

# FSAC Ltd

## Board Policy 6 of 15

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# Compliance Management Policy

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2019

<b>Document Approval and Version Control</b>	
Version # 5.3 Last amended: 18 September 2018	Approved by: FSAC Ltd Board Date: 10 December 2018
Contact Officers: Position: Manager Human Resources and Compliance	Next Review: 1 October 2019

## 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 Student Protection in Anglican Schools Policy and Procedures 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 event that reasonable suspicions exist that harm, and/or sexual abuse has occurred or is likely to occur, the Student Protection Policy and Procedures must be followed.**

### 1.1. Scope

This policy and its affiliated procedures apply to the total FSAC Ltd. organisation and its staff, volunteers and contractors.

### 1.2. Principles

This policy aims to assist the organisation and its 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 to **Appendix 1** for a list of relevant Acts and Regulations which apply to this policy.

### 1.4. Affiliated Authorities

The following policies and procedures support this Policy:

- Policy No. 1 Accreditation Management Policy
- Policy No. 2 Student Protection in Anglican Schools Policy and Procedures
- Entity specific Child and Youth Risk Management Strategies
- College specific Working with Children Procedures
- Complaints Management in Anglican Schools Policy and Procedure
- Policy No. 3 Duty of Care Policy
- Policy No. 4 Risk Management Policy
- Policy No. 5 Student Welfare Policy
- Delegations of Authority Procedure
- Privacy Procedure
- Whistle Blowers Procedure
- Grievance Management Procedure
- Conflict of Interest Procedure
- Board Delegations of Authority Procedure
- Policy No. 10 Financial Management Policy
- Policy No. 12 Workplace, Health and Safety Policy
- Policy No. 13 Student Enrolment Policy
- Policy No. 14 Volunteer Management Policy

## 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.

**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 Audit and Compliance Committee**, in conjunction with the College Councils, is responsible for:

- Reviewing, monitoring and reporting on regulatory compliance issues, including recommending action and remediation plans;
- Reviewing major risks that the organisation is, or is likely to be, exposed to; and
- Monitoring risk management strategies.

### **The Principal**

The Principal of St John's Anglican College and the Principal of The Springfield Anglican College are held accountable for the effective management of their College including the maintenance of all accreditation compliance requirements. The Principals are responsible to the Board for leading the Colleges to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, strong College communities and driving the agenda for building the Colleges' market growth. The Principals work closely with the College Councils in the management of the College. The Principals report to the Board through the College Council.

**The Chief Financial Officer/Company Secretary** is responsible for ensuring FSAC Ltd achieves its financial aims through the application of best practice financial principles and complying with financial, accounting and ASIC reporting requirements. The Chief Financial Officer is also the Company Secretary.

**The Manager Human Resources and Compliance** is responsible for ensuring the FSAC Ltd organisation achieves its strategic objectives through the development and application of best practice human resource management principles and practice which comply with employment law, industrial relations and work health and safety requirements and which minimise corporate risk exposure to human resource related issues by ensuring that a comprehensive Board and operational policy framework is in place and compliant with statutory requirements.

3. **POLICY  
ADMINISTRATION**

**Staff Members** employed by the FSAC Colleges, including staff who are employed subject to the Enterprise Bargaining Agreement or other industrial instrument are responsible for adhering to all organisational policies and procedures.

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 scheduled 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 (Cth)*
- *A New Tax System (Goods and Services Tax) Regulations 1999 (Cth)*
- *A New Tax System (Medicare levy Survey and Fringe Benefits) Act 1999 (Cth)*
- *Australian Charities and Not-for-profits Commission Act 2012 (Cth)*
- *Australian Charities and Not-for-profits Commission (Consequential and Transitional) Act 2012 (Cth)*
- *Australian Charities and Not-for-profits Commission Regulation 2013 (Cth)*
- *Australian Charities and Not-for-profits Commission (Consequential and Transitional) Regulation 2016 (Cth)*
- *Charities Act 2013 (Cth)*
- *Charities (Consequential Amendments and Transitional Provisions) Act 2013 (Cth)*
- *Child Care Act 2002 (Qld)*
- *Corporations Act 2001 (Cth)*
- *Fair Trading Act 1989 (Qld)*
- *AS 8001 – 2008 Fraud and Corruption Control*
- *Fringe Benefits Tax Assessment Act 1986 (Cth)*
- *Fringe Benefits Tax Regulations 1992 (Cth)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*
- *Tax Administration Act 2001 (Qld)*
- *Tax Administration Regulation 2012 (Qld)*
- *Child Protection Act 1999 (Qld)*
- *Child Protection Regulation 2011 (Qld)*
- *Education and Other Legislation (Student Protection) Amendment Act 2003 (Qld)*
- *Working with Children (Risk Management and Screening) Act 2000 (Qld)*
- *Working with Children (Risk Management and Screening) Regulation 2011 (Qld)*
- *2011*
- *Copyright Act 1968 (Cth)*
- *Australian Education Act 2013 (Cth)*
- *Australian Education Regulation 2013 (Cth)*
- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*
- *Education (General Provisions) Act 2006 (Qld)*
- *Education (General Provisions) Regulation 2017 (Qld)*
- *Education Services for Overseas Students Act 2000 (Cth)*
- *Education Services for Overseas Students Regulations 2001 (Cth)*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
- *Education (Queensland College of Teachers) Act 2005 (Qld)*
- *Education (Queensland College of Teachers) Regulation 2016 (Qld)*

- *Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld)*
- *Education (Queensland Curriculum and Assessment Authority) Regulation 2014 (Qld)*
- *Education (Work Experience) Act 1996 (Qld)*
- *Education and Care Services National Law (Queensland) Act 2011 (Qld)*
- *Education and Care Services National Regulations 2011 (Qld)*
- *Food Act 2006 (Qld)*
- *Schools Assistance Act 2008 (Cth)*
- *Schools Assistance Regulation 2009 (Cth)*
- *Vocational Education, Training and Employment Act 2000 (Qld)*
- *Vocational Education, Training and Employment Amendment Regulation 2013 (Qld)*
- *Age Discrimination Act 2004 (Cth)*
- *Anti-Discrimination Act 1991 (Qld)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Civil Liability Act 2003 (Qld)*
- *Civil Liability Regulation 2014 (Qld)*
- *Disability Discrimination Act 1992 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Industrial Relations Act 2016 (Qld)*
- *Paid Parental Leave Act 2010 (Cth)*
- *Privacy Act 1988 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (cth)*
- *AS 8004 - 2003 Whistleblower Protection Program*
- *Workers Compensation and Rehabilitation Act 2003 (Qld)*
- *Workers Compensation and Rehabilitation Regulations 2014 (Qld)*
- *Work Health and Safety Act 2011 (Qld)*
- *Work Health and Safety Regulations 2011 (Qld)*
- *Workplace Gender Equality Act 2012 (Cth)*
- *ACNC Regulation 2013 (Cth)*
- *Building Act 1975 (Qld)*
- *Building Fire Safety regulation 2008 (Qld)*
- *Environmental Protection Act 1994 (Qld)*
- *Environmental Protection Regulation 2008 (Qld)*
- *Spam Act 2003 (Cth)*
- *Telecommunications Act 1997 (Cth)*
- *Transport Operations (passenger Transport) Act 1994 (Qld)*
- *Transport Operations (passenger Transport) Regulation 2005 (Qld)*
- *Transport Operations (passenger Transport) Standard 2010 (Qld)*