

SD – Compliance

POLICY

Headway Gippsland Inc. is committed to fully comply with applicable laws and regulations to ensure that Headway staff's compliance documents are maintained and updated as per Government, NDIS regulations and Internal policies.

Headway Gippsland has the following processes in place to ensure Headway employees and volunteers maintain their roles and to support participants safety. It is the responsibility of employees and volunteers to provide and maintain their compliance documents by the due date. This policy has been established to describe our approach to compliance.

PROCEDURE

Mandatory Compliance Checks for Renewal for All Employees and Volunteers Include

NDIS Worker Screening Check

Working with Children Check (WWCC)

Mandatory Compliance Checks for Renewal for all Life Skills Offices (LSO's) and office staff that drive the pool cars

Drivers Licence

Full Comprehensive Car Insurance (if applicable)

Mandatory Compliance Checks for Life Skill Officers (LSO) Support Coordinators and Designated Office First Aiders Include

First Aid

CPR

Human Resources (HR) to update all employee and volunteer documents in the CRM employee file with expiry dates all compliance items. HR to forward the Request for Updated Document Template Reminder within the required timeframe to staff members and upload and any communication notes in CRM employee file.

3 months prior

NDIS Worker Screening Check - Link <https://www.service.vic.gov.au/services/national-disability-insurance-scheme/transaction#createAccount>

WWCC – Link <https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/renew-my-card>

(As both of these can be applied for at no extra charge for the WWCC)

1 Month prior – first notification will be sent out to employees and volunteers via the brevity app

Drivers Licence

Compulsory Insurance

First Aid

CPR

Failure to provide management with up-to-date copies will result in:

- 1 day overdue – HR phone call
- 1 week overdue (with no reasonable reason) - performance review with Management
- 2 weeks overdue - suspension of rostering until the copies are received

Exceptions:

- NDIS is Mandatory - If employees/volunteers don't have this check they cannot work from the date of expiry/due date until the check is received. This is in line with NDIS requirements <https://www.vic.gov.au/ndis-worker-screening-check>
- WWC - employees/volunteers are to email HR a copy of the application receipt (or a screenshot) to be able to work from expiry/due date
- First aid and CPR - completion up to 1 month after due date will be accepted with proof of booking provided by email to HR