

# COMPLIANCE MANAGEMENT POLICY

Approved by FSAC Ltd Board: 24 October 2023

Version: 5.6

Last Reviewed: 31 July 2023

Next Review: 1 July 2026

Contact Officer: Manager People, Culture and Compliance

## 1 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 Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures which deals with matters of harm, sexual abuse or inappropriate behaviour. The Protecting Children and Young People in Anglican Education Policy, Guidelines 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 Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures must be followed.

## 2 Scope

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

## 3 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.

## 4 Legal and Other Reference Material

Refer to Appendix 1 for a list of Acts and Regulations which apply to this policy.

### 4.1 Affiliated Authorities

The following policies and procedures support this policy:

- Accreditation Management Policy
- Protecting Children and Young People in Anglican Education Policy and Procedures
- Working with Children Policy
- College specific Child and Youth Risk Management Strategies
- Complaints Management in Anglican Education Policy
- Complaints Management in Anglican Education Guidelines and Procedures
- Duty of Care Policy
- Risk Management Policy
- Student Welfare Policy
- Delegations of Authority Procedure
- Privacy Procedure
- Grievance Management Procedure
- Conflict of Interest Procedure
- Board Delegations of Authority Procedure
- Financial Management Policy
- Workplace, Health and Safety Policy
- Student Enrolment Policy
- Volunteer Management Policy
- Whistleblowers Policy
- Our Commitment: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican Schools and Education & Care Services

## 5 Accountabilities and Responsibilities

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.
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. College Councils:

	<ul style="list-style-type: none"> <li>Review, monitor and report on regulatory compliance issues, including recommending action and remediation plans to the Board;</li> <li>Review major risks that their respective college is, or is likely to be exposed to; and</li> <li>Monitor risk management strategies.</li> </ul>
<b>Principal:</b>	is held accountable for the effective management of their College including the maintenance of all accreditation compliance requirements, monitoring finances, effective record keeping and financial reporting. 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.
<b>Business Manager/Company Secretary:</b>	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.
<b>Manager, Human Resources and Compliance:</b>	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.
<b>Staff Members:</b>	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.

## 6 Managing this policy

This policy is to be reviewed every three years from the date of approval. Notwithstanding the scheduled review, should any circumstance change materially before the 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 2019* (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 Regulations 2022* (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 – 2021 Fraud and Corruption Control*
- *Fringe Benefits Tax Assessment Act 1986* (Cth)
- *Fringe Benefits Tax Assessment Regulations 2018* (Cth)
- *Human Rights Act 2019* (Qld)
- *Superannuation Guarantee (Administration) Act 1992* (Cth)
- *Tax Administration Act 2001* (Qld)
- *Tax Administration Regulation 2022* (Qld)
- *Child Protection Act 1999* (Qld)
- *Child Protection Reform and Other Legislation Amendment Act 2022* (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 2020* (Qld)
- *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 2019 (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 (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)*
- *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)*
- *Building Act 1975 (Qld)*
- *Building Fire Safety regulation 2008 (Qld)*
- *Environmental Protection Act 1994 (Qld)*
- *Environmental Protection Regulation 2019 (Qld)*
- *Spam Act 2003 (Cth)*
- *Telecommunications Act 1997 (Cth)*
- *Transport Operations (Passenger Transport) Act 1994 (Qld)*
- *Transport Operations (Passenger Transport) Regulation 2018 (Qld)*
- *Transport Operations (Passenger Transport) Standard 2010 (Qld)*