

COMPLIANCE POLICY

Responsible person	Executive Officer	Scheduled review date	June 2021
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VERSION CONTROL

VERSION NO.	DATE	PERSON RESPONSIBLE	DETAILS
1	23 Nov 2017	Kylie Holmes	Creation of new compliance policy and register (addendum to policy)
2	19 Jun 2019	Kylie Holmes	Biannual review completed, minimal changes.
	13 Aug 2021	Kylie Holmes	No changes proposed

PURPOSE

The Rural Financial Counselling Service (RFCS) - Gippsland 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 – updated after each board meeting

Funding Deeds

Policy Register (Intranet)

POLICY

RFCS Gippsland 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 RFCS Gippsland has delegated the responsibility to the Finance Subcommittee to oversee all financial management activities, and the Project Subcommittee to oversee all strategic projects. All other compliance will be monitored by the Executive Officer and regularly reported to the Board.

RFCS Gippsland has established a compliance framework consisting of a Risk Management Plan and Risk Register, as well as a Compliance Register and linking to relevant Local By-laws, Federal and State Legislation, current Funding Deeds and RFCS Gippsland 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*