

# FSAC Ltd

## Board Policy 6 of 14

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# Compliance Management Policy

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2015

<b>Document Approval and Version Control</b>	
Version # 4.0 Last amended 04.08.2015	Approved by: FSAC Ltd Board Name: Signed: Date:
Contact Officers: Position: Manager Human Resources Name: Craig Middleton	Next Review: 04.08.2016

## 1. POLICY STATEMENT

The Board is committed to meeting its strategic and operational objectives in compliance with all Legislative requirements and principles of good governance, and with honesty, fairness, trust, accountability and respect. To this end, the FSAC organisation will comply with the full range of State and Commonwealth legislation and regulations, and internal policies and frameworks. The manner in which the organisation discharges its compliance obligations will demonstrate our core values.

**Special Note: This Policy should be read in concert with Policy No. 2 Anglican Church Southern Queensland Student Protection Policy and Procedure framework which deals with matters of harm, sexual abuse or inappropriate behaviour. The Student Protection policy and procedures must be kept at the forefront when considering and implementing the contents of this policy and associated procedures. In the even that reasonable suspicions that harm, and/or sexual above has occurred or is likely to occur, the Student Protection Policy and Procedures must be followed.**

### 1.1. Scope

This policy applies to the total FSAC organisation and its staff.

### 1.2. Principles

This policy aims to assist the organisation and it staff in their efforts to appropriately manage its compliance obligations and is an important element in effective business management with appropriate examination of risk.

### 1.3. Legal and Other Reference Material

Refer attached Appendix 1 of legislative and policy compliance requirements.

### 1.4. Affiliated Procedures

The following Policies and Procedure support this Policy:

No 1. Accreditation Management Policy  
No. 2 Anglican Church Southern Queensland - Student Protection Policy and Procedures Framework  
No. 2.1 Child & Youth Risk Management Strategy  
No. 3 Duty of Care Policy  
No. 4 Risk Management Policy  
No. 5 Student Welfare Policy  
[6.1 Delegations of Authority Procedure;](#)  
[6.2 Privacy Procedure;](#)  
[6.3 Whistle Blowers Procedure;](#)  
[6.4 Grievance Management Procedure;](#)  
[6.5 Conflict of Interest Procedure;](#)  
[6.6 Working with Children Check \(Blue Card\) Procedure;](#)  
[6.7 Board Delegations of Authority Procedure](#)  
No. 10 Financial Management Policy  
No. 12 Workplace, Health and Safety Policy  
No 13 Student Enrolment Policy  
No. 14 Volunteer Management Policy

### 1.5. Legal and Other Reference Material

## 2. ACCOUNTABILITIES

General Accountabilities:

**The Board** is the governing body of FSAC Ltd, and is therefore ultimately responsible for ensuring the proper and effective management and operation of the FSAC organisation. The Board is responsible for the overall governance of FSAC Ltd. This includes defining and monitoring the strategic direction, developing and

monitoring policies, monitoring the effectiveness of the Board's and the Company's performance, and establishing control and accountability systems. is the governing body of the FSAC Ltd, and is therefore ultimately responsible for ensuring its proper and effective management and operation.

**The College Councils** are responsible for the administration and implementation of the Strategic Direction, Policies and Procedures and Control and Accountability systems developed by the Board. The College Councils act within the scope of powers delegated to them by the Board and remain accountable to and report regularly to the Board.

**The Business Services Committee** has responsibility to monitor and report to the Board on matters associated with the organisation's compliance obligations. The Committee is responsible to coordinate the review of the Policies and recommend endorsement to the Board. The Committee ensures that a documented compliance register and compliance framework is maintained and regularly reviewed.

**The Head of College** is responsible for the management of the College, including the management of all operational policies and ensuring the College meets all of its statutory, regulatory and policy compliance obligations.

**The Chief Financial Officer/Company Secretary** has very specific responsibilities for ensuring that FSAC meets its compliance obligations as they relate to financial and company law requirements.

**The Manager HR & Compliance** is responsible to the Board and College Councils through the Business Services Committee for administering the compliance program.

**Staff Members** are responsible for adhering to all organisational Policies and Procedures.

### 3. **POLICY ADMINISTRATION**

In accordance with policy development and review protocol this policy will be recorded as an authorised policy approved by the Board on the date shown on the front of this policy document.

The policy will be reviewed twelve months from the date of the approval shown herein.

Notwithstanding the schedule review, should circumstance change significantly before the 12 month review period, the policy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.



# Appendix One

## Legal and Other Reference Material

- *A New Tax System (Goods and Services Tax) Act 1999*
- *A New Tax System (Goods and Services Tax) Regulations 1999*
- *A New Tax System (Medicare levy Survey and Fringe Benefits) Act 1999*
- *Australian Charities and Not-for-profits Commission Act 2012*
- *Australian Charities and Not-for-profits Commission (Consequential and Transitional) Bill 2012*
- *Charitable Funds Act 2003*
- *Corporations Act 2001/Fair Trading Act 2001*
- *AS 8001 Fraud and Corruption Control*
- *Fringe Benefits Tax Assessment Act 1986*
- *Fringe Benefits Regulation 1992*
- *Superannuation Guarantee (Administration) Act 1992*
- *Tax Administration Act 2001*
- *Tax Administration Regulation 2002*
- *Child Protection Act 1999*
- *Child Protection Regulation 2000*
- *Working with Children (Risk Management and Screening Regulation) 2011*
- *Copyright Act 1968*
- *Crime and Misconduct Act 2001*
- *Australian Education Act 2013*
- *Australian Education Regulation 2013*
- *Education (Accreditation of Non-State Schools) Act 2001*
- *Education (Accreditation of Non-State Schools) Regulation 2001*
- *Education (General Provisions) Act 2006*
- *Education (General Provisions) Regulation 2006*
- *Education (Overseas Students) Act 1996*
- *Education (Overseas Students) Regulation 1998*
- *Education (Queensland College of Teachers) Act 2005*
- *Education (Queensland College of Teachers) Regulation 2005*
- *Education (Queensland Studies Authority) Act 2002*
- *Education (Queensland Studies Authority) Regulation 2002*
- *Education Services for Overseas Students (ESOS) Act 2000*
- *Education (Work Experience) Act 1996*
- *Education and Care Services National Law (Queensland) Act 2011*
- *Education and Care Services National Regulations 2011*
- *Food Act 2006*
- *Schools Assistance Act 2008*
- *Schools Assistance Regulation 2009*
- *Vocational Education, Training and Employment Act 2000*
- *Vocational Education, Training and Employment Regulation 2000*
- *Age Discrimination Act 2004*
- *Anti-Discrimination Act 1991*
- *Anti-Discrimination Regulation 2005*
- *Australian Human Rights Commission Act 1986*
- *Civil Liability Act 2003*
- *Civil Liability Regulation 2003*

- *Disability Discrimination Act 1992*
- *Fair Work Act 2009*
- *Industrial Relations Act 1999*
- *Information Privacy Act 2009 (Queensland)*
- *Paid Parental Leave Act 2010*
- *Privacy Act 1988*
- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *AS 8004 Whistleblower Protection Program*
- *Workers Compensation and Rehabilitation Act 2003*
- *Workers Compensation and Rehabilitation Regulation 2003*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *Workplace Gender Equality Act 2012*
- *ACNA Regulation 2013*
- *Building Act 1975*
- *Building Fire Safety regulation 2008*
- *Environmental Protection Act 1994*
- *Environmental Protection Regulation 2008*
- *Spam Act 2003*
- *Telecommunications Act 1997*
- *Transport Operations (passenger Transport) Act 1994*
- *Transport Operations (passenger Transport) Regulation 2005*
- *Transport Operations (passenger Transport) Standard 2000*