

# TNC POLICY

## Policy Details

<b>Title:</b>	Compliance
<b>Effective Date:</b>	13-Jan-2025
<b>Policy Owner:</b>	Chairperson, Board of Management
<b>Applies To:</b>	All staff and volunteers
<b>Next Review Date:</b>	31-Jan-2026

## Purpose

This policy sets out TNC's policy for regulatory, legislative, internal policy and contractual compliance and the governance structures, responsibilities and processes that have been established to give effect to that policy.

The legislative and regulatory environment includes, but is not limited to, the following:

- Occupational Health and Safety legislation
- Anti-discrimination legislation, including that related to equal opportunity, racial vilification and disability discrimination
- Taxation legislation
- Privacy legislation
- Australian Charities and Not-for-profit Commission (ACNC).

## Context

This policy has been developed in alignment with the [TNC Policy Framework](#).

TNC Policy Documents are developed to:

- Assist TNC to meet the objects of the organisation and manage risk effectively
- Assist TNC staff and volunteers in performing their duties
- Outline how TCNC will meet governance expectations
- Provide transparency and clarity to TNC staff and volunteers.

TNC is bound by the [Australian Charities and Not-for-profits Commission Act 2012 \(Cth\)](#) and regulated by the [ACNC](#).

## Definitions

Term	Explanation
ACNC	Australian Charities and Not-for-profits Commission
BoM	Board of Management
TNC	Toukley Neighbourhood Centre

## Overview

TNC is committed to the highest standards of integrity, fairness and ethical conduct, including full compliance with all relevant legal requirements, and requires that all its BoM members, officers (including its Executive Officer), managers, employees, volunteers and contractors acting on its behalf meet those same standards of integrity, fairness and ethical behaviour, including compliance with any legal, regulatory, internal policy and contractual requirements.

There is no circumstance under which it is acceptable for TNC or any of its employees, contractors or volunteers to knowingly and deliberately not comply with the law or to act unethically in the course of performing or advancing TNC's business.

## Principles

Policies always contain a set of principles that provide information relating to the rationale for the document. Staff and volunteers must consider and comply with these guiding principles when performing their duties.

### Principle 1: Compliance responsibilities will be clearly articulated

The BoM will:

- Review and monitor the leadership and commitment given to compliance through active promotion of the organisation's Compliance Policy.
- Review compliance management objectives and plans for legislative compliance.
- Monitor compliance performance by way of periodic management reports and assurances.

The Executive Officer will:

- Prepare compliance objectives and plans for review and consideration by the Board.
- Monitor performance against compliance objectives and plans, and report to the BoM on progress toward accomplishment of objectives.
- Where appropriate, delegate responsibility for compliance to officers with responsibility for particular sections.
- Oversee the performance of subordinate officers in these matters, including
  - ◆ conforming to and applying relevant compliance requirements within the workplace;
  - ◆ ensuring that systems and procedures established to make the policy effective are operational;
  - ◆ ensuring that staff are trained and have the necessary knowledge and understanding to perform their duties in compliance with the policy and all relevant requirements of the law;
  - ◆ ensuring that significant compliance responsibilities and accountabilities are included in position descriptions and performance reviews;
  - ◆ reporting and investigating any incident or occurrence thought or known to constitute a breach of any legal requirement; and
  - ◆ designing and implementing system enhancements to correct weaknesses that could result in a breach of such a requirement.
- Review and report annually to the BoM on the effectiveness of the management systems established to deliver compliance.
- Analyse material breaches and identified compliance system weaknesses for systematic trends and ensure that any adverse trends are addressed.
- Promote a culture of effective legislative compliance across the organisation.

- Provide formal assurance to the BoM as to the state of compliance of the organisation.

All staff, volunteers and contractors, at all levels, will

- Ensure that they are aware of any legal requirements that apply to their work activities and that they comply with them.
- Report all incidents of breaches of legal requirements.
- Where appropriate, suggest ways in which practices, systems and procedures could be improved so as to reduce the likelihood of a breach occurring.

## Principle 2: Compliance processes are embedded

At each meeting, the BoM will feature as an agenda item the monitoring of compliance performance.

Legislative compliance objectives and plans will be prepared by the Executive Officer, approved by the BoM, and maintained within the Contracts and Compliance Register

## Change Control

Effective Date	Author	Approver	Comments
13-Feb-2023	Bronwyn Evans	BoM	Initial document
13-Jan-2025	Bronwyn Evans	BoM	Refined to incorporate monthly monitoring of compliance, via the Contracts and Compliance Register



## Toukley Neighbourhood Centre

Ph: 02 43961555 / Email: [admin@tnc.org.au](mailto:admin@tnc.org.au) / Website: [www.tnc.org.au](http://www.tnc.org.au)  
PO Box 55, Toukley NSW 2263 / ABN: 64 997 484 484 / Association No: Y02437-47