



SCOTCH OAKBURN COLLEGE

Compliance Policy

Approval date:	September, 2019
Next review date:	September, 2021
Approval:	Board of Directors
Audience:	Staff, Students, Parents

Our Principle of Due Care

Scotch Oakburn College is committed to implementing, maintaining and continually improving an effective and responsive compliance management system to enable it to prudently address its compliance obligations. The College will demonstrate a culture of integrity and conduct its activities lawfully in a manner that is consistent with its compliance obligations.

Our Compliance Aspiration

The College has an effective compliance management system that manages all of the College's compliance obligations. These compliance obligations include:

- legislative obligations, including State and Commonwealth Acts, Regulations, local laws, by-laws, planning schemes and rules;
- permits, licences and other forms of authorisations;
- contractual obligations;
- regulatory policies and codes;
- educational codes and standards;
- Scotch Oakburn College policies, procedures, Code of Conduct, operational strategies, plans and delegations.

Our Compliance Responsibilities

We embrace our compliance responsibilities by recognising that:

- every person within our College community accepts personal responsibility for compliance and acts ethically and with integrity;
- the Compliance Management System reflects the College's values, objectives, strategy and compliance risks;
- the compliance management system will identifying existing obligations;
- we will build processes to identify new regulations, codes and other compliance obligations;
- we will identify and evaluate the College's compliance risks through a formal compliance risk assessment process aligned with the College's Risk Policy.

Our Strategies

The methods we develop and implement to manage our responsibilities shall be consistent with the Australian Standard AS/ISO 19600:2015 Compliance management system. These

requirements are that:

- the Board of Directors and Executive Team will provide leadership and commitment to establish and communicate the requirements of this Policy;
- the Board of Directors and Executive Team will adequately support College staff by providing the resources and system required to meet our compliance aspiration;
- all staff shall be provided with adequate training to operate the compliance system and meet the obligations set within the Compliance Directive;
- effective controls are developed to ensure that the College's obligations are met and non-compliances are prevented or detected and corrected;
- the compliance management system will drive continuous improvement;
- the production of plans for the continual monitoring of processes, schedules and resources as well as the development of a suitable Assurance Directive;
- the College will adequately plan to ensure that the Compliance Management System will achieve its intended outcome.

Reporting

The Principal will measure the effectiveness of this policy by the use of key performance indicators and report to the Board of Directors on an annual basis.

Our Compliance Framework and Compliance Directives set out how we will implement this policy.