



## COMPLIANCE POLICY

Version	1	Approved by Board on	22 Nov 2017
Responsible person	Executive Officer	Scheduled review date	Nov 2018

### VERSION CONTROL

VERSION No.	DATE	PERSON RESPONSIBLE	DETAILS
1	23 Nov 2017	Kylie Holmes	Creation of new compliance policy and register (addendum to policy)

### PURPOSE

The Rural Financial Counselling Service Victoria - Gippsland (RFCSV-G) recognises its duty to meet statutory, governance and funding deed obligations within the timelines set by its governing bodies.

### SCOPE

This Compliance Policy applies to all new and existing members of the RFCSV-G Board & Executive Officer

### REFERENCE DOCUMENTS

Compliance Register and Calendar  
Funding Deeds  
Policy Register

### POLICY

RFCSV-G is committed to ensuring that it complies with all applicable laws, regulations and funding deeds, and that it strives to meet the requirements of those standards and codes of practice that apply to its day-to-day activities and governing responsibilities.

The Board of RFCSV-G has delegated the responsibility to the Audit Subcommittee to oversee all financial management activities. All other compliance will be monitored by the Executive Officer and regularly reported to the Board and Audit Subcommittee.

RFCSV-G has established a compliance framework consisting of a Risk Management Plan and Risk Register, as well as a Compliance Reporting Register and linking to relevant Local By-laws, Federal and State Legislation, current Funding Deeds and RFCSV-G Policies.

The [Compliance Register](#) outlines the requirements to meet statutory, funding and governance obligations including:

- Financial Management, Policy Reviews, Strategic & Risk Management Reviews - *Internal Governance*
- Financial Statement Reporting - *Governing & Funding Departments*
- Performance & Annual Reporting - *Governing & Funding Departments & Stakeholders*
- Project Deliverables & Milestone reporting - *Funding Departments*
- Annual Declarations of Directors & Employees – *Internal Governance*
- Insurance Reviews & Renewals – *Internal Governance*

