provided in this case and had anticipated a clear commitment in this ACNC Exposure Draft and Explanatory Memorandum that the Commonwealth would demonstrate its critical role in relation to those Commonwealth agencies with which our members have substantial reporting and compliance relationships.

In this regard, the recent UK Review of the *Charities Act 2006* (UK) recommends that the totality of the regulation facing charities be taken into account when assessing appropriate Government actions to reduce red tape.[1]

Red-tape for the CSSA network

By way of background, in August 2008, the CSSA submission to the Senate Standing Committee on Economics Inquiry into *"Disclosure regimes for charities and not-for-profit organisations"*, presented results of a member survey. That survey identified that 19 members of CSSA were bound by some 620 separate contracts and funding agreements with governments at Commonwealth and State levels.

At that time, CSSA presented a 10 page list from just one of those members to demonstrate the need for substantial change in the way Commonwealth and State/Territory agencies engaged with the sector (see **Appendix 2**). While that list is far from exhaustive, it is

[1] Trusted and Independent: Giving charity back to charities - Review of the Charities Act 2006 (pdf, 1.02mb)

indicative of the extraordinary range of compliance obligations placed on our member agencies and confirms the findings of the Government's 2010 Productivity Commission *"Contribution of the Not-for-profit sector".*

Across the CSSA network, member agencies routinely employ staff simply to manage the additional administrative processes which arise from duplicative compliance and reporting regimes. As we advised the Productivity Commission in 2009, ***"current accountability and red tape issues are so process focussed and so burdensome as to render some services compromised in achieving efficiency and effectiveness"***.

Therefore, CSSA welcomed the Commonwealth government's 8 October 2009 announcement that red-tape reduction was a critical and foundational component of its not-for-profit reform agenda. We were also assured by Prime Minister Gillard's commitment in the ALP's 2010 pre-election policy statement, that this NFP reform initiative was driven by the desire to enable NFP agencies to direct more of their limited resources into their core functions.[2]

Lack of commitment to cut red-tape

That policy objective appeared to be reflected in the Regulatory Impact Statement attached to the Explanatory Materials (EM) released with the Exposure Draft (EM) (para 17.5). Under the prominent heading of "Problem" in the EM, the challenge for government is presented as one of an NFP regulatory framework that is *'fragmented and inconsistent; uncoordinated with regulatory responsibilities spread across a range of government agencies and producing complex reporting requirements which are, in certain circumstances, overlapping*".

Building on this, the EM asserts that ***"the sector's new regulatory system will establish a robust and streamlined regulatory framework for the NFP sector, including a "report once - use often" reporting framework"*** (page 4).

Yet, the extent of Commonwealth commitment appears to be in the Objects section of the Exposure Draft (Part 1-2, Division 15-10), which states that:

> *"In performing his or her functions and exercising his or her powers, the Commissioner must have regard to the following:*
>
> *(f) the benefits gained from minimising procedural requirements and procedural duplication, by:*
>
> *(i) cooperation between the Commission and other Australian government agencies; and,*
>
> *(ii) the effective administration of the laws that confer functions and powers on the Commissioner."*

[2] Strengthening the NFP sector" at www.alp.org.au

This undertaking falls substantially short of the series of ministerial statements about the reform agenda from 2009 until early 2011. The Exposure Draft does not require either the ACNC, or any other Commonwealth agency, to take action to establish such a "robust and streamlined regulatory framework" or to be evaluated for making such progress. The specific "Problem" identified in the EM is left unaddressed.

As a result, neither the Exposure Draft nor the EM provide the basic framework for:

- the reporting requirements by companies limited by guarantee to be transferred to the ACNC;
- relevant parts of the proposed NFP reporting requirements by Commonwealth agencies to be transferred to the ACNC; or
- steps to achieve a national regulatory framework which involves the referral by State and Territory governments of relevant NFP reporting requirements to the ACNC.

It is likely that the Committee will receive advice that the purpose of the ACNC Bill is simply to establish a regulatory body and that other issues, including red tape reduction, will be addressed subsequently. In the absence of three years of ministerial statements from 2009-11, a 2010 ALP pre-election platform statement on the rationale for this NFP reform initiative and the Commonwealth's formal commitment to collaboration principles in a National Compact with the sector, we would agree.

While the proposed ACNC Bill needs to establish a sound legislative base for the operations of an ACNC, we urge the Committee to regard the link to a Commonwealth responsibility for red tape reduction as an intrinsic component of the proposed ACNC Bill.

On a more specific matter, the EM refers to a *"Charity Passport",* which was first introduced to the sector in the ACNC's 'Implementation Design Discussion Paper' of 9 December 2011. A "Charity Passport" is referred to in the EM as the primary mechanism to be implemented by the ACNC to facilitate the 'report-once, use often' reporting framework (para 8.9). That section of the EM then states that, *"it is possible that information in the charity passport could satisfy the requirements of State and Territory government agencies"* (para 8.9).

CSSA welcomed the concept of such a Charity Passport and is ready to assist any efforts in its development. However, we are surprised that the Exposure Draft contains no mention of the Charity Passport or what it is intended to achieve. CSSA recognises that significant collaborative work between Government and the sector will be needed to finalise plans for a Charity Passport. At the same time, we would expect the 'Explanatory Materials' to contain some reference to this important concept.

Recommendations

CSSA acknowledges the challenge involved in achieving a Council of Australia Governments' (COAG) endorsement for tangible action towards a single, national NFP regulator. In view of this, CSSA accepts that it is probably necessary to proceed with a Commonwealth-only first step towards a national regulatory body, while continuing to collaborate with other interested jurisdictions. We recommend the following:

a) That the Explanatory Materials linked to an ACNC Bill set out the main elements of a Commonwealth plan to achieve COAG endorsement of a single, national regulator based on the "report once-use often" principle.

Further to the concerns raised above, CSSA also recommends:

b) That the Bill makes clear that red-tape reduction and compliance streamlining are core objectives for the ACNC and its Commissioner. This should include reference to the intent and overall means by which other Commonwealth agencies would be required to comply with red-tape reduction objectives.

c) If the Commonwealth is not able to include a specific commitment in the proposed Bill to red tape reduction and compliance streamlining, tabling of the Bill in the parliament should be postponed until this can be achieved. In the interim, the ACNC Implementation Task Force could develop the operational basis for the educational, information and guidance functions of a future ACNC.

2) Governance Standards and Reporting Framework

The CSSA network is concerned that the ACNC Exposure Draft establishes the role, functions and powers of the ACNC with no indication of the likely content of future governance and reporting standards. When the Assistant Treasurer, the Hon. David Bradbury, announced a two stage process for the creation of an ACNC, he indicated that these matters would be developed in consultation with the sector after passage of the Bill to create the ACNC. CSSA publicly welcomed his announcement and the staging process involved because it appeared to offer the prospect of a better considered design for governance and reporting regulations.

CSSA also notes that the Consequential provisions in chapter 15 of the EM are "To be drafted". This has increased the level of uncertainty about possible future arrangements.

The CSSA network is now less than confident that future consultations on governance and reporting standards would achieve a satisfactory outcome for the CSSA network and other social service networks. It is relevant that most sector responses to Treasury's "Review of Not-for-profit Governance Arrangements" advised that the majority of proposals within that "Review" would have a significant impact on the sector, including a cost impact.

Recommendation

d) That basic guidance principles related to the development of governance and reporting standards be included in the ACNC Bill, possibly with a reference to the standards being set out in Regulations.

3) *Public Trust and Confidence*

CSSA welcomes the change made to the "Objects of this Act" (15-5) in the Exposure Draft as more appropriate recognition that the Australian community already has a high level of trust and confidence in the sector. However, CSSA has several concerns about what is intended by this Object.

In relation to the Commissioner's proposed powers to remove a charity from the register based on matters related to public trust and confidence, neither the UK nor New Zealand Charities Acts state that undermining public trust and confidence should be a factor for their Commissions[3] to consider as a ground for removal of a charity from the register. In the UK, the Commission is required to assist the charity to fix the problems rather than to remove it from the register.

Under section 35-10(2)(e) of the Exposure Draft, the Commissioner can revoke the registration of a charity if that charity is conducting its affairs in a way that **may** cause harm to, or jeopardise, the public trust and confidence in the NFP sector. Given the inherent subjectivity on this matter, we recommend enhanced clarity about the definition to be used for decisions by the Commissioner which may be based on this terminology.

We would note that, while the EM (pages 104-106) states that the Commissioner must consider all of the factors listed in section 35-10(2) in a balanced fashion, this is not adequately reflected in the Exposure Draft.

The issue of misconduct by one charity causing harm to the trust and confidence of the entire Australian population in the NFP sector needs to be validated given that it is at odds with Australia's history over the last forty years (35-10-2 9e). As has been the case with public and private sector agencies from time to time, individual instances of organisational misconduct concentrate public concern and confidence about that specific organisation.

In the small number of cases of Australia's NFP history in which serious misconduct has been found, this has usually been the result of actions by one or two individuals, rather than across the entire charity. In such serious cases, CSSA submits that those individuals should be targeted. Further, there is a wide range of Commonwealth and State legislation which ensures that such misconduct can be addressed, such as under the Directors' duties of the *Corporations Act*.

Recommendation

e) That the Explanatory Materials set out how the ACNC would propose to "maintain, protect and enhance public trust and confidence".

[3] From 1 July 2012, the NZ Commission no longer exists. Its functions and powers now belong to a Government Department.

4) Disclosure of enforcement issues on the ACNC Register

CSSA has concerns about the level of information to be included on the Register under section 40(5)(1)(f) because there is the potential to have a negative and unfair impact on organisations.

The EM states that the information to be included on the Register is consistent with information made available on the internet sites of regulators of charities in overseas jurisdictions (page 44). However, consideration also needs to be given to the proposed broader role for the ACNC in guiding and educating charities.

The New Zealand Charities Act does not specify that such a wide range of enforcement information be placed on its Register (section 55) and, while the UK Commission may publish the results of its inquiries in particular cases, its Act does not specify which documents this would include.

The EM also states that details about enforcement matters would be placed on the Register to ensure that ***serious*** enforcement issues (not defined) are not kept hidden from innocent third parties such as donors and volunteers. In considering which aspects of enforcement information should be made public, CSSA believes that the Commissioner should be required to show that procedural fairness has been adhered to, including that an agency has been informed and heard before an adverse decision is made public about it.

The Exposure Draft does not specify whether or not an agency would be informed or heard before an adverse decision is made against it.

The public reputation of a charity is critical to its future. Its reputation can be readily, if inadvertently, damaged in a way which undermines its viability. Therefore, CSSA submits that the ACNC needs to act with particular care about making enforcement information available publicly.

Recommendations

f) That the publication of ACNC directives, warnings and related correspondence not be placed on the ACNC website as proposed under Section 40-5(1) unless the recommendation below is implemented.

g) That a procedural fairness provision is made explicit in relation to obtaining an agency's response to warnings and directions before an adverse ruling is made public against the agency.

h) That a definition of 'serious enforcement issues" be made clear in the Exposure Draft.

5) Review

Given the complexity involved in establishing and administering Australia's first national NFP regulatory body and the challenging experiences of comparable regulators in the UK and New Zealand over recent years, it would be prudent to include in this Bill a clause requiring a review of ACNC after 4-5 years.

Recommendation

i) *That the ACNC Bill includes a clause for a review of the ACNC's operations to be undertaken within five years.*

D Conclusion

CSSA remains committed to the establishment of an effective national NFP regulator and see this as an important step in moving to a more coherent and less cumbersome regulatory framework and one in which charities do not need to divert significant resources away from core functions due to unnecessary reporting and other compliance requirements. We welcome the fact that the current Exposure Drafts contain a number of improvements on the earlier version.

However, the current Exposure Drafts do not address the core "Problem" identified in the Regulation Impact Statement. Without doing this, there can be no confidence that reductions in red-tape and duplicative reporting by Commonwealth agencies or the fragmented impact that the requirements have on NFP agencies will diminish in the foreseeable future.

CSSA believes that this needs to be rectified before the Bill proceeds and we believe that there are ways in which such a Commonwealth commitment could be devised for that purpose. Given the distinctive nature of ministerial commitments about the NFP reform initiative from 2009-11 and their role in encouraging sector support for the initiative, we would urge the Committee not to accept the claim that this matter is of a secondary nature and can be dealt with in future years.

CSSA is ready to contribute further to the Committee's Inquiry and to participate in its hearings if so desired. CSSA also endorses the submission of the Australian Catholic Bishops Conference to this Inquiry.

Appendix 1

Catholic Social Services Australia Membership at 20 July 2012

BoysTown
Bridgeworks Employment and Training
Catholic Community Services
Catherine House Inc.
CatholicCare Hunter-Manning
CatholicCare Canberra & Goulburn
CatholicCare Melbourne
CatholicCare NT
CatholicCare Social Services - Diocese of Parramatta
CatholicCare Sydney
Catholicare Wollongong
Catholic Marriage Education Services (Perth)
Catholic Society for Marriage Education
Centacare Ballina (St Francis Xavier's Parish)
Centacare Bathurst
Centacare Brisbane
Centacare Catholic Diocese of Ballarat Inc
Centacare Catholic Family Services Adelaide
Centacare Catholic Family Services Broken Bay
Centacare Catholic Family Services Country SA
Centacare Catholic Family Services Townsville
Centacare South West NSW
Centacare Cairns
Centacare Geraldton
Centacare Gippsland (Sale)
Centacare Kimberley
Centacare New England North West
Centacare Port Macquarie
Centacare Rockhampton
Centacare Sandhurst (Bendigo)
Centacare Tasmania
Centacare Toowoomba
Centacare Wilcannia-Forbes
Centrecare Inc. Perth
Conference of Leaders of Religious Institutes in NSW
Daughters of Charity of St Vincent de Paul

Catholic Social Services Australia Membership at 20 July 2012

Dunlea Centre, Australia's Original Boys' Town
Good Grief
Jesuit Social Services
MacKillop Family Services
Marist Youth Care
Marriage Education Program Inc.
MaroniteCare
Mary Aikenhead Ministries
Marymead Child and Family Centre
MercyCare
North West Queensland Indigenous Catholic Social Services
Mercy Family Services (Qld)
Personal Advocacy Services
Rosemount Good Shepherd Youth & Family Services
Sacred Heart Mission St Kilda
Sisters of Charity of Australia
Sisters of Mercy Brisbane CLT
Institute of Sisters of Mercy of Australia and Papua New Guinea
Sisters of Mercy Parramatta
Sisters of Saint Joseph of the Sacred Heart NSW CLT
Mary Mackillop Care SA Ltd - Ain Karim
Sisters of the Good Samaritan
South Australia Province of the Sisters of St Joseph
St Anthony's Family Care
St Francis Social Services
St John of God Health Care - Social Outreach and Advocacy
St Josephs Cowper Inc
St Michael's Family Centre Limited
St Patrick's Community Support Centre (Fremantle)
Sts Peter & Paul Centacare
Trustees of the Presentation Sisters (Wagga)

Appendix 2

An attachment to CSSA's Submission to the Senate Standing Committee on Economics - August 2008

A list of compliance reporting required of MacKillop Family Services in relation to its programs.

MacKillop Family Services

COMPLIANCE REPORTING

1. Service Delivery

	Compliance Requirements
Substitute Care	Children, Youth and Young Families Act 2006 Adolescent Community Placement – Principles and Program Framework, September 1991 Permanent Care Order Guidelines 1993 Adolescent Support Program Document, 1993 Capital Development Guideline 7.7 Fire Risk Management in Community-Based Houses, Sep 2001 Departmental Instructions relating to Community Services, September 1991 (D1/91/7) Children In Residential Care 1998 Program Guidelines High Risk Adolescent Quality Improvement Initiative - Service Specifications, December 1997 Mental Health Act 1986 Aboriginal Child Placement Principle November 2000 Adolescent Support Program Document, April 2001 Minimum Standards and Outcome Objectives for Residential Care Services in Victoria, 2002 Protecting Children Volumes 1 May 1994 Protecting Children Volume 2 Protecting Children Volume 3 - Part 1 Protecting Children Volume 3 - Part 2 Protection and Placement Output: Definitions for Performance Measures 2002 Voluntary Placements Handbook July 1993 Baseline Standards for Out of Home Care, December 1995

	Compliance Requirements
	Working With Children Regulations 2006 Minimum Standards and Outcome Objectives for Residential Care Services in Victoria, 2002 Counting Rules for Child Protection & Placement Output Group Performance Measures DHS Management Response to Inhalant Use, February 2003 Flexipack Guidelines, November 1995 Funding Arrangements for Placement & Support Service Providers, Community Care Division 2001 The Home-Based Care Handbook November 2003 Practice Standards in Foster Care 1984 Procedural Guidelines Shared Family Care, Placement and Support Grant Funding Protection and Placement Output: Definitions for Performance Measures 2002 Residential Care Services - Substance Abuse Guidelines, February 2003 Wrongs Act 1958 Wrongs and Other Acts (Law of Negligence) Act December 2003
Funding agreements and instructions	Community Services Act 1970 Departmental Instructions relating to Community Services, September 1991 Funding Arrangements for Placement & Support Service Providers, Community Care Division 2001 Service agreement information kit for agencies 2003-06 Community Care Policy and Funding Plan 2003-2006
Adoption	Immigration (Guardianship of Children) Act 1946 Adoption Act 1984 Adoption Standards 1986 National Principles in Adoption 1997 Adoption Regulations 1998 Adoption and Permanent Care Procedures Manual 2000 Adoption (Amendment) Regulations 2002
Disability Services	Disability Act 2006 Victorian Intellectually Disabled Persons' Services Act 1986

	Compliance Requirements
	Disability Services Standards
Family Support Services	Service agreement information kit for agencies 2003-06 Community Care Policy and Funding Plan 2003-2006 Family Services Program: Service Standards and Quality Improvement Program, August 1996 Guidelines for Completion of Strengthening Parent Support Program Data 2001/2002 Protocol Between Protective Services and Families First, 1993
Education Services	Education Act 1958 Education Regulations 2000 Transport Accident Act 1986 School Focussed Youth Services Program Guidelines 2003 Psychologists Registration Regulations 2001 Registered Schools Board Regulations 1996

2. Human Resources

	Compliance Requirements
HR reporting **Industrial Relations**	Workplace Relations Act 1996
EEO	Equal Opportunity Act 1995 for prevention of harassment and discrimination Racial and Religious Tolerance Act (2001) Racial Discrimination Act (1975) Sex Discrimination Act (1984) Disability Discrimination Act (1992)
Disputes and grievances	Compliance with Dispute and Grievance Settling procedures set out in Workplace Agreement

	Compliance Requirements
OHS	Occupational Health and Safety Act 1985 Victorian Codes of Practice: Noise (1992) Provision of OHS Information in Languages other than English (1992) Plant (1995) First Aid in the Workplace (1995) Plant (Amendment No.1) (1998) Workplaces (1998) Manual Handling (2000) Hazardous Substances (2000) Dangerous Goods Storage & Handling (2000) Prevention of Falls (2004) Regulations: OHS (Noise) 1995 OHS (Plant) 1995 Equipment (Public Safety)(General) (1995) OHS (Confined Spaces) 1996 OHS (Incident Notification) 1997 OHS (Issue Resolution) 1999 OHS (Manual Handling) 1999 Dangerous Goods (Storage & Handling) (1999) OHS (Hazardous Substances) 1999 OHS (Lead) 2000 OHS (Asbestos) 2003 OHS (Prevention of Falls) 2003
Workers compensation	Accident Compensation Act 1985
Information privacy	Information Privacy Act 2000 (Victoria); Health Records Act 2001 (Victoria); and

	Compliance Requirements
	Privacy Amendment (Private Sector) Act 2000 (National).
Whistleblowers protection	Encouragement and facilitation of disclosures, protection of whistleblowers and establishment of a system for investigations under the Whistleblowers Protection Act 2001

3. Finance and Taxation

	Compliance requirements
Annual Reporting – Financial Statements	Corporations Act 2001 Accounting Standards and the Corporations Regulations 2001 Other mandatory professional reporting requirements Lodge Financial Statements with ASIC within 4 months of end of financial year
Financial and operating delegations	Delegations policy
Tax compliance	GST Tax Laws FBT Laws (relating to PBI organisations)

4. Other Governance Issues

	Compliance requirements
Freedom of Information	Compliance with Freedom of Information Act 1982
Insurance	DHS Non-government insurance guidelines
Information technology	Compliance with software licence requirements
Fire Safety	Building Regulations 1994 – Section 11 (form 15) Capital Development Guideline 7.7 Fire Risk Management in Community-Based Houses, Sep 2001 Fire Risk Management Standard 2002 Departmental Instructions relating to Community Services, September 1991 (D1/91/7)

	Fire Risk Management Standard 2002 Lead Tenant/Home Based Care Services Fire Safety Standard, March 2000 DHS Fire Risk Management Standard, March 2000
Building regulations	Compliance with Building Act 1993 Building Regulations 1994 – Section 11 (form 15)

Victorian Acts & Regulations

Fundraising Appeals Regulations 1999

Gambling Regulation Regulations 2005

Liquor Control Reform Act 1998

Building Regulations - 2006

Business Names Regulations 2003

Consumer Credit (Victoria) (Administration) Regulations 2006

HUMAN RESOURCES

Accident Compensation Regulations 1990

Accident Compensation Regulations 2001

Emergency Management Regulations 2003

Working With Children Regulations 2006

Drugs Poisons and Controlled Substances (Volatile Substances) Regulations 2004

PLACEMENT & SUPPORT

DHS Management Response to Inhalant Use, February 2003

DHS Practice Bulletin 2004/02

DHS Practice Instruction "Sharing information in out-of home care" - Home based care handbook

High Risk Adolescent Quality Improvement Initiative - Service Specifications, December 1997

Interagency Protocol between Victoria Police and nominated agencies 2004

Office of Housing, 1999, 'Housing Standards Policy Manual'

Procedural Guidelines Shared Family Care, Placement and Support Grant Funding

Protection and Placement Output: Definitions for Performance Measures 2002

QAS for OofHC

Residential Care Services - Substance Abuse Guidelines, February 2002

The Home-Based Care Handbook November 2003

Voluntary Placements Handbook July 1993

Disability

DHS Disability Service Standards

DHS Disability Services Policy and Funding Plan 2003-2006

Family Options Procedures Manual

Flexible Packages Case Management Manual

Funding

Great Break and Holiday Respite Regional Guidelines

Looking After Children (LAC) Framework / Assessment of Action and records

Looking After Children (LAC) Framework / Care and Placement Plan

Looking After Children (LAC) Framework / Essential Information Record

Looking After Children (LAC) Framework / Review of Care and Placement Plan

Making a Difference Procedures Manual

Quarterly Data Collection

RAPT Procedures Manual

Special Support Unit Orientation Manual

DHS Disability Policy

Client Expenditure (CERS)

Fire Policy

Health Care

Locked Doors and Windows

Menstrual Management

Moving Interstate

Policy and Funding Plan

Privacy

Respite

Restraint & Seclusion policy

Victorian Standards for Disability Services

DHS Disability Guidelines

ABI Assisted Community Living

Access to Disability Services Programs

Accommodation Staff Handbook

Accommodation Standards and Design Guidelines

Aids and Equipment guidelines

Chronic Illness Case management

Community Visitors Handbook

Duty of Care

Dyshpagia Interim Guidelines

Early Choices

Emergency Crisis Accommodation

Entry, Exit & relocation

Family Choice Program

Fire Safety Evacuation

Flexible Support Packages

Forensic Service Policy

HIV positive guidelines

Home First guidelines

Human Relations & Sexuality

Inclusive Consultation for people with disability

Individual Program Planning

Insurance Guidelines

Metro Access Guidelines

Motor Vehicles

Neuropsychological Assessments

Pricing Principles

Protection against Infection

QDC Consent list

QDC Guidelines

Tube Feeding

DHS Disability Practice Instructions

Behaviour Intervention Support

Family Options Polices and Procedures

Food Safety

Home First Business Rules

Incident Reporting

Responding to Allegations of Abuse

Restraint & Seclusion Joint Practice Instruction

DHS Disability Protocols

Acquired Brain Injury and Mental Illness

Disability Services Cultural & Linguistic Strategy

Family Intervention Support Services

Corrections, Justice & Disability Services

Disability & Juvenile Justice

Protective Services & Intellectual Disability

Intellectual Disability & Psychiatric Services

Police

Department of Education & Training directives

Census Data

Assessment and reporting

Curriculum & Standards

Human Resources

Initiatives & Programs

ICT in Schools

Professional Development

Key Learning Areas

Student Welfare

Bullying

Transport

Wellbeing

Traffic Safety Education

Admin procedure and Forms

Emergency & Security Management

Evaluation & Audit

Facilities

Tax

Regional Programs

Safety in Schools

Standards & Accountability

Associations

Adult, Community & Further Education

Merit Protection Boards

Victorian Curriculum & Assessment Authority

Victorian Institute of Teaching

Victorian Learning & Employment Skills Commission

Victorian Qualifications Authority

Catholic Education Commission

Superannuation: Employees in Catholic Education

Participation of Women in Catholic Education VIC

Education about AIDS and Care of AIDS sufferers

Accreditation to teach in a Catholic School

Accreditation to teach Religious Education in a Catholic School

Hepatitis B Policy

Confidentiality

Affirmative Action

Pastoral Care

Curriculum, Assessment and Reporting

Curriculum Dev P-12

Curriculum Assessment P-12

Reporting student outcomes

Commercial Sponsorship Arrangements

LOTE

Email and Internet use by staff

Criminal Records Check

Pathways and Transition in Post Compulsory Years

Privacy

Excursions

Catholic Education Office

Educating for Peace

Employment of Staff

Personal Files for Catholic Employees

Enrolment Policy

Christian Education for Personal Development

HIV / AIDS Education

Access to Records

Research Access

Enrolment of students under minimum age

Drug Issues in Catholic Schools

School Fees in primary schools

Sexual Harassment Policy

Enrolment of Year 7 students

Professional Development of Staff

Mandatory reporting of Abuse

Procedures for the management of allegations against lay staff

Privacy Policy in Catholic Schools

Leadership: Role of RE Co-ordinator

Registered Schools Board

Annual Return

Requirements for registration

Conditions for registration

Special Category registration

Procedure for registration of new schools

Refusal to grant registration to a school

Procedures for continuing registration of Existing Schools

Review of registered schools

Closure of a school or section of a school

Cancellation of registration

Registration - Resources

Family & Community Services Service Agreement

DHS - Service Agreement

Community Care Funding Plan

Service Standards

Family Services Program - Service Standards and Quality Framework - August 1996

HACC Standards

Disability Standards

Parent Support

Guidelines for program data - 2001/2002

Protocols

Protocol Between Protective Services & Families First

Research & Advocacy

NHRMC - Guidelines approved under Section 95A of the Privacy Act 1988 - December 2001

Privacy

Case Recording: Policy Advice and Practice Guidelines for Protective Workers (February 1997)

Child Protection & Care Practice Instruction 2003/01 Physical security of client files

Child Protection & Care Practice Instruction 2003/03 Placement referral process

Department of Human Services Interim Privacy Policy Guideline: Use and disclosure for primary and related purposes

Department of Human Services Privacy Policy

Department of Human Services Privacy Policy Making Privacy Work

MFS - An Introduction to Privacy - Complying with Legislation

Sharing information in out of home care 2003/10 - Child protection and care practice instruction

Fire Safety

Fire Risk Management Standard 2002

Departmental Instructions relating to Community Services, September 1991 (D1/91/7)

Lead Tenant/Home Based Care Services Fire Safety Standard, March 2000

DHS Fire Risk Management Standard, March 2000

AS 3806-2006: Compliance Standards

AS/NZS 4360 - 2004: Risk Management

AS/NZS 4360 - 2004: Risk Management Guidelines

Manual Handling (code of Practice No. 25, 2000)

Plant (Code of Practice No. 19, 1995)

Plant (Amendment no.1 to Code of Practice No. 19, 1995) (1998)

Hazardous Substances (Code of Practice No. 24, 2000)

Workplaces (Code of Practice No. 3, 1988)

Dangerous Goods Storage & Handling (Code of Practice no. 27, 2000)

Provision of Occupational Health and Safety Information in Languages Other than English (Code of Practice No.16, 1992)